



Texas Board of Occupational Therapy Examiners

333 Guadalupe, Suite 2-510

Austin, TX 78701-3942

Phone: (512) 305-6900

www.ptot.texas.gov

Instructions: Application for Restoration of a Texas OT or OTA License

Note on completing this form:

This application is a fillable PDF and responses may be completed on certain electronic devices, such as a computer. Responses may be typed, handwritten, or completed with a combination of typed and handwritten responses in the designated fields; however, this form may not be electronically signed or dated. The application will be accepted only if information is printed legibly and use black or dark blue ink. Note that only a certain number of characters may fit in a field when typing; ensure your complete response is included.

The form must be printed, signed and dated, and mailed to the Executive Council's physical address. Mail the original completed application, not a copy. Note that the Board cannot provide any technical assistance regarding the fillable elements of this form.

General Information

- A person who was formerly licensed in Texas but whose license has been expired one year or more may apply to restore the Texas license (refer to OT Rules, §370.3).
- There are three categories of restoration. Please see the excerpt below from the OT Rules.

Excerpt from §370.3, Restoration of a Texas License:

(a) Restoration of a license expired one year or more to a person with a current license or occupational therapy employment:

(1) The Board may restore a license to a person whose Texas license has been expired one year or more if the person:

(A) is currently licensed in another state or territory of the U.S. and that license has not been suspended, revoked, cancelled, surrendered or otherwise restricted for any reason; or

(B) 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.

(2) The person shall meet the following requirements:

(A) submit a completed restoration application form;

(B) submit in paper or electronic form a current color photograph that meets the requirements for a U.S. passport. A photograph in electronic form must be of a high-quality resolution comparable to that of a passport photograph in paper form;

(C) submit documentation of the completion of training on human trafficking as described in §367.1 of this title (relating to Continuing Education) that meets documentation requirements as per §367.3 of this title (relating to Continuing Education Audit);

(D) submit a verification of license if the Board cannot verify the applicant's history of licensure in occupational therapy, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the state or territory. Disciplinary action must be reported to the Board. If the applicant is not currently licensed in a state or territory of the U.S. and is applying from the U.S. military or a non-licensing state or territory of the U.S., a Verification of Employment form must be submitted substantiating occupational therapy employment for at least two years immediately preceding application for a Texas license;

(E) pass the jurisprudence examination;

(F) pay the restoration fee; and

(G) submit a complete and legible set of fingerprints in the manner prescribed by the Board for the purpose of obtaining criminal history record information from the Department of Public Safety and the Federal Bureau of Investigation. The licensee is not required to submit fingerprints under this section if the license holder has previously submitted fingerprints under:

(i) Chapter 364 of this title (relating to Requirements for Licensure) for the initial issuance of the license;

(ii) Chapter 370 of this title (relating to License Renewal) as part of a prior license renewal; or

(iii) Chapter 371 of this title (relating to Inactive and Retired Status) as part of a prior license renewal or change of license status.

(b) Restoration of a license expired at least one year but less than two years to a person without a current license or occupational therapy employment:

(1) The Board may restore a license expired at least one year but less than two years to a person who was licensed in Texas and:

(A) is not currently licensed in another state or territory of the U.S.; or

(B) 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.

(2) The person shall meet the following requirements:

(A) submit a completed restoration application form;

(B) submit in paper or electronic form a current color photograph that meets the requirements for a U.S. passport. A photograph in electronic form must be of a high-quality resolution comparable to that of a passport photograph in paper form;

(C) submit copies of the completed continuing education showing 36 hours of continuing education as per Chapter 367 of this title (relating to Continuing Education) that includes training on human trafficking as described in that chapter;

(D) submit a verification of license if the Board cannot verify the applicant's history of licensure in occupational therapy, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the state or territory. Disciplinary action must be reported to the Board;

(E) pass the jurisprudence examination;

(F) pay the restoration fee; and

(G) submit a complete and legible set of fingerprints in the manner prescribed by the Board for the purpose of obtaining criminal history record information from the Department of Public Safety and the Federal Bureau of Investigation. The licensee is not required to submit fingerprints under this section if the license holder has previously submitted fingerprints under:

(i) Chapter 364 of this title (relating to Requirements for Licensure) for the initial issuance of the license;

(ii) Chapter 370 of this title (relating to License Renewal) as part of a prior license renewal; or

(iii) Chapter 371 of this title (relating to Inactive and Retired Status) as part of a prior license renewal or change of license status.

(c) Restoration of a license expired two years or more to a person without a current license or occupational therapy employment:

(1) The Board may restore a license expired two years or more to a person who was licensed in Texas and:

(A) is not currently licensed in another state or territory of the U.S.; or
(B) 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.

(2) The person shall meet the following requirements:

(A) submit a completed restoration application form;

(B) submit in paper or electronic form a current color photograph that meets the requirements for a U.S. passport. A photograph in electronic form must be of a high-quality resolution comparable to that of a passport photograph in paper form;

(C) submit documentation of the completion of training on human trafficking as described in §367.1 of this title (relating to Continuing Education) that meets documentation requirements as per §367.3 of this title (relating to Continuing Education Audit);

(D) submit a verification of license if the Board cannot verify the applicant's history of licensure in occupational therapy, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the state or territory. Disciplinary action must be reported to the Board;

(E) pass the jurisprudence examination;

(F) pay the restoration fee;

(G) submit a complete and legible set of fingerprints in the manner prescribed by the Board for the purpose of obtaining criminal history record information from the Department of Public Safety and the Federal Bureau of Investigation. The licensee is not required to submit fingerprints under this section if the license holder has previously submitted fingerprints under:

(i) Chapter 364 of this title (relating to Requirements for Licensure) for the initial issuance of the license;

(ii) Chapter 370 of this title (relating to License Renewal) as part of a prior license renewal; or

(iii) Chapter 371 of this title (relating to Inactive and Retired Status) as part of a prior license renewal or change of license status; and

(H) satisfy one of the following no more than two years prior to the submission of the application:

(i) complete a re-entry course through an accredited college or university and submit the certificate of completion or transcript to the Board;

(ii) obtain an advanced or post-professional occupational therapy degree, with an official transcript sent to the Board; or

(iii) take and pass the NBCOT examination for licensure purposes only (after requesting Board approval to take the examination) and have the passing score reported to the Board directly by NBCOT.

• Take the jurisprudence exam by going to <https://www.ptot.texas.gov/page/to-jp-exam-intro>.

• Refer to the related announcement on the homepage, <https://www.ptot.texas.gov>, for instructions on how to submit your fingerprints. The individual is not required to submit fingerprints if the individual has previously satisfied fingerprinting requirements as per the OT Rules for the renewal, restoration, or initial issuance of the license or change of license status.

• For restoration fees, which are non-refundable, visit the website, <https://www.ptot.texas.gov>, and from the sidebar, select "Look up Fees." Submit your payment by check or money order (made payable to ECPTOTE) with this application.

• The OT Restoration page, <https://www.ptot.texas.gov/page/ot-restoration>, includes information regarding required items, such as submitting the photograph, and information regarding the verification of licensure in other US states or territories. See the OT Restoration page for further information regarding the requirements.

- Submit an Employment History Form if you are applying for restoration under §370.3(a) and you are not currently licensed in another state or territory of the U.S., but are 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. Visit this link to download the form: <https://www.ptot.texas.gov/page/ot-forms>.
- Documentation of the completion of an HHSC-approved course on human trafficking must be submitted for all restorations. Refer to the OT Restoration page, <https://www.ptot.texas.gov/page/ot-restoration>, for further information. Remember to submit a copy of the certificate of completion, not the original. This training is part of the 36 hours of CE required to restore a license expired at least one year but less than two years to a person without a current license or occupational therapy employment as per §370.3(b).
- Restoration requirements must be met within one year of the Board's receipt of the application. Restoration requirements are based on the length of time the license has been expired and whether the individual has a current license or occupational therapy employment as specified in §370.3 at the time of the license's restoration.
- After all required items have been received and the license has been restored, the individual may verify the license expiration date from the Board's license verification web page.
- The individual whose license has been restored 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.
- If you are a military service member, military veteran, or military spouse who has held a license in Texas, please see §370.3 for information regarding expedited services.
- Refer to the full OT Act and Rules for further regulations, accessible from this link: <https://www.ptot.texas.gov/page/ot-acts-and-rules>.
- **Address of Record:** Select only ONE of the addresses you list on the application as your address of record. The address of record is the address that will be provided to the public.



**Texas Board of Occupational Therapy Examiners
Application for Restoration of a Texas OT or OTA License**

TEXAS LICENSE #: _____ EXPIRATION DATE: _____

TYPE OF LICENSE: OT OTA

Name: _____

Social Security Number: _____

The photograph may be submitted electronically or physically. For a physical submission, attach a current 2 x 2 inch color photograph on photographic paper of yourself here that meets the requirements for a U.S. passport. Write your name and date of birth (DOB) on the reverse side. Photocopies or computer printouts will be rejected and will delay your application.

Method of Restoration: Check one:

- A. Current, Active Licensure in State: _____ License #: _____ or two years of occupational therapy employment. See §370.3(a).
- B. License expired at least 1 year, but less than 2 years, and submits proof of 36 hours of CE, which must include an HHSC approved course on human trafficking. See §370.3(b)
- C. License expired for 2 years or more. See §370.3(c). Check which method:
 - 1. Re-entry college or university course
 - 2. Advanced or Post-Professional Degree in Occupational Therapy
 - 3. Retake the NBCOT Exam for Licensure Purposes Only

You must notify the Board within 30 days of any address or contact information change.

HOME ADDRESS:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone # with area code: _____ Email: _____

MAILING ADDRESS, if different from Home Address:

Street: _____

City: _____ State: _____ Zip Code: _____

BUSINESS ADDRESS

Name of Business: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone # with area code: _____

SELECT ONE OF THE ABOVE AS ADDRESS OF RECORD: HOME MAILING BUSINESS

By signing this form, I attest that all information in this application is true, and that I understand that providing false or incorrect information is a violation of the OT Practice Act and may subject me to the penalties set forth in the Act. I also attest that:

- I have not been convicted of a felony, including a finding or verdict of guilty, an admission of guilt, or a plea of nolo contendere, in this state or any other, that has not been reported to the Board as part of this application.
- No other state or nation has taken an action to suspend or revoke my license to practice occupational therapy that has not been reported to the Board as part of this application.
- One of the above actions has happened, and I am enclosing the official documentation describing the action for the Board's review.

Applicant's Signature
(Electronic signatures not accepted.)

Date

For Office Use Only.

Receipt Date	Receipt No.	Amt. Received	Postmark Date



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History of Licensure

Name _____

TX License # _____

Enter the following information for ALL states, jurisdictions, or countries in which you have ever held or hold an occupational therapy license (or been authorized to practice occupational therapy if licensure was not required).

Refer to the OT Restoration page for further information regarding the verification of licensure requirement.

Make and attach copies as needed.

STATE/COUNTRY	LICENSE/REG. #	DATE ISSUED	EXPIRATION DATE



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Continuing Education Submission Form

Name _____

TX License # _____

Complete this page ONLY if you meet the following condition:

Your license has been expired at least one year but less than two years and you are not currently licensed in another state or territory of the U.S. (or, if not currently licensed in another state or territory of the U.S., you are 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); see §370.3(b).

Instructions: Enter your CE contact hours on the form below and complete all areas; at least 36 hours must be entered. Abbreviated course/activity names may be used if the entire name cannot be entered in the space below. Enter the completion date under the "Date" column. The required CE must include an HHSC-approved course on human trafficking that meets requirements as per §370.3(b) of the OT Rules. Refer to Chapters 367 and 370 for further information regarding CE requirements.

You may reproduce this page if necessary. **Be sure to submit copies of your CE documentation.**

Activity/Course Name	Completion Date (MM/DD/YYYY)	CE Hours	This activity meets the Human Trafficking Training Requirement
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
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			<input type="checkbox"/> No <input type="checkbox"/> Yes
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