



FREQUENTLY ASKED QUESTIONS

- Q. How do I get an application for licensure or limited permit?
A. Applications must be requested in writing by the person seeking licensure.
- Q. What is the fee for an application packet?
A. The fee is \$30.00 and may be paid with check or money order written to the West Virginia Board of Occupational Therapy.
- Q. What is the fee for licensure in West Virginia?
A. The initial license fee for an OTR is \$250.00 with a biennial renewal fee of \$140.00. The initial license fee for a COTA is \$200.00 with a biennial renewal fee of \$120.00.
- Q. What are the fees for a limited permit in West Virginia?
A. The limited permit fee is \$190.00 for an OT and \$140.00 for an OTA. This fee is applied toward the permanent licensure fee.
- Q. How can I have a verification of my West Virginia licensure sent to another state?
A. You must submit the request for verification in writing and the request must come from the licensee.
- Q. What is the fee for verifications?
A. The verification fee is \$30.00 and may be paid with a check or money order written to the West Virginia Board of Occupational Therapy.
- Q. How do I change my name or address?
A. Address and name changes must be made in writing. To change your name, you must submit a copy of the legal document that authorizes the change.
- Q. How do I file a complaint?
A. You have a few options
- Call the Board and request a complaint form be mailed to you.
 - Print the complaint form from the Website.
 - Send your complaint in writing to the Board address.
 - Submit your complaint electronically through the website.
- Q. How do I obtain a licensure mailing list?
A. The fee for a mailing list is \$100.00 for a list on paper and \$110.00 for mailing labels. The check or money order must be written to the West Virginia Board of Occupational Therapy.