

Ohio OTPTAT Board
Licensure in orthotics and/or prosthetics by Unique and Exceptional Circumstance
Application Instructions

This **application** applies to individuals who do not qualify through the traditional pathway for licensure for orthotics and prosthetics to include a bachelor's degree education in orthotics and/or prosthetics or a bachelor's degree with a certificate program, an NCOPE residency, supervised practice, and passage of the ABC exam.

Unique and exceptional circumstances must fall under [Ohio Administrative Code 4755-63-15](#). Please review this rule and the summary below to be sure you meet the criteria:

1. Experiential:
 - a. At least fifteen (15) years of orthotic or prosthetic experience, including direct patient care
 - b. Continuing education within the previous five years:
 - i. Fifty (50) hours of continuing education if applying for an orthotics or prosthetics license, or
 - ii. Seventy (70) hours of continuing education if applying for a prosthetist/orthotist (LPO) license
2. Candidates lacking an NCOPE residency:
 - a. Education
 - i. Bachelor's degree in orthotics and/or prosthetics from an accredited program, or
 - ii. Bachelor's degree in a different subject with a completed certificate program in orthotics and/or prosthetics
 - b. Two years of applicable orthotics and/or prosthetics experience within the last five years under the supervision of a licensed or certified orthotist and/or prosthetist. An applicant may be granted a temporary license for up to two years to work under supervision to meet these requirements.

TO APPLY

Complete the online application through eLicense Ohio: https://elicense.ohio.gov/OH_CommunitiesLogin

Please create an account if you do not have one and choose the OTPTAT Board and the option for either a licensed orthotist, licensed prosthetist, or licensed prosthetist-orthotist. Start an endorsement type application and choose to apply by unique and exceptional qualifications on the "Questions" screen.

Failure to supply required information may result in denial of the application.

If your application remains incomplete for one year from the date it is received, your file will be closed.

Providing your Social Security Number for licensure is required by state & federal law.

REQUIRED DOCUMENTS

Document to Upload with your online application
Non-refundable application fee of \$100.00. Pay fee with online application. Acceptable forms of payment are: Master Card, Visa, or Discover. You will also have an eLicense Ohio processing fee of \$3.50.
Proof of education completion. You must submit proof of your educational credentials, preferably a transcript. (If applicable). You may have a transcript sent to Board@otptat.ohio.gov .
Clinical Residency Certificate. Certificate of Completion or other documentation of a Residency meeting NCOPE standards If you do not have a residency, upload a document stating so.
Background Information. You must answer questions about your background and any past criminal history.
Applicants with Felony Convictions Please review the <i>Requirements for Applicants with Felony Convictions</i> document on the Board's website for information about information that should be submitted to expedite the processing of your application. Upload documentation to the online application. https://otptat.ohio.gov/Portals/0/forms/Felony%20Conviction%20Requirements%20.pdf

Unique and Exceptional Qualifications. Please attach documentation of your unique and exceptional qualifications. Documentation should include evidence of clinical experience (including patient care), proof of required continuing education, and two letters of recommendation.

Certification from American Board of Certification in Orthotics and Prosthetics or Board of Certification/Accreditation. If applicable, upload a copy of your certificate.

Verification of Licensure You must provide an official verification from any jurisdiction in which you hold or have ever held a license, certification, or registration to practice physical therapy or another health care profession. Jurisdiction means any state, U.S. territory, or foreign country. **If submitting verifications from multiple states, please scan all verifications into one pdf document, then upload one attachment to the online application.** Retain the hard copy for your records.

Documents that must be sent directly to the Board

Criminal records check. Please review the *BCI/FBI Criminal Records Check Instructions* document on the Board's website for additional information. Please note that if your license is not issued within 6 months of the date the Board receives the criminal records check results, you will be required to submit new criminal records checks.

<https://otptat.ohio.gov/Portals/0/forms/2019%20Criminal%20Records%20Check%20Instructions.pdf>

Non-U.S. Educated Applicants for Licensure: Credential Evaluation If trained in a non-U.S. setting, you should also include an educational credential evaluation from World Education Services (<https://www.wes.org/>)

AFTER YOU APPLY

Following submission and payment for your application, you will receive an email confirming your submission and payment. Once you have submitted your application you cannot make any changes to your application. If you have any questions about your application, email us at Board@otptat.ohio.gov.

If you need to contact the Ohio OTPTAT Board, please visit: <http://otptat.ohio.gov/ContactUs.aspx>

October 25, 2021