

**APPLICATION INSTRUCTIONS FOR LICENSURE  
OCCUPATIONAL THERAPIST/OCCUPATIONAL THERAPY ASSISTANT**

**GENERAL**

Applications may be based on successful completion of an educational program, fieldwork and successfully passing a competency examination approved by the Board of Medical Licensure and Supervision.

Applications may also be based on current licensure in another state of the U. S., territory of the U.S. or District of Columbia, provided the standards for licensure are equivalent to requirements for licensure in Oklahoma.

Applications, documents, forms and fees must be received at least 30 days prior to a meeting of the Occupational Therapy Advisory Committee. Applications received in the interim between meetings or after the deadline for receipt of applications will be considered by the Secretary of the State Board of Medical Licensure and Supervision who, upon administrative review, may grant permission to practice temporarily until the next meeting of the State Board of Medical Licensure and Supervision, provided that documentation of practice in association with an Occupational Therapist licensed in the State of Oklahoma is submitted.

Any person licensed in another state which has licensure requirements equal to or surpassing licensure requirements in Oklahoma, or who is certified by the National Board of Certification in Occupational Therapy, Inc. (NBCOT), may practice without a license, in association with an Occupational Therapist licensed in this state, for a period NOT TO EXCEED 90 days in a calendar year.

**EDUCATION/TRAINING**

Occupational Therapist applicants must have successfully completed an educational program in occupational therapy accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) in collaboration with the NBCOT. Education and training requirements may be verified by submission of a notarized copy of NBCOT Card.

Occupational Therapy Assistant applicants must have successfully completed an occupational therapy assistant program approved by the ACOTE. Education and training requirements may be verified by submission of a notarized copy of NBCOT Card.

**OTHER LICENSES**

Evidence of all current or previously issued licenses or certificates in occupational therapy or a medically related field must be verified on **FORM #3**. The applicant is responsible for forwarding a copy of Form #3 to the appropriate state licensing boards and paying any applicable fees.

**EVIDENCE OF STATUS**

If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must submit the *Evidence of Status Form: Part A*, with a photocopy of one of the documents listed under "Acceptable Documents to Establish Evidence of Citizenship" on the *Evidence of Status (Part A)* form. This information must be submitted with your application and fee. A license will not be issued until the appropriate documentation is submitted.

If you are a qualified alien, you must submit the *Evidence of Status Form: Part B* with notarized copies of the documents that support your qualified alien status, as shown on the *Evidence of Status (Part B)* form. This information must be submitted with your application and fee. A license will not be issued until the appropriate documentation is submitted.

**EXTENDED BACKGROUND CHECK**

All applicants for licensure must request an **Extended Background Check** (EBC) by completing the online EBC Authorization.

**SWORN AFFIDAVIT:**

If you answer "Yes" to any of the questions (A-O) on the application you must write a statement of explanation, sign it, and have your signature notarized. If you answer "Yes" to any of the questions regarding previous arrests you must additionally submit copies of all police reports/court records. If you have previously obtained an assessment and/or been treated for the use of any drug or chemical substance (including alcohol), please submit copies of the assessment and treatment records.

**SUPERVISION:**

Occupational Therapy Assistants may practice only under the supervision of a licensed Occupational Therapist, verified on **FORM #5**. An applicant who meets the clinical and educational requirements for licensure may, upon proper application and approval, practice under the direct, on-site supervision of a licensed Occupational Therapist in a graduate student status until other requirements are met and licensure is obtained. Supervision must be verified on **FORM #5**.

**TEMPORARY LETTER:**

Occupational Therapists, if anticipating that they will exceed the 90 days calendar limit prior to the Board meeting in which action will be taken on their application, may request a temporary letter. A temporary letter to practice may be authorized prior to licensure provided all requirements for licensure have been met and verified. Practice during this period must be under the supervision of an OT licensed in Oklahoma. Supervision during this time must be evidenced on a **FORM #5**. The letter is valid until the next meeting of the Board. . **(An occupational therapist can sign the Form #5 to be the primary supervisor for no more than four (4) licensed occupational therapy assistants and/or applicants for licensure regardless of the type of professional licensure or level of training.)**

**EXAMINATIONS:**

The State Board of Medical Licensure and Supervision recognizes the National Certifying Examination of the National Board for Certification in Occupational Therapy, Inc. as an acceptable competency examination. Validation of having passed said examination may be provided by submitting a notarized copy of the NBCOT card or having scores submitted by the NBCOT to the State Board of Medical Licensure and Supervision. Inasmuch as your education and training required by the Oklahoma Board is identical to that required and verified by the NBCOT prior to admission to the examination, verification of having passed the examination is sufficient verification of education and training.

**RENEWALS:**

Licenses are renewed annually by application PRIOR to November 1 for the subsequent year beginning November 1 and ending October 31. Licenses issued BEFORE November 1 must be renewed for the next occurring renewal period most immediately subsequent to the date of issue of the license. Unrenewed licenses become inactive as of November 1 and if reactivated after November 1, a late payment fee is assessed in addition to the renewal fee.

**TO FACILITATE THE RENEWAL PROCESS, KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.**

**FEES:** (ALL FEES ARE NON-REFUNDABLE)

**OCCUPATIONAL THERAPIST/OCCUPATIONAL THERAPY ASSISTANT**

	<u>Current</u>
Initial License .....	<b>\$120.00</b> (paid on line – do not resubmit)
Renewal of License .....	<b>\$100.00</b>
Renewal/late fee (if received after 10/31) ..	<b>\$120.00</b>

I, the undersigned, have read the instructions and understand their content. I swear/affirm the contents of my application are true. All information supplied by application may be verified by the Oklahoma State Board of Medical Licensure and Supervision. I have read and understand the Occupational Therapy Practice Act that I received with my application information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**MAIL THESE SIGNED INSTRUCTIONS WITH ALL REQUIRED FORMS AND DOCUMENTS TO:**

**Oklahoma State Board of Medical Licensure and Supervision  
P. O. Box 18256  
Oklahoma City, OK 73154-0256**

OR BRING TO:

**Oklahoma State Board of Medical Licensure and Supervision  
101 NE 51<sup>st</sup> Street  
Oklahoma City, OK 73105**

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