

APPLICATION PROCESS

- **All requests for applications must be made in writing.**
- **The fee for an application packet is \$30.00. You may pay with a check or money order only. Make the check or money order payable to West Virginia Board of Occupational Therapy, (WVBOT).**
- **After the Board receives the fee and request for application, the application will be promptly mailed to the applicant.**
- **The applicant must fill out the entire application and have it notarized.**
- **Occupational Therapy Assistants and OT/OTA limited permit applicants need to have a supervisory statement signed. If you do not have a job, you must state in writing that when you find a job you will notify the Board and send in a supervisory statement. This statement must be notarized.**
- **The Board will need a letter of good standing from all states that you hold licensure or have held licensure in. The Board also needs verification from NBCOT that you took that test and passed or that you are registered to take the test. (All of this information is in the application packet).**
- **When mailing in your completed application do not forget to enclose the appropriate fee:**

OT-\$250.00

limited permit OT-\$190.00

OTA-\$200.00

limited permit OTA-\$140.00

Post limited permit OT/OTA-\$60.00