LETTER OF VERIFICATION of STATE LICENSE

To Applicant: The Oregon Occupational Therapy Licensing Board requires verification of licensure from any state in which you are/have been licensed and worked. You can use this sample letter or the state’s own form to request the status of your licensure from the relevant state occupational therapy licensing Board(s).

Note: In order not to delay the process, be sure to check what fee is required from each state and sent it in.

I ______________________________ am applying for an occupational therapy license in Oregon.
(Print Name in which license was held) or give other name: _________________________________

To state OT Licensing Board: This is a letter of request and authorization for you to provide any information in my files, favorable or otherwise, directly to: Oregon OT Licensing Board, 800 NE Oregon Street, Suite 407, Portland, Oregon 97232

To State Licensure Board: Please provide the following information:
(You can use your own state form)

Name of Licensee: ____________________________ License No ___________ Exp Date ________
Licensed as __ Occupational Therapist __ OT Assistant. Date of Initial Licensure ________________

Licensed by: __ NBCOT/AOTCB Exam
__ State Board Exam
__ Reciprocity from _____________ State

Has the Board received any complaint information regarding the license? __ Yes __ No
Have conditions been placed on the license? __ Yes __ No
If Yes, provide information relative to disciplinary action(s) including charges, date of action and resolution.

__________________________ Signature
__________________________ Title
__________________________ Name of Licensing Board
__________________________ Address
__________________________ Telephone Date __________________________

Request for State License Verification Form