MARYLAND BOARD OF OCCUPATIONAL THERAPY PRACTICE
Spring Grove Hospital Center ♦ Bland Bryant Building, 4th Floor ♦ 55 Wade Avenue ♦Baltimore, MD 21228
410-402-8560
www.dhmh.maryland.gov/botp

APPLICANT INSTRUCTIONS

PART A

In accordance with Title 10-301 (a) of the Occupational Therapy Practice Act, **you must be licensed by the Board of Occupational Therapy Practice in order to practice occupational therapy in Maryland.** Enclosed are the following materials:

1. **LICENSURE PROCESS** – Leaflet explaining process.

2. **APPLICATION INSTRUCTIONS**

3. **APPLICATION** – Maryland Board of Occupational Therapy application for licensure. This application must be completed in full. Your photograph must be attached with a Notary Seal impressed over a portion of the photograph.

4. **JURISPRUDENCE EXAM** - The applicant applying for a license is required to complete this exam at 100%. The 2 contact hours received can be used for the current renewal period. Return the exam answer sheet and the attestation form with your application.

5. **MORAL CHARACTER** – Two certificates to be completed and returned directly to the Maryland Board (not returned to the applicant). **Persons who complete this form must have observed the applicant's clinical skills, and not be related to the applicant.**

6. **VERIFICATION OF LICENSURE** – These forms must be completed by the Board(s) of Occupational Therapy from all state(s) or country(ies) in which you have been licensed.

7. **VERIFICATION OF CERTIFICATION SAMPLE FORM** from NBCOT. A request must be made to NBCOT for this completed form to be sent to the Maryland Board office.

8. **CONFIRMATION OF EXAMINATION REGISTRATION AND ELIGIBILITY TO EXAMINE NOTICE SAMPLE FORM** from the NBCOT. A request must be made to NBCOT for this form to be sent to the Maryland Board office.

9. **TEMPORARY LICENSURE** – Answers to frequently asked questions.

10. **PRACTICE ACT/REGULATIONS MANUAL** – A manual for your reference while practicing occupational therapy in Maryland.

11. **RETURN ENVELOPE** – Use for forwarding application materials to the Board.

12. **APPLICANT'S CHECKLIST**

13. **CONTINUING COMPETENCY REQUIREMENTS** – A Continuing Competency Requirement Compliance Report is enclosed for recording your 24 hours of continuing competency activities, if applicable. Documentation requirements are listed in the Reference Guide.

14. **BOARD SURVEY**

PART B

LICENSURE CANDIDATES PREVIOUSLY NBCOT CERTIFIED

All certified applicants must submit items 3, 4, 5, 6, and 7 from PART A and the following:

1. Two self-addressed mailing labels.
2. Personal check or money order, in the amount of $200.00 must accompany applications, made payable to:
   MBOT
   Spring Grove Hospital Center, Bland Bryant Building, 4th Floor
   55 Wade Avenue
   Baltimore, MD 21228

PART C

LICENSURE CANDIDATES PENDING NBCOT CERTIFICATION

All examination candidates must submit items 3, 4, 5, 6 and 8 from PART A and the following:

1. Two self-addressed mailing labels.
2. Personal check or money order, in the amount of $200.00 must accompany application made payable to:
   MBOT
   Spring Grove Hospital Center, Bland Bryant Building, 4th Floor
   55 Wade Avenue
   Baltimore, MD 21228
3. Upon completion of the Certification Examination, the examination result must be sent directly from the testing agency to the Maryland Board Office. (These arrangements may be made when registering for the NBCOT examination.)

PART D

APPLICANT INFORMATION

Once all information is received in the Maryland Board Office, processing of the application for official licensure averages 30 days. It is the responsibility of the applicant to monitor the status of the application.

Upon successful completion of the certification exam and receipt of the results by the Maryland Board of OT, a temporary license is valid until the official license is issued.

Upon unsuccessful completion of the certification exam, a second temporary license may be issued. The applicant may contact the Board of Office for assistance.

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