Application and Instructions for Renewal of an Occupational Therapy Temporary License: New Graduate

You can only renew a temporary license once.
You will need to start this process 15-30 days before your temporary license expires.

Complete these steps to renew your Temporary License: New Graduate

INSTRUCTIONS:

_______ Print these instructions and use them as a check list.
_______ Print the application form using this link: Application for Temporary License: New Graduate (Waiver and Release form included) (PDF)
_______ Complete, sign and date Part I of the application. The occupational therapist that will be your supervisor must complete and sign Part II of the application form. If you have additional supervisors, you and each supervisor must complete a temporary application form.
_______ If you have more than one work location you and your occupational therapy supervisor must complete a temporary application for each location.
_______ Complete, sign and date Waiver Authorization & Release form.
_______ Make out a check or money order for $50.00 payable to: Treasurer, State of Minnesota. All fees are non-refundable No fee is required for temporary application forms submitted to show additional supervisors or work locations.
_______ Make sure MDH has an official transcript.
_______ Make a copy of the completed application for your records.
_______ Applications mailed 30 days after the date of signature will be returned to confirm the information remains current.
_______ Mail the completed, original temporary application and fees to:

Minnesota Department of Health
Health Occupations Program
PO Box 64882
St. Paul, MN 55164-0882

Note: Once MDH has received your completed application, fee and transcripts, your check or money order is deposited and the application is reviewed and processed. Issuance of your temporary license may take 5-10 business days after all documents are received. You are responsible for providing your supervisors with copies of your Temporary Occupational Therapist approval letter.
after you have mailed in your application, if you need to add additional work locations or additional supervisors to your temporary application, you will need to complete a new temporary application. If you are just adding an additional supervisor to a current work location, you and the new supervisor need to complete part 1 & 2. No fee is required for additional temporary application forms submitted showing additional supervisors or work locations. You can fax these forms to 651-201-3839.

To check if your credential has been renewed you can go to our website at: http://pqc.health.state.mn.us/hopVerify/loginAction.do

Your name will appear on our database the day after your credential has been issued. Questions: Please call 651-201-3725 or email health.ot@state.mn.us