

Bureau of Professional Licensing

Occupational Therapy FAQ

1. **Do I need to complete continuing education?**

Yes. Per 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.

2. **Do I have to send in proof of completing the continuing education (CE) requirements with my renewal application?**

An applicant for renewal is not required to submit proof of completion of their CE hours. However, an applicant for renewal shall retain documentation of meeting the requirements for a period of 4 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

3. **There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete human trafficking training. When does this take effect?**

Administrative Rule R 338.1215 requires an individual licensed or seeking licensure to complete training to identify victims of human trafficking. This is a one-time training that is separate from continuing education (CE). Licensees who renew in 2018 must complete training by renewal in 2020; renewals completed in 2019 must complete training by renewal in 2021, and renewals for 2020 by 2022. Beginning October 19, 2022, completion of training is a requirement for initial licensure.

The department may select and audit a sample of individuals and request documentation of proof of completion of training.

4. How can I meet the requirements for the completion of training in identifying victims of human trafficking?

The one-time human trafficking training may be done through: a teleconference or a webinar, online presentation, live presentation, or printed or electronic media. Refer to the Administrative Rules for more information.

The training must cover all of the following: understanding the types and venues of human trafficking in the United States; identifying victims of human trafficking in health care settings; identifying the warnings signs of human trafficking in health care settings for adults and minors; and identifying resources for reporting the suspected victims of human trafficking.

The training may be acquired through any of the following:

- 1) A nationally recognized or state recognized, health related organization.
- 2) By or in conjunction with a state or federal agency.
- 3) An educational program that has been approved by the board for initial licensure, or by a college or university.
- 4) Reading an article related to the identification of victims of human trafficking as indicated above, and is published in a peer review journal, health care journal, or professional or scientific journal.

If audited, licensees shall provide acceptable proof of completion.

5. How long are the Occupational Therapist/Occupational Therapy Assistant licenses issued for?

An initial license is valid until the next license expiration date of the profession unless the license is issued less than 120 days prior to the expiration date and then it will carry to the following year. After your first renewal, your license will be valid for 2 years.

6. When can I renew my license? How do I renew my license?

Licensees can begin to renew their licenses approximately 90 days prior to the expiration date of their current license.

Licensees will be mailed a renewal notification to their address on record approximately 90 days prior to the expiration date of the license. Remember to notify the Department in writing of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

Licensees are required to renew their license(s) by using the online renewal system at www.michigan.gov/elicense using a debit or credit card containing a MasterCard, Visa or Discover logo or by electronic check.

7. How do I file a complaint against a health care professional?

Information on how to [File an Allegation Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.

8. Where can I find a copy of the administrative rules and provisions in the Michigan Public Health Code pertaining to Occupational Therapist/Occupational Therapy Assistant?

You may view the current [Administrative Rules](#) and proposed revisions, if applicable, along with accessing the Michigan Public Health Code on our website at www.michigan.gov/bpl.

9. Is the jurisprudence exam required for licensure? Where do I schedule and take the exam?

All applicants for licensure as an occupational therapist or occupational therapy assistant 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 or by calling PSI at 800-733-9267.

10. Do I require TOEFL if I am foreign educated and my schooling was not taught in the English language?

Yes, TOEFL-iBT is required if an applicant whose OT or OTA education program was taught in a language other than English. The applicant shall satisfactorily complete the TOEFL iBT. The passing score on the TOEFL iBT is 89. Applicants must also have passing scores on each of the following sections:

- 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.

You can contact ETS at 609-771-7100 or at www.toefl.org (e-mail: toefl@ets.org) to arrange to take these examinations or to have results sent to our office.