

MEMORANDUM

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

- ❑ An **Application** must be completed for Licensure as an Occupational Therapist Limited Permit or Occupational Therapy Assistant Limited permit Holder. 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 of \$10.00. Make personal or business check or money order payable to the **Missouri Board of Occupational Therapy**. This application must be notarized.

An applicant for a limited permit may pay at the time of applying for the NBCOT exam for NBCOT's Confirmation of your *eligibility to sit for the exam* upon completing all the other necessary requirements for certification. Please visit the website for NBCOT to apply for the national exam: <http://www.nbcot.org> and to request the CONFIRMATION of EXAMINATION REGISTRATION and ELIGIBILITY TO EXAMINE be sent to the **Missouri Board of Occupational Therapy, P O Box 1335, Jefferson City, MO 65102**. You may also pay extra while applying for this exam to have your scores sent to this Board office.

- ❑ **Missouri Rules and Statutes** (OT Practice Act) - Rules and regulations governing the practice of occupational therapy are on the website. 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 30th 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.
- ❑ Missouri Occupational Therapist **Jurisprudence Exam** is to be completed and 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/octherapy> under APPLICATIONS. The RULES AND STATUTES are on this site. Most of the answers will be found in the RULES.

The **Addendum to the Original Application** will need to be completed by a Limited Permit Holder upon passing the NBCOT exam. You may find this Addendum on our website under APPLICATIONS. You will need to complete this form and remit with the appropriate full licensure fee (OT=\$30 & OTA=\$10).

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 7/15)