



## APPLICATION FOR RETIRED STATUS

In order to process your request, please complete all sections of this form, sign, date and submit to the California Board of Occupational Therapy at the above address along with a fee of **\$25**. Your request must be postmarked prior to the expiration of the license.

### 1. ADDRESS VERIFICATION

Name \_\_\_\_\_ OT/OTA \_\_\_\_\_  
(Please circle one) (License Number)

Address of Record \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Number (\_\_\_\_\_) \_\_\_\_\_

***Please note: If the above address is not your address of record, you must also submit an Address Change Request form.***

### 2. TERMS AND CONDITIONS

In accordance with section 4128(c)(d)(e) a license in retired status is not subject to renewal; the holder of a license in retired status shall not engage in any activity for which an active license is required. An occupational therapist holding a license in retired status shall be permitted to use the title “occupational therapist retired” or “retired occupational therapist”. An occupational therapy assistant holding a license in retired status shall be permitted to use the title “occupational therapy assistant retired” or “retired occupational therapy assistant”. The designation of retired shall not be abbreviated in any way. Failure to comply with these terms and conditions is unprofessional conduct and grounds for citation or discipline.

### 3. CONVICTION/DISCIPLINE

Have you been convicted of or pled guilty or nolo contendere to any misdemeanor or felony, whether or not the conviction has been dismissed, or been disciplined by another public agency in this or any other state, subsequent to your last renewal? (If you select YES, please indicate circumstances and court, and send copies of the court documents to the Board, if available.)

NO       YES      Nature of Conviction & Court \_\_\_\_\_

#### 4. CERTIFICATION/AGREEMENT

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and I agree with the terms and conditions of this request.

\_\_\_\_\_  
Signature of License Holder

\_\_\_\_\_  
Date

#### 5. ACTIVATION PROCESS

In accordance with section 4128(f) in order to restore the license to active status you have to:

- a) complete the form "Request for Activation of License on Retired Status";
- b) pay the biennial renewal fee in effect at the time the request for activation is received;
- c) complete 24 PDUs within two (2) years of the date the application for reactivation is received, or if the license is in retired status for period of five (5) years complete 40 PDUs as specified in section 4161(g).

*Note: A license in retired status can be issued no more than two times!*

If you have questions, please refer to the Board's website [www.bot.ca.gov](http://www.bot.ca.gov) or contact the Board at (916) 263-2294.