



OFFICE OF OCCUPATIONAL THERAPIST REGISTRATION

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IT'S TIME TO RENEW AGAIN!

It's time for Occupational Therapists to renew their registrations with DORA. This year we have a new licensing system to handle renewals. Since this is your first time using this new system, please allow yourself enough time to complete the process. Please do not wait until the last minute to renew your registration. Occupational therapy is your livelihood and we want to make sure there is no interruption in your ability to provide services to your clients. Other articles in this newsletter will give you specific information on how to renew your registration. Be sure to read carefully and follow the instructions.

SUNSET REPORT RELEASED FOR OCCUPATIONAL THERAPY PRACTICE ACT

A sunset review is a periodic assessment of state boards, programs, and functions to determine whether or not they should be continued by the legislature. Sunset reviews focus on creating the least restrictive form of regulation consistent with protecting the public. In formulating recommendations, sunset reviews consider the public's right to consistent, high quality professional or occupational services and the ability of businesses to exist and thrive in a competitive market, free from unnecessary regulation.

The Occupational Therapy Sunset Report has been released and may be found at www.dora.colorado.gov/professions/occupationaltherapists. This report will now be presented to the 2013 session of the Colorado Legislature for their consideration. DORA will update the Occupational Therapy webpage on its website concerning any new laws for occupational therapists that come as a result of the Sunset process.

DORA'S NEW AND IMPROVED WEBSITE

DORA launched our new website this quarter! You will see many changes to the Division of Professions and Occupations web pages. Bookmark these new pages:

Division's Homepage: www.dora.colorado.gov/professions

Renewals: www.dora.colorado.gov/professions/renewal

Online Services: www.dora.colorado.gov/professions/onlineservices

Occupational Therapists: www.dora.colorado.gov/professions/occupationaltherapists

Contact us:

Office of Occupational Therapist Registration

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Consumer protection is our mission

INTRODUCING THE DIVISION OF PROFESSIONS AND OCCUPATIONS!

After 44 years, the Division of Registrations got a new name on August 8, 2012, that better reflects its mission. The regulator of 50 professions, occupations, and businesses in the state is now the **Division of Professions and Occupations**. The Division is responsible for the licensure and enforcement of nearly 350,000 people in the state. It preserves the integrity of the marketplace through the consistent and fair pursuit of consumer protection. The work of the Division facilitates a labor force that is a critical driver of the state's economy, and touches all Coloradans in their personal, daily lives.

ONLINE SERVICES HAS A NEW LOOK

The new Online Services is faster, more user-friendly and more compatible with browsers such as Safari, Mozilla Firefox and Google Chrome. **Go to www.colorado.gov/professions/onlineservices to renew your license or change your address.** *If you have not logged into the system since July 1, 2012, you must Register to create a new account.*

THE DIVISION OF PROFESSIONS AND OCCUPATIONS WELCOMES OUR NEW DIVISION DIRECTOR!

Lauren Larson became the Director of the Division of Professions and Occupations in August 2012. Ms. Larson comes to DORA from Washington, DC, where she was a senior executive at the Executive Office of the President, Office of Management and Budget (OMB). As Chief of the Treasury Branch at OMB, she negotiated billions of dollars in spending and numerous industry regulations. Her experience includes budget, legislative and general management oversight for federal regulatory agencies such as the Department of the Treasury, the Department of Housing and Urban Development, and the Securities and Exchange Commission. Ms. Larson also served as a senior advisor at the Internal Revenue Service. Prior to her government service, Ms. Larson was an economic consultant with PricewaterhouseCoopers, and a manager at a nonprofit. She holds a Master of Public Policy from the University of Michigan, and a Bachelor's degree in Political Science from Syracuse University.

This newsletter was created by the Division of Professions and Occupations to improve communications between the Division and its registrants

WALL CERTIFICATES

The Division of Professions and Occupations outsources wall certificates to Wall Certificate Service (WCS), a division of Professional Credential Services, Inc. (PCS). If you would like a professionally designed wall certificate, you can order and pay a fee online. The fee for U.S. residents is \$25. The fee for international residents is \$25 plus an international shipping fee.

To order your wall certificate contact WCS at www.nasbastore.org, go to the Wall Certificate Service section and click on the page for Colorado Certificates. Be prepared to enter your Name, License Number and License Date. If you prefer, you may contact them at 888-925-5237 or via e-mail at: nasbastore@nasba.org.

SIGN UP FOR E-UPDATES!

The Division wants to keep you informed of upcoming renewal, legislation, events and other information that impacts your profession. In order to do this more efficiently we have implemented "DORA eUpdates" and we look forward to providing more of these in the future. These eUpdates are sent to the email address in our licensing system for each active licensee. To update or add your email address, log into [Online Services](#).



PROOF OF LAWFUL PRESENCE

All persons requesting original registration, renewal of an active registration or reinstatement of an expired registration must verify lawful presence in the United States based on the passage of House Bill 06S-1009. This bill applies to all applicants and registrants in the Division of Professions and Occupations, with the exception of apprentices, interns, and businesses.

Registrants will not be issued or renewed without completing the Affidavit of Eligibility form.

The good news is that you can complete this affidavit online when you renew using Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal).

More information regarding this law is available on our website [here](#). Or go to your profession's home page and click "Professionals" on the left menu.

RENEW YOUR REGISTRATION ON TIME!

You may renew your registration online using Online Services. Renewals are generally made available 6 to 8 weeks prior to the registration expiration date. After that there is a 60-day grace period. That means you typically have a time frame of 16 weeks to renew your registration.

Any registration not renewed prior to the end of the grace period will be considered expired. Once a registration is in expired status, a reinstatement application must be completed and returned to our office with the appropriate fee listed on the form.

If you do not renew your registration prior to the end of the grace period and continue to practice, you will be practicing on an expired registration and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their registration on time and practiced without one. The reasons that are offered boil down to some common themes: I forgot; I moved and I forgot to notify the Office so I never got the renewal notice; I thought that my assistant/secretary/spouse/boyfriend, et cetera, handled it; it's the Office's fault because I *did* renew my registration...or I *thought* I renewed my registration. The result is that depending on how long it takes for the individual to "remember" to renew, the Division often takes disciplinary action against the individual because it is against the law to practice without an active registration. So, here's where we need your help:

1. Note the expiration date in your calendar to remind yourself of when it is time to renew your registration the next time.
2. Make sure that the address listed on your record is accurate. If it is not, then update your address with the Division. Remember to update your address anytime that you move so that you do not miss out on any important notices from the Division.

Remember, it is each registrant's responsibility to renew his or her registration on time. With our online system, you can handle all of this yourself, any time, day or night.

RENEWAL INSTRUCTIONS

For detailed renewal instructions, click on your profession at www.dora.colorado.gov/professions/renewal.

RENEWAL FEES

By law, the program must operate strictly with funds collected from the persons it regulates, with no support from the State's General Fund. The Colorado Legislature determines the budget for the program. Once the Legislature sets the budget, the money must be raised through fees. The good news is that these fees are evaluated each year.

Therefore, they are modified depending on how much money is anticipated to be received through the registration and renewal processes and what the anticipated expenditures are expected to be. The primary obligation is to protect consumers and the operations of the program are focused to ensure it can work diligently to do so. The Division of Professions and Occupations works hard to contain program costs and to keep fees for regulated professionals as low as possible.



VIEW DISCIPLINARY ACTIONS ONLINE

The Division of Professions and Occupations allows anyone to view images of scanned disciplinary documents online. In reviewing a licensee's information, it is important to know what is and is not available from the agency about Colorado licensees.

The following information would appear on a record under Board or Program Actions if applicable to the licensee:

1. If a licensee had been disciplined or formally accused of wrongdoing by the Board or Program.
2. If the Board or Program has taken some other non-disciplinary action against the licensee that restricts or limits the individual's license.

Board/Program Action Documents available:

- All Stipulations, Final Agency Orders, and Suspensions that were in effect in February 2000 plus any that became effective since that date. Child support suspensions are not available online but may be obtained by contacting the appropriate Board or Program.
- Any document Revoking or agreeing to a Voluntary Relinquishment/Surrender of license, Cease and Desist Orders and Letters of Admonition from January 1, 1999 to the present.
- All Injunctions.

**To view disciplinary action documents, please visit
www.dora.colorado.gov/professions
 Click on "Licensing" and then "Disciplinary Actions"
 or click [here](#)**

HAVE YOU CHANGED YOUR MAILING ADDRESS ?

It is imperative that you keep your contact information updated with the Division. The Division mails renewal notices and other information to you at the last address furnished to us. Failure to receive a renewal notice does not relieve you of your obligation to timely renew. Once you have logged into Online Services, check your mailing address and update it if it is not correct. If you received your renewal notice due to a forwarding order it is important that you change your address on file with us, since we cannot change the information based on the forwarding order.