

## MICHIGAN OCCUPATIONAL THERAPY (OTA) LICENSING GUIDE

### OVERVIEW:

The occupational therapy assistant license type allows a licensee to engage in the practice of an occupational therapy assistant.

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

### LICENSURE REQUIREMENTS CHECKLIST

#### APPLICATION AND FEES

- Online Application for an Occupational Therapy Assistant License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- Application Fee + 2 year license fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card.):  
OTA by Examination or Endorsement – \$187.40

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS FOR AN OCCUPATIONAL THERAPIST ASSISTANT LICENSE

- 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.

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- ❑ 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](mailto: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 assistant educational program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). Transcripts can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ Certification of a passing score on the Michigan jurisprudence examination submitted directly to this office from PSI within the 3 years preceding the date the application is filed. 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](http://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) 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.

### **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 an occupational therapy assistant 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 assistant for **MORE** than 5 years before the filing of an application and has passed the NBCOT and Michigan Jurisprudence examination.

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Certification of a passing score on the occupational therapy assistant certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) must be submitted directly from the NBCOT.

Certification of a passing score on the Michigan jurisprudence examination must be submitted directly to this office from PSI within the 3 years preceding the date the application is filed. 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](http://www.psiexams.com) or by calling PSI at 800-733-9267.

### **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](http://www.michigan.gov/miplus). Once logged in, select **Licenses**, select “**Modification**” next to your license number and then select “**Relicensure.**”
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
OTA Relicensure: \$207.40

#### **Applicants for an occupational therapy assistant 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 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 using live, synchronous contact, and interactive courses and programs.

#### **Applicants for an occupational therapy assistant license by relicensure whose 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](http://www.psiexams.com) or by calling PSI at 800-733-9267.
- 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 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 using live, synchronous contact, and interactive courses and programs.

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- 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 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/therapy 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 338.1236(2):
  - 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.

**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/miplus](http://www.michigan.gov/miplus)
- 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.

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- 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 continuing education contact hours that are approved by the board.
- 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 2019, 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.
- Implicit Bias Training – For initial renewals completed after June 1, 2021, completion of one hour of implicit bias training is required for each year of licensure since June 1, 2021. If renewing prior to June 1, 2022, implicit bias training is not required for that renewal. Once the initial renewal is completed, then 1 hour of implicit bias training will be required for each year of the current license cycle going forward. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://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](#).