

Frequently Asked Questions

- **Q.** How do I get an application for licensure or limited permit?
Applications must be requested in writing by the person seeking licensure.
- **Q.** What is the fee for an application packet?
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?
The initial license fee for an OT (R) is \$250.00 with a yearly renewal fee of \$90.00. The initial license fee for a (C)OTA is \$200.00 with a yearly renewal fee of \$80.00
- **Q.** What are the fees for a limited permit in West Virginia?
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?
You must submit the request for verification in writing and the request must come from the licensee.
- **Q.** What is the fee for verifications?
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?
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?
You have a few options
 - Call the Board office phone number and request a complaint form and one will be sent to you.
 - Print the complaint form from the Website.
 - Send your complaint in writing to the Board address.
- **Q.** How do I obtain a licensure mailing list?
The fee for a mailing list is \$100.00 for a list on paper and \$110.00 for a list on labels. The check or money order must be written to the WVBOT.