



South Carolina  
Department of Labor, Licensing and Regulation

Board of Occupational Therapy



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Mark Sanford  
Governor

Adrienne Riggins Youmans  
Director

**TO:** Newly Licensed OTs and OTAs  
**RE:** Pro-rated Continuing Education Hours  
**DATE:** January 21, 2010

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, 2011.

**PLEASE NOTE:** Occupational therapists and occupational therapy assistants who were issued licenses on September 16, 2009 through December 14, 2010 are required to renew their licenses with continuing education; however, the number of continuing education hours required for renewal will be **pro-rated**.

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, 2011.

**PRO-RATED CE HOURS for OT and OTA LICENSEES Licensed on  
September 16, 2009 through December 14, 2010**

Licensees licensed from **September 16, 2009 through March 15, 2010** will need to have obtained a total of 12 hours.

Licensees licensed from **March 16, 2010 through September 15, 2010** will need to have obtained a total of 8 hours.

Licensees licensed from **September 16, 2010 through December 14, 2010** will need to have obtained a total of 4 hours.

You are required to have half of the CE hours in direct patient care 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.llr.state.sc.us/pol](http://www.llr.state.sc.us/pol).

**For people licensed on December 15, 2010 through March 15, 2011**, no CE or renewal is required in this renewal cycle, as those licenses will be issued as current through March 15, 2013.