

## **2017 OCCUPATIONAL THERAPY ASSISTANTS (“OTAs”) LICENSE INFORMATION**

**Effective January 1, 2017, all OTAs shall be licensed.**

### **License Applications:**

Applications are available for download at the Occupational Therapy Program’s website (<http://cca.hawaii.gov/pvl/programs/occupational/>) for licensure effective January 1, 2017.

Applicants will need to submit their completed application and a photocopy of their current certificate issued by the National Board for Certification in Occupational Therapy (“NBCOT”). In lieu of the certificate, we will only accept a current original letter (no photocopies please) from the NBCOT verifying that the applicant has completed the educational requirements, supervised field work required for certification and that you have passed the national certification examination for occupational therapy assistants.

**NOTE:** A copy of your NBCOT pocket card is not acceptable.

Applicants are responsible for obtaining their certificate from NBCOT. Direct your request to:

National Board for Certification in Occupational Therapy (NBCOT)  
12 South Summit Ave., Suite 100  
Gaithersburg, Maryland 20877-4150  
Phone: (301) 990-7979  
Fax: (301) 869-8492  
Email: [info@nbcot.org](mailto:info@nbcot.org)  
Website: [www.nbcot.org](http://www.nbcot.org)

Please allow at least 15 to 20 business days for a license application to be processed, provided that the applicant has submitted a complete application and that all other requirements are received and satisfied (i.e. fees, certificates, etc.).

Questions regarding an application (i.e. application status), please call the Licensing Branch at (808) 586-3000, Monday through Friday (excluding state holidays), between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

Questions related to the practice of an OT or OTA, please contact the Occupational Therapy Program via email at [occ\\_therapist@dcca.hawaii.gov](mailto:occ_therapist@dcca.hawaii.gov)