

Bureau of Professional Licensing
Occupational Therapist and Occupational Assistant FAQs

1. How long are Occupational Therapist and Occupational Assistant licenses valid for? Can I renew my license early? How will I know when I need to renew?

Your initial license is valid for 2 years. All subsequent renewals will also be valid for 2 years.

You will be mailed and emailed a renewal notification postcard to your mailing and email addresses on record approximately 90 days prior to the expiration date of your license. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard or email notification, or to notify to Department of an address change does not exempt you from renewing your license on time.**

You can renew online by logging into your MiPLUS account at <http://www.michigan.gov/MiPLUS>. You may pay your renewal fee by using a debit or credit card containing a Discover, MasterCard, American Express, or Visa logo.

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. 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.

4. When do I have to meet the requirements for the completion of training in identifying victims of human trafficking?

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 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.

5. 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.

6. 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.

7. Where can I find a copy of the administrative rules pertaining to Occupational Therapist and Occupational Therapist Assistants?

You may view the current Administrative Rules on the Bureau of Professional Licensing's website at www.michigan.gov/bplrules.

8. 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