INITIAL LICENSURE GENERAL INFORMATION

Texas Board of Occupational Therapy Examiners

Introduction

The information in this document is based on the OT Rules and OT Practice Act as of July 1, 2016, and this is just a brief, general introduction. For additional rules and regulations, refer to the most current version of the OT Rules and OT Practice Act by visiting http://www.ptot.texas.gov/page/ot-acts-and-rules.

Please note that applicants for a Texas OT or OTA license are responsible for knowing and complying with the applicable provisions in the current OT Rules and OT Practice Act.

Part I: General Information for Applicants

Introduction to TBOTE and ECPTOTE

- TBOTE: Texas Board of Occupational Therapy Examiners
  - This is the board that regulates the practice of occupational therapy in Texas and licenses OTs and OTAs.
  - The Board has 4 OTs, 2 OTAs, and 3 public members.

- ECPTOTE: Executive Council of Physical Therapy and Occupational Therapy Examiners
  - An independent administrative governmental agency that directly supports or carries out the functions of one or both of the Texas Board of Occupational Therapy Examiners and the Texas Board of Physical Therapy Examiners.

NBCOT and Professional Associations

- NBCOT: National Board for Certification in Occupational Therapy
  - This is the organization that owns the national exam, certifies individuals as OTRs and COTAs, etc.
  - Recertifying with NBCOT is NOT THE SAME as renewing the OT or OTA license issued by TBOTE.
- Professional Associations:
  - These may offer CE, arrange conferences in occupational therapy, etc.
  - Examples (in alphabetical order):
    - AOTA: American Occupational Therapy Association
    - NBCOT
    - TOTA: Texas Occupational Therapy Association

Licensure vs. Certification

- NBCOT certifies you; TBOTE licenses you.
- You must have a current license issued by TBOTE in order to practice or represent yourself as an OT or OTA in Texas.

Two Paths to Initial Licensure: License by Examination or Licensure By Endorsement

- **Licensure Method:** All applicants must apply by either examination or endorsement. In addition, all applicants must also meet the requirements in §364.1, Requirements for Licensure, of the OT Rules.
- ***Initial License by Examination:*** The applicant must apply by examination and also meet the requirements in §364.2, Initial License by Examination, if the applicant:
  - has not passed the NBCOT certification examination; or
  - has passed the NBCOT certification examination and
    - is not currently licensed as an occupational therapist or occupational therapy assistant in another state or territory of the U.S.; or
    - if not currently licensed in another state or territory of the U.S., is applying from the U.S. military or a non-licensing state or territory of the U.S and cannot substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license.
- ***Licensure by Endorsement:*** The applicant must apply by endorsement and also meet the requirements in §364.4, Licensure by Endorsement, if the applicant has passed the NBCOT certification examination and:
  - is currently licensed as an occupational therapist or occupational therapy assistant in another state or territory of the U.S.; or
  - if not currently licensed in another state or territory of the U.S., is applying from the U.S. military or a non-licensing state or territory of the U.S. and can substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license.

Initial Licensure: Application

- You may apply online or by a paper application.
- Go to www.ptot.texas.gov and from the Texas Board of OT Examiners drop-down menu, select the OT Application page.
- To be eligible for licensure, you must have graduated from an ACOTE accredited OT or OTA program and have completed supervised fieldwork experience, a minimum of 6 months for OT and 2 months for OTA.

OT and OTA Application Page

PTOT.texas.gov

www.ptot.texas.gov/page/ot-application

Apps | Bookmarks | Getting Started | Imported | PTOT.texas.gov | PTOTPTOTLook... | Address Verify ... | PTOTPTOTLook... | PTOT.texas.gov | USPS.com® - Z... | CAPTE | Frequently Aske... | Open Meetings | Texas Register L...

Executive Council of Physical Therapy and Occupational Therapy Examiners

Texas Board of Physical Therapy Examiners

Texas Board of Occupational Therapy Examiners

Home | Executive Council | Texas Board of PT Examiners | Texas Board of OT Examiners | Facilities | FAQ | search...

Home > Texas Board of OT Examiners > OT Application > OT Application

Friday, 26 February 2016

Looking for?

- Change Contact Info
- Check Meeting Dates
- Contact Us
- File a Complaint
- Check Disciplinary Action
- Driving Directions
- Look up a License
- Look up Fees
- Order Data Products
- Replace a License
- Request Open Records
- Send a Verification
- Take the Customer Survey

General | Apply by Exam | Apply By Endorsement | Check Status | Military Applicants

GENERAL APPLICATION INFORMATION

Quick Links:

Apply Online for an OT License

Apply Online for an OTA License

OT Application Jurisprudence Exam

OT and OTA School Codes - US and Foreign

Current Fees Read FAQs

You must hold a current, unexpired Texas license (and the current status of the license and the expiration date must appear on the Board's License Verification page) to practice occupational therapy in any way (including consulting) or to represent yourself as an occupational therapist or occupational therapy assistant.

What follows is general application information. Please see the OT Rules and OT Practice Act for further information and requirements. Chapter 364 details initial licensure requirements.

Licensure Method:

All applicants must apply by either examination or endorsement. In addition, all applicants must also meet the requirements in §364.1, Requirements for Licensure, of the OT Rules.

- ***Initial License by Examination: Please see the Apply by Exam tab for further information and requirements.***
  - The applicant must apply by examination and also meet the requirements in §364.2, Initial License

10:57 AM
2/26/2016

Online Application: Select OT or OTA

Executive Council of Physical Therapy and Occupational Therapy Examiners
Online Application for Physical Therapy or Occupational Therapy License

Process...
1. Welcome
2. Identification
3. Address
4. Current and Previous PT or OT Licensure Information
5. Questions
6. Review
7. Fee(s)
8. Payment
9. Receipt

Exit Application

Identification

You are applying for the Occupational Therapist License

Do not use your browser's back button to return to a previous page, as it will cancel your application. You will be prompted to review and edit your entries when you've completed all sections of the application.

Do you hold, or have you ever held, a license from this board? (required)
- Yes
- No

Enter your name exactly as you want it to appear on your license. (This MUST include your legal last name, and should be the same as or similar to the name you use on your driver's license.)

Full Name of applicant (required)

Personal Information

Last Name (required)
First Name (required)
Middle Name
Suffix
Other Last Names (Maiden, Previous Married Name, etc. that might be on documents you must submit to the board)
Social Security Number (###-##-####) (required)
Date of Birth (MM/DD/YYYY) (required)
Driver License Number (required)
Issuing State of Driver License (required)
Email Address (required)

Statistical and Reporting Questions

The following two questions are for statistical and reporting purposes only and will not affect your application.

Gender (required)
- Male
- Female

Executive Council of Physical Therapy and Occupational Therapy Examiners
Online Application for Physical Therapy or Occupational Therapy License

Process...
1. Welcome
2. Identification
3. Address
4. Current and Previous PT or OT Licensure Information
5. Questions
6. Review
7. Fee(s)
8. Payment
9. Receipt

Exit Application

Identification

You are applying for the Occupational Therapy Assistant License

Do not use your browser's back button to return to a previous page, as it will cancel your application. You will be prompted to review and edit your entries when you've completed all sections of the application.

Do you hold, or have you ever held, a license from this board? (required)
- Yes
- No

Enter your name exactly as you want it to appear on your license. (This MUST include your legal last name, and should be the same as or similar to the name you use on your driver's license.)

Full Name of applicant (required)

Personal Information

Last Name (required)
First Name (required)
Middle Name
Suffix
Other Last Names (Maiden, Previous Married Name, etc. that might be on documents you must submit to the board)
Social Security Number (###-##-####) (required)
Date of Birth (MM/DD/YYYY) (required)
Driver License Number (required)
Issuing State of Driver License (required)
Email Address (required)

Statistical and Reporting Questions

The following two questions are for statistical and reporting purposes only and will not affect your application.

Gender (required)
- Male
- Female

Initial Licensure: General Requirements

- Complete application
- Application fee ($100/OTA or $140/OT)
- 2 x 2 inch headshot in color (passport-type photo)
- Passing Score on the online Jurisprudence Exam
- Passing score report for the NBCOT certification exam, sent directly to the Board by NBCOT
- Verification of License(s) for applicants with a history of occupational therapy licensure
- An application will expire after one year, after which time, you must submit the re-application fee to maintain the application and may have to resubmit certain required items.
  - Consider this application expiration date in your planning.

License by Examination: How can I move through the process more quickly?

- You may apply either before or after you take the exam.
- If you are looking to move through the licensure process more quickly, apply and send all required items before taking your exam.
  - Once you have passed your exam and your score has been reported to the Board by NBCOT, if your application is complete and all requirements have been satisfied, your license may be issued.
- If you have a history of licensure in occupational therapy, request your verifications ASAP.
  - This is often the part of the process that takes the most time; request your verifications as soon as possible and check if any of the licensing boards may expedite the sending of the verifications to TBOTE.
  - Copies of licenses or printouts of online verifications or any other form of verification sent by applicants will not be accepted.

Licensure by Endorsement: How can I move through the process more quickly?

- If you are looking to move through the licensure process more quickly, apply and send all required items as soon as possible.
- Request your verifications ASAP.
  - This is often the part of the process that takes the most time; request your verifications as soon as possible and check if any of the licensing boards may expedite the sending of the verifications to TBOTE.
  - Copies of licenses or printouts of online verifications or any other form of verification sent by applicants will not be accepted.

Military Service Members, Military Veterans, and Military Spouses

- Senate Bill 807 (84th Legislature – 2015) allows for the waiver of application fees for **military service members** and **military veterans** who are applying for licensure by examination and by endorsement. Additionally, it allows for the waiver of application fees for **military spouses** who are applying for licensure by endorsement.

  Current statute (Chapter 55, Occupations Code, §55.001) includes the following definitions:

  Active duty - current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

  Armed forces of the United States - the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

  Military service member - a person who is on active duty.

  Military spouse -a person who is married to a military service member.

  Military veteran - a person who has served on active duty and who was discharged or released from active duty.

- To apply for a waiver of application fees, please complete the Military Application Fee Waiver Request form from the **Forms** page and attach a copy of the following official documentation:

  Military Service Member: Current original orders, including signature page(s) or Military ID

  Military Veteran: DD2-14

  Military Spouse: Military ID

- When submitting the **Military Application Fee Waiver Request**, please include a completed paper application for initial licensure, which is downloadable from the **Forms** page. **If you are requesting a fee waiver, do not apply online.**
- For more information regarding eligibility for fee waivers and expedited services, see §364.1(d) of the OT Rules.

What if I have a criminal history?

- Criminal History Evaluation Letter
  - Prior to applying for licensure, an individual may request that the Board review the person's criminal history to determine if the person is eligible for licensure based solely on the person's criminal background up to that point in time.
  - An individual may always apply for licensure, regardless of the Board's decision provided in the criminal history evaluation letter.
  - This can reduce the application processing time if the evaluation is requested well before applying. If applying now or within a short period of time, the review will be conducted as part of the regular application process.

Complete Application

- Complete the correct application and pay the required fee.
  - If applying online, there are two applications, one for an OT license and one for an OTA license.
- Make sure you indicate whether you are applying by examination or by endorsement.
- Answer all questions.
- Include your SSN or send an SSN statement noting that you do not have an SSN, but will provide the Board one when you receive it.
- Include your school code and the name and location of your school.
  - You may access your school code from the Application page. It is important to retain this code for your records and future renewal purposes.

Home Address and Address of Record

- Home Address
  - You must provide a physical home address.
- Address of Record
  - Select and provide the address that you wish to be the address available to the public. This can be changed at any time.

Photo

- This must be a 2x2 inch color headshot.
  - To ensure the correct dimensions, you may send a passport-type photo.
  - This is not a copy of your driver's license or passport.
- This must be on photographic paper.
  - Photocopies will not be accepted.
- This must be physically received (e.g., by mail) and may not be faxed or emailed. Be sure to write your name and last four digits of your SSN on the reverse side.

Jurisprudence Exam (JP)

- This is an open-book, 20-question online exam.
- You may take the exam until you pass. Read the OT Rules and OT Practice Act before the exam.
  - Download these or open them in a new tab.
  - Do not navigate from the exam tab during the exam.
- Access the exam from a link on the Application page.
- Be sure to complete all steps for the exam so the passing score will be automatically reported to the Board.
  - You must enter your contact information, etc.

Passing Score Report

- All applicants must pass the NBCOT certification exam.
- Applicants must contact NBCOT to request that the score report be sent directly to the Board by NBCOT.
  - Scores sent by applicants, for example, will not be accepted.
- NBCOT sends scores electronically throughout the business week.

Failing Score Report

- If you have applied for licensure by examination and the Board receives a failing score report, you must download and submit the re-exam form and fee ($25.00).

Verification of Licensure

- License Verification: The Board must receive a verification of license from each state or territory of the U.S. in which the applicant is currently licensed or previously held a license. This applies to those applying by examination if they have a history of licensure in occupational therapy and to those applying for licensure by endorsement.
  - For those applying by endorsement, at least one license must be current.
  - License verification refers to an occupational therapy license, not a driver's license.

- The license verification must be an original verification sent directly to the Board by the licensing board in that state or territory and any disciplinary actions must be reported to the Board. The applicant must contact the issuing board(s) to request that this verification be sent to the Texas Board of Occupational Therapy Examiners.
  - This is not a copy of your license or an online lookup of your license that you send the Board.

- If you are applying for licensure by endorsement and if you are not currently licensed in a state or territory of the U.S. and are applying from the U.S. military or a non-licensing state or territory of the U.S., a Verification of Employment form (found on the **Forms** page of the website) must be submitted substantiating occupational therapy employment for at least two years immediately preceding application for a Texas license.

For applicants applying by examination whose exam scores are over two years:

- The application for license must be received no later than two years following the date of the passing examination for those applying by examination.
- If the application is received after this time, the applicant must take and pass the NBCOT examination for licensure purposes only.
  - The applicant must request Board approval to take this examination. The score report must be sent directly to the Board by NBCOT.
- This requirement is in addition to all other initial licensure requirements, including receiving the original passing NBCOT initial certification examination score.
  - The Board must receive all required items prior to approving the individual to take the exam for licensure purposes only.

Licensure Process

- Each application item received must be processed.
  - Processing times are approximately 5-10 business days for each item, although this can be shorter or longer depending upon the time of year, etc.
  - Please note processing times. If the Board receives from NBCOT a passing score report on a Thursday, this does not mean that the score will be entered in the checklist nor that the license will be issued and approved that day.

Online Applicant Checklist

- Once your application has been processed, you will receive an email with your applicant password.
- Use this password to access the online applicant checklist from the homepage with the required items for your application.
  - Applicant passwords are generally emailed within 3-10 business days after an application has been received by the Board, although these times may vary.
  - Check your junk mail/spam folder if you have not received your password in your inbox within 5-10 business days. If you still have not received it, contact the Board. Once items are processed, you will see a date entered in the checklist.
- The checklist is updated at the end of each business day. Any additional required items will appear on the checklist.
- Monitor your checklist.
  - The checklist is one of the primary ways that the Initial Licensing Department communicates with applicants.
  - Once an item is received and/or a requirement met, such will be indicated on the checklist.

Online Applicant Checklist:

Item	Required	Date Received
APPLICATION FORM	YES	05/06/2015
SSN OR AFFIDAVIT OF NO SSN	YES	05/06/2015
PHOTO, PASSPORT TYPE	YES	Not Received
JURISPRUDENCE EXAM	YES	Not Received
NBCOT PASSING EXAM SCORE REPORT	YES	Not Received

Temporary License

- A temporary license is only available for an applicant taking the exam for the first time who has never held an occupational therapy license at the level for which s/he is applying.
- Further information is available from the Temporary License page.
- Additional items required:
  - Temporary license fee ($55/OTA or $70/OT)
  - NBCOT Confirmation of Exam Registration and Eligibility to Examine Form
  - Copy of your receipt showing that the NBCOT score report was ordered for TBOTE (may be mailed, faxed, or emailed)
  - Temporary Supervision Form (may not be faxed or emailed)
    - The place of employment must match the address on file with the Board for the OT. If it does not, this must be explained on the form.

Do I need a temporary license?

- Testing is on demand, so exams may be scheduled frequently.
- Scores are reported throughout the week to TBOTE and licenses are generally issued and approved quickly.
- A temporary license comes with limiting conditions and requires an additional fee, the temporary license fee.
  - A temporary licensee may not supervise anyone; must complete additional supervision hours (for a temporary OTA licensee, twice the amount as that for a regular licensee working 128 or more hours during a given month); and must have supervision at all times by a licensee on the premises (for an OTA temporary licensee, an OT or OTA with a regular license; for an OT temporary licensee, an OT with a regular license).

How long may someone practice under a temporary license?

- Temporary licenses have an expiration date approximately 3-4 months after issuance.
- The exam must be taken by the NBCOT eligibility expiration date.
- If the applicant fails the examination, fails to take the examination during the 90 day window as stated on the Confirmation of Examination Registration and Eligibility to Examine form from NBCOT, or fails to have the score reported, the temporary license is void and must be returned to the Board.
- An additional temporary license will not be issued.

Avoiding Licensing Delays

- Make sure you apply with the correct application and your responses are complete.
- If paying by check, ensure you have sufficient funds.
- Send the correct photo.
- Be sure to order your NBCOT score for TBOTE.
- Frequently check your checklist for updated items and respond to communication from the Board promptly.

Keep Contact Information Updated

- You must notify TBOTE of any name, contact information (home, work, mailing), and/or supervisor changes (for those with a temporary license) within 30 days of the change.
- The Board has begun a program to send mass emails related to newsletters, rule changes, and renewal notices (for licensees and registered facility owners/designees). Be sure to add info@ptot.texas.gov and emailOT@ptot.texas.gov to your list of safe senders and check your junk and spam folders for emails.

License Issuance

- Once ALL items have been received and requirements satisfied, the license will be issued. Each license must be approved before it is mailed.
- A new licensee with a regular or temporary license may provide occupational therapy services according to the terms of the license upon online verification of current licensure and license expiration date from the Board's license verification web page. The Board will maintain a secure resource for verification of license status and expiration date on its website.
  - To verify a license or facility registration, visit this link: http://www.ptot.texas.gov/page/look-up-a-license.
- The original license must be prominently displayed in your principal place of employment.
  - Photocopies may be made for institutional filing purposes only.

License Issuance

- The first regular license is valid from the date of issuance until the last day of the licensee's birth month, with a duration of at least two years. Each subsequent renewal period will be for two years.
  - If Anja's birthday is in October and her license is issued May 1, 2015, the first renewal period will be from May 1, 2015 through October 31, 2017.
  - Her next renewal period would be from November 1, 2017 through October 31, 2019.

Sending the license

- Licenses are mailed through USPS.
- To expedite the delivery of a license, you may send the Board or email info@ptot.texas.gov a prepaid airbill or another prepaid overnight/rush/express label or envelope.

Part II: General Information for New Licensees

New Licensee Information

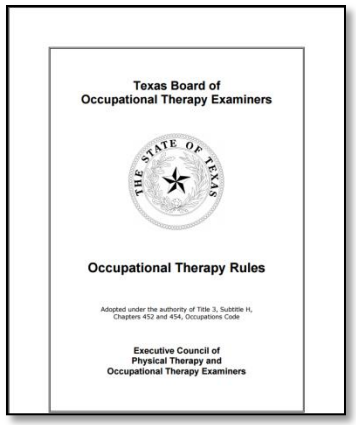
- An OT or OTA licensee is responsible for complying with the current OT Rules and OT Practice Act.
- Update your employer information with TBOTE and make sure to notify TBOTE of any name, contact info., or employer or supervisor change within 30 days.
- OTA licenses are mailed with an OTA Supervision Form and OTA Supervision Log.
- At any time, you may go to website to print a statement of licensure or wallet card.
- Many of the Forms you will need for the Board may be found on the OT Forms page, in addition to further information from the Texas Board of OT Examiners drop-down menu on the website.

Use of Titles for Licensees

- OTs
  - You may use OT or occupational therapist after your name.
  - If you are also maintaining NBCOT certification, you may use OTR.
- OTAs
  - You may use OTA or occupational therapy assistant after your name.
  - If you are also maintaining NBCOT certification, you may use COTA.
- TBOTE does not require that you maintain NBCOT certification; however, other states in which you seek licensure or your employers may.

OT Rules and OT Practice Act

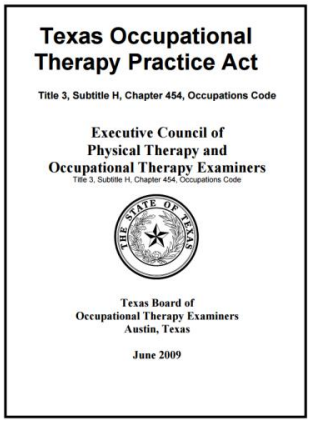
- As licensee, you must abide at all times by the OT Rules and OT Practice Act, accessible from the OT Act and Rules page.
  - The Code of Ethics is in the OT Rules.
- Check the website frequently for proposed rule changes or adopted rules.
- A newsletter is published quarterly on the website that addresses recent rule changes, in addition to further topics.
- Check the OT Rules, OT Practice Act, and FAQ section for information regarding practice, renewal, etc.


Texas Board of
Occupational Therapy Examiners

Occupational Therapy Rules

Adopted under the authority of Title 3, Subtitle H, Chapters 452 and 454, Occupations Code

Executive Council of
Physical Therapy and
Occupational Therapy Examiners


Texas Occupational
Therapy Practice Act

Title 3, Subtitle H, Chapter 454, Occupations Code

Executive Council of
Physical Therapy and
Occupational Therapy Examiners

Texas Board of
Occupational Therapy Examiners
Austin, Texas

June 2009

Check for Updates on the Home Page, Act and Rules Page, etc.

Executive Council of Physical Therapy and Occupational Therapy Examiners

Texas Board of Physical Therapy Examiners

Texas Board of Occupational Therapy Examiners

Home | Executive Council | Texas Board of PT Examiners | Texas Board of OT Examiners | Facilities | FAQ | search...

Home > Texas Board of OT Examiners > OT Board > OT Act and Rules

Tuesday, 05 July 2016

Act and Rules

OT Rules - July 2016 PDF: CURRENT, UP-TO DATE COMPILED VERSION OF THE OT RULES *(July 2016)*

You may also read the current rules in the Texas Adminstrative Code.

On July 1, 2016, adoptions superseded the rule sections of the same number in the April 2016 PDF and added a new rule (see the Proposed/Adopted tab below). The April 2016 PDF is no longer up-to date.

OT Practice Act PDF: This is the current PDF version of the OT Practice Act and includes changes from the 82nd Legislature, effective June 17, 2011.

You may also read the current version of the Practice Act from this link.

Please visit the FAQs for answers to frequently asked questions regarding the OT Rules and Practice Act.

NEW: ADOPTED RULE AMENDMENTS BY TBOTE (May 2016) - To Be Effective 7/1/2016

Please see the Proposed/Adopted tab below.

NEW: ADOPTED RULE REVIEWS BY TBOTE AND ECPTOTE (May 2016)

Please see the Proposed/Adopted tab below.

Act & Rules | Proposed/Adopted

Occupational Therapy Act and Rules

OT Rules

Looking for?

- Change Contact Info
- Check Meeting Dates
- Contact Us
- File a Complaint
- Check Disciplinary Action
- Driving Directions
- Look up a License
- Look up Fees
- Order Data Products
- Replace a License
- Request Open Records
- Send a Verification
- Take the Customer Survey

Places of Employment

- All licensees must work in registered or exempt facilities.
- See the OT Rules, Chapter 376, and the Facilities section of the website regarding the types of facilities that must register and those that are exempt.
  - The following link offers further resources: http://www.ptot.texas.gov/page/who-must-register

Verify a License/Facility Registration or Print a Statement of Licensure/Registration or a Wallet Card

Occupational Therapy License Verification

SEARCH INSTRUCTIONS

This list contains all permanent and temporary licenses issued by the Board. Results may include expired or voided licenses. Please review your results carefully.

A name search can be first or last name, or partial spellings. For example, you can search by last name "Smith" or first name "Barbara" or a combination (for example, first name "B" and last name "Smith," etc.).

*For the SSN and DOB search, you must search with BOTH the last 4 numbers of the Social Security Number (SSN) and the Date of Birth (DOB). Dates must be entered in **MM/DD/YYYY** format.

To print a Statement of Licensure or Wallet Card, use the SSN and DOB Search from the tab below.

Address of Record: Licensees select either a home, business or mailing address as the address of record. By law, all other addresses are confidential.

Licensees are NOT required to carry or display a renewal certificate or wallet card. However, the agency has made a printable, informal wallet card showing current expiration date available with an SSN and DOB search for licensees who wish to carry a card. However, the agency is unable to assist with the display or printing errors that may occur.

License Number | SSN and DOB | Search by Name

Licenses and dates must be entered exactly.

License Number

Submit

OTA Supervision

- All OTs who delegate to an OTA must participate in her/his supervision, whether on a shared or rotational basis.
- The number of required supervision hours is based on the number of hours the OTA works during a given month.
- Supervision requirements include:
  - Frequent communication
  - Interactive supervision

OTA Supervision Form

- The OTA must submit to the Board a supervision log with the name of <u>one</u> supervisor for each employer.

Texas Board of Occupational Therapy Examiners
333 Guadalupe, Ste #2-510
Austin, Texas 78701-3942
512/305-6900 • 512/305-6970 fax
http://www.ptot.texas.gov

Occupational Therapy Assistant Supervision Form

Occupational Therapy Assistants must submit evidence of supervision. It is incumbent on the Occupational Therapy Assistant to keep the name(s) of his or her supervisor(s) current and to provide the board with the name and license number of at least one supervising OT at each employer. Notify us with a revised copy of this form immediately if there is a change of job(s)/supervisor(s).

Part 1. To be completed by the occupational therapy assistant:
I certify that I will work under the supervision of an Occupational Therapist licensed to practice in Texas, in accordance with the TBOTE rules.

Printed name: _____

Signature: _____

Area Code and Phone#: _____ Email Address: _____

License#: _____ Date: _____

Part 2. To be completed by the supervising occupational therapist:
I will provide supervision to the above-named individual, in accordance with the TBOTE rules.

Printed name: _____

Signature of Supervising OT/OTR: _____

Place of employment: _____

Address: _____

City, State, Zip: _____

Area Code and Phone#: _____ Email Address: _____

License #: _____ Expiration date: _____

Date: _____

OTA Supervision Log

- The OTA must keep a supervision log for each employer. All of the OTs who delegate to the OTA will be represented on the log.
  - The log must be retained by the OTA, although it is subject to audit by the Board.

Texas Board of Occupational Therapy Examiners
Occupational Therapy Assistant Supervision Log
Please read reverse side for instructions and information.
Make copies of this page as needed for your own documentation.

Name of Licensee: _____

License #: _____

Temporary License or Regular License

Name(s) of Supervisor(s) & License Number(s): _____

Employer/Facility: _____

1	2-3		4-5		6	7
Year	**Interactive Supervision** during which the occupational therapist directly observes the occupational therapy assistant providing services to one or more clients *(OTAs with a regular license: Indicate which hours are through electronic information/ communications technologies as described in §373.3.)*		**Frequent Communication** between the supervising occupational therapist(s) and occupational therapy assistant including, but not limited to, communication by electronic/ communications technology methods, written report, and conference, including review of progress of clients assigned		**Total Hours Supervision**	**Hours Worked/ Notes**
	Hours & Date	Initials of Supervisor(s)	Hours	Initials of Supervisor(s)		
Jan						
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						

Name of OT in Intervention Note

- The OTA must include the name of the supervising OT in each client's intervention note.
- This may not necessarily be the OT who wrote the plan of care, but an OT who is readily available to answer questions about the client's intervention.
- If the OTA has no OT's name to write in her/his notes or available to call at the time of the provision of services, the OTA cannot provide occupational therapy services.

Renewal

- You will receive a reminder approximately 3 months before your expiration date.
- You may renew online or by a paper application up to approximately three months before your expiration date.
  - Links appear on the License Renewal page.
- Your complete application and all required items must be time stamped/received prior to your expiration. If it is received after, it is late.
- It is your responsibility to ensure you renew your license.
- Late renewals incur late fees.
- It is a violation to practice with an expired license.

Renewal

- Renew early.
- Do not wait until the last minute.
  - You must enter information on TBOTE's website and pay on a separate website. Issues can arise or you may have a renewal hold.
- Those with child support or student loan issues may only renew once TBOTE has been notified directly by the agencies involved that the issues have been resolved.
- Those renewing late or on retired or inactive status must renew by paper application.
- Make sure that TBOTE has your SSN; if it does not, be sure to send an updated SSN statement in a timely manner so your name may be added to the list of licensees who may renew online.

Renewal Requirements

- Renewal application (online or by paper)
- Renewal fee
- Physical home address, any work address, other mailing address, email address, and address of record
- Passing score on the online Jurisprudence Exam
- Completed CE Submission form stating that you have met the CE requirements
- Any other required forms or items

Renewal Process

- To renew online, login to the Board's website to complete the CE submission form and take and pass the JP exam. You will then receive a key code to login to a separate website, Texas Online, to submit payment.
  - Print a copy of your CE submission form. You will not be able to access it after you move to the next screen.
- To renew by paper, submit a paper application with the CE submission form and fee. You will need to take the JP exam online and the passing score will be automatically reported to the Board.
- Do not submit copies of the documentation for your CE if renewing on time.
- To confirm your renewal, you must go to the Board's verification page and check that your expiration date has been updated.
  - You may only provide services if the verification page shows your license is current. Remember to renew early as there are renewal processing times. The verification page must also be updated to reflect your renewal and new expiration date; this process is not instantaneous and takes one or more business days.

Continuing Education/CE

- All licensees must complete a minimum of 30 hours of continuing education every two years during the period of time the license is current in order to renew the license and must provide this information as requested.
- All CE must meet the definition of Continuing Education (see below) and further requirements in Chapter 367 of the OT Rules.
  - *Continuing Education: professional development activities that are directly relevant to the profession of occupational therapy.*
- Licensees are responsible for choosing CE activities that meet the requirements in Chapter 367.
  - The Board does not require that you take approved or pre-approved courses. However, all courses that you take must be eligible for CE credit and may not be unacceptable activities
  - Licensees can choose courses from anywhere in the world and such will be eligible as long as they meet requirements as per Chapter 367.
- See the Board's Continuing Education page for further resources such as sample course titles, sample certificate of completion, decision tree, and information regarding unacceptable activities.

Unacceptable CE

- Licensees must ensure that all of the CE taken for license renewal, including courses approved or offered by AOTA or TOTA, is acceptable CE according to Chapter 367.
- Unacceptable Continuing Education Activities include but are not limited to:
  - Any non-instructional time frames such as breaks, meals, introductions, and pre/post testing.
  - Business meetings.
  - Exhibit hall attendance.
  - Reading journals.
  - Courses such as: massage therapy, general management and business, social work, defensive driving, water safety, team building, leadership, GRE, GMAT, MCAT preparation, reading techniques, general foreign languages, communicable diseases, patient abuse, disposal of hazardous waste, patient privacy, CPR, First Aid, HIPAA, FERPA, bloodborne pathogens, or similar courses, do not count toward continuing education.

CE Documentation

- Check Chapter 367 regarding documentation requirements for different CE categories.
- For in-service educational programs, training programs, institutes, seminars, workshops, facility based courses, conferences in occupational therapy, home study courses, educational teleconferences, Internet-based courses, and video instruction, the required documentation is a certificate of completion or letter of verification.
- Documentation must identify the licensee by name, and must include the date and title of the course, the name and signature of the authorized signer, and the number of contact hours awarded for the course.
  - When continuing education units (CEUs), professional development units (PDUs), or other units or credits are listed on the documentation, such must be accompanied by documentation from the continuing education provider noting the equivalence of the units or credits in terms of contact hours. This is not needed for AOTA CEUs, but be sure you know what such represent in hours.
    - Remember that a contact hour is not the same as a learning credit, PDU, CAU, etc. When you renew, you must attest to your CE in contact hours.

CE Retention and Submission

- The licensee is solely responsible for keeping accurate documentation of all CE requirements. CE documentation must be maintained for two years from the date of the last renewal.
- If you are renewing on time or if you are renewing 90 days or less after the license expired, do not submit copies of your CE documentation.
- If you are renewing over 90 days late or are required to submit your CE as part of the CE Audit, for example, then you must submit copies of your documentation.

CE Audit

- Each quarter, the Board selects a random group of licensees for the audit.
- Audited licensees must submit copies of their CE documentation by the deadline.
  - Be sure to keep the Board notified of your current mailing address and any other contact information.
- Licensees will be notified by the Board at the conclusion of the audit.

Part III: Board and Contact Information

General Board Information

- The Board holds 3-4 board meetings per year. Committee meetings may be held in conjunction with board meetings.
- Board and Committee meetings are open to the public.
- Check the website for meeting dates: www.ptot.texas.gov. Be sure to verify meeting dates by contacting the Agency (ECPTOTE) if planning to attend.
- The Board may propose rules, which then will be published in the *Texas Register* (available through the Secretary of State's website) and will be available for public comment for 30 days.
  - Any proposed rule must also be approved by the Executive Council, which has one professional and one public member from the OT and PT Boards respectively, and one presiding officer.
- At the next Board meeting, the Board may adopt the proposed rule amendments, which then may go into effect after a minimum of 20 days after the adoptions are filed with the Secretary of State.
- Check the website often for proposed or adopted rules.

Contact Information

- TBOTE Contact Information:
  - Website: www.ptot.texas.gov
  - Email: info@ptot.texas.gov
  - Phone: (512) 305-6900
  - Address: 333 Guadalupe, Suite 2-510
    Austin, TX 78701-3942

- If calling regarding initial licensing questions and issues, please ask for the Initial Licensing Department. Emails sent to info@ptot.texas.gov will be routed to the correct department based on the content of the email.