

Dear Licensee,

DC Health is happy to announce that renewals for **Dance Therapy and Recreational Therapy** is now **LIVE!**

The licensure renewals for Dance and Recreation Therapy are scheduled to start on **December 1, 2023**, and will end on **February 28, 2024**. Please note that the Criminal Background Check portion of the renewal process may take longer than expected. Therefore, it is highly recommended that you renew your license early to avoid delays in the renewal process and ensure that you can continue practicing without interruptions. If your license is not renewed by the close of business on **February 28, 2024**, you will not be allowed to practice in the District of Columbia. It is important to remember that practicing with an expired license is illegal and could lead to disciplinary action by the Board of Occupational Therapy. Licensees can be renewed within the 60-day grace period (March 1, 2024, to April 28, 2024) with an \$85 late fee assessment. Additionally, please be aware that the renewal fee for the Board of Occupational Therapy is \$179.00.

#### **RENEWAL OPTIONS**

1. Online Only.

#### **HELPFUL TIPS TO REMEMBER**

1. **The deadline for renewal is February 28, 2024.**
2. CAREFULLY read all renewal screening questions.
3. If you respond "yes" to a screening question(s) you **MUST** provide complete documentation before your license will be renewed.
4. If you respond "no" to the continuing Education completion question, you **MUST** provide complete documentation before your license will be renewed.
5. To place your license on PAID INACTIVE Status, please complete the renewal portal online and select the paid inactive status option.
- 6.

#### **INFORMATION ABOUT CONTINUING EDUCATION AUDITS:**

After the renewal is complete, you may be randomly selected for an audit and be required to submit continuing education (CE) documents to the Board. CE's must be taken between **March 1, 2022 – February 28, 2024**.

#### **Recreation Therapist:**

Twenty (20) contact hours, Two (2) hours of LGBTQ cultural competency, and 10% (2 hours) of [Public Health Priorities](#).

#### **Dance Therapist:**

Two (2) hours of LGBTQ cultural competency, and 10% (1 hours) of [Public Health Priorities](#).

If you are renewing for the **first time** CE's are not required.

Once you are ready, you may begin the renewal process by going to the DC Health Licensing Portal Page. On that page you will select **the "Apply for License Renewal" tab on the left side of the page:**

<https://dohenterprise.my.site.com/dchealthrenewals/s/login/>

If this is your first renewal, you will need to **create a new username and password.**

If you are experiencing issues with your renewal that is not identified below, please submit a “case” to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>. We are asking users to be patient as we respond to all inquiries and cases on a first come, first served basis.

Please read the FAQs below before you renew.

## FREQUENTLY ASKED QUESTIONS (FAQ)

Below are a series of frequently asked questions from the licensees:

### RENEWAL FEES

- ***How much does it cost to renew?***
  - \$145 for all licensure types under Recreation Therapist
  - \$145 for all licensure types under Dance Therapist

### CRIMINAL BACKGROUND CHECK (CBC) FEE

- ***Do I need a Criminal Background Check?***

All licensees are required to pay a mandatory fee of \$50 for the CBC which is a name-based search. Licensees are not required to get fingerprinted again at this time.

### CONTINUING EDUCATION (CE)

- ***How come I am not able to upload my CE documents?***

Several users have stated they are unable to upload proof of having completed their CE. Our IT department has identified certain issues with document uploads on browsers **OTHER** than Google Chrome or Firefox. If you are not using the most up-to-date versions of Google Chrome or Firefox, first try uploading your CE document using these web browsers {Google Chrome/Firefox}. To submit your uploaded CEs, you must **WRITE** something in the continuing education **DESCRIPTION BOX**. For example, you may write “I have uploaded all my CEs or CEs are attached”.

Finally, if you still have upload issues, you can submit your renewal application by selecting the "I will have completed my CE by September 30, 2023" option in the CE category of the renewal application. By selecting this, you can skip the document uploads and proceed with the rest of your application so you may renew your license on time.

- ***What are my CE requirements?***

CEs must be taken between March 1, 2022, and February 28, 2024.

**Recreation Therapist:**

Twenty (20) contact hours, Two (2) hours of LGBTQ cultural competency, and 10% (2 hours) of [Public Health Priorities](#).

**Dance Therapist:**

Two (2) hours of LGBTQ cultural competency, and 10% (1 hours) of [Public Health Priorities](#).

**ALL First Time Renewal Applicants:** If you are renewing for the **first time**, CE's are not required.

**INFORMATION ABOUT CONTINUING EDUCATION AUDITS**

- ***Will I be audited?***

After the renewal you may be audited and required to submit continuing education (CE) documents to the Board. CE's must be taken between **March 1, 2022, and February 28, 2024**. The required continuing education units are listed above.

**RENEWAL CONFIRMATION**

- ***How can I get confirmation of my renewal?***

All licensees who submit a renewal application will receive a confirmation email that states your license has been approved, and include a digital copy of your new license, or your renewal application has been sent to staff for further review. (Note: Licensees who place their license in Paid Inactive Status will not receive a digital license.) DC Health is not currently issuing hard copies of the renewed license.

For licensees who've not received a confirmation email, you should log back into the system and check to ensure you entered the correct email address as any typos will result in the confirmation email not being sent to you correctly. Licensees should also check their spam filters to ensure the confirmation email did not accidentally go to their spam junk or trash folders.

If you've checked all of the above, but still have not received either a confirmation email or a copy of your license, you should submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>. Our IT department will review any and all reported errors, and we will update our licensees as more information becomes available.

**PAYMENT ISSUE**

- ***Why isn't my credit card being accepted?***

The renewal system will only accept **Visa or MasterCard credit cards for payment**. Please ensure you entered the correct information for your payment. Once the payment has been received, a receipt will be sent to your email of record.

If you are using a Visa or MasterCard, but are still having issues, you should submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>. Our IT department is reviewing any and all reported errors, and we will update our licensees as more information becomes available.

**HELPFUL TIPS TO REMEMBER**

- The deadline for renewal is **February 28, 2024**.
- CAREFULLY read all renewal screening questions.
- Do not answer “yes” to paid-inactive question unless you intend to be inactive.
- If you respond “yes” to a screening question(s) you MUST provide complete documentation before your license will be renewed.

Refer to the District of Columbia Municipal Regulations for The Board of Occupational Therapy for specific instructions regarding continuing education and audit requirements. If you have any further questions or concerns regarding the renewal process, please do not hesitate to contact the Board of Occupational Therapy. Thank you for your attention to this matter, and we wish you the best of luck with the renewal process.

[DC Board of Occupational Therapy](#)

DC Health greatly appreciates your patience during this time and look forward to your feedback.

Sincerely,  
DC Board of Occupational Therapy