

Occupational Therapy

Licensure by Examination

Licensure Methods and Requirements

The examination method is for an applicant who is waiting to sit for the NBCOT exam.

An applicant must submit the application, fees and following documentation:

Fees: \$180.00

- These fees are the State of Florida fees only, there will be additional charges imposed by the NBCOT for their examination. The NBCOT Website is: www.nbcot.org
- All fees are payable by check or money order made out to the Department of Health. DO NOT SEND CASH.
- The application fees are non-refundable. If requested, the licensure fee may be refunded to you if you are denied licensure or if you decide to withdraw your application.
- If incomplete, the application and fee may not be used for more than one year from the date of original submission of the application and fee.

Proof of Graduation – Your school must submit an official transcript verifying your degree type and date the degree was awarded.

New Graduates:

- Prior to the issuance of your diploma or transcript, the department will accept a "letter of completion" from the school that states: "all fieldwork and educational requirements have been met as outlined in Part III, section 468.209(1)(a) through (c), F.S." This completion letter will enable staff to issue a temporary permit to eligible applicants, who have requested a temporary permit on the application.
- An official transcript with degree conferred must be received directly from the school prior to permanent licensure.

Foreign Trained Applicants:

- You must request that the NBCOT submit a letter verifying that you are fully eligible for the examination. The letter must also verify your educational credentials as well as the date of the examination for which you are scheduled. NBCOT charges a fee for this service. Contact the NBCOT for more information at (301) 990-7979, or at www.nbcot.org.
- Please note: Foreign trained applicants must submit English translation of any documentation that is written in a foreign language.

Verification – Medically related paid employment in Florida within the last five years.

- This must include job description and a letter verifying the dates of employment.
- Do NOT verify fieldwork experience.

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Photo

- One 2x2 photo within last year
- NO Polaroid photos

Additional Education Requirements

- Prevention of Medical Errors: A two (2) hour Prevention of Medical Errors education course is required for initial licensure.

Must be scheduled by NBCOT for exam and notify the Board of exam date. Permanent licensure will be granted upon receipt of the official passing exam results from NBCOT. Temporary permits will not be issued without the scheduled examination date included in the application (Question #19).

The application package at http://www.doh.state.fl.us/mqa/occupational/ot_lic_req.html contains additional information regarding the application, the fees, other required documentation, and special testing accommodations due to ADA or religious conflict issues and examination information.