



The OTA Application fee is the 1 year fee: \$70 + \$40 (fingerprint/background check fee) = **\$110**, good through **May 31, 2020**.
 If you do not need your license until March 1, 2020, pay the two-year fee of \$120+\$40 = **\$160**, and your license is good through May 31, 2022.

For office use only: Payment made on _____ by Check No _____

OCCUPATIONAL THERAPY ASSISTANT LICENSE APPLICATION

- ❖ Return signed, complete form with check or money order payable to the "Oregon OT Licensing Board".
- ❖ Have state verification(s) sent to Oregon from any state where you have ever been licensed and worked.
- ❖ If you are a new graduate, have school send transcripts.; not required if entering by endorsement from another state.
- ❖ Pass the Oregon Law/Ethics exam required for all new applicants.
- ❖ If you are a new graduate, pay to have NBCOT scores transferred to Oregon.
- ❖ Schedule your fingerprinting appt. at FieldprintOregon.com. Remember to input the OTLB agency code: **FPOccuTheraLicBd.**

License Expires May 31, 2020

PERSONAL INFORMATION

1.	FIRST NAME	MI	LAST NAME	Other names used:
	GENDER			
2.	PREFERRED MAIL ADDRESS <input type="checkbox"/> HOME <input type="checkbox"/> WORK	Note: Correspondence will be mailed to preferred address.		SOCIAL SECURITY NO. <small>See Privacy Notification</small>
3.	HOME ADDRESS (MAILING: STREET OR PO BOX)			PHONE
4.	CITY	Home STATE		HM. ZIP
5.	E-MAIL ADDRESS (We save \$ by use of e-mail; we do not give it out unless required by law; please keep it updated)			

FUTURE OREGON EMPLOYMENT (LEAVE BLANK IF UNKNOWN)

6.	FACILITY	Temp Co?	POSITION
7.	WK. ADDRESS (MAILING: STREET OR PO BOX)		WK. PHONE
8.	WK. CITY	WK. STATE	WK. ZIP

EDUCATION

9.	COLLEGE / UNIVERSITY WHERE OT DEGREE RECEIVED	CITY / STATE
10.	DEGREE	GRADUATION DATE (month/year)

LICENSURE & HISTORY INFORMATION

11. Have you passed the National Certification Exam? Indicate NBCOT # _____ Yes No
 If not, what is your scheduled date to take exam: _____

12. List every state you have been licensed and worked. Include years licensed:
Indicate if you worked under another name. **Be sure to have each state send verification to Oregon.**

State & years: State & years: State & years:
State & years: State & years: State & years:

Please answer each question by putting a check in the appropriate box. You must answer each question with either a "Yes" or "No" response. **If you answer Yes**, please provide a detailed explanation on a separate sheet of paper of the circumstances, include relevant dates, jurisdiction and/or parties involved, and sign and date the page. (It is not necessary to report a traffic citation). **You must include the police report of the incident otherwise the application is considered incomplete.** If you have had a prior citation, arrest or sanction, mark Yes, even if the issue has already been addressed by the Oregon OT Licensing Board.

Please note: If a past arrest does show up on the fingerprint FBI background check and you do not check "Yes" to the question regarding arrest history, your application automatically must go in front of the full board. Since the board meets quarterly, this may result in waiting a longer period-of-time for your license than if you disclosed the arrest on your application. Many applicants will confuse "dismissed" cases with "expunged". Dismissed cases will still show up on the background check.

13. Have you ever been cited, arrested, charged with or convicted of a crime, offence or violation of law in any state or by the Federal Government **even if those charges were dismissed?** Yes No
14. Have you ever been the subject of a complaint or lawsuit regarding your Occupational Therapy or any other professional practice? Yes No
15. Are there any unresolved or pending actions or complaints against you with any professional licensing or certifying authority? Yes No
16. Have you ever voluntarily surrendered any license or certification? Yes No
17. Have you ever been sanctioned by a professional licensing or certifying authority? Yes No
18. Have you ever had limitations or restrictions placed on a professional license or certification? Yes No
19. Do you have any condition that in any way impairs or may impair your capacity to perform duties of an Occupational Therapist with reasonable skill and safety? Yes No

PRIVACY ACT NOTIFICATION: Use of Social Security Number

Under Oregon and Federal law ORS 25.785 and 42 USC – 666(a)(13,) the Occupational Therapy Licensing Board is authorized to obtain your Social Security Number for identification and legal purposes in maintaining records, obtaining grades and exam scores, child support enforcement, federal and state tax administration, reporting final disciplinary actions to the Health Integrity and Protection Data Bank, and verifying disciplinary or criminal background. Failure to provide your Social Security Number can be a basis for the OT Licensing Board to refuse to issue, renew, or reinstate the license. Your Social Security Number will be kept confidential by the Board and used only for the purposes described above.

STATEMENT OF SUPERVISION

- OT Assistants: check that you have enclosed your Statement of Supervision form.
- I have not yet submitted my Statement of Supervision form because I am not yet working in Oregon. I will submit the Statement of Supervision form prior to starting work as an OT Assistant in Oregon.

SPECIALTY AREAS Please check your area(s) of practice

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Developmental Disability | <input type="checkbox"/> Education | <input type="checkbox"/> Geriatric | <input type="checkbox"/> Hand |
| <input type="checkbox"/> Home Health | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Pediatric | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Private Practice | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Sensory Integration | <input type="checkbox"/> Other _____ |

Do you use telehealth in your practice? Yes No

PROFICIENCY IN LANGUAGES OTHER THAN ENGLISH <input checked="" type="checkbox"/> Please check			
• Bilingual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> American Sign Language
• Spoken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Arabic
• Written?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Farsi
• Fluent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> French
			<input type="checkbox"/> Hmong
			<input type="checkbox"/> German
			<input type="checkbox"/> Japanese
			<input type="checkbox"/> Korean
			<input type="checkbox"/> Mandarin
			<input type="checkbox"/> Romanian
			<input type="checkbox"/> Russian
			<input type="checkbox"/> Spanish
			<input type="checkbox"/> Tagalog
			<input type="checkbox"/> Vietnamese
			<input type="checkbox"/> Other _____

RACE and ETHNICITY		
RACE (Select one):		
<input type="checkbox"/> American or Alaska Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Decline to Answer
<input type="checkbox"/> Asian	<input type="checkbox"/> White / Caucasian	
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other (Multi-Ethnic)	
ETHNICITY (Select one):		
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Decline to Answer

CONTINUING EDUCATION ACTIVITIES

An applicant who has been licensed over 3 years, and is applying by **endorsement, from another state**, must show they have 30 points of CE within the last two years, **-OR-** indicate their NBCOT certification is current by providing the expiration date _____. A **new applicant** does not need any CE the first year. Please check the website at www.otlb.state.or.us for more information on CE.

Oregon has a one-time legislative requirement of 7 CE points on pain management, due within 2 years of licensure. This includes a required online pain management module and 6 additional hrs on pain. Please list any pain management course you have completed within the last two years to count towards the 6 additional hours. For more information on the pain management requirement see <http://www.oregon.gov/oha/OHPR/PMC/Pages/index.aspx>.

Points	Date, Course and who it was given by	Points	Date, Course and who it was given by

SIGNATURE OF APPLICANT

I agree to obey the laws, rules and regulations of the Oregon Occupational Therapy Licensing Board and to maintain the honor and dignity of the profession. I understand and agree that my license may be suspended or revoked by the Board at any time if I have made any false statements in this application or provided any false information, which resulted in the approval of my license application. I hereby certify that I am able to competently and safely perform the essential functions and duties of an Occupational Therapist.

I hereby declare that the information in this application, including any and all attachments, is true to the best of my knowledge and belief, and that I understand it is subject to penalty for perjury.

X _____
Applicant Signature **Date**

Return Application, fee & documents to: OT Licensing Board 800 NE OREGON ST., # 407 Portland, OR 97232

Oregon
Occupational Therapy Licensing Board
OT Assistant Supervision Form

All OT Assistants are required to file a Supervision Form signed and dated by both the Assistant and the Supervising OT. It is the responsibility of the OT Assistant to have the Supervision Form filed with the OTLB prior to start of work.

OT Assistant	Name _____ (Please print)	E-mail _____ (Please print)
Affidavit: I certify that I have read and understand my responsibility to work in Oregon only under the supervision of a licensed Occupational Therapist. If my supervisor changes, it is my responsibility to provide the Board with an up-to-date signed Statement of Supervision form prior to start of work . I agree to abide by the provisions of Oregon Administrative Rules Chapter OAR 339-010-0035 . See www.oregon.gov/OTLB/CE.shtml for more information.		
Signature: _____ Date: _____ Date supervision to begin: _____		

Adding new Supervisor

Replacing _____ Date supervision ended _____
(Name of supervisor being replaced) (for former supervisor)

Supervising OT:	Name _____ (Please print)	E-mail: _____ (Please print)
Affidavit: As the OT Supervisor I certify that I will provide supervision and consultation for the OT Assistant named above as required in OAR 339-010-0005. "Supervision" of an OT Assistant is a process in which two or more people participate in a joint effort to promote, establish, maintain and/or evaluate a level of performance. <u>The occupational therapist is responsible for the practice outcomes and documentation to accomplish the goals and objectives.</u>		
Date _____ Signature _____ Date supervision to begin: _____		

Facility where the supervision to occur: _____ Telephone _____

Address: _____ Telephone _____

Company through which employed (if different from facility): _____

You may mail, fax or scan and e-mail the Supervision Form to Board office.
See the web site for AOTA guidelines at www.oregon.gov/otlb/CE.shtml

Oregon OT Licensing Board
800 NE Oregon St. Suite 407
Portland, OR 97232
Tel: 971-673-0198 Fax: 971-673-0226