



Iowa Department of Public Health

Advancing Health Through the Generations

Chester J. Culver
Governor

Patty Judge
Lt. Governor

Mary Jones, BSEMS, PS
Interim Director

Athletic Training
515/281-4401

Barber
515/281-6959

Behavioral
Science
515/281-4422

Chiropractic
515/281-4287

Cosmetology
515/281-4416

Dietetic
515/281-6959

Hearing Aid
Dispensers
515/281-6959

Sign Language
Interpreters and
Translators
515/281-4287

Massage Therapy
515/281-6959

Mortuary Science
515/281-4287

Nursing Home
Administrators
515/281-4401

Optometry
515/281-4287

Physical &
Occupational
Therapy
515/281-4401

Physician
Assistant
515/281-4401

Podiatry
515/281-4287

Psychology
515/281-4401

Respiratory Care
515/281-4287

Social Work
515/281-4422

Speech Pathology
& Audiology

LICENSE RENEWAL FOR OCCUPATIONAL THERAPISTS AND OCCUPATIONAL THERAPY ASSISTANTS

Online renewal is fast, safe, and easy!

The Iowa Department of Public Health, Bureau of Professional Licensure has made renewing licenses easier for Occupational Therapists and Occupational Therapy Assistants and many other professionals in Iowa through online license renewal. There are many advantages to online renewal including:

- It is easy. After all continuing education requirements have been met, licensees may go to the website at www.licensediniowa.gov
- All the licensee needs is his/her license number and MasterCard or VISA, or a debit card with a MasterCard or Visa logo.
- Licensees may answer all questions online. The \$63.00 online renewal fee includes a \$3.00 convenience fee for occupational therapists and occupational therapy assistants who are scheduled to renew their license every two years by the 15th day of their birth month.
- It is fast. Once the online renewal process is complete, the license is immediately renewed and a new wallet card will be mailed in three to five working days.
- It is convenient. Licensees can renew on a home computer, at any time of the day or night, on weekends, or on a holiday if they choose. Licensees who do not have a computer at home may renew on a computer at their local library, their work place, or any other location.
- It is safe. Information is secured to protect privacy.
- Online renewal reduces errors. The system does not let licensees move forward until all questions are answered.
- Late renewal is also available online for 30 days after license expiration. Fee = \$123.00. Your license will become inactive if you fail to renew by this time.

Remember to notify the board office of all name and/or address changes within 30 days after a change occurs.

645—59.4(17A) Official communications.

- Notice of **change of address**. Each licensee shall notify the board of a change of the licensee's current mailing address **within 30 days after the change** of address occurs.
- Notice of **change of name**. Each licensee shall notify the board **in writing** of a change of name **within 30 days after** changing the name.

To renew by paper, go to the following web site to print a renewal application:

www.idph.state.ia.us/licensure/renewal.asp?board=pot

Professional Licensure Web site www.idph.state.ia.us/licensure

Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319-0075 ■ 515/281-0254 ■ Fax: 515/281-3121
DEAF RELAY (Hearing or Speech Impaired) 711 or 1 800-735-2942