



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 restore the Texas license (refer to OT Rules, §370.3). Below are the types of license restoration. All requirements for license restoration must be completed within one year from the date of application.
- 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 as prescribed by the Board, which includes a current photograph that meets the requirements for a U.S. passport;

(B) submit to the Board 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 must be an original verification sent directly to the Board by the licensing board in that state or territory. Any disciplinary actions must be reported to the Board. If not currently licensed in another state or territory of the U.S. and applying from the U.S. military or a non-licensing state or territory of the U.S., the person must submit a Verification of Employment form substantiating occupational therapy employment for at least two years immediately preceding application for a Texas license;

(C) pass the jurisprudence examination;

(D) pay the restoration fee; and

(E) 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 as prescribed by the Board, which includes a current photograph that meets the requirements for a U.S. passport;

(B) submit copies of the completed continuing education showing 45 hours of continuing education as per Chapter 367 of this title (relating to Continuing Education);

(C) submit to the Board 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 must be an original verification sent directly to the Board by the licensing board in that state or territory. Any disciplinary actions must be reported to the Board;

(D) pass the jurisprudence examination;

(E) pay the restoration fee; and

(F) 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 as prescribed by the Board, which includes a current photograph that meets the requirements for a U.S. passport;

(B) submit to the Board 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 must be an original verification sent directly to the Board by the licensing board in that state or territory. Any disciplinary actions must be reported to the Board;

(C) pass the jurisprudence examination;

(D) pay the restoration fee;

(E) 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

(F) satisfy one of the following:

- (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 licensee is not required to submit fingerprints if the license holder has previously submitted fingerprints for the renewal or initial issuance of the license.*
- 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.
- 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.
- Once the applicant has met the requirements and submitted all the required items, the license will be restored by the Board. The restored license will be issued for a period of time that grants the licensee a license for a period of time of at least two years to expire on the last day of the licensee's birth month.
- 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.
- The requirements for continuing education begin immediately with a restored Texas license. Refer to Chapter 367 of the OT Rules for further information.
- To access the full OT Rules and OT Practice Act with additional rules and regulations, visit the following 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: _____

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
45 hours of CE. 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 since my license expiration:

- 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). If you can not provide the license number or the associated dates, write in the space provided "information not available."

You must submit to the Board a verification of license from each state or territory of the U.S. in which you are currently licensed or previously held a license. This must be an original verification sent directly to the Texas Board of Occupational Therapy Examiners by the licensing board in that state or territory. Any disciplinary actions must be reported to the Board.

Make and attach copies as needed.

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

