

Advanced Certification Eligibility Checklist

Please be sure to review the [Advanced Certification Eligibility Criteria](#) before completing the Eligibility Checklist. Use this checklist to assess if you meet the minimum requirements, and if you have the required evidence, to apply for the Advanced Certification exams.

Criteria	Yes	No	Not Applicable
1. I am certified or licensed by and in good standing with an AOTA-recognized credentialing or regulatory body (for example, NBCOT, state board).			
2. I have a minimum of 3 years of experience as an occupational therapist (2 years if I completed an AOTA-approved Fellowship Program), and I can provide one of the described documents identified in the Advanced Certification Eligibility Criteria as evidence.			
3. I have completed an AOTA-approved Fellowship Program and can provide a copy of my fellowship certificate.			
4. I have a minimum of 3000 hours of experience <u>in the certification area</u> within the last 5 years. This may include direct intervention, supervision, teaching, consultation, administration, case or care management, community programming, or research. I am able to have these hours verified by an employer or supervisor. If I am in private practice, I am able to have a third-party such as a referral source, business partner, or accountant verify my hours.			
5. In addition to the 3000 hour above, I have a minimum of 500 hours of experience <u>delivering occupational therapy service to clients</u> in the certification area. I am able to have these hours verified by an employer or supervisor. If I am in private practice, I am able to have a third-party such as a referral source, business partner, or accountant verify my hours.			
6. I am prepared to attest to the following: <ul style="list-style-type: none"> the information provided in the application is true and complete to the best of my knowledge I am in compliance with the Occupational Therapy Code of Ethics 			
7. I am prepared to disclose any of the following:			

<ul style="list-style-type: none">• previous or pending lawsuits, disciplinary charges, investigations, and/or criminal charges, investigations, or convictions			
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If you have additional questions regarding your eligibility to apply for AOTA's Advanced Certifications, please contact certification@ota.org.