

North Dakota Board of Occupational Therapy Practice

PO Box 4005

Bismarck, ND 58502-4005

Telephone (701) 250-0847

Fax (701) 224-9824

E-mail: ndotboard@aptnd.com

www.ndotboard.com

Requirements for Licensure

**READ THE FOLLOWING INSTRUCTIONS FIRST.
FAILURE TO DO SO MAY AFFECT YOUR LICENSURE PROCESS.**

Thank you for your interest in becoming a Licensed Occupational Therapist or a Licensed Occupational Therapy Assistant in the State of North Dakota. Included in this packet are the following forms:

- Initial Application
- Substantiation of Supervision for OTA
- Verification of Licensure Form
- NDSBOTP Law/Administrative Rules Self Assessment

Please read the following instructions carefully!

1. **INITIAL LICENSE APPLICANTS:** Complete the enclosed application, have it notarized and return it to the NDSBOTP office along with:

- ___ Verification of passing score on national exam
- ___ Substantiation of supervision (Only **IF** already employed as OTA)
- ___ NDSBOTP Law/Administrative Rules Self Assessment
- ___ Initial Application Fee of \$50
- ___ Initial License fee Based on date application received by board office:

	OT	OTA	
After 6/30 even year and before 7/1 odd year		\$150	\$110
After 6/30 and on or before 12/31 odd year	\$75	\$55	
On or after 1/1 even year	\$150	\$110	

LICENSE BY RECIPROCITY: applicants complete the Application for License, notarize and return together with:

- ___ Initial License fee Based on date application received by board office:

	OT	OTA	
After 6/30 even year and before 7/1 odd year		\$150	\$110
After 6/30 and on or before 12/31 odd year	\$75	\$55	
On or after 1/1 even year	\$150	\$110	

- ___ Verification from the licensing authority in another jurisdiction that you are licensed in good standing.
- ___ A copy of the law and rules from the jurisdiction in which you are licensed which establishes the requirements for obtaining and maintaining a license in that jurisdiction.

2. On the enclosed application, you must indicate whether you are applying for licensure as an Occupational Therapist or Assistant.
3. It is your responsibility to have two references listed on your application.

Continued on reverse

4. Your exam must have been successfully completed with eighteen (18) months of the date your initial license application is received by the board office, unless currently licensed in another jurisdiction.
5. The ND State Board of Occupational Therapy Practice Law and Administrative Rules that govern the practice of occupational therapy on the State of North Dakota can be found on the Board web site www.ndotboard.com Please review them and complete the NDSBOTP Law/Administrative Rules Self Assessment. Failure to submit the completed quiz and obtain a score of 80% or higher will result in a delay of issuing your license.
6. OTA applicants and supervisors must complete the Substantiation of Supervision form and submit it to the NDSBOTP office prior to the OTA beginning practice. The form is **NOT** required for licensure. It is however required before starting employment.
7. If you have practiced or been licensed in another jurisdiction other than ND, you must indicate this on the application and contact the appropriate jurisdiction to complete a verification form to be forwarded to the NDSBOTP. Verifications must be received by the board in order to process your license. You may have the jurisdiction fill out the enclosed verification form or the jurisdiction may use its own designated form.
8. It is your responsibility to be sure the forms are properly completed and sent to the NDSBOTP office at the address listed above. If you have not completed the application in full, it will be returned to you along with your application fee and it will not be processed until it is complete. If you need any help or have any questions during the application process, please call the NDSBOTP office at (701) 250-0847.

NOTE: IT IS AGAINST THE LAW TO WORK AS AN OCCUPATIONAL THERAPIST OR OCCUPATIONAL THERAPY ASSISTANT UNTIL YOU ARE LICENSED IN NORTH DAKOTA.