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## Occupational Therapy Initial Licensure Application Checklist

**NOTE:** This checklist is not intended to provide official and inclusive instructions about how to apply for a state license as an occupational therapist or occupational therapy assistant. The initial licensure application process varies from state to state. [Contact the occupational therapy regulatory authority](#) in the state where you want to apply, for information about required documents, deadlines, and procedures.

- Documentation showing graduation from an ACOTE®-accredited occupational therapy academic program
  - Generally, this documentation is an official final transcript.\*
- Documentation demonstrating completion of required fieldwork
- [National Board for Certification in Occupational Therapy \(NBCOT®\)](#) certification exam score
- Initial licensure application
- Required initial application fee
- Criminal background check\*
  - Many states require licensure applicants to submit to a state and/or federal criminal background check.
- Letters of recommendation\*
- Documentation showing passage of an exam on a state's laws and regulations or rules (sometimes called a state law exam or state jurisprudence exam)\*

\*These items may not be required in all states.

### Important Notes:

- State regulatory entities will not approve your application until all required documents are received.
- In most cases, original documents are required, rather than photocopies
- Having documents sent directly from your college or university or from NBCOT can expedite the application process and can make it more efficient for the state regulatory entity to process your application.