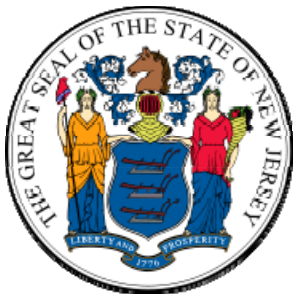


Orthotics and Prosthetics Board of Examiners

Helpful Information Regarding the Application Process



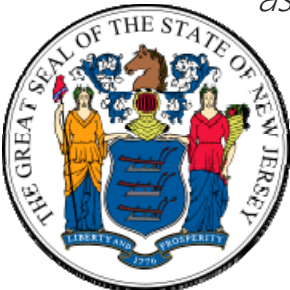
Orthotics and Prosthetics Board of Examiners

Applications can be downloaded from the Board's website at:
<http://www.njconsumeraffairs.gov/orth/Pages/applications.aspx>



The screenshot shows the website for the New Jersey Division of Consumer Affairs, specifically the page for the Orthotics and Prosthetics Board of Examiners. The page features a navigation menu with options like Home, Division Units, Boards & Committees, NJPMP, News, and Contact. A search bar is present with the text "What are you looking for?". The main content area includes a "Board Home" section with a description: "This board regulates the sale of orthotic and prosthetic devices, which are devices used to enable the disabled to function better and increase their mobility. The board licenses orthotists and prosthetists." There is also a "Last Modified" date of 1/20/2017 10:03 AM. On the right side, there are contact options: Email (Ask Consumer Affairs), Call (973) 504-6445, and a location pin icon with the text "Inquiries about the Board may be forwarded to Tom Ann Petrella-Diaz, Acting Executive Director, P.O. Box 45034, Newark, New Jersey 07101, Directions".

**No one may practice as an orthotist, prosthetist, prosthetist-orthotist, orthotist assistant, prosthetist assistant or a prosthetist-orthotist assistant without being duly licensed to do so.*



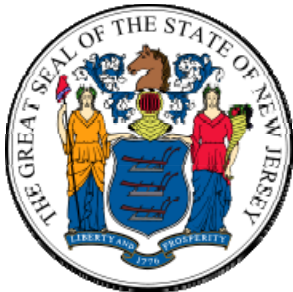
When Should I Begin the Application Process?

You can begin the application process as an orthotist, prosthetist, or prosthetist-orthotist when you have successfully completed your education of a Bachelor's Degree in orthotics and prosthetics, completed 1,900 hours of a clinical internship under the supervision of a licensee, and completion of American Board for Certification in Orthotics and Prosthetics (ABC) exam scores.

You can begin the application process as an orthotist assistant, prosthetist assistant, or prosthetist-orthotist assistant when you have successfully completed high school or equivalent, completion of at least 40 hours of formal training in orthotics or prosthetics or 80 hours of formal training for a prosthetist-orthotist assistant, completed 1,900 hours of a clinical internship under the supervision of a licensee, and completion of American Board for Certification in Orthotics and Prosthetics (ABC) 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.

*** Foreign-trained applicants shall obtain an evaluation of their professional educational and professional experience credentials from a credentialing agency recognized by the American Board for Certification in Orthotics and Prosthetics, its successor or the International Society of Prosthetists and Orthotists. The Board shall accept only an evaluation which is sent to the Board by the credentialing agency. Upon receipt of the evaluation by the Board, the Board shall review the evaluation and determine whether the applicant's education and experience credentials are substantially equivalent to those required in (b)1 above.*



Applying for Licensure as an Orthotist, Prosthetist, or Prosthetist-Orthotist:

Requirements for an orthotist, prosthetist, or prosthetist-orthotist application are:

A completed application form, signed and notarized, with a 2x2 passport style photo.

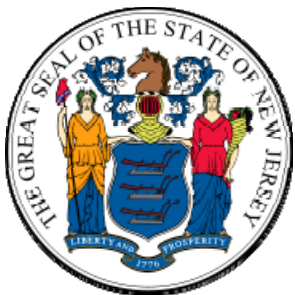
Completion of the examination given by the American Board for Certification in Orthotics and Prosthetics (ABC) sent from ABC directly to the Board office.

An official transcript sent directly from the school to the Board office indicating completion of a bachelor's degree .

Notarized documentation which indicates completion of a clinical internship in the professional area for which a license is sought of at least 1,900 hours under the supervision of a licensee who is licensed in New Jersey.

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.



Applying for Licensure as an Orthotist Assistant, Prosthetist Assistant, or Prosthetist-Orthotist Assistant:

Requirements for an orthotist assistant, prosthetist assistant, or prosthetist-orthotist assistant application are:

A completed application form, signed and notarized, with a 2x2 passport style photo.

Completion of the examination given by the American Board for Certification in Orthotics and Prosthetics (ABC) sent from ABC directly to the Board office.

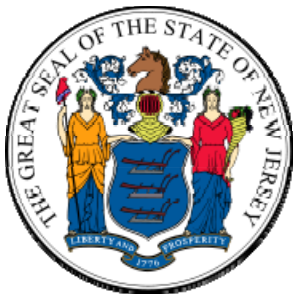
Completion of High School diploma or equivalent.

Notarized documentation which indicates completion of a clinical internship in the professional area for which a license is sought of at least 1,900 hours under the supervision of a licensee who is licensed in New Jersey.

A certification from the applicant's supervising licensee stating that the applicant has completed a course of training in orthotics or prosthetics of at least 40 hours for licensure as an orthotist assistant or a prosthetist assistant, or a course of training of at least 80 hours for licensure as a prosthetist-orthotist assistant.

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.



Criminal History Background Check

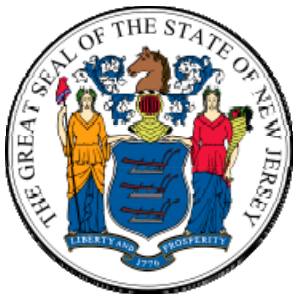
You must complete the “*Certification and Authorization Form*” as part of the application.

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 \$125.00, non-refundable fee.

What is the fee for a license?

If a orthotist, prosthetist, or prosthetist-orthotist proapplicant is eligible for a license during the first year of the biennial renewal period, the fee for a license is \$410.00. If an orthotist assistant, prosthetist assistant, or prosthetist-orthotist assistant is eligible for license during the first year of the biennial renewal period, the fee for a license is \$210.00.

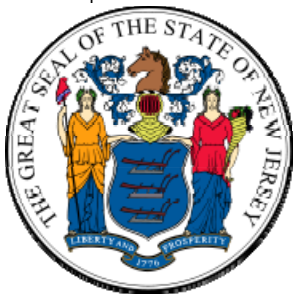
If a orthotist, prosthetist, or prosthetist-orthotist proapplicant is eligible for a license during the second year of the biennial renewal period, the fee for a license is \$205.00. If an orthotist assistant, prosthetist assistant, or prosthetist-orthotist assistant is eligible for license during the second year of the biennial renewal period, the fee for a license is \$105.00.

The biennial cycle ends on February 28th of every 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 Orthotics and Prosthetics Board of Examiners will notify the applicant and at that time the applicant can submit the licensure fee. Please do not send the fee prior to notification.



Orthotics and Prosthetics Board of Examiners

Useful Links

Checking Application Status

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

Frequently Asked Questions

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

Verifying a License

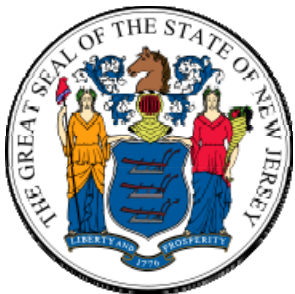
<http://www.njconsumeraffairs.gov/Pages/verification.aspx>

Laws and Regulations

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

Renewing a License

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



Where Do I Send Mail for the Orthotics and Prosthetics Board of Examiners?

Mailing Address: Orthotics and Prosthetics Board of Examiners
P.O. Box 45034
Newark, NJ 07101

Phone Number: (973) 504-6445

