



Bureau of Professional Licensing  
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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
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>\$ 98.80</b> 5201-09		
Occupational Therapist – By Exam <b>\$ 98.80</b> 5201-01		
Occupational Therapist – Relicensure <b>\$118.80</b> 5201-06		
Occupational Therapist Asst. – By Endorsement <b>\$ 98.80</b> 5202-09		
Occupational Therapist Asst. – By Exam <b>\$ 98.80</b> 5202-01		
Occupational Therapist Asst. – Relicensure <b>\$118.80</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 and relicensure must take and pass the jurisprudence examination before licensure can be issued (***except those applicants seeking relicensure, if the license expired within the last three years***). The passing score on the exam is 75%. 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. Licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.
- Human Trafficking requirement – Administrative Rule R 338.1215: Proof of completion of training to identify victims of human trafficking. This is a one-time training that is separate from continuing education (CE). Licensees renewing for 2018 must complete training by renewal in 2020; renewals for 2019 by 2021, and renewals for 2020 by 2022. Beginning October 19, 2022, completion of the training is a requirement for initial licensure.

**NOTE – NEW CONTINUING EDUCATION REQUIREMENT FOR RENEWAL AND RELICENSURE:**

Administrative Rule R 338.1251: An applicant for license renewal who has been licensed for the 2-year period immediately preceding the expiration date of the license shall accumulate not less than 20 continuing education contact hours that are approved by the board pursuant to R 338.1252 during the 2 years preceding an application for renewal. A minimum of 10 hours must be completed in-person with live, synchronous contact and a minimum of 1 hour in pain and symptom management. Licensees renewing in 2019 must complete continuing education by renewal in 2021; renewals for 2020 by renewal in 2022, etc.

Applicants whose license have lapsed for 3 years or more and are filing for relicensure effective June 2021 and after are subject to R 338.1227 and R 338.1236 and are required to complete continuing education.

**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 immediately preceding the date 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 passing examination scores submitted directly to this office from the examination agency. ONLY an Occupational Therapist may submit either NBCOT scores or certification of passing the predecessor examination that was administered by the AOTA. Contact the National Board for Certification in Occupational Therapy (NBCOT) 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).
- Certification of your passing the jurisprudence examination. Must have passed exam within 3 years preceding the application for endorsement.

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

**Applicants for licensure by endorsement who have been licensed in another state and have practiced occupational therapy for less than 5 years immediately preceding the date 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 passing examination scores submitted directly to this office from the examination agency. ONLY an Occupational Therapist may submit either NBCOT scores or certification of passing the predecessor examination that was administered by the AOTA. Contact the National Board for Certification in Occupational Therapy (NBCOT) 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).
- 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 passing the jurisprudence examination. Must have passed exam within 3 years preceding the application for endorsement.

### **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. For Occupational Therapist, must have graduated from an occupational therapy educational program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) or approved by the World Federation of Occupational Therapists (WFOT). For Occupational Therapy Assistant, must have graduated from an Occupational Therapy Assistant program that is accredited by the ACOTE.
- Certification of your NBCOT passing examination scores submitted directly to this office from the examination agency. Examination must have been taken and passed within 3 years preceding the date of application for licensure. Contact the National Board for Certification in Occupational Therapy (NBCOT) 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).
- Certification of your passing the jurisprudence examination. Must have passed exam within 3 years preceding the application for licensure.

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

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

- Establish good moral character.
- 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.

### **Requirements for Relicensure Continued**

**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:**

- Establish good moral character.
- Within 3 years preceding the application date for relicensure, you must take and pass the jurisprudence examination before licensure can be issued. The passing score on the exam is 75%. 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. Licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.
- Submit fingerprints and undergo a Criminal Background Check. Fingerprints must be taken using the Customer ID number. Instructions will be provided with 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 proof of completing no less than 20 continuing education hours that are approved by the board pursuant to R 338.1252. A minimum of 10 hours must be completed in-person with live, synchronous contact and a minimum of 1 hours in pain and symptom management. Applicants whose license have lapsed for 3 years or more and are filing for relicensure effective June 2021 and after are subject to R 338.1227 and 338.1236 and are required to complete continuing education.
- Meet *either* of the following requirements:
  - a. Certification of your NBCOT passing examination scores submitted directly to this office from the examination agency. Examination must have been taken and passed within 3 years preceding the date of application for relicensure. Contact the National Board for Certification in Occupational Therapy (NBCOT) 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) AND meet the required supervised practice experience as outlined below.
  - 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 requirement (a) above shall complete the following requirements:**

- Supervised practice experience that meets the requirements of R 338.1228 for occupational therapist and R338.1237 for occupational therapy assistant along with 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 600 hours of supervised practice experience.
- 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.

**NOTE: If an applicant for relicensure needs to complete the supervised practice experience, the applicant may petition the Department to be granted a 1-year limited license for the sole purpose of completing the required work experience. You must submit your request in writing at the time you apply for relicensure.**