

Ohio OTPTAT Board
Occupational Therapist/ Occupational Therapy Assistant
Reinstatement Application Instructions

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

- has previously held a license to practice as an occupational therapist or occupational therapy assistant in Ohio at any time

TO APPLY

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

Some documents are required to be sent directly to the Ohio OTPTAT Board, such as background checks, school transcripts and test results.

The application fee is non-refundable and must be paid by credit card (Visa, MasterCard, or Discover) or electronic check.

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

Once the application is received and payment is made, you will receive an email confirming the application has been received and a payment receipt. The OTPTAT licensure staff will then review the application and the license will be issued within 3-5 business days.

To contact the Ohio OTPTAT Board, please visit: <http://otptat.ohio.gov/ContactUs.aspx>

OT / OTA REINSTATEMENT APPLICATION CHECKLIST

(Use this checklist to help complete the examination application requirements for Ohio)

All forms are available on the Board's website <https://otptat.ohio.gov>

Document	Documents required for application submission	You request, other agency/source provides documentation. Upload the completed form to the online application where indicate.
Non-refundable application fee of \$100.00. Pay fee with online application. Acceptable forms of payment are: Master Card, Visa, Discover, or Electronic Check.	<input type="checkbox"/>	
Certification of Applicant for Online Applications. This form must be notarized. Applicant will upload completed form with online application. Applicant does not need to mail in uploaded form.	<input type="checkbox"/>	
Photograph. Please staple a 2 x 2 inch passport photograph of your full face, front-view, with a plain white or off-white background taken within the six month period immediately preceding the date of your application. Please review the <i>Passport Photograph Guidelines</i> document on the Board's website for additional information. Upload photograph with online application.	<input type="checkbox"/>	
Notarized Statement. You must submit a notarized statement indicating why you did not renew your license by the prescribed renewal date or why you would like to reinstate your Ohio license. Upload the notarized statement with the online application.	<input type="checkbox"/>	
Occupational Therapy Jurisprudence Exam Registration. You must score a 90% or better to pass the examination. Please select the Ohio OT Jurisprudence Exam for Licensure Applicants on the Course Catalog and make sure that you request that a transcript be sent. Additional information about the exam is available on the Ohio OT Jurisprudence Exam link on the Occupational Therapy Continuing Education page on the Board's website. Applicant will upload OT Jurisprudence Transcript with online application.		<input type="checkbox"/> Register to sit for Jurisprudence Exam at https://ohiototpatboard.mycourse.com
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 occupational therapy or another health care profession. Jurisdiction means any state, U.S. territory, or foreign country. 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.	<input type="checkbox"/>	Jurisdiction provides and mails directly to Applicant. Applicant will upload completed form with online application.
Employment History Form: Complete this form. Upload the completed form with the online application.	<input type="checkbox"/>	
Continuing Education. You must provide proof of completion of 20 hours of CE, including one hour of ethics, completed in the two years, prior to the date you submit this reinstatement application. . Please scan all certificates of completions into one pdf document, then upload one attachment to the online application.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Instructions for Applicants Who Graduated from the Entry Level OT/OTA Program 5 or More Years Prior to the Date of this Application. Please review the Instructions for Applicants Who Graduated More Than 5 Years Prior to Submitting an Exam Application document on the Board's website for information about submitting an application if you graduated from your entry level OT/OTA program more than 5 years prior to the date you are submitting an examination application.	<input type="checkbox"/>	
Link to Online Application: https://elicense.ohio.gov		