



Bureau of Professional Licensing  
 PO Box 30670 • Lansing, MI 48909  
 Telephone: (517) 335-0918  
[www.michigan.gov/bpl](http://www.michigan.gov/bpl)  
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## APPLICATION FOR OCCUPATIONAL THERAPIST AND OCCUPATIONAL THERAPY ASSISTANT LICENSURE AND RELICENSURE

Authority: 1978 PA 368

**Print or Type Clearly**

Applicant's First Name	Middle Name	Last Name	
U.S. Social Security Number	Date of Birth (MM/DD/YYYY)	10-Digit MI Permanent ID/License Number <i>(If Applicable)</i>	
Address			
City	State	Zip Code	Country
Telephone Number	Email Address		

List any other name or alias by which you have ever been known, including maiden name, if applicable:

\_\_\_\_\_

CHECK THE LICENSE/OBTAINED BY METHOD	FOR OFFICE USE ONLY	
	License Number	Issue Date
Occupational Therapist – By Endorsement <b>\$ 95.95</b> 5201-09		
Occupational Therapist – By Exam <b>\$ 95.95</b> 5201-01		
Occupational Therapist – Relicensure <b>\$115.95</b> 5201-06		
Occupational Therapist Asst. – By Endorsement <b>\$ 95.95</b> 5202-09		
Occupational Therapist Asst. – By Exam <b>\$ 95.95</b> 5202-01		
Occupational Therapist Asst. – Relicensure <b>\$115.95</b> 5202-06		
Your check or money order, drawn from a U.S. financial institution and made payable to the <b>STATE OF MICHIGAN</b> , must accompany this request. <b>DO NOT SEND CASH.</b> Fees are non-refundable.		

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**Professional Education**  
(Attach additional sheets if necessary)

Name of School	Name of Degree Granted

**License(s) in Other State(s) and/or Country**

List each state or country where you have ever held an occupational therapy license, the license or registration number, the date issued, how the license was obtained, and whether sanctions have ever been imposed against that license or registration. (Attach additional sheets if necessary)

If you indicate there have been sanctions imposed against a license or registration, you must submit documentation that sanctions are not in force at the time of this application.

State/Country	Permanent License/Registration Number	Date of Issuance	How Obtained (Examination/Endorsement)	Have You Ever Had Sanctions Imposed Against this License/Registration?

**Good Moral Character Questions**

If you answer "yes" to either of the next two questions, you must submit documentation which shows at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license. Documentation may include a certificate of employability, if applicable.

Have you ever been convicted of a felony? Yes      No

Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of two years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance? Yes      No

**CERTIFICATION AND SIGNATURE**

I understand that it is the policy of this agency to secure a criminal conviction history as part of the pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the Federal Bureau of Investigation, Central Records Division of the Michigan Department of State Police, law enforcement, or judicial record-keeping organization. I consent to the release of information regarding a disciplinary investigation conducted by a similar licensure, registration, or specialty licensure or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.

I certify that the statements in this application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I further attest that I have a written policy for protecting, maintaining, and providing access to my medical records in accordance with Section 16213 of the Public Health Code, 1978 PA 368, MCL 333.16213, and for complying with Section 16213 in the event that I sell or close my practice, retire from practice, or otherwise cease to practice under Article 15 of the Public Health Code, 1978 PA 368, MCL 333.16101 to 333.18838.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Required Additional Documents:**

### **All Applicants**

- Upon review of your application, you will be mailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (***except those applicants seeking relicensure, if the license expired within the last three years***).
- An applicant whose occupational therapist or occupational therapy assistant educational program was taught in a language other than English shall submit a certified score on the Test of English as a Foreign Language – Internet Based Test (TOEFL-IBT).
- All applicants for licensure must take and pass the 28-question jurisprudence examination. The passing score on the exam is 75%. The jurisprudence examination is included in the application packet and must be completed and returned with your application and fee. The jurisprudence examination covers material that can be found in the Administrative Rules of the Michigan Board of Occupational Therapy and the Michigan Public Health Code Article 1, parts 11 and 12 and Article 15, parts 161 and 183.

### **Occupational Therapist/Occupational Therapy Assistant License by Endorsement**

**Applicants for licensure by endorsement who have been licensed in another state and have practiced occupational therapy for 5 years or more at the time of application must submit the following:**

- Verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as an occupational therapist/therapist assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Certification of your NBCOT examination scores submitted directly to this office from the examination agency. Contact the National Board for Certification in Occupational Therapy (NBCOT) (formerly the AOTCB) to have the results sent directly to this office if you did not request that your scores be sent to Michigan when you took the exam. Contact the NBCOT at (301) 990-7979 or on their website [www.nbcot.org](http://www.nbcot.org).
- Submit the completed examination on state laws and rules related to the practice of occupational therapy.

**Applicants for licensure by endorsement who have been licensed in another state and have practiced occupational therapy for less than 5 years at the time of application must submit the following:**

- Verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as an occupational therapist/therapist assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Certification of your NBCOT examination scores submitted directly to this office from the examination agency. Contact the National Board for Certification in Occupational Therapy (NBCOT) (formerly the AOTCB) to have the results sent directly to this office if you did not request that your scores be sent to Michigan when you took the exam. Contact the NBCOT at (301) 990-7979 or on their website [www.nbcot.org](http://www.nbcot.org).
- Submit the completed examination on state laws and rules related to the practice of occupational therapy.
- Official transcripts submitted directly to this office from the approved occupational therapy educational program from which you graduated. Transcripts must include the date your occupational therapy degree was conferred.

### **Occupational Therapist/Occupational Therapy Assistant License by Exam**

- Official transcripts submitted directly to this office from the approved occupational therapy educational program from which you graduated. Transcripts must include the date your occupational therapy degree was conferred.
- Certification of your NBCOT examination scores submitted directly to this office from the examination agency. Contact the National Board for Certification in Occupational Therapy (NBCOT) (formerly the AOTCB) to have the results sent directly to this office if you did not request that your scores be sent to Michigan when you took the exam. Contact the NBCOT at (301) 990-7979 or on their website [www.nbcot.org](http://www.nbcot.org).
- Submit the completed examination on state laws and rules related to the practice of occupational therapy.

### **Occupational Therapist/Occupational Therapy Assistant Relicensure**

**Applicants for an occupational therapist/occupational therapy assistant license by relicensure who's license has been lapsed for LESS than 3 years at the time of application must submit the following:**

- Verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as an occupational therapist/therapist assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Submit the completed examination on state laws and rules related to the practice of occupational therapy.

**Applicants for an occupational therapist/occupational therapy assistant license by relicensure who's license has been lapsed for MORE than 3 years at the time of application must submit the following:**

- Submit fingerprints and undergo a Criminal Background Check. Fingerprints must be taken using the Customer ID number and instructions provided in the Application confirmation letter that will be sent when your application and fee are processed. DO NOT have your fingerprints taken prior to receiving this information.
- Submit the completed examination on state laws and rules related to the practice of occupational therapy.
- Either of the following requirements:
  - a. Certification of your NBCOT examination scores submitted directly to this office from the examination agency. Contact the National Board for Certification in Occupational Therapy (NBCOT) (formerly the AOTCB) to have the results sent directly to this office if you did not request that your scores be sent to Michigan when you took the exam. Contact the NBCOT at (301) 990-7979 or on their website [www.nbcot.org](http://www.nbcot.org).
  - b. Verification that you have been an occupational therapist/occupational therapy assistant in another state during the 3-year period immediately preceding the application for relicensure. Verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as an occupational therapist/therapist assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Applicants who meet the above requirement shall complete a supervised practice experience that meets the requirements of R 338.1228 and the duration of the experience shall be as follows:
  - a. If license has been lapsed for at least 3 years but less than 7 years – applicant shall complete not less than 200 hours of supervised practice experience.
  - b. If license has been lapsed for 7 years to 15 years – applicant shall complete not less than 400 hours of supervised practice experience.
  - c. If license has been lapsed for more than 15 years – applicant shall complete not less than 1000 hours of supervised practice experience.

**Applicants for an occupational therapist/occupational therapy assistant license by relicensure who's license has been lapsed for 3 years or more and you are NOT currently licensed in another state at the time of application must submit the following:**

- Submit fingerprints and undergo a Criminal Background Check. Fingerprints must be taken using the Customer ID number and instructions provided in the Application confirmation letter that will be sent when your application and fee are processed. DO NOT have your fingerprints taken prior to receiving this information.
- You will be required to take and pass the NBCOT certification examination for occupational therapy. Contact the National Board for Certification in Occupational Therapy (NBCOT) online at [www.nbcot.org](http://www.nbcot.org) or at (310) 990-7979 to register for the exam.
- Submit the completed examination on state laws and rules related to the practice of occupational therapy.
- Verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you ever held a license as an occupational therapist/therapist assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.

**Relicensure lapsed for 3 years or more and not currently licensed in another state continued:**

- Applicants who meet the above requirement shall complete a supervised practice experience that meets the requirements of R 338.1228 and the duration of the experience shall be as follows:
  - a. If license has been lapsed for at least 3 years but less than 7 years – applicant shall complete not less than 200 hours of supervised practice experience.
  - b. If license has been lapsed for 7 years to 15 years – applicant shall complete not less than 400 hours of supervised practice experience.
  - c. If license has been lapsed for more than 15 years – applicant shall complete not less than 1000 hours of supervised practice experience.

**NOTE: If an applicant for relicensure needs to complete the supervised practice experience, the applicant may petition the Board to be granted a 1-year limited license for the sole purpose of completing the required work experience.**

# \* OCCUPATIONAL THERAPIST \*

## JURISPRUDENCE EXAM

Authority: 1978 PA 368

Please clearly circle your answers for each test question. The passing score is 75%

Applicant's LAST Name	Applicant's FIRST Name	Middle Initial	Date of Birth (MM/DD/YYYY)
<p>1. The governing body for licensed occupational therapists in Michigan is the:</p> <ul style="list-style-type: none"><li>A. The Michigan Board of Occupational Therapists.</li><li>B. The Michigan Occupational Therapy Association.</li><li>C. The American Occupational Therapy Association.</li><li>D. The World Federation of Occupational Therapists.</li></ul>			
<p>2. After initial licensure renewal, an occupational therapist's license <b>MUST</b> be renewed every _____years(s)</p> <ul style="list-style-type: none"><li>A. 1</li><li>B. 2</li><li>C. 3</li><li>D. 4</li></ul>			
<p>3. Patient records must be retained by an occupational therapist for at least:</p> <ul style="list-style-type: none"><li>A. 3 years</li><li>B. 5 years</li><li>C. 7 years</li><li>D. 10 years</li></ul>			
<p>4. If the Department of Licensing and Regulatory Affairs discovers that an occupational therapist has made a false representation of material fact when applying for a license:</p> <ul style="list-style-type: none"><li>A. The occupational therapist's license may be revoked.</li><li>B. No action will be taken until the license is renewed.</li><li>C. The occupational therapist may not supervise any employees.</li><li>D. The occupational therapist will be required to attend additional continuing education courses in ethics.</li></ul>			
<p>5. Which of the following is <b>INCORRECT</b> regarding "supervision" as defined in the general provisions of the Public Health Code. The supervisor must:</p> <ul style="list-style-type: none"><li>A. Be physically be present at the practice location at all times.</li><li>B. Review the work of the supervised individual on a regularly scheduled basis.</li><li>C. Further educate the supervised individual in the performance of the individual's assigned duties.</li><li>D. Be continuously available for direct communication, either personally or by radio, telephone, or telecommunication.</li></ul>			
<p>6. According to the Michigan Public Health Code, Kerry Smith, a licensed occupational therapist practicing in Michigan, may use all of the following titles <b>EXCEPT</b>:</p> <ul style="list-style-type: none"><li>A. Kerry Smith, O.T.R.L.</li><li>B. Kerry Smith, O.T. L.</li><li>C. Dr. Kerry Smith</li><li>D. Kerry Smith, O.T.</li></ul>			
<p>7. By law, a certificate of licensure for an occupational therapist:</p> <ul style="list-style-type: none"><li>A. Does not have to be displayed.</li><li>B. Must be kept on file in the office personnel files.</li><li>C. Does not have to contain any notification of any limitation.</li><li>D. Shall be displayed in a prominent place visible to the public.</li></ul>			

NAME:

8. In Michigan, occupational therapy services are defined by:

- A. Michigan state law.
- B. The Michigan Board of Occupational Therapy.
- C. The American Occupational Therapy Association.
- D. The World Federation of Occupational Therapists.

9. A name or address change must be reported to the Department of Licensing and Regulatory Affairs no later than \_\_\_\_ days after the change occurs

- A. 10
- B. 30
- C. 60
- D. 90

10. Sanctions may be levied against an occupational therapist for which of the following situations

- A. Negligent supervision.
- B. Incompetence.
- C. Conviction of a misdemeanor involving the illegal delivery, possession, or use of a controlled substance.
- D. All of the above.

11. The purpose of the Michigan Board of Occupational Therapists is to

- A. Collect licensing fees.
- B. Protect the public's health, safety and welfare.
- C. Meet with members of other health care professions.
- D. Report occupational infractions to the Department of Licensing and Regulatory Affairs.

12. A person who practices occupational therapy under a suspended, revoked, or fraudulently obtained license or outside the provision of a limited license, or uses the license of another person as his or her own is guilty of:

- A. Malpractice.
- B. A misdemeanor.
- C. A felony.
- D. Impersonation

13. An occupational therapist who has had a license revoked may:

- A. Not practice occupational therapy during the period of revocation.
- B. Practice only in a state hospital.
- C. Never again be licensed to practice as an occupational therapist.
- D. Practice occupational therapy under the direct supervision of another occupational therapist.

14. An employee under the direct supervision of an occupational therapist performs negligent treatment. In this situation, which of the following statements is **TRUE**?

- A. The employee is not responsible.
- B. The supervising occupational therapist is not responsible.
- C. The supervising occupational therapist is responsible.
- D. No disciplinary action can be taken in this situation.

15. According to the Michigan Public Health Code, a licensed occupational therapist can delegate certain tasks to an unlicensed individual. Tasks that can be delegated include:

- A. The responsibility of writing a prescription.
- B. Selected tasks performed under the licensed occupational therapist's supervision.
- C. Tasks that allow the unlicensed individual to work independently without supervision.
- D. Tasks that demand the same level of education, skill and judgment as required of a licensed occupational therapist.

NAME:

16. An occupational therapist whose license has been lapsed (not active or renewed) for 3 years or more may be re-licensed by:

- A. Submission of the appropriate application and fees.
- B. Taking and passing the examination on state laws and rules related to the practice of occupational therapy.
- C. Taking and passing the National Board for Certification in Occupational Therapy examination.
- D. All of the above.

17. A license for an occupational therapist:

- A. Lapses 2 weeks after its expiration date.
- B. Requires no additional fees for delinquent renewal.
- C. May not be renewed under any circumstances after its expiration date.
- D. May be renewed with a late fee within 60 days after the expiration date.

18. Patient records must contain which of the following?

- A. A record of tests and examinations performed.
- B. Observations made.
- C. Treatment provided.
- D. All of the above.

19. Which of the following statements is **TRUE** for a licensed occupational therapist:

- A. They must report to the Department of Licensing and Regulatory Affairs any licensed health care professional that they believe is impaired.
- B. They are liable in a civil action for damages resulting from failure to report to the Michigan Department of Licensing and Regulatory Affairs any licensed health care professional that they believe is impaired.
- C. They are only required to report a licensed health professional that they believe is impaired to the Department of Licensing and Regulatory Affairs if the health professional is also a licensed occupational therapist.
- D. Their failure to report any licensed health care professional that they believe is impaired to the Department of Licensing and Regulatory Affairs is not subject to any administrative disciplinary action.

20. Sanctions may be levied against an occupational therapist for which of the following situations?

- A. Substance abuse
- B. Physical inability to practice in a safe manner.
- C. Prescribing drugs.
- D. All of the above.

21. A licensed occupational therapist may prescribe:

- A. No medication at all.
- B. Any controlled substance.
- C. Non-controlled substances.
- D. Over-the-counter medication.

22. Which of the following is a requirement or acceptance of a health professional into the Health Professional Recovery Program?

- A. The health professional acknowledges his or her impairment.
- B. The health professional agrees to participate in a treatment plan.
- C. The health professional voluntarily withdraws from, or limits the scope of his or her practice as determined necessary by the health professional recovery committee.
- D. All of the above are true.

NAME:

23. Which of the following is a requirement for relicensure of an occupational therapist whose license has lapsed more than 15 years preceding the date of application for relicensure:

- A. The applicant submits the required fee and a completed application.
- B. Passes the examination on state laws and rules related to the practice of occupational therapy.
- C. Complete not less than 1,000 hours of supervised practice experience.
- D. All of the above.

24. The Department of Licensing and Regulatory Affairs shall publish a list of disciplined individuals and send the list to all of the following **EXCEPT** the:

- A. Department of Community Health.
- B. The Department of Insurance and Financial Services.
- C. Administration of federal health care programs.
- D. Local law enforcement agencies

25. The Michigan Board of Occupational Therapists consists of how many voting members?

- A. 6
- B. 7
- C. 8
- D. 9

26. Occupational Therapy interventions and procedures do **NOT** include:

- A. Diagnosis and treatment of a human physical condition.
- B. Training in self-care.
- C. Application of physical agent modalities.
- D. Modification of environments using safety principals.

27. What tasks can an occupational therapist delegate to an occupational therapy assistant?

- A. The sole development of a treatment plan.
- B. The sole evaluation of a patient.
- C. Interpretation of evaluation results.
- D. Limited assessment tasks.

28. Which type of conduct of an occupational therapist is **NOT** prohibited?

- A. Being involved in a dual relationship with a patient when there is a risk of harm to or exploitation of the patient.
- B. Failure to provide or arrange for the continuity of necessary therapeutic services.
- C. Refusing to provide professional services based on age, gender, identity, race, ethnicity, national origin or religion.
- D. Assisting with the restoration of a skill or ability that is impaired or not yet developed.

I certify that I am the applicant whose signature appears here and that the answers provided on this examination are mine alone. Because of the confidential nature of this examination, I will not copy or retain examination questions, or transmit them in any form to any other person.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# \* OCCUPATIONAL THERAPY ASSISTANT \*

## JURISPRUDENCE EXAM

Authority: 1978 PA 368

Please clearly circle your answers for each test question. The passing score is 75%

Applicant's LAST Name	Applicant's FIRST Name	Middle Initial	Date of Birth (MM/DD/YYYY)
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13. An occupational therapy assistant who has had a license revoked may:

- A. Not practice occupational therapy during the period of revocation.
- B. Practice only in a state hospital.
- C. Never again be licensed to practice as an occupational therapy assistant.
- D. Practice occupational therapy under the direct supervision of another occupational therapy assistant.

14. Working under "general supervision" means the occupational therapy assistant may perform services only while the occupational therapist is:

- A. Present in the exam room.
- B. Continuously available.
- C. Present in the office building.
- D. Available at least 5 hours per day.

15. A licensed occupational therapy assistant may practice under:

- A. Direct supervision.
- B. General supervision.
- C. A and B.
- D. No supervision.

NAME:

16. An occupational therapy assistant whose license has been lapsed (not active or renewed) for 3 years or more may be re-licensed by:

- A. Submission of the appropriate application and fees.
- B. Taking and passing the examination on state laws and rules related to the practice of occupational therapy.
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- A. The applicant submits the required fee and a completed application.
- B. Passes the examination on state laws and rules related to the practice of occupational therapy.
- C. Complete not less than 1,000 hours of supervised practice experience.
- D. All of the above.

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- D. Modification of environments using safety principals.

27. What tasks can an occupational therapist delegate to an occupational therapy assistant?

- A. The sole development of a treatment plan.
- B. The sole evaluation of a patient.
- C. Interpretation of evaluation results.
- D. Limited assessment tasks.

28. Which type of conduct of an occupational therapy assistant is **NOT** prohibited?

- A. Being involved in a dual relationship with a patient when there is a risk of harm to or exploitation of the patient.
- B. Failure to provide or arrange for the continuity of necessary therapeutic services.
- C. Refusing to provide professional services based on age, gender, identity, race, ethnicity, national origin or religion.
- D. Assisting with the restoration of a skill or ability that is impaired or not yet developed.

I certify that I am the applicant whose signature appears here and that the answers provided on this examination are mine alone. Because of the confidential nature of this examination, I will not copy or retain examination questions, or transmit them in any form to any other person.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date