

**Ohio OTPTAT Board**  
**Occupational Therapist/ Occupational Therapy Assistant**  
**Examination Application Instructions**

The **examination application** applies to any individual seeking licensure in Ohio who:

- has already passed the NBCOT certification examination, **AND**
- has never held a license to practice occupational therapy in another U.S. state or territory.

You may not practice occupational therapy in Ohio until you receive a license.

<b>REQUIRED DOCUMENTS</b>
---------------------------

Applicants are required to electronically upload documents to apply for licensure.

<b>Document to Upload with your online application</b>
<b>Non-refundable application fee of \$100.00.</b> Pay fee with online application. Acceptable forms of payment are: Master Card, Visa, or Discover.
<b>Occupational Therapy Jurisprudence Exam Transcript.</b> Review the Ohio OT Practice Act, which is located on the Board's website. Then, register on the mycourse website to access the Ohio OT Jurisprudence Exam. From the mycourse course catalog, select the <i>Ohio OT Jurisprudence Exam for Licensure Applicants</i> and request that a transcript be sent. The minimum passing score is 90% or better.
<b>Certification of Entry-Level Education or Official Transcript.</b> Upon program completion, applicant will submit form to the academic program. The academic program will return completed form to the applicant. The applicant is required to upload the completed form or official transcript with the online application. Transcripts are only permitted from ACOTE accredited programs. Applicants do not need to mail in uploaded forms.
<b>Verification of Licensure.</b> You must provide an official verification from any jurisdiction in which you hold or have ever held a license, certification, or registration to practice occupational therapy or another health care profession. Jurisdiction means any state, U.S. territory, or foreign country. <b>Upload the completed form with online application. If submitting verifications from multiple states, please scan all verifications into one pdf document, then upload one attachment to the online application.</b> Retain the hard copy for your records.
<b>Verification of NBCOT Certification Examination.</b> If you have requested NBCOT to send your certification examination score to Ohio, you need to upload a statement stating that you requested your certification exam score to be sent electronically to the Ohio OTPTAT Board. If you have not requested your score to be released to Ohio, then you are required to contact the National Board for Certification in Occupational Therapy (NBCOT) to request an official verification of your score on the NBCOT Certification Exam. Upload the official NBCOT Verification of Certification with online application. Retain the hard copy for your records.
<b>Applicants with Felony Convictions.</b> Please review the Requirements for Applicants with Felony Convictions document on the Board's website for instructions on what documents should be submitted to expedite your application. Upload documentation to the online application. Retain hard copies for your records.
<b>OT/OTA Out of Practice Reference Guide</b> Additional requirements for individuals who have been out of practice for five or more year. Out of practice is defined as "being actively engaged in the practice of occupational therapy for fewer than two hundred fifty (250) hours over the five-year period prior to the date the applicant submits the licensure application.

These documents are required to be sent directly to the Ohio OTPTAT Board, such as background checks, credential evaluation, and TOEFL-ibt Examination scores.

<b>Documents that must be sent directly to the Board</b>
<b>Criminal records check.</b> Please review the <i>BCI/FBI Criminal Records Check Instructions</i> 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.
<b>Non-U.S. Educated Applicants for Licensure.</b> Please review the <i>Guidelines for Non-U.S. Educated Applicants for Occupational Therapy Licensure</i> document on the Board's website for information about the additional application requirements for Non-U.S. educated applicants.

## **TO APPLY**

Complete the online application through the Ohio elicense portal: <https://elicense.ohio.gov>

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.

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

Revised Dec 2018



# State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

## Criminal Records Check Instructions

### Criminal Records Check Required for Initial Licensure

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

### Instructions for Individuals Residing in Ohio or within 75 miles of Ohio

Applicants residing in Ohio or within 75 miles of Ohio are required to utilize "WebCheck" to electronically submit their fingerprints to BCI. The Board will typically receive the results of a criminal records check submitted via "WebCheck" within 7 to 10 business days. In addition to the [\\$22 BCI fee](#) and the [\\$25.25 FBI fee](#), the electronic fingerprinting company or law enforcement agency may charge its own fee to process the fingerprints.

Since the law requires applicants to submit a records check completed by both BCI and the FBI, you must use the services of a "WebCheck" vendor. The sheriff's offices in most of Ohio's 88 counties participate in "Webcheck." A list of other "WebCheck" vendors in Ohio, arranged by county, is available online at:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

You need both the BCI and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from BCI and FBI.

### Steps for "WebCheck"

1. Identify a "WebCheck" vendor that has **(BCI & FBI)** listed after the vendor's name.
2. Tell the "Webcheck" vendor to select **"OT, PT, and Athletic Trainers Board"** from the Direct Copy dropdown list at the Webcheck workstation.
3. Request both a BCI and FBI criminal records check.
4. List the reason fingerprinted as: **Required for licensing per ORC 4755.70**
5. Agency Code: **1AB002** (if requested)
6. Submit your fee directly to the "WebCheck" vendor. **Do not send your fingerprints or fee to the Board.**

### **Bring the following information with you to the Webcheck Vendor:**

(1) this notice; (2) a valid form of photo identification, and (3) payment, in the appropriate amount and form, payable to the vendor.

### **Instructions for Individuals Residing more than 75 miles from Ohio**

You must contact the Board at [board@otptat.ohio.gov](mailto:board@otptat.ohio.gov) or 614-466-3774 to request that the Board mail you the appropriate forms to have your fingerprints taken at a local law enforcement agency. Please note, the Board will not mail these cards until after you submit an initial application for licensure. In addition, it takes the FBI 3 to 4 months to process ink rolled fingerprints. Since Ohio does not have temporary licensure, please take this delay into account. You may also elect to physically come to Ohio to have your fingerprints taken electronically to minimize the time it takes to process your application.

### **Additional Information for Individuals Who Previously Submitted Fingerprints to BCI**

When an individual submits fingerprints to BCI for a criminal records check, BCI will keep the fingerprints on file for twelve (12) months. If less than one year has passed since the initial submission of fingerprints to BCI, the applicant can request that BCI run another check on the same fingerprints and run a new criminal record check report to be sent to the Board. In this situation, BCI charges the applicant \$8. You will need to provide BCI with the information identified above in the "Steps for WebCheck" section of this notice. If more than 12 months passed since you submitted your fingerprints to the BCI, you will need to submit new fingerprints and follow the steps identified in the first page of this notice.

This service only applies for the BCI check. Even if you previously submitted your fingerprints to the FBI, you will need to identify a "WebCheck" vendor that has (BCI & FBI) listed after the vendor's name, submit new fingerprints, and request that the FBI criminal records check results be sent directly to the Board. You will need to bring this notice with you to the "WebCheck" vendor but will only need to request the FBI check.

### Frequently Asked Questions

**Question:** I recently had an FBI records check completed for another purpose. Can I just use those results to meet the requirements of the Board? **Answer:** No. The law requires that an applicant for an initial license from a licensing agency shall submit a request to the bureau of criminal identification and investigation for a criminal records check of the applicant. Upon completion of the criminal records check, the superintendent of BCI shall report the results of the check, and any information the FBI provides, to the licensing agency identified in the request for a criminal records check.

**Question:** How much time will this add to the licensure process? **Answer:** The Board typically receives the criminal records check results approximately 7-10 days after you are electronically fingerprinted. For out-of-state applicants completing the ink-rolled fingerprints, it takes the FBI 3-4 months to process the fingerprints and submit the results of the criminal records check to the Board.

**Question:** What happens if I have a criminal history reported to the Board? **Answer:** The Board will review the records related to the criminal history and determine if the offenses identified make you ineligible for licensure in Ohio.

**Question:** Will I need to submit a criminal record check to renew my license every two years? **Answer:** No. The records check requirement does not apply to the biennial renewal process or to individuals reinstating an expired Ohio license.



# State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

## Certification of Entry Level Education

<b>Section I: This portion must be completed by the applicant. Please print or type.</b>	
Name (First, Middle, Last):	Maiden Name:
Complete Mailing Address	
Social Security Number or Alien Registration Number:	Date of Birth: (mm/dd/yyyy):

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Section II:** This Section must be completed by an official from the program where an occupational therapy degree was earned. If the institution does not use a school seal, the official signing the verification must sign this form in the presence of a Notary Public. **The educational institution must mail the completed form directly to the applicant. Please print or type.**

I hereby certify that \_\_\_\_\_ completed the didactic and  
(Student's Name and SSN)  
clinical education requirements of the \_\_\_\_\_ program on \_\_\_\_\_  
(Program Type :OT, OTA) (mm/dd/yyyy)  
and is eligible for or has been granted the degree of \_\_\_\_\_  
(Degree: AAS, Certificate, BS, MOT, OTD etc.)

Name of Institution:

City, State, Zip Code:

Phone Number w/ Area Code:

Is this entry level program ACOTE accredited?  Yes  No

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If a Notary Public is used, please complete the following:**

Subscribed and sworn to in my presence this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date Commission Expires

**Return This Document To the Applicant:**

The applicant will upload the completed form to:

<https://elicense.ohio.gov>

*School or Notary Seal*



# State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

## Verification of Licensure

This form must be completed by an official from each jurisdiction where the applicant currently holds or has ever held a license, certification, or registration to practice an occupational health profession. Jurisdiction means any state, U.S. territory, or foreign country. You may copy this form and forward it as needed. Please contact each state directly to determine their license verification process. The Board will accept another state's verification of licensure form, provided that it contains the information requested below.

This section must be completed by the applicant. Please print or type.		
Name (First, Middle, Last):		Maiden Name:
Name as it appears on this state's license, certificate, registration, or permit:		
Type of License/Certificate/Registration/Permit: <input type="checkbox"/> OT <input type="checkbox"/> OTA <input type="checkbox"/> PT <input type="checkbox"/> PTA <input type="checkbox"/> AT <input type="checkbox"/> LO <input type="checkbox"/> LP <input type="checkbox"/> LPO <input type="checkbox"/> LPED <input type="checkbox"/> Other _____	Jurisdiction	License Number
Social Security Number:	Date of Birth (mm/dd/yyyy):	

**The Ohio OT PT AT Board requests that I submit evidence of my license/certification/registration/permit in your jurisdiction. You are hereby authorized to release any information in your possession pertaining to me directly to the Ohio OT PT AT Board. The jurisdiction must mail the completed form directly to the applicant.**

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

This section must be completed by an administrative officer of the regulatory agency. Please print or type.			
Licensure Jurisdiction:	License Number:	Original Issue Date:	Expiration Date:
Current Licensure Status: <input type="radio"/> Active <input type="radio"/> Inactive/Expired <input type="radio"/> Suspended/Revoked <input type="radio"/> Other (Explain)			
The license was issued on the basis of: <input type="radio"/> Examination <input type="radio"/> Endorsement <input type="radio"/> NBCOT or BOC or ABC <input type="radio"/> Grandfather <input type="radio"/> Other (Explain)			
Has the applicant's license to practice ever been restricted or disciplined in any way? If yes, please explain and attach any relevant documentation.			
Does the applicant have any pending complaints or is the applicant currently under investigation? If yes, please explain and attach any relevant documentation.			

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Title

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**Return This Document To the Applicant:**  
 The applicant will upload the completed form to:  
<https://elicense.ohio.gov>

Board Seal



## *State of Ohio*

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

### **Requirements for Applicants with Felony Convictions**

If you are applying for licensure in the State of Ohio and you were convicted of a felony, you must provide the Board with a signed statement describing the details of the event(s) that led to the felony conviction and certified copies of the following court records:

1. Indictment
2. Plea Entry
3. Disposition
4. Sentencing Entry
5. Terms of Parole or Probation
6. Parole or Probation Release/Discharge

Failure to provide these documents will result in a delay in the processing of your applications. If you have any questions about this requirement, please contact the Board at 614-466-3774 or [board@otptat.ohio.gov](mailto:board@otptat.ohio.gov).

You can upload the required forms with your application for licensure on the eLicense portal at <https://elicense.ohio.gov> or mail the required forms to the Board office located at: Ohio OTPTAT Board, 77 South High Street, Floor 16, Columbus, Ohio 43215-6108.



## State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board  
Occupational Therapy Section

### Occupational Therapy Jurisprudence Examination Instructions

The Ohio OT Jurisprudence Exam is open book. You will need to download the Ohio Occupational Therapy Practice Act (Laws and Rules) before beginning this examination.

1. You will need to create a user profile to access the online Ohio OT Jurisprudence Exam. To create a user profile, click on the "New User" link in the upper right hand corner of the page accessed at the link below and complete the required information. The accuracy of this information will help ensure that the Board can match your exam results to your license application and/or your Ohio license.
2. On the Course Catalog page, select the box in the Enroll column next to the appropriate exam and click on the "Order now" button.

\* Please select the "**Ohio OT Jurisprudence Exam For Licensure Applicants**" on the Course Catalog page if you are taking the exam as part of your licensure application.

\* Please select the "**Ohio OT Jurisprudence Exam for CE Credit**" on the Course Catalog page if you are taking the exam for continuing education credit.

There is no additional fee to take the Jurisprudence Exam.

3. Once you complete the exam, you will see your score and will be prompted to send transcripts. The Board will automatically receive a copy of the transcript that you send to yourself. Make sure to: (1) check the box to add the course to your transcript; (2) enter your email address in the "E-mail Transcripts to:" box; (3) preview the transcript; and (4) send the transcript.

**Please do not forget to request that the transcript be sent.**

The Ohio OT Jurisprudence Exam can be accessed at <https://ohiootptatboard.myicourse.com>.





## State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board  
Occupational Therapy Section

### Guidelines for Non-U.S. Educated Applicants for Occupational Therapy Licensure

A non-U.S. educated applicant is a person whose occupational therapy education was obtained in a program not accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

#### Section I: General Information

##### TYPES OF APPLICATIONS

**License by Exam** is for individuals seeking licensing in Ohio who already passed (or are scheduled to sit for) the NBCOT certification examination but do not hold an occupational therapy license in another U.S. state or territory.

**License by Endorsement** is for individuals seeking licensure in Ohio who hold a current, valid license to practice occupational therapy in another U.S. state or territory.

Endorsement applicants must meet all of the same criteria required for licensure by exam. Having a license in another state does not mean that you will automatically qualify to practice in Ohio.

If the wrong application is received by the Board, the applicant will be sent the correct one to complete.

#### Section II: Requirements for Non-U.S. Educated Applicants

##### CREDENTIAL EVALUATION

Pursuant to the Ohio Occupational Therapy Practice Act, all non-U.S. educated applicants must have an educational background deemed by the Occupational Therapy Section to be substantially equivalent to an occupational therapy program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

All non-U.S. education must be evaluated by a professional evaluating service. Original credential evaluations must be sent directly to the Board from the evaluating organization. Evaluations are required to assist the Section in making a decision regarding the equivalency of the non-U.S. education. Credential evaluations reflect only the findings and conclusions of the evaluator and are not binding upon the Section. The Section will take action on applications only after it has received and reviewed an evaluation of non-U.S. education, in addition to all other required documents.

The following are the organizations approved to conduct credential evaluations for Ohio. Please contact them directly at:

- Educational Credential Evaluators, Inc. – <http://www.ece.org>
- International Consultants of Delaware – <http://www.icdeval.com>
- International Credentialing Associates, Inc. – <http://icaworld.com>
- NBCOT – <http://www.nbcot.org>
- World Education Services, Inc. – <http://www.wes.org>

**Note:** In accordance with rule 4755-3-01, an evaluation is not required if an applicant was initially certified by NBCOT on or after January 1, 2004.

## **WORKING KNOWLEDGE OF ENGLISH**

All non-U.S. educated applicants must demonstrate a working knowledge of English by:

1. Obtaining scores of at least 4.5 of the TWE; 50 on the TSE; and 220 on the computer based TOEFL or 560 on the paper based TOEFL; or
2. Obtaining scores on the TOEFL iBT of at least 24 on the writing section; 26 on the speaking section; 18 on the reading comprehension section; 21 on the listening comprehension section; and 89 on the overall examination.

To register for either exam, please visit <http://www.toefl.org>. The Ohio OTPTAT Board's agency code is 9099.

**Note:** In accordance with rule 4755-3-01, proof of passage of the TOEFL exam is not required if an applicant was initially certified by NBCOT on or after January 1, 2004.

### **Section III: Fees**

All fees or costs incurred by an application while gathering information connected with the filing of an application are the responsibility of the applicant.

It is the applicant's responsibility to be aware of and in compliance with current requirements of the Occupational Therapy Section. It will take some applicants as long as one year to gather the required items to complete the application. The completed application will be reviewed based upon the Section's current guidelines.

In accordance with rule 4755-3-01 (I), all applications that remain incomplete one year after the initial application filing date are considered to be abandoned and no further processing shall be undertaken on that application. After that time, a new application and fee will be required to be considered for licensure in Ohio.

## Occupational Therapy Section Out of Practice Reference Guide

Additional requirements for individuals who have been out of practice for five or more years include: (1) Additional continuing education; (2) Competency-based performance appraisals; (3) Mentorship; (4) Professional development plan; (5) Extended coursework; and (6) Retaking and passing the NBCOT certification examination.

Out of practice is defined as “being actively engaged in the practice of occupational therapy for fewer than two hundred fifty (250) hours over the five year period prior to the date the applicant submits the licensure application.

### OT/OTA Out of practice for 5 years or more

**Step 1:**

1. Completion of AOTA CE Course titled  
*“Exploring the Occupational Therapy Practice Framework: Domain and Process, 3<sup>rd</sup> Edition Short Course”*

**Step 2:**

***Primary Option:*** Retake NBCOT Certification Examination within 6 months of date of Limited License (LTD) agreement. Full, unrestricted license issued upon passage of NBCOT exam.

***Alternate Option:*** Issuance of Limited License Followed by Supervised Practice:

- a) 320 hours/first 6 months of licensure; 8 hours of supervision per week must be direct supervision.
- b) AOTA Fieldwork Performance Evaluation at midterm and final rating/ must be completed by supervising OT within 30 days upon completion of supervised practice hours.
- c) Log of supervised clinical practice, which shall include the date, signature of the primary/non-primary supervising occupational therapist/occupational therapy assistant, and number of hours supervised.

**The deadline to complete the terms of the limited license agreement is 12 months from the date of the limited license letter.**

The Section will take into consideration the length of time the individual practiced prior to not working, prior practice settings, specialties/certifications maintained while practicing, and/or how the individual kept up with the practice of occupational therapy while they were out of practice.