



## MyOTLicense

*Easy. One Stop. Professional. Info. Tracking.*

### Frequently Asked Questions/FAQs

#### What is MyOTLicense?

MyOTLicense is a secure, web-based, easy-to-use information and management tracking tool to help occupational therapy practitioners manage their professional information: licenses, certificates, memberships, professional development. You can think of MyOTLicense as your professional electronic filing cabinet.

#### What does MyOTLicense track?

- Occupational therapy license number and renewal date (1).
- NBCOT certification number and renewal date (1).
- MyOTLicense renewal date (4)
- OTAC membership number and renewal date (3).
- Plus, one additional professional license/certification/membership (1).
- And, professional development units earned, including Advanced Practice (2).

(1) You must provide this information.

(2) OTAC will enter units from OTAC conducted events as part of the service. You can either enter information from non-OTAC events yourself or pay a nominal fee to have OTAC enter the data.

(3) OTAC maintains this information based upon your membership dues payment or based upon the fees paid as a nonmember MyOTLicense subscriber.

(4) OTAC maintains this information based upon your membership dues payment.

## **Why did OTAC develop this information management and tracking tool for OT/OTA professionals?**

From its extensive contact with OT/OTA professionals, the Association received feedback from professionals that it was cumbersome and time consuming to keep track of all the important and required licensure and certification information. The OTAC Board of Directors and Association staff developed MyOTLicense as a tool to make professionals' lives easier and to ensure that they remained compliant with regulation, certification, and membership deadlines.

## **There is so much professional information to track. Does MyOTLicense have a mechanism to notify me in advance of renewal dates so that I don't miss them?**

Yes. If the system has a renewal date for any license, certification, or membership recorded in your record, you will receive a 60-day and 30-day advance electronic reminder. (Note: It is important to ensure that notices from the MyOTLicense and OTAC are not blacklisted or identified as spam to ensure you receive the notifications.) Also, you are responsible for ensuring that your renewal dates for your licenses and certifications are kept current so that the reminders are sent timely. In addition, there is no grace period for MyOTLicense access; this means that when your membership or subscription expires your access will be restricted.

## **Specifically, how does the professional development units tracking work?**

MyOTLicense tracks the following information:

- Date course completed
- Course title
- Course description
- Number of PDUs
- Course provider
- Course documents: certificates of completion and session/conference brochure

MyOTLicense will permit you to print a list of your professional development units by selecting all or just some of the courses in your record.

You will also be able to store a copy of the course certificates and course/conference brochure – in the event that it is requested related to a CBOT audit of your License Renewal Application, or for verification for your employer.

### **How does the information get entered into MyOTLicense?**

If an event/course is conducted by OTAC such as its Annual Conference and the annual Spring Symposium, the information is entered into the system by OTAC staff.

If an event/course is not conducted by OTAC, members can enter the data themselves, or pay a small fee to have OTAC enter the information.

Note: In the event of an audit, CBOT may ask for a copy of the course/conference brochure. MyOTLicense allows for the brochures to be uploaded to the system so that you can access at any time.

### **How much is the fee to have OTAC enter the information and upload document(s) from a single course?**

\$5 per course.

### **If I want OTAC to enter the information, how does that work?**

You can either mail the information to OTAC at:

OTAC  
Attn: MyOTLicense  
P.O. Box 276567, Sacramento, CA 95827

Or, email to us at [myotlicense@otaonline.org](mailto:myotlicense@otaonline.org)

### **How long does it take to have the information entered into my record?**

For OTAC's Annual Conference and Spring Symposium, your information will be entered within 30 days of the last day of the event. All other OTAC events/courses data will be entered within 7 days. If an event/course is not conducted by OTAC and you send it to OTAC for entry, the data will be entered within 14 days. You can request a rush on your data entry for a fee of \$5.00 per course (one course \$5, plus rush fee of \$5 = \$10).

### **How long is the data stored?**

The California Board of Occupational Therapy requires that you retain records for 4 years after each 2-year renewal period. IRS advises that records be retained for 7 years. MyOTLicense will hold your professional development activities for 7 years.

### **Can I access the data if I do not maintain an active account?**

Your professional development data will be retained for 7 years whether or not you have an active account. An active account means that your membership dues are current or your subscription is current. If you are not active, you will not be able to view and print your data. You will not be able to edit data or enter any new data. If you attend OTAC events while you are not active, that data will be uploaded to your record, but you will not have access to your data.

### **If I am not active for one year, for example, but decide that I want to track my professional development units for that inactive year, can I pay for that year retroactively?**

Yes; and if you attended any OTAC conducted events that information will appear in your record and you will be able to enter other courses/events or pay OTAC to do the entry for you.

### **Do I need to be a member of OTAC to participate in MyOTLicense?**

MyOTLicense participation can be either by a standalone annual subscription (\$25 annually) or through an OTAC membership wherein it is included as a benefit.

MyOTLicense subscription includes electronic communications and alerts from OTAC. This subscription does not have Association voting privileges and subscribers cannot serve in leadership positions. (Note: Communication by OTAC is almost entirely electronic. You must have a working email address to gain the full benefits of the subscription.)

OTAC Regular Membership includes **all member benefits** in the subscription as well as additional benefits such as *discounts* on professional development activities such as the Annual Conference, Spring Symposium and Dynamic Online Learning, and OTAC podcasts and webinars; printed newsletters and conference brochures. Regular members can vote on Association matters and hold leadership positions.

### What are the associated fees?

Both levels are for a one-year term based on your anniversary date.

	<u>MyOTLicense (1)</u>	<u>Regular Membership (2)</u> <i>Includes MyOTLicense</i>
OT, OTR/L, OT/L	\$25	\$199
OTA, OTA/L, COTA/L	\$25	\$149
OTR/L, COTA/L <i>(in graduate school full-time)</i>	\$25	\$115
First Year Professional – OT, OTR/L, OT/L	\$25	\$100
First Year Professional – OTA, OTA/L, COTA/L	\$25	\$85

(1) If you upgrade to Regular membership within 3 months of purchasing the subscription, all of the fees will be credited towards the Regular membership.

(2) Regular membership includes MyOTLicense.

### If I am an active subscriber can I upgrade to the Regular membership?

Yes. You can upgrade at any time.

- *Within 90 days.* If you upgrade within 90 days of becoming a subscriber, your \$25 will be credited in full towards your Regular membership dues.
- *Within 120 days.* If you upgrade within 120 days of becoming a subscriber, \$15 will be credited towards your Platinum Level dues.
- *After 120 days.* If you upgrade after 120 days of becoming a subscriber, no credit will apply.

## **Are there any other benefits to MyOTLicense?**

Yes. From your MyOTLicense record, you will have a direct link to:

- OTAC website
- CBOT website
- NBCOT website
- CE Finder feature. This link will direct you to the OT Master Calendar. CE providers will have the ability to place course ads on this master calendar making it easy for you to locate opportunities for earning professional development units. COMING SOON!
- Advocacy Center – you will receive electronic alerts and notices about regulatory, legislative, and professional issues. COMING SOON!

## **How do I sign up for MyOTLicense?**

*Current/active member.* If you are a member of the Occupational Therapy Association of California, it is a member benefit and thus no additional fee to participate. Your name, address, phone, fax, email, designations, membership expiration date, OT license number, and your participation in OTAC events/courses starting with a purchase date of 4/2/2011 will automatically be transferred into MyOTLicense.

Not a member/subscriber. To sign up for the service, go to [www.myotlicense.org](http://www.myotlicense.org). Or, you may go to the OTAC website, [www.otaonline.org](http://www.otaonline.org), and click on the MyOTLicense button.

## **How do I contact OTAC with questions about MyOTLicense records or account?**

It's easy. You can contact the MyOTLicense department via email, mail, or phone:

Email: [myotlicense@otaonline.org](mailto:myotlicense@otaonline.org)

Mail: OTAC  
Attn: MyOTLicense  
P.O. Box 276567, Sacramento, CA 95827

Toll-Free: (855) 927-7737

You can expect a reply to your inquiry from the MyOTLicense department within 24 business hours.

**How do I contact OTAC with questions about a Regular membership, if I want to upgrade from a subscription, or any other questions about OTAC benefits?**

Email: [staff@otaonline.org](mailto:staff@otaonline.org)

Mail: OTAC  
Attn: Membership  
P.O. Box 276567, Sacramento, CA 95827

Toll-Free: (855) 927-7737

**Is there training/guidance available on how to use the MyOTLicense features?**

Yes. We have developed an extensive help menu embedded within MyOTLicense. You can also call the Help Desk if you need additional support. We have also have a 15-minute Demonstration on the OTAC website, [www.otaonline.org](http://www.otaonline.org), under Member Benefits/myotlicense.