

**Alabama State Board of Occupational Therapy**  
**RENEWAL INSTRUCTIONS for LICENSES EXPIRING OCTOBER 31, 2025**

**ONLINE Submission (*PREFERRED METHOD*) Instructions:**

1. Go to [https://www.alabamainteractive.org/asbot\\_lr/welcome.action](https://www.alabamainteractive.org/asbot_lr/welcome.action)
2. Use your license number and last four digits of your social security number to login
3. Update any personal or employment information
4. Submit renewal fee payment (OT = \$140.00) | (OTA = \$115.00) information at the final step of the online application using a credit/debit card or E-check
5. Proof of required continuing education must be submitted to <https://www.cebroke.com/>  
(Your CEBroker account will show the required number of contact hours to report)
6. Online renewal is only available until **OCTOBER 31, 2025**
7. A **\$50.00 LATE FEE** will be automatically imposed on all online renewal applications processed after **12:00 A.M. (midnight) on AUGUST 31, 2025**.

**PAPER (PRINT & MAIL-IN) Submission Instructions:**

1. Print a renewal application here: <http://ot.alabama.gov/PDF/forms/RenewalApplication.pdf>
2. Please answer all questions on the application. Application MUST include signature.
3. OTAs must include name + license number of supervising OT
4. Renewal fee payment (OT = \$140.00) | (OTA = \$115.00) MUST be included in the form of a cashier's check or money order **ONLY; NO PERSONAL CHECKS** will be accepted.
5. Proof of required continuing education must be submitted to <https://www.cebroke.com/>  
(Your CEBroker account will show the required number of contact hours to report)

**CONTINUING EDUCATION** certificates must be submitted to <https://www.cebroke.com/>  
If you have not already set up an account, create a new one at <https://cebroke.com/al/plans>

***This office will NOT accept, or review any continuing education directly sent to us.***

\***ALL** required documentation must be received, postmarked, or transmitted by **12:00A.M. (midnight) on AUGUST 31, 2025** (60 days prior to license expiration date). A **\$50.00 LATE FEE** will be assessed if completed renewal (application, fee or continuing education) is not received, postmarked or transmitted by this date. Any application or document returned for errors on completion/correction, renewal fee, or continuing education that is not corrected/completed and received, postmarked, or transmitted by **AUGUST 31, 2025**, will be subject to the **\$50.00 LATE FEE**.

**\*\*Your renewal is NOT complete until the application, fee AND proof of continuing education have been received and approved: Online submission of the application + fee without submission of CEUs, does NOT void the late fee, OR extend the license expiration date.**

**IMPORTANT NOTE:** Please do not contact this office to determine if your renewal documentation has been received. We will be checking and processing applications in order of receipt. If your application, fee, or continuing education needs correcting, you will be contacted by this office electronically via email message or telephone call. Upon completion, your license information/expiration date will be updated and can be verified online at this link: <http://ot.alabama.gov/licensee.aspx>

**Allow this office an application processing time of 2 – 4 weeks for renewal completion.**