

Missouri Board of Occupational Therapy

FREQUENTLY ASKED QUESTIONS

LIMITED PERMITS-

Limited permits are only issued to recent graduates with a degree in occupational therapy from an occupational therapy educational program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

When can I apply for a limited permit? Application for a limited permit may be completed and sent to the Board office any time **prior** to taking the NBCOT exam; however, the limited permit will NOT be issued until NBCOT CONFIRMATION OF EXAMINATION REGISTRATION AND ELIGIBILITY TO EXAMINE form is received in This office directly from NBCOT. (You will need to request and pay for this form to be sent to Missouri Board of OT, PO Box 1335, Jefferson City MO 65102 at the time you apply for the NBCOT exam.)

How long does it take to get the limited permit processed? Processing is usually done the same day upon receipt of the application, fee, NBCOT Eligibility to examine letter and the Jurisprudence Exam. (The limited permit is determined by the Eligibility Expiration Date on the NBCOT Eligibility to Exam letter to include 8 weeks from that date.)

What do I do after I pass the NBCOT exam? Your limited permit will automatically be extended for an additional sixty (60) days, during which you may apply for a permanent license by completing the ADDENDUM TO ORIGINAL APPLICATION form and by remitting the proper fee (OT=\$30.00; OTA=\$10.00).

What do I do if I did not pass the NBCOT exam? You may renew your limited permit by completing the LIMITED PERMIT RENEWAL form (found on this website under Applications) and applying for reexamination through NBCOT. You will need to pay and request the CONFIRMATION OF EXAMINATION REGISTRATION and ELIGIBILITY TO EXAMINE be sent to this office. The renewed limited permit will be valid until eight (8) Weeks after the NBCOT Expiration of Eligibility date of your second available examination. If you DO NOT PASS the second exam, your limited permit will be VOID and must be returned to the Board office within 14 days upon receipt of your exam scores.

What do I need to submit to the Board to receive a FULL LICENSE? PRIOR to taking the NBCOT exam and while making payment for this exam, you may expedite the process by paying to have your Initial Score Report sent to Missouri Board. (The NBCOT automatically releases your scores to this Board two times a month.) If you have been a Limited Permit holder, you will then complete the ADDENDUM to the ORIGINAL APPLICATION form (which can be found on our website under APPLICATIONS) and send with the correct fee to the Board. This will be processed within a few days and your license will be mailed to you. This mailing should include

how may Continuing Competency Credits (CCCs) that you will need from the date of your licensure until the next renewal expiration date.

ORIGINAL APPLICATION (Note we have no reciprocity agreements with any state)

How long does it take after making application until I am licensed? It does take an average of 3-4 weeks once you have completed the application for licensure including the fee and Jurisprudence exam AND have requested the NBCOT Verification of Certification and verifications from any state(s) that you may have held a current or past license(s) sent to this office. *NOTE: If you have answered "yes" to any of the questions OR have any past discipline with any other state regulatory agency, this application will be reviewed by the board at their regular quarterly meetings in February, May, August and November.*

Must I have a social security number? Effective August 28, 2004, a citizen of a foreign country applying for Missouri licensure shall be required to submit his/her VISA or Passport identification number in lieu of the Social Security number.

SUPERVISION of OTs and OTAs Limited Permit Holders

What are the requirements for being a supervisor? 4 CSR 205-4.010 requires the supervising OT to have **one (1) year of experience** as a licensed occupational therapist before supervision. Other requirements are listed under the above rule.

NAME or ADDRESS CHANGE

What is needed to make a name change? You will need to remit a **copy** of your marriage license or divorce degree (only showing the legal name change) OR Social Security Card, OR driver's license showing the change of name. If you have made an address and/or phone number change, please submit it with this change. There is a **\$10.00 fee** for this name change. A personal check or money order made payable to the **Missouri Board of OT**; P O Box 1335; Jefferson City, MO 65102 may be submitted. It is suggested that you **not** use your new name on OT documentation until new license is received.

Address Changes may be made on this website under ADDRESS CHANGE FORM or by email to ot@pr.mo.gov

PLEASE MAKE SURE THAT THE BOARD HAS YOUR CURRENT ADDRESS . You may check this info on the website of <http://pr.mo.gov> – LICENSEE SEARCH.

CONTINUED COMPETENCY CREDITS (CCC) REQUIREMENTS

How many CCCs must I have and when? You will need 24 CCC by **JUNE 30, 2019**. The renewal period is JUNE 30th of the odd years.

What will I need to submit to the Board at renewal time? Your renewal form (that will be sent to your address on file) will include a statement about the CCCs. (PLEASE DO NOT INCLUDE YOUR VERIFICATION OF CREDITS unless requested in writing from the Board.)

Do OT's and OTA's have the same CCC requirements? Yes, both professions will need the 24 CCC by June 30, 2019.

How will I know that the seminars/conferences/courses I have taken will be accepted by the Board as CCC? You will need to review the rule **4 CSR 205-5.010** on this website for the Continuing Competency Activity.

How long must I keep the CCC in my own portfolio? Each licensee shall retain documentation of the CCCs for 2 years following license renewal (until June 30, 2021).

COMPLAINTS

How do I file a complaint? You must complete a complaint form which is found under this website. You will need to explain your allegations thoroughly **in written form** and provide copies of any documents to support your complaint. In order for the licensee to release any information regarding services provided to you, the individual receiving the services must sign the release of confidential information form.

What happens throughout the complaint process? When the completed form is received, a letter of acknowledgement will be sent to you. The complaint will be reviewed by the Division of Professional Registration's Central Investigations Unit. The board will also review your complaint and the results of the investigation. The person filing the complaint and the licensee will be notified of the ultimate disposition of the complaint.