



Ohio Administrative Code

Rule 4755:1-1-01 Applications for initial licensure.

Effective: October 1, 2023

(A) To receive a license to practice as an occupational therapist or occupational therapy assistant, an applicant shall be at least eighteen years of age.

(B) All applications for initial licensure as an occupational therapist or occupational therapy assistant shall be submitted to the occupational therapy section on the forms provided by the section. All applications, statements, and other documents submitted are retained by the section.

(C) Applications are:

(1) Submitted electronically via eLicense Ohio or its successor electronic licensing system;

(2) Electronically signed via eLicense Ohio or its successor electronic licensing system;

(3) Accompanied by the fee prescribed by Chapter 4755. of the Administrative Code; and

(4) Accompanied by such evidence, statements, or documents as specified on the application including viewing a required presentation about the board's safe haven program.

(D) An applicant for initial licensure by examination shall:

(1) Have completed an occupational therapy program accredited by the accreditation council for occupational therapy education (ACOTE) of the American occupational therapy association (AOTA) or submit evidence satisfactory to the section that the applicant completed an educational program substantially equivalent to the requirements established in Chapter 4755. of the Administrative Code;

(2) Have passed the certification examination administered by the national board for certification in occupational therapy, inc. (NBCOT); and



(3) Not be licensed or ever been licensed in any state or territory of the United States as an:

(a) Occupational therapist to apply for initial licensure by examination as an occupational therapist;

or

(b) Occupational therapy assistant to apply for initial licensure by examination as an occupational therapy assistant.

(E) In addition to the requirements contained in paragraph (D) of this rule, applicants for an initial license by examination who graduated from their entry-level occupational therapy program five or more years prior to the date they apply to the section for licensure by examination may be subject to additional requirements including:

(1) Submission of proof of completion of twenty hours of continuing education within the two year period immediately preceding the date the application is submitted;

(2) Competency-based performance appraisals;

(3) Mentorship;

(4) Professional development plan;

(5) Extended coursework; and

(6) Retaking and passing the NBCOT certification examination.

(F) An applicant for initial licensure by endorsement shall:

(1) Meet the requirements established in paragraphs (D)(1) and (D)(2) of this rule; and

(2) Hold a current, valid license to practice as an occupational therapist or occupational therapy assistant in another state or United States territory or possess current, valid certification from NBCOT.



(G) In addition to the requirements contained in paragraph (F) of this rule, applicants for an initial license by endorsement who have not engaged in the practice of occupational therapy for more than five years prior to the date they apply to the section for licensure by endorsement may be subject to additional requirements including:

(1) Submission of proof of completion of twenty hours of continuing education within the two year period immediately preceding the date the application is submitted;

(2) Professional development plan;

(3) Extended coursework;

(4) Retaking and passing the NBCOT certification examination;

(5) Mentorship; and

(6) Competency-based performance appraisals.

(H) In addition to the other requirements of this rule, an internationally educated applicant shall:

(1) Complete an education credentials review from an entity approved by the section to be used by the section to determine if the applicant's international education was substantially equivalent to an accredited occupational therapy program in the United States, Puerto Rico, territory of the United States, or the District of Columbia. People whose initial certification by NBCOT is on or after January 1, 2004 are not required to meet this provision;

(2) Demonstrate that the person met the requirements to practice occupational therapy in the country of education and evidence of eligible licensure and/or certification credentialing in that country; and

(3) Demonstrate a working knowledge of English by obtaining:

(a) Scores on the test of English as a foreign language (TOEFL) iBT of at least:



(i) Twenty -six on the speaking section;

(ii) Eighty-nine on the overall examination.

(b) The TOEFL is not required for graduates of occupational therapy programs in Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, and United States.

(I) For the purposes of filing an electronic application via eLicense Ohio or its successor licensing system, the applicant will create log-in credentials. The use of these credentials is solely the responsibility of the person who created it. The credentials constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.

(J) Any application received in accordance with this rule that remains incomplete one year after the initial application filing is considered to be abandoned and no further processing will be undertaken with respect to that application.

(1) If the application process extends for a period longer than one year, the board may require updated information as it deems necessary.

(2) No application for licensure may be withdrawn without approval of the board.