

State of Nevada
Board of Occupational Therapy

P.O. Box 34779, Reno, Nevada 89533-4779
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Application Letter of Instruction

TYPES OF LICENSES AVAILABLE

- **Active License** - Applicants must have current certification by NBCOT.

An occupational therapist or occupational therapy assistant who intends to practice occupational therapy in the State of Nevada may apply for an active license. An active license will expire June 30th of each year and may be renewed annually.

The license renewal period begins April 1st of each year. Applicants seeking licensure April through June may complete a short form renewal application and pay the renewal fee at time of application. Documentation of continuing education will be required.

- **Temporary License** - Applicants must have current certification by NBCOT.

An occupational therapist or occupational therapy assistant who is licensed in another state and intends to practice occupational therapy in this state for a period of less than 12 months may apply for a temporary license. A temporary license will expire six (6) months from the date on which it was issued and may be renewed for one additional 6-month period. A temporary license may be converted to an active license.

- **Provisional License** – Applicants must be a graduate of a school of occupational therapy.

A provisional license may be requested by a person who (1) is a graduate of a school of occupational therapy but has not taken or passed the NBCOT examination; or (2) an occupational therapist or occupational therapy assistant who was previously certified but does not have current certification by NBCOT **and** has not practiced occupational therapy for 5 years or more.

A provisional license will expire six (6) months from the date on which it was issued. A provisional license may be renewed for one additional 6-month period. A provisional license may be converted to an active license after the licensee obtains current NBCOT certification.

Applications and Fees

Payment must be submitted at time of application. Incomplete applications, or applications received without payment will be returned to the applicant. Fees may be paid by credit card through our website, www.nvot.org, Click to Pay, or by check or money order payable to the “Board of Occupational Therapy”.

REQUIRED DOCUMENTATION AND INFORMATION

Active and Temporary License Applications

- **Completed Application for Licensure** - Applications are required to be notarized, contain original signatures, and a photograph, no less than 2” x 2” must be affixed.
- **Verification of Certification from NBCOT** - Submit form directly to NBCOT with applicable fee. A verification of your certification must be sent directly to the Board office by NBCOT.
- **School Transcripts** - An official transcript, from the school where you received your occupational therapy degree is required. The official transcript may be sent directly from the school or attached in a sealed envelope.
Verification of Licensure in Another State – Submit form directly to regulatory entities of all jurisdictions in which you have held a license in the **previous 5 years**. Verification must be received directly from the regulatory entity.
- **Verification of Employment and Supervision** – Required for COTA applicants only. Completed form must be submitted within 15 days from start of employment in Nevada.

Active License Applications submitted April 1 through June 30

- **Short Form Application for Active License Renewal** – Applicants for licensure submitting requests April through June, may complete the Short Form Application for License Renewal with supporting continuing education documentation and submit with Application for License. A separate payment of the applicable active license renewal fee must accompany the short form application.

Provisional License Applications

- **Completed Application for Licensure** - Applications are required to be notarized, contain original signatures, and a photograph, no less than 2” x 2” must be affixed.
- **NBCOT Confirmation of Examination Registration and Eligibility to Examine** - Submit request directly to NBCOT with applicable fee. NBCOT forms and applicable fees can be obtained from the NBCOT website www.nbcot.org. Confirmation must be sent directly to the Board by NBCOT.
Note: NBCOT Score Report or Verification of Certification is required for conversion to active license.
- **School Transcripts** - An official transcript or, if a new graduate, statement confirming the “applicant has completed all the requirements for graduation from an educational program in occupational therapy” is required. The official transcript or statement of confirmation may be attached in a sealed envelope or may be sent directly from the school.
Note: Official Transcript is required for conversion to active license.
- **Verification of Employment and Supervision** – All provisional licensees are required to be under the supervision of a Nevada licensed occupational therapist. Completed form must be submitted to the Board **within 15 days** from start of employment in Nevada.

WHAT TO EXPECT

- Application Processing Timeline – Please allow 4-6 weeks from date of application for receipt of all required documentation and processing.
- Communication with the Board - Status of license applications can be requested by e-mail or telephone.
- Reciprocity - All applicants must meet Nevada licensure requirements.
- Additional Information - Please contact the Board office for addition information.

LICENSE FEE SCHEDULE

The fee schedule includes a non-refundable processing fee of \$150.00 for initial licenses.

	OTR	COTA
• Active License		
July – September	\$ 400.00	\$ 325.00
October – December	\$ 337.50	\$ 281.25
January – March	\$ 275.00	\$ 237.50
*April – June	\$ 212.50	\$ 193.75
*Annual License Renewal	\$ 175.00	\$ 125.00

- * Applications submitted during the annual renewal period, April through June, should submit a separate payment for the renewal fee with the license application to avoid a lapse in licensure.

	OTR	COTA
• Temporary License	\$300.00	\$250.00
• Provisional License	\$300.00	\$250.00
• Conversion Fee	\$100.00	\$ 75.00