



State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Continuing Education Certificate of Completion Upload Instructions

Instructions for Continuing Education Certificate of Completion Upload

Licensees that are selected for continuing education audit are now able to upload certificates of completion to the eLicense portal. This new functionality was created to streamline the audit process.

Please use the following steps to upload your certificates of completion to eLicense portal.

1. Login to eLicense.
2. Click the “**OPTIONS**” dropdown menu on your license type.
3. Select “**CE INFORMATION.**”
4. Select “**ADD A COURSE OR A CLASS.**”
5. Fill in the required fields with the information from your certificate:
 - a. **CATEGORY** – select the category that best represents the course
(Note: most courses will be in the *GENERAL* category)
 - b. **NAME OF THE COURSE**
 - c. **NUMBER OF CONTACT HOURS**
 - d. **COMPLETION DATE**
(Enter the date as MM/DD/YYYY or select from the pop-up calendar)
6. Upload your certificate of completion.
7. Click **SUBMIT**
8. Repeat steps 4 through 7 for each certificate. You can only upload one certificate at a time.
Please wait 5-10 seconds, or until the yellow circle disappears, before proceeding to the next certificate.
9. Once you have uploaded all your certificates, click “**FINISH.**”
10. Confirm that you have read the pop-up warning by clicking “**OK.**”

Please allow adequate time to submit your certificates in one setting. Once you select “**FINISH,**” you will not be able to submit additional certificates. The “**CE INFORMATION**” option is removed from the menu. If issues arise with your certificates, the staff member handling your audit will be in contact with you.

If there are any questions or issues submitting your certificates, please email CEAudit@otptat.ohio.gov or call the Board office at (614) 466-3774.