TBOTE news

The Texas Board of Occupational Therapy Examiners **August 2025**

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*Previous newsletters, forms, and FAQs are available from the website: **ptot.texas.gov**.*

Next Board Meeting
*November 7, 2025**
** Subject to change*

TBOTE BOARD

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Notes from the Coordinator

Proposed and Adopted Rules
The Board proposed rule changes at its last meeting. See further information in this newsletter. The Board did not adopt rule changes.

Renewal Requirement Reminder: HHSC Approved Human Trafficking Training Required each Renewal Period

As part of the minimum hours of required continuing education for each renewal, OTs and OTAs must complete a training course on human trafficking that is approved by the Health and Human Services Commission (HHSC).

Only human trafficking training courses that are approved by HHSC pursuant to HB 2059 of the 86th Legislative Session may be used to meet this requirement; no other courses may be used to satisfy this requirement.

See below a quick, general CE FAQ that includes information regarding the requirement. Further information, including regarding the content below, is available from the Continuing Education page. Additional FAQs are available from our FAQ page.

Am I required to take pre-approved courses?
With the exception of the HHSC-approved human trafficking course required as per §367.1, Continuing Education, of the OT Rules, licensees are not required to take a course approved by a specific entity or take courses pre-approved by the Board. With regard to the CE hours remaining after the HHSC-approved course, activities approved or offered by the American Occupational Therapy Association (AOTA) or the Texas Occupational Therapy Association (TOTA) are pre-approved for CE credit for license renewal; see §367.1 for further information and regulations. For courses from other providers, licensees are responsible for ensuring that such meet requirements for other acceptable activities. Such must meet requirements for acceptable content and acceptable categories and may not be unacceptable activities. Refer to §367.1, Continuing Education, and §367.2, Other Acceptable Activities. Refer to Chapter 367, Continuing Education, of the OT Rules for further regulations all CE must meet.

Introduction to Proposed Rule Changes from the August Board Meeting

These are PROPOSED rule changes. The current rules are in effect.

The Board has proposed amendments to §361.1, Statutory Authority, §364.1, Requirements for Licensure, §364.2, Initial License by Examination, §364.3, Temporary License, §364.4, Licensure by Endorsement, §364.5, Recognition of Out-of-State License of Military Service Members and Military Spouses, §369.1, Display of Licenses, §370.1, License Renewal, §370.2, Late Renewal, §370.3, Restoration of a Texas License, §371.1, Inactive Status, §371.2, Retired Status, §374.1, Disciplinary Actions, §374.2, Detrimental Practice, and §375.1, Fees.

Notice of the proposals has been published in the August 29, 2025, issue of the *Texas Register*, and a PDF of such has been uploaded to the Act and Rules page.

***Comments*:** Comments on the proposed amendments may be submitted in writing to Lea Weiss, Occupational Therapy Coordinator, Texas Board of Occupational Therapy Examiners, 1801 Congress Ave Ste 10.900, Austin, Texas 78701 or to lea@ptot.texas.gov within 30 days following the publication of this notice in the *Texas Register*.

It is requested when sending a comment that individuals include the rule section to which the comment refers and that comments sent by email include "Public Comment" in the email's subject line.

A general overview of the proposed changes appears below; refer to the full published proposal for further information.

Proposed Rule Changes

§361.1. Statutory Authority

The amendments to the section concern cleanups, including to replace, with regard to the location of the Board's practice act, an outdated reference.

§364.1. Requirements for Licensure

§364.2. Initial License by Examination

§364.3. Temporary License

§364.4. Licensure by Endorsement

§364.5. Recognition of Out-of-State License of Military Service Members and Military Spouses

The amendments revise the sections, including to cleanup and clarify the sections, make changes to enhance the alignment of the sections with the Board's new licensing system, revise requirements, in general, and amend the sections pursuant to House Bill 5629 and Senate Bill 1818 of the 89th Regular Legislative Session and the changes effective September 1, 2025, that are made by such to Texas Occupations Code Chapter 55.

For example, clarifying language is added with regard to applications that such are prescribed by the Board and cleanups include replacing "Examination" with "Exam" in §364.3, with regard to a form received from NBCOT.

The amendments include revisions to better align the sections with the Board's new licensing system and facilitate a more efficient licensing process, for example, by requiring that those applying for a temporary license submit an application for such. This will assist the Board in obtaining necessary application materials and information and

ensure that the section requires an application as, due to components in the new system, the application for temporary licensure could no longer be embedded in the application for initial licensure.

A general change to the requirements in the sections pertains to removing the item in §364.1 concerning continuing an expired initial-licensing application for an additional year by submitting the application fee. The change to remove this process is made to increase the consistency in the rules and align such with the Board's other licensing applications, which expire after one year. The change will ensure that applicants meet current application requirements and that the information and required items submitted for such are accurate and not outdated.

Changes are also made pursuant to the 89th Legislative Session and House Bill 5629 and Senate Bill 1818, which amend Texas Occupations Code Chapter 55. The changes, which address fee waivers, expedited services, complaint recording and publishing information, and licensure requirements for military service members, military veterans, and military spouses, and the recognition of an out-of-state license for a military service member and military spouse, will align the sections and requirements with the recent legislation.

§369.1. Display of Licenses

The amendments cleanup and clarify the section and make changes to enhance the alignment of the section with the Board's new licensing system.

The amendments to the section include cleanups and clarifications. A cleanup is made, for instance, to remove language concerning a verification resource to match a similar change made elsewhere in the board rules as part of prior rulemaking and to align related online license verification information with other extant language.

Amendments to the section also include further clarifications and better align the section with the Board's new licensing system, which will facilitate a more efficient license-replacement process.

§370.1. License Renewal

§370.2. Late Renewal

§370.3. Restoration of a Texas License

The amendments revise the sections, including to cleanup and clarify the sections and amend the sections pursuant to House Bill 5629 and Senate Bill 1818 of the 89th Regular Legislative Session and the changes effective September 1, 2025, that are made by such to Texas Occupations Code Chapter 55.

The amendments to the sections include cleanups and clarifications. For example, cleanups to §370.3 include removing references to specific sections of Chapter 367, Continuing Education, of the board rules and replacing such with references to the whole chapter. This will ensure that the references are up-to date and that future changes to Chapter 367 that might relocate certain information to other areas of the chapter will not affect the continuing accuracy of §370.3.

The amendments also include clarifications, for example, by adding to the sections language such as "as prescribed by the Board," with regard to applications, and adding "Texas" in front of "Occupations Code" in §370.2.

Changes are also made concerning license restoration to §370.3 pursuant to the 89th Regular Legislative Session and House Bill 5629 and Senate Bill 1818, which amend Texas Occupations Code Chapter 55. The changes, which address

fee waivers, expedited services, and complaint recording and publishing information with regard to military service members, military veterans, and military spouses, will align the sections and requirements with the recent legislation.

§371.1, Inactive Status
§371.2, Retired Status
The amendments cleanup and clarify the sections and make changes to enhance the alignment of the sections with the agency's new licensing system and support a more efficient licensing process.

Cleanups include changes to §371.1 to combine the requirements to put a license on and renew a license on inactive status as the requirements for both are equivalent. Similar changes are made, with regard to retired status, to §371.2. Such changes will simplify the sections.

The amendments to the sections include clarifications. For example, language is added, with regard to applications, that such are prescribed by the Board. A further clarification concerns the duration a licensee may remain on inactive status. §371.1(a) already included that one may remain on inactive status for no more than six consecutive years, but corresponding text did not also appear before "three renewals"; and a renewal cycle is of a two-year duration. The amendments will replace "three renewals" with "three consecutive renewal cycles" so that the text will include "A licensee may remain on inactive status for no more than three consecutive renewal cycles or six consecutive years."

The amendments also include the addition of a requirement that those seeking to return to active status from retired status submit a related application. The change will ensure that when such a request is submitted, the necessary information and materials are submitted, which will ensure a more efficient licensing process. Such will also facilitate the integration of this licensing action into the agency's new licensing system.

§374.1. Disciplinary Actions
§374.2. Detrimental Practice
The amendments will revise the sections, including to add items concerning reporting certain information to the Board and clarify and cleanup related items concerning detrimental practice.

An amendment to §374.1 will add a provision requiring licensees to report disciplinary action by another licensing authority and judgments or settlements in a malpractice claim. The amendment is proposed to ensure that the Board is apprised of such and, thus, better able to identify the possible need to investigate any related violations of the OT Act and Rules.

A related amendment to the Schedule of Sanctions in the section will include the addition of a violation that corresponds to the new item. Likewise, an additional amendment is made to the Schedule of Sanctions to add an item that corresponds to a similar, extant item in the section regarding reporting felony convictions. The amendments are proposed to identify the corresponding discipline for such violations.

The amendment to §374.2 will update the definition of "practiced occupational therapy in a manner detrimental to the public health and welfare" to clarify conduct that constitutes grounds for disciplinary action against license holders for failing to give sufficient prior written notice of resignation. The amendment will remove existing text that addresses a different term of notice for those with an existing contract or who are self-employed and have a comparable written agreement with clients; the change will ensure that the item specifies that fourteen days' written notice is required. The change will clarify the provision and the required minimum days' notice that must be given by licensees to help ensure that sufficient notice is given to avoid the loss or delay of occupational therapy services. The

revision will also add language to the provision identifying such as “patient abandonment.” A related change to the Schedule of Sanctions in §374.1 is made to correspond to the revision. The amendments are proposed to ensure that the rules clearly identify the conduct that may be considered detrimental practice and the corresponding discipline. The changes will also facilitate the ability of individuals and the Board to identify violations and related discipline in order to ensure the health, safety, and welfare of the public.

The amendments include further cleanups.

§375.1. Fees.
The amendments clarify and cleanup the section and remove unnecessary provisions.

The amendments to the section include clarifications. For example, revisions include replacing “TAC” with Texas Administrative Code and clarifying and simplifying text concerning refunds to correspond to extant language elsewhere in the board rules that fees are non-refundable.

The amendments also remove an outdated reference to the requirement that applicants for a license pay the application fee plus the appropriate license fee. In the past, such fees were consolidated into one application fee and the amendments are made to ensure that the section reflects such changes.

Further cleanups include removing a provision concerning payments after an insufficient funds check has been processed by the Board and an item concerning the suspension of a license for failure to pay child support as such are no longer necessary; in the case of the former, an individual is not required to submit payment in a particular manner after such an issue has been resolved and, in the case of the latter, the Board does not suspend licensees for such as §370.1(b) of the board rules already includes that the Board will not renew a license if it receives information from a child support agency that a licensee has failed to pay child support under a support order for six months or more as provided by Texas Family Code §232.0135 and that if all other renewal requirements have been met, the license will be renewed when the child support agency notifies the Board it may renew the license. Such amendments will ensure that the section, likewise, reflects the other current extant rules and licensure processes.

New Online Licensing System

The Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE) transitioned in March to a new licensing system that allows for a greater integration of certain online and licensing functions, including concerning online renewal and initial licensure applications.

In order to access the system, applicants who applied prior to around March 17, 2025, and any existing licensees will need to create an account in the new system and either onboard their initial application or link their license to their online account.

Licensees may create an account for the new system and link their license to such at any time, though those approaching their three-month renewal window who are planning to renew online may wish to do so as soon as possible. These steps take some time and licensees are encouraged to not wait until the last minute in order to avoid unexpected issues, etc.

For example, some licensees have found that they experience issues when attempting to create an account due to data-entry issues from when they first applied for licensure. For instance, some find that information they will need to enter to identify themselves, such as their birth date, does not match what is in the system. By creating an account well before renewal, licensees will have a better opportunity to address such issues before their license expiration date.

Further information and details are available from our website, https://ptot.texas.gov/.

Renewal Process Reminder

Though the online renewal application and how such is now accessed has changed as part of the transition to the new online licensing system, basic renewal requirements have not.

For example, in order to renew, an individual still must complete the following:

1. Submit the CE Submission Form attesting to the completion of the required CE during the renewal period, including an HHSC approved human trafficking training course

2. Pass the Jurisprudence Examination, which is based on the OT Act and Rules

3. Submit the renewal application and fee

4. Complete the fingerprinting requirement if the individual did not complete such as part of prior license issuance, license renewal, or change of license status

The CE Submission Form and Jurisprudence Examination should still be completed before submitting the renewal application and fee. And just like before the transition, licensees must sign in to the PTOT website to complete the CE Submission Form and take the Jurisprudence Examination, though they will no longer receive a key code after completing such.

> Note that the new system allows licensees with licenses expired less than one year to renew online; however, if their CE was completed after the expiration date, the CE Submission Form and Jurisprudence Examination must be completed in a different manner. See the License Renewal page for further information.

Likewise, licensees still must verify their renewal on the Board's license verification page (accessible from https://ptot.texas.gov/look-up-a-license/).

A renewal must be processed, which may only occur after all of the required items have been received and processed by the system. This may take some time as it requires the system's generation and coordination of related reports and functions, including concerning the completion of the CE Submission Form and Jurisprudence Examination requirement. Processing may take approximately 2-4 business days, though such may vary.

> Begin the renewal process early in the three-month renewal window and do not wait until the last minute. Waiting until the last minute may lead to delays and prevent your license from being renewed prior to the expiration date. Instead, try planning to renew early in your three-month renewal window or at least try not waiting until the very end of the renewal cycle. The earlier you submit the CE Submission Form and pass the Jurisprudence Examination, the more likely it will be that by the time you submit the renewal application and fee, the system will already have the information it needs for your renewal to be processed. Such will help you in avoiding last-minute issues that will prevent your ability to practice due to the license not being renewed before it expires.

Remember that submission of the online renewal application form and the fee does not constitute renewal. Similarly, an emailed receipt or other receipt generated after submitting certain items, like the renewal application and fee, is not verification that the license has been renewed.

As noted, all required items for the renewal must be received and processed before the renewal may be completed.

See the License Renewal page for further information, including regarding how to submit the items noted above.

If you cannot verify that your license has been renewed by verifying its updated expiration date and current status on our license verification web page, you may not provide occupational therapy services.

Refer to the OT Act and Rules, accessible from https://ptot.texas.gov/ot-acts-and-rules/, for further regulations.

Refer to our home page and License Renewal page for further information, including regarding updates, if applicable, concerning processing times.

Practicing with an expired license is a violation of the OT Act and Rules
and may subject an individual to disciplinary action.
Verify your license renewal.

August 1, 2025, BOARD MEETING
FORMAL DISCIPLINARY ACTIONS TAKEN

Jenny Adame, OTA #217228 (Rio Grande City) - failed to properly renew license during the audited renewal period. Violation of Section 454.301 of the Act and Chapter 367 of the board rules. ***Board Order required 30 hours of community service.***

Sherriann Erby, OT #112370 (Mansfield) - failed to properly renew license during the audited renewal period. Violation of Section 454.301 of the Act and Chapter 367 of the board rules. ***Board Order required 30 hours of community service.***

Deneen Reese, OTA #212438 (Aubrey) - failed to properly renew license during the audited renewal period. Violation of Section 454.301 of the Act and Chapter 367 of the board rules. ***Board Order required 30 hours of community service.***

Jennifer Wolfe, OTA 214966 (Tomball) - failed to properly renew license during the audited renewal period. Violation of Section 454.301 of the Act and Chapter 367 of the board rules. ***Board Order suspended license to practice for 10 days.***

Brittany Ortiz, OT #115969 (Denton) - practiced in a detrimental manner by practicing with an expired license. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order required 30 hours of community service.***

Amanda Hoff, OT #114884 (Clifton) - practiced in a detrimental manner by practicing with an expired license. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order required 30 hours of community service.***

Azeez Durosimi, OT #122502 (Irving) - practiced in a detrimental manner by practicing with an expired license. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 60 days.***

Susan Carp, OTA #217898 (Pearland) - practiced in a detrimental manner by failing to document occupational therapy services or inaccurately recording, falsifying, or altering client records. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 30 days.***

Harwin Wo, OT #118972 (Plano) - practiced in a detrimental manner by failing to document occupational therapy services or inaccurately recording, falsifying, or altering client records. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 30 days.***

Shane Perrin, OTA #216305 (Wichita Falls) - practiced in a detrimental manner by failing to document occupational therapy services or inaccurately recording, falsifying, or altering client records. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 60 days.***

Michelle Ybarra, OTA #212805 (Seguin) - practiced in a detrimental manner by failing to document occupational therapy services or inaccurately recording, falsifying, or altering client records. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 60 days.***

Crista Crouch, OT #111394 (Humble) - failed to cooperate with the agency by not responding to agency correspondence addressed to the individual's designated address(es) within 90 days. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 30 days.***

Sherell Clemons, OTA #218771 (Ambler, PA) - failed to disclose criminal history on application for licensure. Violation of Section 454.301 of the Act and Chapter 364 of the board rules. ***Board Order suspended license to practice for 15 days.***

Brittany Tompsett, OT #125221 (Omaha, NE) - failed to disclose criminal history on application for licensure. Violation of Section 454.301 of the Act and Chapter 364 of the board rules. ***Board Order accepted the surrender of license to practice.***

Ted Phelan, OT #110739 (McKinney) - practiced in a detrimental manner by violating ethical principles relating to Code of Ethics and other occupational therapy standards relating to Nonmaleficence. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 30 days.***

Frankie Burget, OT #101891 (Euless) - practiced in a detrimental manner by violating ethical principles relating to Code of Ethics and other occupational therapy standards relating to Nonmaleficence. Violation of Section 454.301 of the Act and Chapter 374 of the board rules. ***Board Order suspended license to practice for 30 days with additional provisions.***

Shree Hemphill, OTA #217592 (Missouri City) - practiced in a detrimental manner by practicing with an expired license; violating the Provision of Services by failing to document each intervention session; failing to maintain the confidentiality of all verbal, written, electronic, augmentative, and nonverbal communication; and failing to notify the Board in writing of changes in residential address, business address, mailing address, and/or email address within 30 days of such changes. Violation of Section 454.301 of the Act and Chapters 369, 372, and 374 of the board rules. ***Board Order suspended license to practice for 60 days with additional provisions.***