



West Virginia Board of Occupational Therapy

1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150 (phone and fax)

LICENSURE APPLICATION GENERAL INFORMATION

1. Licenses are valid from January 1 to December 31 for a two year period and therefore are subject to biennial renewal.
2. Application must be completed in its entirety. Failure to do so may result in delay and/or denial of license.
3. All applications for initial licensure are to be notarized.
4. An original picture (no photo copies please) must be attached to the front page of the application and be signed across the bottom.
5. The individual seeking licensure must personally sign all documents unless a power of attorney is submitted to the Board.
6. If the applicant is employed by a third party (not the facility where providing services), this information is to be listed on the application. Failure to provide such employment information shall cause the application to be rejected as incomplete.
7. Applications are to be mailed to WVBOT at the address shown at the top of the application. No faxed documents will be accepted as originals.
8. It is the responsibility of the applicant to be informed of West Virginia's Occupational Therapy Practice Act and Legislative Rules, copies of which will be included with license.

LICENSURE FEES

The initial license fee for an OTR is \$150. The initial license fee for a COTA is \$100. The fee must accompany the application. Check or Money Order, payable to the West Virginia Board of Occupational Therapy (WVBOT), is an acceptable method of payment. Foreign checks are not accepted. Do not send cash. License fee is not refundable.

REQUIRED DOCUMENTS FOR LICENSURE

1. "Application" completed and notarized.
2. "NBCOT Verification of Certification"
(Score reports are acceptable for new graduates - Use paper Verification form only if not requested at time of application for exam)
3. "Verification of Licensure Status" required from each state you have ever held a license.
(Use paper Verification form if online verification is not available)
4. "Supervisory Statement" completed and signed by supervising OTR - Required for COTA applicants

CONTINUING EDUCATION REQUIREMENTS (Not applicable to new graduates)

If applicant has not been a practicing clinician within a period of 2 years, you are required to submit proof of 24 hours of continuing competency contact hours within the 2 years preceding the application. If the applicant has completed fewer than 24 hours within the 2 years preceding application, the Board has the sole discretion to determine the sufficiency of the efforts of the applicant and to decide whether additional continuing competency hours are required before granting the applicant a license.

TEMPORARY LICENSE REQUIREMENTS (Not applicable to new graduates)

An applicant may obtain a temporary license to perform occupational therapy services for up to 30 consecutive calendar days if licensed in another state having equivalent requirements or if NBCOT certification requirements are met when coming from a state without licensure.

A letter of eligibility to practice under temporary licensure must be obtained prior to practicing in West Virginia. To receive this letter, the following information must be submitted to the Board:

1. Completed application and full licensure fee.
2. Copy of current full licensure in another state or NBCOT certification if coming from a state without licensure.
3. Information for facility at which you will be working in WV (name, address, phone number) and agency information if employed by a 3rd party agency other than where services are provided.
4. Completed Supervisory Statement for COTA applicants.
5. Start date of employment in WV.