

4755-3-01

**Applications for initial licensure.**

(A) All applications for initial licensure shall be submitted to the occupational therapy section on the forms provided by the section. All applications, statements, and other documents so submitted shall be retained by the section.

(B) Applications shall be:

- (1) Typewritten or printed in ink or submitted electronically via the Ohio e-license system;
- (2) Signed by the applicant or electronically signed if applying electronically via the Ohio e-license system;
- (3) Accompanied by the fee prescribed by paragraph (A) of rule 4755-5-01 of the Administrative Code; and
- (4) Accompanied by such evidence, statements, or documents as specified on the form.

(C) An applicant for initial licensure by examination shall:

- (1) Have completed an occupational therapy program accredited by the accreditation council for occupational therapy education (ACOTE) of the American occupational therapy association (AOTA) or submit evidence satisfactory to the section that the applicant completed an educational program substantially equivalent to the requirements established in rule 4755-3-03 of the Administrative Code;
- (2) Have passed the certification examination administered by the national board for certification in occupational therapy, inc. (NBCOT); and
- (3) Not be licensed or ever been licensed in any state or territory of the United States as an:
  - (a) Occupational therapist to apply for initial licensure by examination as an occupational therapist; or
  - (b) Occupational therapy assistant to apply for initial licensure by examination as an occupational therapy assistant.

(D) In addition to the requirements contained in paragraph (C) of this rule, applicants for

an initial license by examination who graduated from their entry-level occupational therapy program five or more years prior to the date they apply to the section for licensure by examination may be subject to additional requirements including, but not limited to:

- (1) Submission of proof of completion of twenty hours of continuing education within the two year period immediately preceding the date the application is submitted;
- (2) Professional development plan;
- (3) Extended coursework;
- (4) Retaking and passing the NBCOT certification examination;
- (5) Mentorship; and
- (6) Competency-based performance appraisals.

(E) An applicant for initial licensure by endorsement shall:

- (1) Meet the requirements established in paragraphs (C)(1) and (C)(2) of this rule; and
- (2) Hold a current, valid license to practice as an occupational therapist or occupational therapy assistant in another state or United States territory or possess current, valid certification from NBCOT.

(F) In addition to the requirements contained in paragraph (E) of this rule, applicants for an initial license by endorsement who have not engaged in the practice of occupational therapy for more than five years prior to the date they apply to the section for licensure by endorsement may be subject to additional requirements including, but not limited to:

- (1) Submission of proof of completion of twenty hours of continuing education within the two year period immediately preceding the date the application is submitted;
- (2) Professional development plan;
- (3) Extended coursework;

- (4) Retaking and passing the NBCOT certification examination;
- (5) Mentorship; and
- (6) Competency-based performance appraisals.

(G) In addition to the other requirements of this rule, a foreign educated applicant shall:

- (1) Complete an education credentials review from an entity approved by the section to be used by the section to determine if the applicant's foreign education was substantially equivalent to an accredited occupational therapy program in the United States, Puerto Rico, territory of the United States, or the District of Columbia. Individuals whose initial certification by NBCOT is on or after January 1, 2004 are not required to meet this provision;
- (2) Demonstrate that the individual met the requirements to practice occupational therapy in the country of education and evidence of eligible licensure and/or certification credentialing in that country; and
- (3) Demonstrate a working knowledge of English by obtaining:
  - (a) Scores of at least:
    - (i) 4.5 on the test of written English (TWE);
    - (ii) Fifty on the test of spoken English (TSE); and
    - (iii) Two hundred twenty on the computer based test of English as a foreign language (TOEFL) or five hundred sixty on the paper based TOEFL; or
  - (b) Scores on the TOEFL iBT of at least:
    - (i) Twenty-four on the writing section;
    - (ii) Twenty -six on the speaking section;
    - (iii) Twenty-one on the reading section;

(iv) Eighteen on the listening comprehension section; and

(v) Eighty-nine on the overall examination.

(H) For the purposes of filing an electronic application via the Ohio e-license system, the board shall supply the applicant with a "UserID" and password. The use of the "UserID" and password provided by the board is solely the responsibility of the individual to whom it is issued and shall be limited to filing an electronic application for initial licensure. The "UserID" and password shall constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.

(I) Any application received in accordance with this rule that remains incomplete one year after the initial application filing shall be considered to be abandoned and no further processing shall be undertaken with respect to that application.

(1) If the application process extends for a period longer than one year, the board may require updated information as it deems necessary.

(2) No application for licensure may be withdrawn without approval of the board.

(3) Submitted fees shall be neither refundable nor transferable.

Effective: 05/01/2011

R.C. 119.032 review dates: 04/01/2012

CERTIFIED ELECTRONICALLY

---

Certification

03/14/2011

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4755.06  
Rule Amplifies: 4755.07, 4755.08  
Prior Effective Dates: 10/17/77, 8/23/82, 5/15/91, 1/12/96, 3/20/98, 5/1/04,  
5/1/05, 5/1/07, 5/1/08