OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405) 962-1470 email:licensing@okmedicalboard.org

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

**EDUCATION/TRAINING**

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

The education and training required by the Oklahoma Medical Board is identical to that required and verified by NBCOT prior to admission to the examination. Verification of NBCOT credentials is sufficient verification of education and training.

**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.

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

**APPLICATION**

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 have an explanation in comments section. 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 history is required. Begin with listing the education/degree required for the license you are applying for to present. All employment, military service, and non-work time (i.e. unemployed, stay at home parent, etc.) 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 in the Forms tab of the Resources section.**

**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 the required supporting documentation with their application.

**VERIFICATION OF LICENSURE** – Verification of all occupational therapy assistant licenses or certificates ever held in the United States, Territory of the United States, and Canada must be sent by the respective Licensing Board directly to the Oklahoma Medical Board office. Applicant must contact the respective Licensing Board and request verification to be sent directly to the Oklahoma Medical Board by email to licensing@okmedicalboard.org.

**EXTENDED BACKGROUND CHECK** – Applicants for licensure are required to request an Extended Background Check. The link to the approved provider can be found on the Forms page above.

**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** – Once it is determined an applicant is eligible for a Temporary Letter to Practice, the applicant will be notified in the application portal to complete an online form detailing the supervision relationship. When this relationship is reviewed and approved, a Temporary Letter to Practice will be issued. The applicant CANNOT practice without a Temporary Letter to Practice.

New Graduate - An Occupational Therapy Assistant graduate may practice under the direct, on-sight supervision of a licensed Occupational Therapist in the status of a graduate Occupational Therapy Assistant student. Applicant must submit a supervision relationship 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 Therapy Assistant 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 supervision relationship. The Temporary Letter is valid until the next meeting of the Board.

***An occupational therapist can 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.

**PRACTICE MAY NOT BEGIN UNTIL A LETTER GRANTING PERMISSION TO PRACTICE IS ISSUED BY THE BOARD SECRETARY OR A FULL LICENSE IS GRANTED BY THE BOARD.**