

Steps to Licensure

Applicants for licensure by examination should complete these steps about 6-8 weeks before the completion of their entry level OT/OTA program.

Do not wait until you have your NBCOT scores to submit your application.

- 1. Candidate completes** all sections of the examination application and submits the fee to the Ohio OTPTAT Board. If you are submitting an online application through the Ohio e-License Center, you must also submit a notarized [Certification of Applicant for Online Applicants](#) form. Applicants applying online will pay the \$100 fee with either a Visa, MasterCard or Discover Card. The Board does not accept American Express Card. All fees are non-refundable.

You can submit an online application by selecting the “[On-line Initial License Application](#)” link in the Information menu on the left side of the Board’s website.

When the Board receives your application, you will receive an email that contains the login information to track the status of your application at the “[Application Checklist](#)” on the Ohio e-License Center (<https://license.ohio.gov>). A link to the Ohio e-License Center is available on the Board’s website.

- 2. Request your entry level OT/OTA program** to submit the [Certification of Entry-Level Education](#) form directly to the Board office. **The Board will also accept an official transcript from your school.** Forms received from the applicant will not be accepted.
- 3. Request verifications from any jurisdiction** where you currently hold *or have ever held* a license, certification or registration to practice occupational therapy or another health care profession. You must request the verification even if the license is expired.
- 4. Complete the Occupational Therapy Jurisprudence Exam**, which can be accessed at <https://ohiootptatboard.myicourse.com>. Information about the Jurisprudence Examination is available on the “Ohio OT Jurisprudence Exam” link.

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.

- 5. Request your criminal records checks from the Ohio BCI and the FBI.** 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 criminal records checks. **Therefore, the Board recommends that applicants submit their fingerprints about 4 weeks prior to program completion date.**
- 6. If you answered “yes” to any of the Background Questions**, please provide a written statement explaining the incident(s) and what state it occurred in and attach supporting documentation including, but not limited to: *court records, and/or documentation from other state licensing boards*. If you have been convicted of a felony, you must provide “certified” copies of the following court documents: *Indictment, Plea Entry, Disposition, Sentencing Entry, Terms of Parole or Probation, Parole or Probation and Release/Discharge*.
- 7. Register and pay to sit for the NBCOT Certification Examination** directly with the National Board for Certification in Occupational Therapy (NBCOT) at <https://secure.nbcot.org/nbcot/login/login.aspx>. When you register for the NBCOT Certification Exam, please make sure to request NBCOT to send an

Official Score Transfer to Ohio. If you do not request your score to be sent to Ohio, the Board will not receive the results of your exam and will not be able to issue an Ohio license.

8. **The Ohio OTPTAT Board receives your NBCOT score** directly from the NBCOT in accordance with the [Examination Scoring Schedule](http://www.nbcot.org/pdf/examination_scoring_calendar.pdf). (www.nbcot.org/pdf/examination_scoring_calendar.pdf). If you do not pass the NBCOT Certification Examination on your first try, the Board will keep your application open for one year from the date it was initially received by the Board.
9. **The Ohio OTPTAT Board issues your license to practice once we receive your NBCOT score, provided the rest of your application is complete.** Once your license is issued, you can verify it through the [License Lookup/Verification](#) link on the Board's website (<https://license.ohio.gov/lookup/default.asp?division=92>).

You cannot legally practice occupational therapy in Ohio until you can verify your license online.

OT/ OTA EXAMINATION APPLICATION CHECKLIST

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

Document	You Provide Document	You request, other agency/source provides documentation. It must be mailed directly to our office from the agency/source in their own envelope
Non-refundable application fee of \$100.00. Please submit credit card payment with the online application. Credit cards accepted are Visa, MasterCard, or Discover. The Board does not accept American Express Cards.	<input type="checkbox"/>	
Certification of Applicant for Online Applications. This form must be notarized.	<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 Passport Photograph Guidelines document on the Board's website for additional information.	<input type="checkbox"/>	
Certification of Entry-Level Education or Official Transcript. Upon program completion, your program will send this form to the Board. Forms received from the applicant will not be accepted. Transcripts are only permitted from ACOTE accredited programs.		<input type="checkbox"/> School mails directly to Board
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.		<input type="checkbox"/> Jurisdiction provides and mails directly to Board
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.		<input type="checkbox"/> Register to sit for the Jurisprudence Exam at https://ohiotptatboard.mycourse.com
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.		<input type="checkbox"/> BCI submits directly to Board
NBCOT Certification Examination Registration. You are required to register with the National Board for Certification in Occupational Therapy (NBCOT) to sit for the NBCOT Certification Exam. When you register for the exam, please make sure to request NBCOT to send an Official Score Transfer to Ohio.		<input type="checkbox"/> Register with the NBCOT at https://secure.nbcot.org/nbcot/login/login.aspx
Non-U.S. Educated Applicants for Licensure. Please review the Guidelines for Non-U.S. Educated Applicants for Occupational Therapy Licensure document on the Board's website for information about the additional application requirements for Non-U.S. educated applicants.	<input type="checkbox"/>	
Applicants with Felony Convictions. Please review the Requirements for Applicants with Felony Convictions document on the Board's website for information about information that should be submitted to expedite the processing of your 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"/>	