

# FOR LICENSES EXPIRING **October 31, 2019**

## **Paper Submission**

1. A renewal application may be printed from <http://ot.alabama.gov/PDF/forms/RenewalApplication.pdf>
2. Please answer all questions on the application.
3. Application must be signed.
4. OTAs must include name of OT supervisor.
6. Renewal fee is \$140.00 for OTs and \$115.00 for OTAs (**cashier's check or money order only**). No personal checks will be accepted.
7. Proof of required continuing education must be submitted to <https://www.cebroker.com/>  
Your CEBroker account will have your required hours and dates noted.

## **Online Submission**

1. Go to [https://www.alabamainteractive.org/asbot\\_lr/welcome.action](https://www.alabamainteractive.org/asbot_lr/welcome.action)
2. Use your license number and last four digits of your social security number to log in.
3. Update any information.
4. Fee will be collected at the end using a credit or debit card.
5. Proof of required continuing education must be submitted to <https://www.cebroker.com/>  
Your CEBroker account will have your required hours and dates noted.
6. Online renewal is only available until midnight, **October 31, 2019**.

**Continuing Education certificates** must be submitted to <https://www.cebroker.com/>. This office will **not** accept, or review any continuing education sent to us. If you have not already, to set up an account, go to <https://cebroker.com/al/plans>.

All required documentation must be received, postmarked or transmitted by **August 31, 2019** (60 days prior to your expiration date). A late fee of \$50.00 will be assessed if completed renewal (application, fee or continuing education) is not received, postmarked or transmitted by this date. Any application/document returned for completion/correction, fee or continuing education that is not corrected/completed and received, postmarked or transmitted by **August 31, 2019** will be subject to the \$50.00 late fee.

Please be reminded your renewal is not complete until the application, fee and proof of continuing education have been received and approved. Online submission of the application and fee without submission of continuing education, does not void the late fee, or extend the license expiration date.

## **PLEASE NOTE:**

Please do not contact this office to determine if your renewal documentation has been received. We will be checking and processing applications in order of receipt. Upon completion, your expiration information will be updated and can be verified online at <http://ot.alabama.gov/licensee.aspx>.

Please allow an additional 4 – 6 weeks to receive written confirmation.

If your application, fee or continuing education needs correcting, you will be contacted by mail, email, or phone.