HOW DO I COMPLETE AN ONLINE RENEWAL

Visit [https://mn.gov/boards/occupational-therapy/](https://mn.gov/boards/occupational-therapy/) and select the appropriate renewal application type (OT renewal, OTA renewal)

After you have reviewed the renewal application instructions, click the “Renew your Occupational Therapist license online” link at the top of the page section to start your online renewal. You will be redirected to this website: [https://otp.hlb.state.mn.us/#/login](https://otp.hlb.state.mn.us/#/login)

First, you will need to register as a new user. Click “Register to Access Site” to start.
LICENSEE REGISTRATION STEPS

If you are a licensee registering to renew your license follow these steps.

Select “Licensee” (this will be denoted by the green check mark) then click “next”

Enter ALL information under “verify user”. Please verify that you have correctly entered your date of birth and social security number.

When you have entered all your user information, complete the CAPTCHA challenge (CAPTCHA means “Completely Automated Public turing test to tell Computers and Humans Apart) and click “next”.

The system will verify your registration.
Now you will set up your username, password, and security questions/answers. This information will be used by licensees for all board functions (renewal, license verification, address change, etc.) so please remember the information you have entered in this section.

Enter all information in this section below. Your password must be at least eight characters and at least one digit.

When you have completed your new account detail you will be redirected to the original log in screen. Enter your username and password to access your account.
CURRENT LICENSEE REGISTRATION STEPS

If you currently have a license with the Board of Occupational Therapy Practice and you need to register in the new system, please complete the following steps.

Select “Licensee” on the Registration Type page. Your choice will be denoted with a green check mark. Click the “next” button to proceed.

Enter your license information to verify user. You are required to enter all the information on this page in order to proceed. Failure to fill out all the information requested during this process may delay your application. Please verify that you have correctly entered your date of birth and social security number.

When you have entered all your user information, complete the CAPTCHA challenge (CAPTCHA means “Completely Automated Public Turing test to tell Computers and Humans Apart) and click “next”.

User Registration
The system will verify your registration.

Now you will set up your username, password, and security questions/answers. This information will be used by licensees for all board functions (renewal, license verification, address change, etc.) so please remember the information you have entered in this section.

Enter all information in this section below. Your password must be at least eight characters and at least one digit.

When you have completed your new account detail you will be redirected to the original log in screen. Enter your username and password to access your account.
PROFILE VIEW

Your profile view screen will appear after you log in. Enter your email address and website (if applicable) by clicking the blue pencil tool (✓). Enter your phone number(s) (business, home, cellular) by clicking the blue plus sign. You are required to provide a public and primary phone number.

SUBMITTING YOUR RENEWAL

Once you have completed the section, click “License (OT)” to view your license information. Click the blue “Renew” button in the middle of the page to start the renewal process.
Please read through the Tennessen warning and click the acknowledgement box to proceed.

**Tennessee Warning**

You are being asked to supply private or confidential data as part of an application for renewing a license. The purpose and intended use of this information is to enable the Board to determine whether you meet statutory and rule requirements for license renewal. You are not required to provide this information. However, your failure to do so may impede your ability to renew a license. This data is classified as confidential during the pendency of the application but may then, with the exception of Social Security Numbers, become public following renewal of the license. Board staff, Board designee’s, and staff of the Attorney General’s office may have access to this data, as required for review of this application. Questions and answers regarding previous licensure or conduct are maintained as confidential, and will become private once the license is renewed. You have the right to consult with legal counsel before providing any information to the Board.

**Acknowledgement**

- By checking here you agree to the above Tennessen

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Update your contact information. Accurate contact information is duty as a licensee. **Confirm the address and mailing information you provide. This is where your renewal card will be sent.**

**Update Contact Information**

Every licensee must have a Public and Mailing address. These addresses can be different.

Your primary business address is public and is required. Your license will not be issued without it unless you check the box below certifying that you are not currently in the workforce related to your practice. If you have a business address listed that is not current, delete it by clicking the delete button.

Public - can be seen and/or provided to the public
Mailing - is where all correspondence is mailed

**Addresses**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Public</th>
<th>Mailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>1234 STREET NE</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Business</td>
<td>5678 STREET NE</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Phone Numbers**

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
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<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>612-123-456</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Mobile</td>
<td>612-987-654</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Email Address**

attlaw@umn.edu

**Acknowledgment**

- By checking here you agree the above is your current contact information
Review your continuing education information. The affirmation is a legal attestation that you have completed the requisite continuing education for your renewal.

Answer all practice questions. If answering “yes” provide a detail description in the text box.
Review the information. Click the blue box next to confirmation to download a copy of the renewal that you are submitting as PDF for your records. Check the affirmation boxes and then click next.

Review payment information. Verify that the fee is correct for your license renewal.
Click “proceed to checkout” if you are ready to submit your payment for your application. Please note: All payments are non-refundable.

Your cart – This page will show your fee payment and credit card processing fee. Proceeding to the next page will bring you to the payment screen. The payment screen is hosted through US Bank.

Enter your personal information, billing information, and credit card information. Click “continue” when you are done and then click “confirm”.

You have completed the application process. You may log in to your online account at any time to check the status of your renewal. Log in through this website: https://otp.test.hlb.state.mn.us/#/login