



**Secretary of State
Office of Professional Regulation**

**OCCUPATIONAL THERAPY & OCCUPATIONAL THERAPY ASSISTANTS
Application Instructions**

EXAMINATION:

1. Complete online application and pay the non-refundable application fee.
2. Upload your NBCOT certification.
 - If you do not have this information NBCOT can be reached at (301) 990-7979 or www.nbcot.org
 - Canadian applicants must submit a Verification of Exam Certification letter from CAOT. They can be reached at 1-800-434-2268 or www.caot.ca

ENDORSEMENT:

To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Complete online application and pay the non-refundable application fee.
2. Upload your NBCOT certification.
 - If you do not have this information NBCOT can be reached at (301) 990-7979 or www.nbcot.org
 - Canadian applicants must submit a Verification of Exam Certification letter from CAOT. They can be reached at 1-800-434-2268 or www.caot.ca
3. Have the state from which you obtained your initial license and your most recent state of licensure complete a "Verification of Licensure" form.

TEMPORARY LICENSE:

1. Complete online application and pay the non-refundable application fee.
2. Have the school from which you obtained your education submit a "Verification of Education" form. This form must be received before we will issue a temporary license.
3. Have your supervising Occupational Therapist complete and submit the "Verification of Employment for Temporary Licensure" form. This form must be received before we will issue a temporary license.

NOTE: Temporary licenses are valid for 90 days from the date of issuance. They are not renewable and may not be extended. If you fail the examination the temporary license automatically expires.

FAST TRACK ENDORSEMENT:

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

1. Complete Application and pay Application Fee (Non-Refundable Processing fee);
2. Verification of Licensure form. Provide verification of your most current state of licensure. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application; and
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.