

Online Renewal Definitions

To renew your license online, go to <http://otptat.ohio.gov>, select the “On-License License Renewal” link, and follow the online instructions. If you cannot complete the process during your session, the licensing system will save the information you entered and allow you to logon at a later time to continue. To renew online, you will need to have the following information prior to entering the system:

- Your online user ID and password;
- Your Social Security Number;
- Your email address to receive confirmation and receipt;
- Your Visa or Master Card; and
- The online renewal definitions.

User ID and Password

You can obtain your User ID and password by contacting the Board. If you telephone the Board requesting this information, you will be required to verify your license number and your Social Security Number.

Please note, you can only renew your license if your status is currently listed as “Active in Renewal.” Your license status will change from “Active” to “Active in Renewal” approximately 3 months prior to your expiration date. You will not be permitted to renew if your license is not “Active in Renewal.”

Online Renewal Definitions

There are several definitions that will assist you while you are renewing your license online.

- Active in Renewal: To be eligible to renew your license online, your licensure status must be “Active in Renewal.” This indicates that your license needs to be renewed.
- Active in Renewal-Paid: This indicates that your renewal payment was processed.
- Active: This indicates that your renewal application and payment were successfully processed and a new wallet ID card has been mailed to you.
- Credential Mail Address: This is the address to which all Board mailings are delivered. You will be asked to verify this information and/or make any necessary updates during the online renewal process. If you need to make any changes to your credential mail address, please only capitalize the first letter of each word and do not use any abbreviations. Please do not use “ALL CAPS” or “all lower case letters” when making changes.
- Main Address: This is the same as your credential mail address. If you make any changes to your credential mail address, please make the same changes to your main address.
- Business Address: This is the address of your primary place of employment. You will be asked to verify this information and/or make any necessary updates during the online renewal process. If you need to make any changes to your business address, please only capitalize the first letter of each word and do not use any abbreviations. Please do not use “ALL CAPS” or “all lower case letters” when making changes. In addition, please include your company or facility name in the company name field. If you have a problem updating your business address, please email the information to board@otptat.ohio.gov and Board staff will update the address. Include your license number and the facility/company name, city, state, zip code, county, and business phone number in the email.

Address Updates

With your User ID and password, licensees can log into the online renewal system to update their mailing address at any time during the year. Although you can still mail, fax, or email your address changes to the Board, licensees can now also utilize the online system to update this information. Please review the definitions of the different types of addresses below prior to updating your information.

Email Confirmation and Receipt

Your email confirmation serves as a receipt for payment of renewal fees. As a security measure, on your email confirmation, your phone number will appear as 555-555-5555. The information received by the Board is correct. There is no need to contact the Board to correct your phone number if your number is listed as 555-555-5555 on the email confirmation.