

Occupational Therapist "OT")
and Occupational Therapy Assistant ("OTA")

Frequently Asked Questions

1. How do I qualify for licensure?

A license may be issued to applicants who have completed the educational requirements and supervised field work required for certification by the National Board for Certification in Occupational Therapy ("NBCOT") and have passed a national certification examination administered by the NBCOT.

In the case of foreign-trained persons, the applicant for an OT or an OTA license shall have completed the NBCOT eligibility determination process for OT or OTA and shall have passed a national certification examination administered by the NBCOT.

Proof of current certification is required. Submit an **original** "Verification of Certification" (no photocopies please) issued by the NBCOT showing that your certification is current and sent directly to the Hawaii Occupational Therapy Program.

2. Where do I obtain an application for licensure?

Applications for licensure are posted on our web site at <https://cca.hawaii.gov/pvl>.

To request an application be mailed to you, please call the Licensing Branch at (808) 586-3000 and provide the following:

*Name

*Mailing address

*Type of application

3. How much are the licensing fees?

For licenses issued between January 1 of an odd-numbered year to December 31 of an even-numbered year, the cost is \$279

For licenses issued between January 1 of an even-numbered year to December 31 of an odd-numbered year, the cost is \$186

4. How long does it take to process an application?

It takes approximately 15 to 20 business days to process an application for **completeness** ensuring that all fields are completed and all requirements (i.e. fees, verifications, certification, etc.) are met. Provided that you have submitted a **completed** application and there are no deficiencies, a license may then be issued. (See Disciplinary Action below).

5. How do I follow up on the status of my application?

To check on the status of your application, please call the Licensing Branch at (808) 586-3000, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

6. After licensure, how often will I have to renew?

You will need to renew by December 31 of every odd-numbered year. A notice of renewal will be sent to you approximately two months prior to the renewal.

7. Are there continuing education (“CE”) requirements for licensure renewal?

No, there are no CE requirements for renewal.

8. Can I place my license on inactive status?

Yes, occupational therapists and occupational therapy assistants have the option to place their license on inactive status. Note that a license on inactive status shall be considered as “unlicensed” and shall not engage in the practice of occupational therapy.

9. Where can I find the licensing law and administrative rules?

Visit the Occupational Therapy home page at <http://cca.hawaii.gov/pvl/programs/occupational/> and click on “Statute/Rule Chapter”.

10. I did not renew my license. How do I restore it?

Licenses that are not renewed by December 31 of every odd-numbered year become forfeited. A forfeited license may be restored within one year of the forfeiture. To restore a license, you may call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time, and request to have a restoration application form sent to you.

11. Disciplinary Action

- a) Has any license/certification/registration ever been suspended, revoked or otherwise subject to disciplinary action?
- b) Are there any disciplinary actions pending against you?
- c) Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged?

If you answered **"YES"** to any of the above, you will need to submit:

- A statement signed by you explaining the circumstances; and
- Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents.

If your application indicates a **criminal conviction**, you must submit the following:

- A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
- A copy of the court order, verdict, and terms of sentence; and
- A current criminal history record check in your name dated within six months of the date your application is received from the state where the conviction occurred **and** the state where you currently reside if different. In Hawaii, you may obtain a criminal history record check from the Hawaii Criminal Justice Data Center. Contact them at (808) 587-3100 or visit their website at: ecrim.ehawaii.gov to request a "Criminal History Record Check" form;
- If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your compliance with the court orders (terms and conditions imposed including any court documentation).

For general questions (e.g., change of address, name changes, duplicate pocket card, etc.) please visit the Professional and Vocational Licensing Division's website at <http://cca.hawaii.gov/pvl/> FAQs (Frequently Asked Questions).