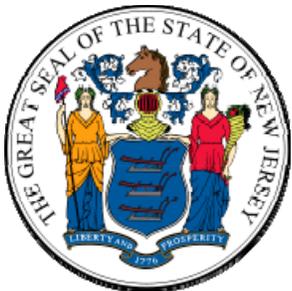


Occupational Therapy Advisory Council

Helpful Information Regarding the Application Process



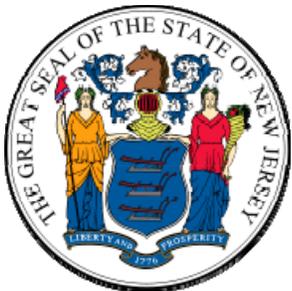
Occupational Therapy Advisory Council

Applications can be downloaded from the Council's website at:

<http://www.njconsumeraffairs.gov/ot>



The screenshot shows the website for the New Jersey Division of Consumer Affairs. The header includes the state logo, navigation links for 'Home', 'Division Units', 'Boards & Committees', 'NJMP', 'News', and 'Contact', and a search bar. The main content area features a banner image of a church and a section titled 'Occupational Therapy Advisory Council'. This section includes a list of links on the left: 'Council Home', 'Members', 'Meetings', 'Disciplinary Actions', 'Applications and Forms', 'Top Tips for License Applicants', 'Laws and Regulations', 'Modalities Courses', 'License Verification', and 'Frequently Asked Questions'. The main text describes the council's role in licensing and regulating occupational therapists. On the right, there are contact options: 'Email' (Ask Consumer Affairs), 'Call' (973) 504-6570, and 'Inquiries about the Board may be forwarded to' (ToniAnn Petrella-Diaz, Executive Director, P.O. Box 45037, Newark, New Jersey 07101, Directions). A 'File a Complaint' button is also visible in the top right.



**No one may practice as an occupational therapist or an occupational therapy assistant without being duly licensed to do so.*



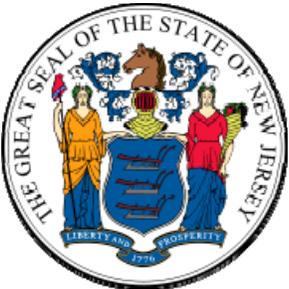
When Should I Begin the Application Process?

You can begin the application process as an occupational therapist when you have successfully completed your education of a Bachelor's Degree in occupational therapy, completed at least 24 weeks of supervised field work, and completion of National Board for certification in Occupational Therapy (NBCOT) exam scores.

You can begin the application process as an occupational therapy assistant when you have successfully completed your education of a Associates Degree in occupational therapy, completed at least 12 weeks of supervised field work, and completion of National Board for certification in Occupational Therapy (NBCOT) exam scores.

If you have a current active license in another state, in good standing, which meets the minimum requirements for New Jersey, you may apply by endorsement.

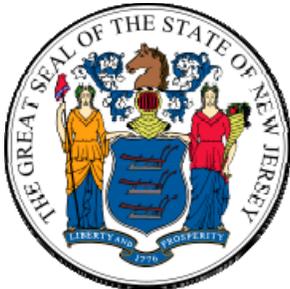
*** Internationally licensed applicants must submit an official verification of their licenses directly from the licensing country.*



Applying for Licensure as an Occupational Therapist

Requirements for an Occupational Therapist Application:

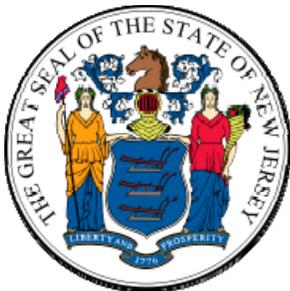
- A completed application form, signed and notarized, with a 2x2 passport style photo.
- Official copy of your transcript sent directly from your school to the Council office showing completion of a Master's Degree in Occupational Therapy.
- Official copy of field work experience sent directly from the school to the Council office showing completion of at least 24 weeks of supervised field work experience.
- National Board for Certification in Occupational Therapy (NBCOT)
For applicants who have taken the certification examination prior to January 1, 2003, a Verification of Certification letter must be sent from the NBCOT. For applicants who have taken the certification examination on or after January 1, 2003, a score transfer sent from the NBCOT indicating passing of the certification examination.
- Two (2) completed Certificates of Good Moral Character
- Any name change documents.
- Complete an online Jurisprudence Exam
- If you hold another license of any kind in any state, including New Jersey, you must arrange for that state to send written or electronic verification of status of licensure or certification from every state, territory of the United States, or the District of Columbia, in which the applicant was ever licensed or certified. The verification shall either be forwarded directly to the Council from the applicable state board or committee, if written or, if electronic, issued by the applicable state board or committee.



Applying for Licensure as an Occupational Therapy Assistant

Requirements for an Occupational Therapy Assistant Application:

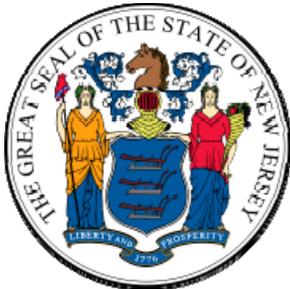
- A completed application form, signed and notarized, with a 2x2 passport style photo.
- Official copy of your transcript sent directly from your school to the Council office showing completion of an Associates Degree in Occupational Therapy.
- Official copy of field work experience sent directly from the school to the Council office showing completion of at least 12 weeks of supervised field work experience.
- National Board for Certification in Occupational Therapy (NBCOT)
For applicants who have taken the certification examination prior to January 1, 2003, a Verification of Certification letter must be sent from the NBCOT. For applicants who have taken the certification examination on or after January 1, 2003, a score transfer sent from the NBCOT indicating passing of the certification examination.
- Two (2) completed Certificates of Good Moral Character
- Any name change documents.
- If you hold another license of any kind in any state, including New Jersey, you must arrange for that state to send written or electronic verification of status of licensure or certification from every state, territory of the United States, or the District of Columbia, in which the applicant was ever licensed or certified. The verification shall either be forwarded directly to the Council from the applicable state board or committee, if written or, if electronic, issued by the applicable state board or committee.



Temporary License

Requirements for a Temporary License:

- A completed application form, signed and notarized, with a 2x2 passport style photo.
- Applicants for temporary licenses must notify the NBCOT to forward Confirmation of Examination and Registration and Eligibility to Examine Letter directly to the Council, and request their name be part of the NBCOT website roster with examination scores.
- Applicants must indicate in writing the month, day and year they will be taking the NBCOT examination.
- Two completed Certificates of Good Moral Character
- Any name change documents.
- If you hold another license of any kind in any state, including New Jersey, you must arrange for that state to send written or electronic verification of status of licensure or certification from every state, territory of the United States, or the District of Columbia, in which the applicant was ever licensed or certified. The verification shall either be forwarded directly to the Council from the applicable state board or committee, if written or, if electronic, issued by the applicable state board or committee.
- After you have completed the application process, applicants must submit a Verification of supervision form to be completed by the applicant and the O.T. supervisor(s) at each “future” place of employment and submitted along with a \$50.00 check or money order payable to: “Occupational Therapy Advisor Council. **FUTURE STARTING DATE OF SUPERVISION MUST BE PRINTED ON THE INITIAL FORM.** This should be at least 5 to 7 days **after** the Temporary License fee and supervision form is received by the Council. Please allow enough mailing time.
- Do not submit this form and/or fee until you receive notification from the Council that your application is complete.

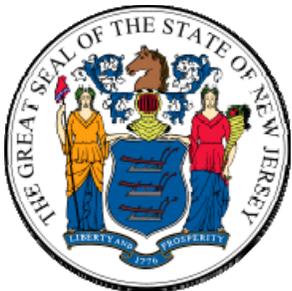


Temporary License to Permanent License:

To Change Your Status from Temporary to Permanent:

If you hold a temporary license and have passed the NBCOT examination, you are eligible to request a change in status from temporary to permanent. You must send a letter to the Council office requesting this change. The letter should include request for status change, name and address of current employment, and the name of your direct supervisor(s) at each place of employment.

Please be advised that a holder of a temporary license may continue to practice occupational therapy in New Jersey only under the direct supervision of a licensed occupational therapist until the expiration date of the temporary license and/or until the individual is in possession of a Regular License Registration Certificate.



Criminal History Background Check

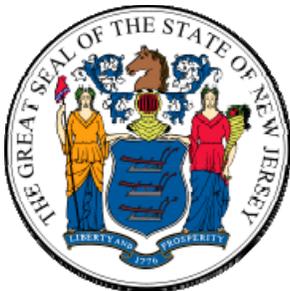
You must complete the “*Certification and Authorization Form*” as part of the application.

You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded.

Go online or call to schedule an appointment and pay the fee directly to the MorphoTrust.

Applicants who do not live in the State of New Jersey may receive fingerprint cards with a letter requesting that they complete a criminal history background check. The letter includes an option to make an appointment in New Jersey for a live-scan at a MorphoTrust facility. The Board office receives the results of a criminal history background check faster if the applicant completes a live-scan at a MorphoTrust facility in New Jersey.

If an applicant has ever been arrested, it makes the process faster if the applicant provides a written statement of the arrest(s), the police report(s), court documents and a copy of the disposition(s) of the arrest(s) with their application.



The fee on the Certification and Authorization form does not apply to every applicant. Do not send this fee if you Do Not hold a license or certification by any Board or Committee of the New Jersey Division of Consumer Affairs. Do not send this fee if you are unsure. The Board office will notify you if it is needed.



Fees

What is the application fee?

The application fee is \$100.00, non-refundable fee.

What is the fee for a occupational therapist or occupational therapy assistant license?

If an occupational therapist applicant is eligible for a license during the first year of the biennial renewal period the fee for a license is \$160.00. If an occupational therapy assistant is eligible for a license during the first year of the biennial renewal period, the fee for a license is \$100.00.

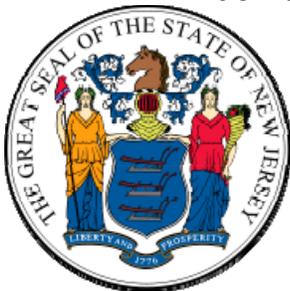
If an occupational therapist applicant is eligible for a license during the second year of the biennial renewal period the fee for a license is \$80.00. If an occupational therapy assistant is eligible for a license during the second year of the biennial renewal period, the fee for a license is \$50.00.

The biennial cycle ends on September 30th of odd year.

You must keep your address and email address current with the Board.

You must complete your continuing education requirement prior to the renewal expiration date.

Once an applicant is determined to be eligible for a license, the New Jersey State Occupational Therapy Advisory Council will notify the applicant and at that time the applicant can submit the licensure fee. Please do not send the fee prior to notification.



Occupational Therapy Advisory Council Useful Links

Checking Application Status

<http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>

Frequently Asked Questions

<http://www.njconsumeraffairs.gov/ot/Pages/FAQ.aspx>

Verifying a License

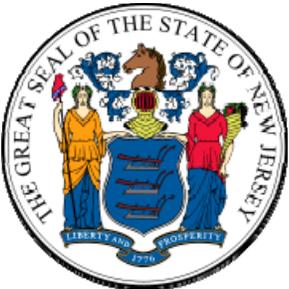
<http://www.njconsumeraffairs.gov/Pages/verification.aspx>

Laws and Regulations

<http://www.njconsumeraffairs.gov/ot/Pages/regulations.aspx>

Renewing a License

<http://www.njconsumeraffairs.gov/ot/Pages/applications.aspx>



Where Do I Send Mail for the New Jersey Occupational Therapy Advisory Council?

Mailing Address: Occupational Therapy Advisory Council
P.O. Box 45037
Newark, NJ 07101

Contact Email Address:
occupationaltherapy@dca.lps.state.nj.us

Contact Phone Number:
(973) 504-6570

