

Board of Occupational Therapy Practice  
301 South Park  
PO Box 200513  
Helena, MT 59620-0513  
(406) 444-6880  
[unita@mt.gov](mailto:unita@mt.gov)

**RENEWAL APPLICATION**

License Number:

Check For New Address.  
Indicate any changes below.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country \_\_\_\_\_  
Email Address: \_\_\_\_\_

- Active - \$110
- Inactive - \$50

**Your Montana Occupational Therapist/Assistant license will expire on June 15.**

**TO RENEW ONLINE GO TO:** <https://ebiz.mt.gov/pol/> (Online transactions must be completed no later than 11:59 PM, MST on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) **OR**

- 1) Complete this renewal application.
- 2) Complete the Continuing Education Attest Statement below.
- 3) Answer the disciplinary question at the bottom of the form.
- 4) Renewals for an **ACTIVE status** postmarked after June 15 will be assessed a late penalty of \$110.00.
- 5) Renewals for an **INACTIVE status** postmarked after June 15 will be assessed a late penalty fee of \$50.
- 6) Sign the renewal application.
- 7) Return the renewal application and fee to the Board office by June 15.
- 8) If you become active during the renewal year you must submit the \$60.00 difference of the renewal fee along with the continuing education requirement and the request to reactivate. You are not authorized to practice in Montana with an inactive license. Keep the Board aware of your current mailing address.

**CONTINUING EDUCATION STATEMENT**

I am aware of the continuing education requirement for my license type and hold myself responsible for fulfilling that requirement. I will submit proof of attendance when audited or upon request of the Board.

You may access continuing education requirements at [www.ot.mt.gov](http://www.ot.mt.gov). Please reference rules 24.165.2101 & 24.165.2102.

**PLEASE BE ADVISED THAT YOU CANNOT WORK ON AN EXPIRED LICENSE. SHOULD YOU WORK WITHOUT A VALID, CURRENT LICENSE, DISCIPLINARY ACTION CAN BE TAKEN.**

YES  NO HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST? If so, please attach copies of the document that initiated each action and all final orders. MCA 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT SEND CASH**