

**21 NCAC 65 .0602            RENEWAL REQUIREMENTS FOR LICENSED RECREATIONAL THERAPIST  
AND LICENSED RECREATIONAL THERAPY ASSISTANT**

- (a) Board staff shall send a renewal and fee notice to a licensee 60 days prior to the expiration date at the licensees' last known contact address listed on licensee's online profile unless a person has advised the Board that he or she does not intend to renew the license. Pursuant to Rule .0603 of this Section, it is the responsibility of the licensee to keep the licensee's address current on the licensee's online profile on Board website, www.ncbrtl.org.
- (b) Licenses issued shall be subject to renewal every two years and shall include documentation as required by Rule .0601 in this Section to support completion of continuing education requirements. The two-year cycle renews every two years on the licensee's birth month. A licensee must submit the documentation to NCBRTL postmarked or uploaded online on Board's website www.ncbrtl.org by the 15<sup>th</sup> of the licensee's birth month.
- (c) A licensee who is due for renewal and wants to submit required documentation received after the 15<sup>th</sup> of licensee's birth month shall be given a grace period until the 30<sup>th</sup> of the birth month. The grace period allows the NCBRTL Board to review submitted documentation and contact the licensee for any additional information and corrections. This grace period allows a licensee to make any required corrections before the 30<sup>th</sup>, when a license becomes lapsed. During a grace period, a licensee may attend conferences but must receive Board approval in order for the continuing education credits to count for licensee's current renewal documentation. Any licensee who applies to renew with a lapsed license (after the 30<sup>th</sup>) will be required to fill out a reinstatement application as stated in Rule .0701 of this Chapter.
- (d) Each licensee shall complete and submit a renewal application, continuing education documentation and an updated color photo of the licensee, if the individual determines his or her appearance has changed since the last application. All materials shall be postmarked or submitted on his or her online profile on the Board website by the 15<sup>th</sup> of the licensee's birth month. If the renewal application and fee is not received or postmarked by the 15<sup>th</sup> of the licensee's birth month, the license shall expire on the 30<sup>th</sup> of licensee's birth month.
- (e) First year licensees must complete a mandatory Compliance and Ethics Training offered by NCBRTL within their first year of issue date. Proof of attendance, given at training, must be included with Renewal application.

*History Note:    Authority G.S. 90C-24(a)(3); 90-29;  
                      Eff. January 1, 2007;  
                      Amended Eff March 1, 2016; May 1, 2013; October 1, 2009;  
                      Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October  
                      21, 2018;  
                      Amended Eff. March 1, 2020.*