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## OFFICE OF OCCUPATIONAL THERAPIST REGISTRATION

### OCCUPATIONAL THERAPY, USE OF TITLE, AND TITLE PROTECTION

**Contact us:**

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The Office of Occupational Therapy Registration receives numerous calls asking what occupational therapists are permitted to call themselves. Colorado statutes answer this question. For occupational therapists, Colorado statutes state:

12-40.5-104. Use of titles restricted. Only a person registered as an occupational therapist may use the titles "occupational therapist registered", "registered occupational therapist", "occupational therapist", or "doctorate of occupational therapy" or use the abbreviation "O.T.", "O.T.D.", or "O.T.R.", or any other generally accepted terms, letters, or figures that indicate that the person is an occupational therapist.

So, Colorado law does two things with respect to titles. First, it restricts how professionals may refer to themselves. Second, it protects the titles used by professionals so that no other persons may use those titles.

But title protection works both ways. While it is true that only registered occupational therapists may use the occupational therapist titles, so also is it true that occupational therapists must *not* use other titles. For example, an occupational therapist must *not* use the title P.T., which is reserved only for licensed physical therapists. Wrongly using a title could subject a person to discipline. So, check your advertising material, business cards, etc., and ensure that you are using the correct title.

### WALL CERTIFICATES



For those of you that may be interested, the Division of Registrations is pleased to announce that it has outsourced the production of wall certificates to Wall Certificate Service (WCS) a division of Professional Credential Services, Inc. (PCS). The outsourcing of the certificates provides enhancements to the certificates that both new and existing registrants will find beneficial. Specifically, the certificate provided by WCS is a larger, professionally designed, better quality certificate than what the Division was able to provide. For more information regarding wall certificates, which license types are eligible, and how to obtain one, please visit our website at <http://www.dora.state.co.us/registrations/wallcert.html>. You will be able to order and pay the fee online. The fee for U.S. residents is \$25 and for international residents there is an additional international shipping fee.



**Consumer protection  
is our mission**

## PROOF OF LAWFUL PRESENCE



Effective January 1, 2007, all persons requesting original registration, renewal of an active registration or reinstatement of a lapsed registration must verify lawful presence in the United States based on the passage of House Bill 06S-1009. This bill applies to all applicants and registrants in the Division of Registrations, with the exception of apprentices, interns, and businesses.

**Registrations will not be issued or renewed without completing the Affidavit of Eligibility form.**

The good news is that you can complete this affidavit online when you renew using Registrations Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal). The list of secure and verifiable documents is available to you when you renew online.

More information regarding this law is available on our website at

<http://www.dora.state.co.us/registrations/Affidavit.htm>

## REPORTING A JUDGMENT OR SETTLEMENT INVOLVING A FRAUDULENT INSURANCE ACT

There is a duty to report a judgment or settlement involving a fraudulent insurance act by a registrant whose services are compensated in whole or in part, directly or indirectly, by insurance claims proceeds. For more information, please see <http://www.dora.state.co.us/Insurance/regs/B-1.10.pdf>.



## REGISTRATIONS ONLINE SERVICES

Registrations Online Services makes it easier for all registered professionals to renew and update their contact information after a simple registration process. Check it out at [www.dora.state.co.us/registrations](http://www.dora.state.co.us/registrations) and then click on Online Registrations Services. For detailed instructions on how to use the online system go to [www.dora.state.co.us/registrations/FAQs.htm](http://www.dora.state.co.us/registrations/FAQs.htm).

## HAVE YOU CHANGED YOUR MAILING OR EMAIL ADDRESS LATELY?

It is imperative that you keep your contact information updated with the Division. The Division mails renewal notices and other information to you at the last address furnished to us. Failure to receive a renewal notice does not relieve you of your obligation to timely renew.

Once you have logged into Registrations Online Services, check your mailing address and update it if it is not correct. If you received your renewal notice due to a forwarding order it is important that you change your address on file with us, since we cannot change the information based on the forwarding order.

You should also add or update your email address. The Division wants to keep you abreast of legislation, events and other information that impact your profession. We have recently implemented "eUpdates" and look forward to providing more of these in the future.



## HOW ARE RENEWAL FEES SET?

By law, the Office must operate strictly with funds collected from the persons it regulates, with no support from the State's General Fund. The Colorado Legislature determines the budget for the Office. Once the Legislature sets the budget, the money must be raised through fees. The good news is that these fees are evaluated each year. Therefore, they are modified depending on how much money is anticipated to be received through the registration and renewal processes and what the anticipated expenditures are expected to be. The primary obligation is to protect consumers and the operations of the Office are focused to ensure it can work diligently to do so.

## RENEW YOUR REGISTRATION ON TIME!

Occupational Therapist Registrations are set to expire on January 31, 2011

You may renew your registration online using Registrations Online Services. Renewals are generally made available 6 to 8 weeks prior to the registration expiration date and there is a 60-day grace period after the deadline. So that means you typically have a timeframe of 16 weeks within which to renew your registration!

Any registration not renewed prior to the end of the grace period will be considered expired. Once a registration is in expired status, a reinstatement application must be completed and returned to our office with the appropriate fee listed on the form.

If you do not renew your registration prior to the end of the grace period and continue to practice, you will be practicing on an expired registration and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their registration on time and practiced without a registration. The reasons that are offered boil down to some common themes: I forgot; I thought I renewed but I guess I didn't; I moved and I forgot to notify the Division so I never got the renewal notice; I thought that my assistant/secretary/spouse/boyfriend, et cetera, handled it; it's the Division's fault because I *did* renew my registration...or I *thought* I renewed my registration. The result is that depending on how long it takes for the individual to "remember" to renew, the Division often takes disciplinary action against the individual because it is against the law to practice without an active registration.

So, here's where we need your help. And the steps are just 1-2-3 easy!

1. Go to the Division of Registrations website at [www.dora.state.co.us/registrations](http://www.dora.state.co.us/registrations) and click on Registrations Online Services to renew your registration.
2. Note the expiration date in your calendar to remind yourself of when it is time to renew your registration the next time.
3. Make sure that the address listed on your record is accurate. If it is not, then update your address with the Division. Remember to update your address anytime that you move so that you do not miss out on any important notices from the Division.

Remember, it is each registrant's responsibility to renew his or her registration on time. With our online system, you can handle all of this yourself, any time, day or night.

## DISCIPLINARY ACTIONS AND REGISTRATIONS ONLINE DOCUMENTS

If you would like to view an action you may use the **Registrations Online Documents (ROD)**. ROD is a website that makes certain scanned documents related to actions taken on registrants available to the public via the internet. The document may be found on ROD if a registrant had been disciplined or if the division has taken some other non-disciplinary action against the registrant that restricts or limits the individual's registration.

The following documents are available via ROD:

- All Stipulations, Final Agency Orders, and Suspensions that were in effect in February 2000 plus any that became effective since that date. Child support suspensions are not available online but may be obtained by contacting the appropriate board/program.
- Any document Revoking or agreeing to a Voluntary Relinquishment/Surrender of registration, Cease and Desist Orders and Letters of Admonition from January 1, 1999 to the present.
- All Injunctions.

[Click here](#) for more information about the types of documents provided by this online system and definitions of terms used within the disciplinary documents.

If you are interested in viewing these documents, please visit  
[www.dora.state.co.us/registrations/ROD.htm](http://www.dora.state.co.us/registrations/ROD.htm).

To view disciplinary documents dating from January 1, 1999 to the present, please visit Registrations Online Documents (ROD) at [www.dora.state.co.us/doraimages](http://www.dora.state.co.us/doraimages)