

Wisconsin Department of Safety and Professional Services

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OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD

CREDENTIALING INFORMATION FOR OCCUPATIONAL THERAPIST OR OCCUPATIONAL THERAPY ASSISTANT APPLICANTS

INITIAL OT/OTA APPLICANT

1. **Application** Submit application and pay applicable fee(s) online via LicensE.
2. **National Certification Exam** In order to verify your national score, you must go to the National Board for Certification in Occupational Therapy ([NBCOT](#)) site to obtain the Verification of Certification Request Form.
3. **Certificate of Professional Education** ([Form # 1570](#))
4. **Wisconsin State Jurisprudence Exam** Applicants will be emailed with exam instructions and access once an application and fee(s) have been received and processed at the department.
5. **Verification Letters** from all State Boards or other jurisdictions where licensed or credentialed (includes active and inactive licenses), *if applicable*. You are required to have each jurisdiction's board submit a letter of verification directly to the Wisconsin Board. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.
6. **Convictions and Pending Charges** ([Form #2252](#)), *if applicable*
7. **Malpractice Suits and Claims** ([Form #2829](#)), *if applicable*
8. **Is name on all credentials the same?** If not, submit certified copy of marriage certificate, divorce decree, etc.
9. **Oral Examination** Applicants for licensure *may* be required to appear before the examining board in person prior to licensure to allow the examining board to make such inquiry of them as to qualifications and other matters as it considers proper. If asked to appear, an additional fee of \$266 will be required before an appearance can be scheduled. (See Page ii.)

TEMPORARY LICENSE (for initial applicants only) **In addition** to the above include the non-refundable \$10.00 temporary license fee when paying in LicensE and submit [Form #1572](#). Note the following ([Wis. Admin. Code § OT 2.07](#)):

- Applicant must be a graduate of an approved school and is scheduled to take the national certification examination for occupational therapist or occupational therapist assistant or has taken the national certification examination and is awaiting results.
- Practice during the period of the temporary license shall be in consultation, at least monthly, with an occupational therapist who shall at least once each month endorse the activities of the person holding the temporary license.
- An applicant with a temporary license may practice at no more than 2 separate employment locations.
- A temporary license expires on the date the applicant is notified that he or she has failed the national certification examination for permanent licensure or on the date the board grants or denies an applicant permanent licensure, whichever is later.
- A temporary license shall remain in effect for 6 months and may not be renewed.

RECIPROCAL APPLICANTS An applicant who holds an occupational therapist or occupational therapy assistant or similar certificate or license in another state or territory of the United States may apply for reciprocal licensure.

- **To apply via reciprocity, item numbers 1, 4, and 5 above are required.**
- **Submit item numbers 6 through 8, if applicable.**

Credentialing requirements in the state the applicant is credentialed will be compared to Wisconsin credentialing requirements. The department and the affiliated credentialing board will determine if the requirements are substantially equivalent. Credential must remain active until Wisconsin reciprocal credentialing process is complete.

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LATE RENEWAL APPLICANTS (Wisconsin license expired more than 5 years)

REINSTATEMENT APPLICANTS (A Wisconsin licensee who has unmet disciplinary requirements and failed to renew within 5 years of the renewal date or whose license has been denied at renewal, surrendered, or revoked.)

If a Wisconsin license has been expired more than 5 years, the board shall make such inquiry as it finds necessary to determine whether the applicant is competent to practice under the license in this state. Subject to [Wis. Stat. § 440.08\(3\)\(b\)](#), the board shall impose any reasonable conditions on the renewal of the license, including oral examination, as the board deems appropriate.

➤ **Item numbers 1 and 4 above are required.**

➤ **Submit item numbers 5 through 8, if applicable.**

➤ **Continuing Education** per Wis. Admin. Code § OT 3.06(1) or (2), occupational therapists or occupational therapy assistants (respectively) must submit 24 points (one point = one hour) of continuing education (CE) obtained in the previous biennium (6/1/odd – 5/31/odd). Refer to [Wis. Admin. Code ch. OT 3](#) for further information. Once the preceding information has been received, it will be forwarded for Board review. Note: additional information or documentation may be requested upon Board review.

ALL APPLICANTS – ORAL EXAMINATION INFORMATION

Per Wis. Admin. Code §§ OT [2.03](#) and/or OT [3.05](#), applicants **may** be required to complete an oral examination if he/she:

1. Has a medical condition which in any way impairs or limits the applicant's ability to practice occupational therapy with reasonable skill and safety;
2. Uses chemical substances so as to impair in any way the applicant's ability to practice occupational therapy with reasonable skill and safety;
3. Has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction;
4. Has been convicted of a crime the circumstances of which substantially relate to the practice of occupational therapy;
5. Has not practiced occupational therapy for a period of 5 years prior to application unless the applicant has graduated from a school of occupational therapy within that period. Practice for the purposes of this paragraph includes direct client treatment and education, occupational therapy instruction in an occupational therapy academic program recognized by the board, occupational therapy research, and service in administrative positions for health care providers or governmental bodies with responsibility relating to occupational therapy;
6. Has been found negligent in the practice of occupational therapy or has been a party in a lawsuit in which it was alleged that the applicant has been negligent in the practice of occupational therapy;
7. Has been diagnosed as suffering from pedophilia, exhibitionism, or voyeurism;
8. Has within the past 2 years engaged in the illegal use of controlled substances.;
9. Has been subject to adverse formal action during the course of occupational therapy education, postgraduate training, hospital practice, or other occupational therapy employment; or
10. Has graduated from an occupational therapy school not approved by the board.

An applicant who meets any of the above criteria shall be reviewed by the Occupational Therapists Affiliated Credentialing Board to determine whether an applicant is required to complete an oral examination. All examinations shall be conducted in the English language. Where both written and oral examinations are required, they shall be scored separately, and the applicant shall achieve a passing grade on both examinations to qualify for a license.

If selected to appear for an oral examination, the applicant will be advised of the date upon completion of their application.

The content and process of this examination, and candidate performance statistics, are regularly evaluated by the Department and the Occupational Therapists Affiliated Credentialing Board to assure that this examination fairly and effectively assesses competencies necessary to practice as an occupational therapist or as an occupational therapy assistant.