

**Maryland Board of Occupational Therapy Practice**  
**Frequently Asked Questions: Temporary Licensure**

[www.dhmh.maryland.gov/botp](http://www.dhmh.maryland.gov/botp)

**1-Q Who is eligible for a temporary license?**

A. Individuals who have otherwise met all requirements for Maryland licensure, and are registered candidates eligible to take the next scheduled National Board for Certification in Occupational Therapy (NBCOT) exam.

**2-Q Other than the application materials necessary for official licensure, what additional documentation is necessary in order to obtain a temporary license?**

A. Verification of eligibility and registration for the next scheduled NBCOT exam. This documentation must be sent directly from the NBCOT to the MD BD of OT.

**3-Q May I fax application materials to the Maryland Board.**

A. No. Faxed copies and/or photocopied documents are not accepted. All application material must be original.

**4-Q How long will it take to receive a temporary license?**

A. Once all application materials have been received by the MD BD of OT, a temporary license may be issued within five working days.

**5-Q Even though I successfully completed the national exam, and I personally have received a written notification from PES, is it possible that my temporary license could be suspended?**

A. YES

If you do not ensure that verification of the exam results are forwarded from the PES to the MD BD of OT, your temporary license will be suspended. Written notice will be mailed to you that your license is suspended pending receipt of verification of exam results from PES. It could take several weeks for PES to forward your exam results to the MD Board, if you wait until after the exam to initiate this request.

**6-Q If I've received written notice of suspension, but I have successfully completed the NBCOT exam, may I practice occupational therapy while I'm waiting for PES to forward to the MD BD of OT verification of my successful completion of the exam?**

A. No. If your temporary license has been suspended because your exam results were not received by the MD Board, you may not practice occupational therapy in MD until you receive written notice from the MD BD of OT that either your temporary license was reinstated or your official license application was approved. Upon receipt of documentation from PES that you have successfully completed the exam, the MD BD of OT may reinstate your temporary license pending review and approval of your official license by the Maryland Board. Again, this will take several weeks.

Upon receipt of documentation from PES that you have unsuccessfully completed the exam, you may apply for a 2<sup>nd</sup> temporary license.

**7-Q What will happen to my temporary license if I do not take, or do not pass, the national exam?**

A. Your temporary license will be voided. You may apply for a 2<sup>nd</sup> temporary license. You are not licensed to practice in Maryland until you are issued a 2<sup>nd</sup> temporary license.

**8-Q How can I be certain the MD BD of OT will receive verification of my exam results?**

A. You may contact PES. You need not wait until the exam results are published to take this action. Do it as soon as possible.

**Continued on Reverse**

**9-Q How may I obtain a 2<sup>nd</sup> temporary license?**

- A. You may be eligible for a 2<sup>nd</sup> temporary license by submitting:
- An Application Confirmation Notice from NBCOT for the next regularly scheduled exam.
  - Payment of \$50 fee to MD BD of OT for a 2<sup>nd</sup> temporary license.

**10-Q When does my temporary license expire?**

- A. Either, upon written notice that your temporary license is void or suspended as of the effective date on the written notice; OR, upon receipt of your official license from the MD BD of OT.

**11-Q May I practice occupational therapy while I'm waiting to receive a 2<sup>nd</sup> temporary license?**

- A. No. You may not practice occupational therapy in MD without a license.

**12-Q How can I facilitate receipt of my official license?**

- A. After you have registered to take the NBCOT exam, you may verify with the PES that your scores will be reported to MD.

In addition, forward to the MD BD of OT written notice of any address changes.

**13-Q Once I have a temporary license, will I automatically receive an official license?**

- A. No. Approximately 6 weeks following the administration of the NBCOT certification examination, the MD BD of OT receives verification of selected exam candidates and scores from the PES.

If the MD BD of OT receives written verification, from PES, of your successful completion of the exam, your application for official licensure will be reviewed by the Board at its next regularly scheduled meeting. Meetings are scheduled on the 3<sup>rd</sup> Friday of each month.

**14-Q When will I receive my official license?**

- A. If your application is approved by the Board on the 3<sup>rd</sup> Friday of the month in which your exam results are received by the MD BD. Of OT, verification of your official licensure will be mailed to you during the 4<sup>th</sup> week of the month.

**15-Q May I call the Board office and receive my license number over the telephone?**

- A. No. The Board office no longer issues license numbers over the telephone.

**16-Q Can my temporary license be faxed to me?**

- A. No. An original document will be mailed to you. Copies should not be made of this document.

**17-Q What are the supervision guidelines relative to temporary licensure?**

- A. Refer to the regulations manual.

**18-Q Is it necessary to notify the Board if I have a name change?**

- A. Yes. Your application and file will reflect the name in which you originally applied, however, your test results will reflect your new name. To ensure that your test results are accurately processed, it is necessary to notify the Board and include legal proof of the name change.

**19-Q What credential abbreviation may I use as a temporary licensee?**

- A. Temporary Occupational Therapist: **O T/L T**  
Temporary Occupational Therapy Assistant: **O TA/L T**

**CONTACTS:**

MD BD of OT: 410-402-8560 ([www.dhmh.maryland.gov/botp](http://www.dhmh.maryland.gov/botp)) NBCOT: 301-990-7979 PES: 212-367-4340