

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 December 1, 2020, and this is just a brief, general introduction. For Board regulations, including additional regulations, refer to the most current version of the OT Rules and OT Practice Act by visiting the link below.

<https://www.ptot.texas.gov/page/ot-acts-and-rules>.

Note that the images or text in this document may not represent up-to-date images or information.

Please also 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 OT, 2 OTA, and 3 public member positions.

- 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:
 - Such might offer professional development activities, 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 occupational therapist or occupational therapy assistant 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: General Requirements

- ❑ Complete application
- ❑ Application fee (\$100/OTA or \$140/OT)
- ❑ 2 x 2 inch passport-type photo
- ❑ Passing Score on the Jurisprudence Exam
- ❑ Fingerprinting
- ❑ 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
- ❑ Have met educational requirements; see §364.1, Requirements for Licensure.
- ❑ An application for license is valid for one year after the date it is received by the Board. At the end of the year, the application fee must be paid to continue the application process for the second year.

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.

OT and OTA Application Page

ptot.texas.gov/page/ot-application

Executive Council of Physical Therapy and Occupational Therapy Examiners

**Texas Board of Physical
Therapy Examiners**

**Texas Board of Occupational
Therapy Examiners**



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Monday, 14 June 2021

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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...

- Welcome
- Identification**
- Address
- Current and Previous PT or OT Licensure Information
- Questions
- Review
- Fee(s)
- Payment
- 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...

- Welcome
- Identification**
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- Current and Previous PT or OT Licensure Information
- Questions
- Review
- Fee(s)
- Payment
- 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

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.
- Answer all questions.
- Include your SSN or send the SSN statement noting that you do not have an SSN, but will provide the Board one when you receive it.
- Include the school code and the name and location of the school where you completed your OT or OTA degree.
 - Access your school code from the [OT Application](#) page.

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.

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 (labeled as "Military, Military Spouses, Veterans Initial Licensure Fee Waiver") from the [OT 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: DD 214

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 [OT 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. A resource regarding further services is available from the [home page](#) of our web site.

What if the applicant has 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, note that the review will be conducted as part of the regular application process.

Home Address and Address of Record

□ Home Address

- You must provide a physical home address.

□ Address of Record

- Select an address of record.
- The address of record is the physical address that will be provided to the public. Until applicants and licensees select an address of record, the work address will be used as the default. If no work address is available, the mailing address will be used. If no alternate address is available, the home address will be used. Applicants and licensees may update this information at any time.

Passport-Type Photo

- This must be a current color photograph that meets the requirements for a U.S. passport.
 - You may send a photo specifically taken to meet passport photo requirements.
 - The photo may be submitted in paper or electronic form. See the [OT Application](#) page for further details.

Jurisprudence Exam (JP)

- This is an open-book, 20-question online exam.
- You may take the exam until you pass. Read the OT Act and Rules 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 [OT 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.

Fingerprinting

- Applicants must 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.
- Do not submit fingerprints until you have submitted your application for initial licensure.
- Refer to the related announcement on the [home page](#) of the web site for further information.
- The agency's Service Code must be used when scheduling/registering for fingerprinting.
 - The [OT Application](#) page includes further information regarding accessing the agency's Service Code.

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).

Applicants with a history of licensure in occupational therapy in a state or territory of the U.S.:

Verification of Licensure

- **License Verification:** The applicant must submit a verification of license for any of the occupational therapy licenses (past and current) that the Board cannot verify, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the U.S. state or territory. Disciplinary action must be reported to the Board. 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.
- See the [OT Application](#) page for further information regarding this requirement.
- 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 [OT Forms](#) page of the website) must be submitted substantiating occupational therapy employment for at least two years immediately preceding application for a Texas license.

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

- You may apply either before or after you take the NBCOT exam.
- If you are looking to move through the licensure process more quickly, apply and send all required items before your scheduled exam date.
 - Once you have passed the 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 verifications ASAP for any licenses the Board could not verify.
 - 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 verifications ASAP for any licenses the Board could not verify.
 - 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.

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.

Licensure Process

- Each application item received must be processed.
 - Processing times are approximately 3-5 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 certain day, 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 for the required items for your application and the agency's Service Code for fingerprinting.
 - Access the checklist from the [home page](#) of the website.
 - Applicant passwords are generally emailed within 3 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 3 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 Licensing Department communicates with applicants.
 - Once an item is received and/or a requirement met, such will be indicated on the checklist. For example, the licenses the Board can verify are indicated on the checklist.

Online Applicant Checklist to Look up your Applicant Status



Item	Required	Date Received
APPLICATION FORM	Y	06/04/2021
SSN OR AFFIDAVIT OF NO SSN	Y	06/04/2021
2 X 2 INCH PASSPORT-TYPE PHOTO	Y	Not Received
JURISPRUDENCE EXAM	Y	Not Received
NBCOT PASSING SCORE REPORT	Y	Not Received
FINGERPRINT/BACKGROUND CHECK	Y	Not Received

Temporary License

- A temporary license is only available to an applicant for licensure by examination who is taking the NBCOT exam for the first time.
- Temporary Licensure is not available to applicants who have received a license in any state or territory of the U.S. as an occupational therapy practitioner or to applicants applying from the U.S. military or a non-licensing state or territory of the U.S. who have had occupational therapy employment for at least two years preceding application for a Texas license, unless it was as an occupational therapy assistant, and they now meet the requirements for a temporary license as an occupational therapist, or it was as an occupational therapist, and they now meet the requirements for a temporary license as an occupational therapy assistant. In this paragraph, "occupational therapy practitioner" means an individual licensed as an occupational therapist or occupational therapy assistant in any state or territory of the U.S.
- See the [Temporary License](#) page for further information and requirements.
- 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
 - Temporary Supervision Form

Should I apply for a temporary license?

- Testing is on demand, so exams may be scheduled throughout the year.
- Scores are reported throughout the week to TBOTE and licenses are generally issued and approved quickly.
- A temporary license has further requirements and an additional fee, the temporary license fee.
 - For example, a temporary licensee may not supervise anyone; must complete supervision hours or requirements (for an OTA temporary licensee, for example, 16 supervision hours each month for each employer); and when providing services, must have supervision by a licensee on the premises (for an OTA temporary licensee, an OT or OTA with a regular license and for an OT temporary licensee, an OT with a regular license).
- Remember that you must have a current license issued by TBOTE in order to practice occupational therapy in Texas.
- Refer to the [OT Act and Rules](#) for further regulations.

How long may someone practice under a temporary license?

- A temporary license shall be valid no longer than 180 days.
- If the applicant fails the examination, fails to take the examination during the eligibility 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.
- Submit the correct photo and all other requirements.
- 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

- A licensee or applicant must notify the Board in writing of changes in name, residential address, business address, mailing address, and/or email address within 30 days of such change(s). Applicants and temporary licensees, in addition, must notify the Board in writing of changes of supervisor within 30 days of such change(s).
- The Board sends mass emails related to newsletters, rule changes, renewal notices (for licensees), etc. 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 or may be verified on the website.
 - Processing times are approximately 3-5 business days, although this can be shorter or longer depending upon the time of year, etc.
- 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 page.
 - To verify a license, visit the Verification page: <https://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, 2021, the first renewal period will be from May 1, 2021 through October 31, 2023.
 - Her next renewal period would be from November 1, 2023 through October 31, 2025.

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

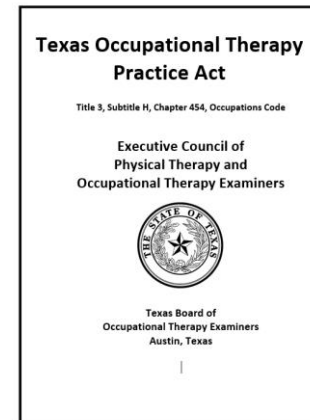
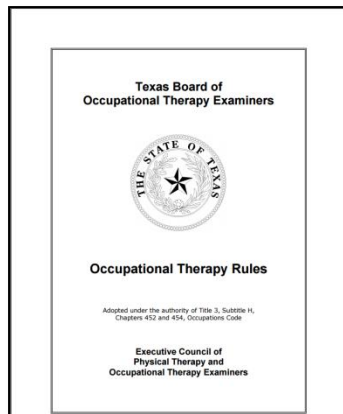
- An OT or OTA licensee is responsible for complying with the current OT Rules and OT Practice Act.
- A licensee shall notify the Board in writing of changes in name, residential address, business address, mailing address, and/or email address within 30 days of such change(s).
- You may go to the website 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 [web site](#).

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.

OT Act and Rules

- As a licensee, you must comply with the current OT Practice Act and OT Rules, accessible from the [OT Act and Rules](#) page.
 - The Code of Ethics is in the OT Rules.
- Check the web site frequently for proposed rule changes or adopted rules.
- A [newsletter](#) is published quarterly on the web site that addresses recent rule changes, in addition to further topics.
- Check the OT Practice Act, OT Rules, and [FAQ section](#) for information regarding practice, renewal, etc.



Check for Updates on the [Home Page](#), [Act and Rules Page](#), [Website](#), etc.

ptot.texas.gov/page/ot-acts-and-rules

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OT Board

OT Act and Rules

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Act and Rules

Rule Change Information: See the Proposed/Adopted tab below.

TBOTE Adopted Rule Changes - Effective December 1, 2020

Looking for?

- Change Contact Info
- Check Meeting Dates
- Contact Us

Verify a License or Print a Statement of Licensure or a Wallet Card



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[Physical Therapy Licensure Compact](#)
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Look up your Applicant Status | Request a Criminal History Evaluation

Information for Military Service Members, Military Spouses, and Veterans

The Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE) is a Texas agency charged with protecting the health, safety, and welfare of the people of Texas by supporting the Board of PT Examiners and the Board of OT Examiners as they license and regulate qualified practitioners of physical therapy and occupational therapy and register facilities in which those services are provided.

Executive Council of Physical Therapy and Occupational Therapy Examiners

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Occupational Therapy License Verification

SEARCH INSTRUCTIONS

License Verification

OT or OTA License Verification

OTA Supervision

Note: This is just a general overview concerning the supervision of an OTA with a regular license only.

- As defined by the OT Practice Act, an occupational therapy assistant assists in the practice of occupational therapy under the general supervision of an occupational therapist.
- For example, please note the following from the OT Rules.
 - From §372.1, Provision of Services
 - Only an occupational therapist may initiate, develop, modify or complete an occupational therapy plan of care and only the occupational therapist may dictate, or attempt to dictate, when occupational therapy services should or should not be provided, the nature and frequency of services that are provided, when the client should be discharged, or any other aspect of the provision of occupational therapy as set out in the OT Act and Rules.
 - Except where otherwise restricted by rule, the supervising OT may only delegate to an OTA tasks that they both agree are within the competency level of that OTA.
 - In each intervention note, the occupational therapy assistant must include the name of an occupational therapist who is readily available to answer questions about the client's intervention at the time of the provision of services. The occupational therapist in the intervention note may be different from the occupational therapist who wrote the plan of care. The occupational therapy assistant may not provide services unless this requirement is met.
 - From §372.2, General Purpose Occupation-Based Instruction
 - When general purpose occupation-based instruction is being provided pursuant to §372.2, the OT must approve the curricular goals/program prior to the OTA's initiating instruction.
- Refer to the full [OT Act and Rules](#) for further requirements.

Renewal

- As per §370.1(a) of the OT Rules, “Licensee Renewal. Licensees are required to renew their licenses every two years by the end of their birth month. A licensee may not provide occupational therapy services without a current license. Licenses and license expiration dates should be verified on the Board's license verification web page.”
- A renewal reminder is sent before a license's expiration date. The licensee is responsible for ensuring that the license is renewed, whether receiving a renewal notice or not.
- Late renewals incur late fees.
- It is a violation to practice with an expired license.
- See the [License Renewal](#) page for further information regarding renewal requirements, submitting a renewal application, renewal processing times, verifying license renewal, etc.

Continuing Education/CE

- For licensure renewal, licensees must complete continuing education.
- The licensee is solely responsible for keeping accurate documentation of all continuing education activities and for selecting continuing education as per the requirements in Chapter 367, Continuing Education, of the OT Rules.
- Refer to Chapter 367 of the [OT Rules](#) for further CE requirements, including the number of hours required for renewal, the required HHSC approved human trafficking prevention training course, etc. Refer to Chapter 370, License Renewal, and Chapter 371, Inactive and Retired Status, for further regulations.
- See the Board's [Continuing Education](#) page for additional resources such as information concerning acceptable and unacceptable activities, sample course titles, a sample certificate of completion, a decision tree, and the required human trafficking prevention training.

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.
- Meeting times and agendas are posted on the Secretary of State's web site, <https://www.sos.state.tx.us/>.
- The Board may propose rules, which then will be published in the *Texas Register* (available through the Secretary of State's web site) 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 Board and the PT Board, 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 web site often for proposed or adopted rules.

Contact Information

- TBOTE Contact Information:

- Web Site: www.ptot.texas.gov

- Email: info@ptot.texas.gov

- Phone: (512) 305-6900

- Address: ECPTOTE

333 Guadalupe, Suite 2-510

Austin, TX 78701-3942

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