

## MEMORANDUM

**TO:** OT/OTA Applicant  
**FROM:** MISSOURI BOARD OF OCCUPATIONAL THERAPY  
**RE:** Application for Licensure as an Occupational Therapist OR Occupational Therapy Assistant

- ❑ An **Application** for Licensure as an Occupational Therapist or Occupational Therapy Assistant. The application must be completed in legible print using black ink or may be typed onto the form. Be sure to mark the appropriate box indicating the type of licensure which you are seeking and submit the appropriate fee (OT=\$30, OTA=\$10). Make check or money order payable to the **Missouri Board of Occupational Therapy**.
- ❑ **Missouri Rules and Statutes** (OT Practice Act) - Rules and regulations governing the practice of occupational therapy. Thoroughly familiarize yourself with the statutes and board regulations which can be found under <http://pr.mo.gov/octherapy> - RULES AND STATUTES. These provisions govern the issuance and renewal of licenses (Renewal of licenses are June 30<sup>th</sup> of the odd years) as well as the discipline of licensees who are found to be in violation of the Practice Act or board regulation.
- ❑ **Fingerprinting** is required if applying for licensure after July 1, 2012. You may find the instructions on the website which includes a 4 digit code.
- ❑ AN **NBCOT Request for Verification of Certification**- You will need to print and complete a Verification of Certification form from the NBCOT website ([www.nbcot.org](http://www.nbcot.org)) under Services-Verification of Certification-Letter form. Please remit to NBCOT directly with the appropriate *fee*. (To expedite: Complete this form including your credit card information and fax to NBCOT. You will need to have NBCOT (the certifying entity) provide official documentation of initial certification to the board office.)
- ❑ A **Verification of Licensure** form must be completed (can be copied) and sent to other state(s) in which you are currently or previously licensed. The “**Verification of Licensure**” form should be sent for completion to the state(s), territory, province, or country regulatory entity and instructed to return directly to the Board office. (If you do not have licensure in another state, please disregard this form.)
- ❑ Missouri Occupational Therapist **Jurisprudence Exam** is to be returned with your application. All applicants are required to pass the Jurisprudence Examination with a score no lower than 80%. The completed examination should be returned directly to the Board office with the completed application. This is an open book examination. This exam is taken from the Rules and Statutes mentioned above. This exam can be printed from the website of <http://pr.mo.gov> under *APPLICATIONS*. The RULES AND STATUTES are on this site.

Please allow the staff and/or the Board approximately one week to review your completed application file. Applicants who are approved for licensure will receive one (1) license. It is necessary for you to keep the Board apprised of your current mailing address so you may be reached with current correspondence and renewal application. See our website to enter the change under Address Change form.

Please be advised that you must provide your **social security number** pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services. Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application. If you are a **citizen of a foreign country** applying for licensure in Missouri, you shall submit your VISA or passport identification number in lieu of the Social Security number.

(Revised 11/16)