

## ECPTOTE Mass Email Program

To enhance communication with applicants, licensees, and other interested parties, the Executive Council of Physical Therapy and Occupational Therapy Examiners maintains a mass email program.

Typical mass email items include:

- quarterly board newsletters,
- license renewal reminders,
- proposed and adopted changes to the rules,
- and other items of interest to the regulated population.

The license renewal emails have not replaced the postcard renewal reminders, but are an additional courtesy reminder to timely renew.

**How can you help make the email program a success?** Make sure that the Texas Board of Occupational Therapy Examiners or Texas Board of Physical Therapy Examiners has your current email address. **If you are receiving mass emails, that means the Board has a working email address for you** and remember that licensees and applicants do not need to sign up to receive mass emails.

In addition, the next time you submit your contact information to the Board, for instance, during the application or renewal process or through the Board's online forms, check that you have entered your information accurately. Make sure you have used a period after your email provider (e.g., "gmail.com" not "gmail,com"), your email user name is spelled correctly, etc.

Please monitor your email inbox to ensure you consistently receive mass emails. Note that certain email accounts may be temporary for the user or block such mailings. For example, accounts with an employer or through an educational institution may not exist past an employment or graduation date or may have filters or settings that block these emails.

Mass emails are typically sent every 2-3 months. If you notice that you are no longer receiving these emails, please update your email address with the Board.

***Do not update your email address unless you need to change it.***

### **Occupational Therapy or Physical Therapy Applicants or Licensees:**

If just your email address needs to be updated, from the sidebar menu on the [homepage](#) of the website, select "Contact Us" and in the message, include your name, application or license type (and license number if you have one), and that you are writing to update your email address and then include such. *If your other contact information such as phone number or mailing address also needs to be updated, use the "Change Contact Info" link instead.*

### **NOT an applicant or licensee of either Board:**

- [Click this link](#) to provide the OT Board with your email address for mass emailing campaigns.
- [Click this link](#) to provide the PT Board with your email address for mass emailing campaigns.

### **To ensure you receive email notices:**

- add [emailOT@ptot.texas.gov](mailto:emailOT@ptot.texas.gov) (for OT Board mass emails) or [emailPT@ptot.texas.gov](mailto:emailPT@ptot.texas.gov) (for PT Board mass emails) to your "safe" email addresses, and
- check your Junk/Spam folders for emails.