

**South Carolina Board of Occupational Therapy**  
**Box 11329**  
**Columbia, SC 29211-1329**

**TO:** Newly Licensed OTs and OTAs  
**RE:** Continuing Education Hours for Renewal by Issuance of License; Some Pro-rated  
**DATE:** March 17, 2011

All persons licensed by the South Carolina Board of Occupational Therapy must renew their licenses biennially. Biennial renewal notifications are sent to all licensees to request an on-line renewal with a renewal fee and to attest to having obtained the required number of continuing education hours. You will be mailed a renewal notification in January of 2013 for the March 15, 2013 renewal deadline. **Continuing education hours are 16 contact hours.**

You are required to have half of the CE hours in direct patient care in occupational therapy and the other half may be in any area directly related to health care, including, but not limited to supervision, education, documentation, quality assurance, and administration. If you need to review the licensure renewal information and CE requirements, please refer to the Occupational Therapy Practice Act, Section 40-36-260, and the Regulations, Section 94-08, or visit our website [www.lfr.state.sc.us/pol/occupationaltherapy](http://www.lfr.state.sc.us/pol/occupationaltherapy).

**PLEASE NOTE:** Occupational therapists and occupational therapy assistants who will be issued licenses on September 16, 2011 through December 15, 2012 are required to renew their licenses with continuing education hours also; however, the number of continuing education hours required for renewal will be **pro-rated** for these new licensees.

Please review the pro-rated schedule printed below to know how many continuing education hours you, as a newer licensee, are responsible for obtaining before the end of the licensure period on March 15, 2013.

**PRO-RATED CE HOURS for New OT and OTA LICENSEES Licensed on  
September 16, 2011 through December 15, 2012**

Licensees licensed from **September 16, 2011 through March 15, 2012** will need to have obtained a total of 12 hours.

Licensees licensed from **March 16, 2012 through September 15, 2012** will need to have obtained a total of 8 hours.

Licensees licensed from **September 16, 2012 through December 15, 2012** will need to have obtained a total of 4 hours.

**ISSUANCE OF LICENSES - COMMON RENEWAL DATE**

**For people who will be licensed on December 16, 2012 through March 15, 2013**, no CE hours or renewal will be required in the renewal cycle with due date of March 15, 2013, as those licenses will be issued as current through March 15, 2015. This allows all licenses issued by the Board have a common renewal date.