

**MICHIGAN OCCUPATIONAL THERAPY ASSISTANT (OTA)
LICENSING GUIDE**

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain an OTA license)

APPLICATION AND FEES

The application for an Occupational Therapy Assistant license can be found by visiting http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27545---,00.html. Complete all fields and answer all questions.

Application Fee + 1 year license fee:

OTA by Exam and Endorsement: \$102.70

OTA Relicensure: \$122.70

Must be paid by check or money order payable to the **State of Michigan** and submitted with completed application.

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS
FOR AN OCCUPATIONAL THERAPY ASSISTANT LICENSE**

- Criminal Background Check – Once the application is completed and submitted 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).
- Good Moral Character Questions – Documentation and explanation will be required if you answer “yes” to either question to show 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.
- Human Trafficking – Beginning October 19, 2022, completion of training to identify victims of human trafficking is required for initial licensure that meets the standards of Administrative Rule 338.1215. This is a one-time training.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to submitted with the application.
- Verification/certification of Licensure – If you hold a current license or ever held a license as an occupational therapy assistant, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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- Certification of a passing score on the Michigan jurisprudence examination submitted directly to this office from PSI within the 3 years preceding the date application is filed (initial licensure and relicensure). 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, the Bureau of Professional Licensing General Administrative Rules and Article 1 (parts 11 and 12) and Article 15 (parts 161 and 183) of the Michigan Public Health Code. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.
- Certification of a passing score on the occupational therapy assistant certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). If applying by examination, this must be completed within the 3 years preceding the date the application is filed.
- TOEFL – Applicants whose educational program was taught in a language other than English shall submit a certified score on the TOEFL-IBT of not less than 89 while obtaining the below section scores. Results of the examination should be sent directly to this office from ETS. You can visit their website at www.toefl.org.
 - Not less than 21 on the reading section
 - Not less than 18 on the listening section
 - Not less than 26 on the speaking section
 - Not less than 24 on the writing section

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- Official transcripts confirming degree awarded and date conferred, submitted directly to our office, from an occupational therapy assistant educational program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

An applicant applying by endorsement must meet either of the following requirements:

- Has first been licensed in another state and actively engaged in the practice of an occupational therapy assistant for **LESS** than 5 years before the filing of an application and meet all requirements above.
- Has first been licensed in another state and actively engaged in the practice of an occupational therapy assistant for 5 years or **MORE** before the filing of an application and has passed the NBCOT and Michigan Jurisprudence examination.

REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

Applicants for an 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 assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- Continuing Education (CE) Requirement: During the 2 years preceding the application for relicensure, successful completion of 20 hours of continuing education that are approved by the board are required. At least 1 hour of the continuing education shall be earned in the area of pain and symptom management. One-half of the required continuing education contact hours shall be completed in person using live synchronous contact. On-line webinars are not accepted for this requirement.

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

- Within 3 years preceding the application date for relicensure, take and pass the jurisprudence examination. 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 or by calling PSI at 800-733-9267.
- Continuing Education (CE) Requirement: During the 2 years preceding the application for relicensure, successful completion of 20 hours continuing education that are approved by the board are required. At least 1 hour of the continuing education shall be earned in the area of pain and symptom management. One-half of the required continuing education contact hours shall be completed in person using live synchronous contact. On-line webinars are not accepted for this requirement.
- 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 **AND** meet the required supervised practice experience as outlined below.
 - b. Verification that you have been an 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.

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Applicants who meet requirement (a) above shall complete the following requirements:

- Supervised practice experience that meets the requirements of R 338.1237:
 - 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 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 Department may grant an applicant a limited license. The limited license is valid for 1 year and may be renewed one time. You must submit your request, in writing, for a limited license at the time you apply for relicensure.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Occupational Therapy Assistant Renewal – Can be completed by visiting www.michigan.gov/elicense.
- Renewal Application Fee: \$162.20 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- Renewal Cycle: 2 years
- Good Moral Character Questions - Documentation and explanation will be required if you answer “yes” to either question to show 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 license renewal.
- Disciplinary Question - Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Accept Renewal Attestation - By accepting the renewal attestation you, as the licensee, are certifying that you have met the human trafficking requirements and the continuing education requirements during the renewal period.
- Continuing Education (CE) Requirement:
 - During the 2 years preceding the application for renewal, successful completion of 20 hours of continuing education that are approved by the board.

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- Minimum of 1 hour of continuing education earned in the area of pain and symptom management.
- One-half of the required continuing education contact hours shall be completed in person using live, synchronous contact.
- Human Trafficking –
 - Beginning in 2020, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1215 prior to renewing their license. The training must only be completed one time.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the occupational therapy link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Occupational Therapy

Forms:

- Application for licensure/relicensure
- Work Experience Form