

INTRODUCTION TO CERTEMY®

The Board recently signed a contract with CERTEMY® to provide a comprehensive licensing management software solution. Certemy will allow the Board to fully automate the licensing process, integrate our systems, centralize data and documents, improve data accuracy, and reduce paper handling.

Applicants and licensees will also benefit from Certemy by replacing paper applications with online application processing, enhancing the online renewal process to allow CE tracking and step-by-step completion, and providing a licensee portal enabling licensees to update their contact information and store uploaded and issued documents in a digital wallet.

The first phase of implementation will occur in September with the automation of our initial application process and public registry. More information will be coming in early 2021 for current licensees.

***Note: Your Certemy account will be authorized by your email address. It is highly encouraged that you use a personal email address to prevent disruption should you change jobs. To confirm your email address with the Board, please send an email to help@wvbot.org.**



WVBOT CE CONFERENCE 2021

We have tentatively rescheduled our cancelled 2020 conference for April 30, 2021 at the Bridgeport Conference Center as originally planned. All licensees will be required to re-register for the conference. More information will be coming in early 2021.

Board Members

Kathy Quesenberry, MSM, OTR/L
Chairperson

Martin Douglas, MS, OTR/L
Secretary/Treasurer

Phil Simpson, MS, OTR/L

Bambi Hill, COTA/L

Gene Brooks, Consumer Member

WV Board of Occupational Therapy



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- ❖ Reduced Renewal Fees
- ❖ 2021 Online Renewal
- ❖ CE Requirements
- ❖ Introduction to Certemy
- ❖ 2021 CE Conference



RENEWAL FEES HAVE BEEN REDUCED!

Effective with 2021 renewals, renewal fees have been reduced by \$20 for OT and OTA renewals, making the two year OT renewal \$120 and the OTA renewal \$100. The online renewal application reflects these reduced fees. If mailing a paper application, please be sure to include the proper amount, as the Board is unable to issue refunds.



ONLINE LICENSE RENEWAL AVAILABLE OCT 1ST!

If your current license expires 12/31/20, the online renewal application will be available October 1st by going to wvbot.org and selecting “2021 License Renewal” under the Current Licensees tab at the bottom of the page.

Please read the instructions carefully before beginning the renewal process. The online application must be completed in one session, so be sure to have all the necessary renewal and credit card information available before beginning. You will log in to the renewal system using your license number, date of birth, and last 4 digits of your social security number.

COTA's are required to upload a new signed supervisory statement if employed in WV. You will also have the ability to upload name change documents if necessary and CE certificates in the event you were chosen for the random CE audit.

PLEASE BE AWARE that submission of your online renewal application does not immediately renew your license. It must still be reviewed and approved by Board staff prior to the issuance of new license cards. To assure receiving your new license cards prior to January 1, 2021, the Board suggests you submit your properly completed application online by December 1, 2020.

You may not practice Occupational Therapy in WV after December 31, 2020 without the actual license cards in your possession.

In order to avoid the late fee of \$100, renewal applications must be completed online or paper applications postmarked by December 31, 2020.

CONTINUING EDUCATION REQUIREMENTS

License renewal requires 24 hours of continuing education, unless you were initially licensed in 2019, in which case 12 hours are required.

WVBOT does not require a licensee or provider to obtain pre-approval of courses by the Board. Acceptable courses must be related to the practice of occupational therapy and be relevant to your area of practice.

Courses that ***DO NOT*** meet the CE requirements include training in documentation, coding, billing, reimbursement, and payment systems, such as Medicare. Although these courses may be beneficial, and the Board does not discourage them, please do not submit them on your renewal application.

Below is a summary of common continuing education activities:

Unlimited Hours:

- Workshops, seminars, conferences
- Online courses
- In-service training
- Related University courses

Limited Hours:

- Clinical Student Instruction
 - 2 hrs/level 1 student (max 3 students)
 - 6 hrs/level 2 student (max 2 students)