

OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405)962-1400 Fax: (405)962-1440 email: licensing@okmedicalboard.org

APPLICATION INSTRUCTIONS FOR LICENSURE
OCCUPATIONAL THERAPIST/OCCUPATIONAL THERAPY ASSISTANT

The information contained herein is vital to the successful completion of your application and timely consideration of your request for licensure and/or reinstatement. Questions or challenges regarding application requirements should be addressed in writing to the Board Secretary. You will be notified, by email that your application has been received within 3 to 5 business days after submission. The email will list the deficiencies in the application and how to check the status of your application on the website.

GENERAL - An application for licensure may be based on:

Examination – The State Board of Medical Licensure and Supervision recognizes and approves the Examination of the National Board for Certification in Occupational Therapy (NBCOT) as acceptable for licensure of an occupational therapist or occupational therapy assistant.

Endorsement – Currently licensed by examination as an occupational therapist or occupational therapy assistant in another state of the United States of America, the District of Columbia, or Puerto Rico.

EDUCATION/TRAINING

Validation of having passed NBCOT examination may be provided by submitting a notarized copy of the NBCOT card or having scores submitted by the NBCOT to the State Board of Medical Licensure and Supervision. Inasmuch as your education and training required by the Oklahoma Board is identical to that required and verified by the NBCOT prior to admission to the examination, **verification of having passed the examination is sufficient verification of education and training.**

Occupational Therapist applicants must have successfully completed an educational program in occupational therapy accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) in collaboration with the NBCOT.

Occupational Therapy Assistant applicants must have successfully completed an occupational therapy assistant program approved by the ACOTE.

FEES – All fees are non-refundable. Fees for application must be paid online by credit card, debit card, or EFT from checking or savings account. Fees returned by the payer’s financial institution must be replaced by a certified check or money order and include a \$30 returned check processing fee.

Occupational Therapist	Initial Application Fee - \$120	Annual Renewal Fee - \$100
Occupational Therapy Assistant	Initial Application Fee - \$120	Annual Renewal Fee - \$100

APPLICATION – **must be completed online and can be found at <https://pay.apps.ok.gov/medlic/licensing/app/menu.php>.**

- 1) All sections must be completed to the best of your knowledge. No applicant shall be awarded a license who does not provide the Board with complete, open and honest responses to all requests for information. For those items that do not apply to you, mark N/A (Not Applicable).
- 2) Any “yes” answer in the Attestation section of the application must be explained by a sworn affidavit (a statement signed by the applicant and notarized). If you answer “yes” to the question regarding previous arrests, you must provide all available police reports, arrest records, and court documents.
- 3) A detailed chronological life history from age eighteen years to the present, including education, employment, military service, and non-work time must be provided.

Applications and fees must be received at least 30 days prior to a meeting of the Occupational Therapy Advisory Committee.

FORMS – **all forms can be found at https://www.okmedicalboard.org/occupational_therapists#forms-resources.**

Evidence of Status - In order to verify citizenship or qualified alien status, applicants for licensure by endorsement or examination or for reinstatement of their license, must submit an Evidence of Status Form and the required supporting documentation with their application. This form must be notarized and mailed to the office.

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Oath and Photo Form - Applicants for licensure are required to complete the Oath and Photo Form. This form must be notarized and mailed to the office.

Form 3 VERIFICATION OF LICENSURE – Verification of all occupational therapist or occupational therapy assistant licenses or certificates ever held in the United States and/or Canada must be sent by the respective Licensing Board directly to the Oklahoma Medical Board office. It is recommended the applicant contact the respective Licensing Board to see how they require ordering the verification.

EXTENDED BACKGROUND CHECK – Applicants for licensure are required to request an Extended Background Check.

GENERAL APPLICATION PROCESS – The Occupational Therapy Advisory Committee will review all applications by individuals for licensure and submit recommendations to the Board for action. Applications for licensure will be approved by the Board approximately two weeks after the Committee meeting.

TEMPORARY LETTER TO PRACTICE – Form 5 VERIFICATION OF SUPERVISION

New Graduate - An Occupational Therapist or Occupational Therapy Assistant graduate may practice under the direct, on-site supervision of a licensed Occupational Therapist in the status of a graduate Occupational Therapy student or a graduate Occupational Therapy Assistant. Applicant must submit a Form 5 along with a copy of the ATT Letter (Approval To Test) or have the educational institution submit an official transcript, with degree posted, to the State Board of Medical Licensure and Supervision. The Letter is valid until the next meeting of the Board.

Applicant for Licensure by Endorsement – The Board may issue a temporary letter to practice to an Occupational Therapist or Occupational Therapy Assistant applicant, licensed in another state, District of Columbia, or Puerto Rico provided all requirements for licensure have been met and verified. Applicant may practice under the general supervision of an Occupational Therapist licensed in Oklahoma. Applicant must have a complete application and submit a Form 5. The Temporary Letter is valid until the next meeting of the Board.

An occupational therapist can sign the Form #5 to be the primary supervisor for no more than four (4) licensed occupational therapy assistants and/or applicants for licensure regardless of the type of professional licensure or level of training.

RENEWALS - Licenses are renewed annually by application PRIOR to November 1 for the subsequent year beginning November 1 and ending October 31. Licenses issued BEFORE November 1 must be renewed for the next occurring renewal period most immediately subsequent to the date of issue of the license. Unrenewed licenses become inactive as of November 1 and if reactivated after November 1, a late payment fee is assessed in addition to the renewal fee.

TO FACILITATE THE RENEWAL PROCESS, KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.

I, the undersigned, have read the instructions and understand their content. I swear/affirm the contents of my application are true. All information supplied by application may be verified by the Oklahoma State Board of Medical Licensure and Supervision. I have read and understand the Occupational Therapy Practice Act that I received with my application information.

Date

Printed Name

Signature

MAIL THESE SIGNED INSTRUCTIONS WITH ALL REQUIRED FORMS AND DOCUMENTS TO:
Oklahoma State Board of Medical Licensure and Supervision
101 NE 51st Street
Oklahoma City, OK 73105