

Alabama State Board of Occupational Therapy
RENEWAL INSTRUCTIONS for LICENSES EXPIRING on OCTOBER 31, 2024

ONLINE Submission Instructions:

1. Go to 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 personal or employment information.
4. Renewal fee (\$140.00 for OTs and \$115.00 for OTAs) will be collected at the end of the application using a credit/debit card or E-check.
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 **October 31, 2024**.
7. A **\$50.00 LATE FEE** will be automatically imposed on all online renewal applications processed after **midnight on August 31, 2024**.

PAPER (MAIL) Submission Instructions:

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.
5. Renewal fee (\$140.00 for OTs and \$115.00 for OTAs) must be included in the form of a cashier's check or money order only. **NO personal checks will be accepted**.
6. Proof of required continuing education must be submitted to <https://www.cebroker.com/> Your CEBroker account will have your required hours and dates noted.

CONTINUING EDUCATION certificates must be submitted to <https://www.cebroker.com/>

If you have not already, to set up an account, go to <https://cebroker.com/al/plans>

This office will not accept, or review any continuing education directly sent to us.

***ALL** required documentation must be received, postmarked, or transmitted by **MIDNIGHT on AUGUST 31, 2024** (60 days prior to your expiration date). A **\$50.00 LATE FEE** will be assessed if completed renewal (application, fee or continuing education) is not received, postmarked or transmitted by this date. Any application or document returned for errors on completion/correction, renewal fee, or continuing education that is not corrected/completed and received, postmarked, or transmitted by **AUGUST 31, 2024**, will be subject to the **\$50.00 LATE FEE**.

****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.**

IMPORTANT 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>. Allow an additional 2 – 4 weeks to receive your mailed renewal confirmation. If your application, fee, or continuing education needs correcting, you will be contacted by this office via mail, email, or phone.