

MICHIGAN OCCUPATIONAL THERAPIST LICENSING GUIDE

OVERVIEW:

The Occupational Therapist License type allows a licensee to engage in the practice of occupational therapy.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for an Occupational Therapist License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Occupational Therapist by Exam or Endorsement: \$187.40

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THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ❑ Criminal Background Check – Once the application is completed and submitted you will be emailed 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 an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ❑ Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant’s required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.
- ❑ Implicit Bias Training – Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION

(These are in addition to the requirements stated above that apply to ALL applicants)

- ❑ Official transcripts confirming degree awarded and date conferred, submitted directly to our office 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). Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ Certification of a passing score on the occupational therapist certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) to be submitted directly from the NBCOT. If applying by examination, this must be completed within the 3 years preceding the date the application is filed.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (These are in addition to the requirements stated above that apply to All applicants)

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 occupational therapy for **LESS** than 5 years before the filing of an application and meet all requirements above (the same requirements as an examination applicant).
- Has first been licensed in another state and actively engaged in the practice of occupational therapy for **MORE** than 5 years before the filing of an application and has passed the occupational therapist certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT).

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA (These are in addition to the requirements stated above that apply to All applicants)

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 for **LESS** than 5 years before the filing of an application and meet all requirements above (the same requirements as an examination applicant).
- Has first been licensed in another state and actively engaged in the practice of an occupational therapy for **MORE** than 5 years before the filing of an application and has passed the occupational therapist certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT).

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES (These are in addition to the requirements stated above that apply to All applicants)

- If you have graduated from a non-accredited postsecondary institution, you must establish to the board you have completed an occupational therapist educational program that is substantially equivalent to an occupational therapist program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) or approved by the World Federation of Occupational Therapists (WFOT). Transcripts and other supporting documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Certification of a passing score on the occupational therapist certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) to be submitted directly from the NBCOT. If applying by examination, this must be completed within the 3 years preceding the date the application is filed.

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ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, select “**Modification**” next to your license number and then select “Relicensure.”
- Occupational Therapist Relicensure Application and Fee: \$207.40 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicants for an occupational therapist license by relicensure whose license has been lapsed for LESS than 3 years at the time of application, must submit the following:

- Continuing Education (CE) Requirement: During the 3 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 continuing education shall be earned in the area of pain and symptom management.

Applicants for an occupational therapist license by relicensure whose license has been lapsed for 3 years or MORE at the time of application, must submit the following:

- Continuing Education (CE) Requirement: During the 3 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 continuing education shall be earned in the area of pain and symptom management.
- 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 therapist 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:
 - 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.

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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 Therapist Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Occupational Therapist Renewal Application Fee: \$165.40 (Must be paid by Visa, Mastercard, American Express 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, implicit bias training, 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. A minimum of 1 hour of the required continuing education must be earned in the area of pain and symptom management.
- Human Trafficking – Licensees seeking renewal must certify on their renewal applications that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1215.
- Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.

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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:

- [Work Experience Form](#)

- Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).

FREQUENTLY ASKED QUESTIONS

1. **How long are Occupational Therapist 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 the 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

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2 years preceding an application for renewal. A minimum of 1 hour in pain and symptom management is required.

4. 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.