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# Rules of Department of Economic Development

## Division 205—Missouri Board of Occupational Therapy Chapter 3—Licensure Requirements

Title	Page
4 CSR 205-3.010 Application for Licensure as an Occupational Therapist .....	3
4 CSR 205-3.020 Application for Licensure as an Occupational Therapy Assistant .....	3
4 CSR 205-3.030 Application for Limited Permit .....	3
4 CSR 205-3.040 License Renewal .....	4
4 CSR 205-3.050 Inactive Status .....	4
4 CSR 205-3.060 Reinstatement.....	4
4 CSR 205-3.070 Titles .....	5



**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 205—Missouri Board of  
Occupational Therapy  
Chapter 3—Licensure Requirements**

**4 CSR 205-3.010 Application for Licensure  
as an Occupational Therapist**

*PURPOSE:* This rule outlines the procedure for application for licensure as an occupational therapist.

(1) Application for licensure shall be submitted on the forms provided by the board. A limited permit holder may submit an addendum to his/her original application on forms provided by the board. Forms may be obtained by contacting the Missouri Board of Occupational Therapy.

(2) An application is not considered officially filed with the board until it has been determined by the board or division staff to be complete. Application forms provided by the board must be completed, signed, notarized and accompanied by the application fee. All information should be received by the board within ninety (90) days of the date of the application.

(3) The applicant shall request that the certifying entity approved by the division send a letter directly to the board verifying the applicant's certification from the certifying entity. The applicant is responsible for the payment of any fees required by the certifying entity for the issuance of a verification letter.

(4) The applicant shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit is held or has ever been held submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued; the number; status; issue and expiration dates; information regarding any disciplinary action; method of licensure, registration or certification; the name and title of person verifying information; the date; and the entity's seal.

(5) Applicants who are approved for licensure will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee.

*AUTHORITY:* sections 324.050, 324.056, 324.065, 324.068, 324.071, RSMo 2000 and 324.086, RSMo Supp. 2001.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998.

*Amended:* Filed Nov. 30, 2001, effective June 30, 2002.

\*Original authority: 324.050, RSMo 1997, amended 1999; 324.056, RSMo 1997, amended 1999; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.071, RSMo 1997, amended 1999; and 324.086, RSMo 1997, amended 1999, 2001.

**4 CSR 205-3.020 Application for Licensure  
as an Occupational Therapy Assistant**

*PURPOSE:* This rule outlines the procedure for application for licensure as an occupational therapy assistant.

(1) Application for licensure shall be submitted on the forms provided by the board. A limited permit holder may submit an addendum to his/her original application on forms provided by the board. Forms may be obtained by contacting the Missouri Board of Occupational Therapy.

(2) An application is not considered officially filed with the board until it has been determined by the board or division staff to be complete. Applications submitted on the forms provided by the board must be completed, signed, notarized and accompanied by the application fee.

(3) The applicant shall request that the certifying entity approved by the division send a letter directly to the board verifying the applicant's certification from the certifying entity. The applicant is responsible for the payment of any fees required by the certifying entity for the issuance of a verification letter.

(4) The applicant shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit is held or has ever been held submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued; the number; status; issue and expiration dates; information regarding any disciplinary action; method of licensure, registration or certification; the name and title of person verifying information; the date; and the entity's seal.

(5) Applicants who are approved for licensure will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee.

*AUTHORITY:* sections 324.050, 324.056, 324.065, 324.068, 324.071, RSMo 2000 and 324.086, RSMo Supp. 2001.\* Original rule

filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed Nov. 30, 2001, effective June 30, 2002.

\*Original authority: 324.050, RSMo 1997, amended 1999; 324.056, RSMo 1997, amended 1999; 324.065, RSMo 1997; 324.068, RSMo 1997; and 324.086, RSMo 1997, amended 1999, 2001.

**4 CSR 205-3.030 Application for Limited  
Permit**

*PURPOSE:* This rule outlines the procedure for application for a limited permit.

(1) Application for an occupational therapist limited permit and/or occupational therapy assistant limited permit shall be submitted on the forms provided by the board and may be obtained by contacting the Missouri Board of Occupational Therapy.

(2) An application for an occupational therapist limited permit and/or occupational therapy assistant limited permit is not considered officially filed with the board until it has been determined by the board or division staff to be complete. Applications submitted on the forms provided by the board must be completed, signed, notarized and accompanied by the application fee.

(3) The applicant shall request and submit to the board written verification from the certifying entity of the applicant's completion of the requirements and eligibility to sit for the applicant's first available certification examination as determined by the certifying entity. The applicant is responsible for the payment of any fee required by the certifying entity for verification.

(4) The applicant shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit is held or has ever been held submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued; the number; status; issue and expiration dates; information regarding any disciplinary action; method of licensure, registration or certification; the name and title of person verifying information; the date; and the entity's seal.

(5) Applicants who are approved will receive one (1) limited permit. Duplicate limited permits may be provided upon payment of the appropriate fee.



(6) Prior to sitting for an examination for certification the limited permit holder shall request that the certifying entity or its designee send the results of the limited permit holder's examination to the board.

(7) The limited permit will be valid for eight (8) weeks from the date of the applicant's first available examination. If the limited permit holder successfully completes the examination with a passing score, the limited permit will be extended for an additional sixty (60) days during which time the limited permit holder may apply for a license.

(8) Only those individuals who did not successfully complete their first available examination may renew their limited permit. The limited permit may be renewed only once using the form provided by the board. A renewed limited permit will be valid for eight (8) weeks from the date of the limited permit holder's second available examination. If the limited permit holder successfully completes the second available examination with a passing score, the limited permit will be extended for an additional sixty (60) days during which time the limited permit holder may apply for a license.

(9) Failure of the limited permit holder to pass the second available examination renders the limited permit void and the limited permit holder shall return the limited permit to the board within fourteen (14) days.

*AUTHORITY: sections 324.050, 324.056, 324.065, 324.068 and 324.077, RSMo 2000 and 324.086, RSMo Supp. 2001.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed June 1, 2000, effective Nov. 30, 2000. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

*\*Original authority: 324.050, RSMo 1997, amended 1999; 324.056, RSMo 1997, amended 1999; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.077, RSMo 1997 and 324.086, RSMo 1997, amended 1999, 2001.*

#### 4 CSR 205-3.040 License Renewal

*PURPOSE: This rule outlines the process of renewing a license to practice as an occupational therapist and occupational therapy assistant.*

(1) All licenses including those on inactive status shall be renewed biennially. Failure of a licensee to renew the license shall cause the license to lapse. Failure to receive notice shall not relieve the licensee of the obligation to renew and pay the required fee prior to the

expiration date. Renewals shall be post-marked no later than the expiration date of the license to avoid the late penalty fee. Deposit of the renewal fee by the division does not constitute acceptance of the renewal application.

(2) Each occupational therapist and occupational therapy assistant shall provide the board with a completed renewal form issued by the division that shall contain—

- (A) The licensee's residential address;
- (B) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence or the entering of a plea of *nolo contendere* for any violation of any laws of a state or the United States, other than a traffic violation;
- (C) Details regarding any addiction to or repetitive abuse of any drug or chemical substance including alcohol within the past five (5) years;

(D) Information regarding being currently treated or in the past five (5) years having been treated through a drug or alcohol rehabilitation program;

(E) Details regarding any restriction or discipline for unethical behavior or unprofessional conduct;

(F) Details regarding a professional license, certification, registration, permit or an application in any state, United States territory, province, or country being denied, reprimanded, suspended, restricted, revoked or otherwise disciplined, curtailed or voluntarily surrendered under threat of investigation or disciplinary action;

(G) Details regarding any pending complaints before any regulatory board or agency; and

(H) Verification of completion of the required continuing competency credits pursuant to rules promulgated by the board.

(3) Each licensee shall notify the board in writing within thirty (30) days of any change relating to the information requested on the renewal form.

(4) Applicants who are approved for renewal will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee.

*AUTHORITY: sections 324.050, 324.056, 324.065, 324.068 and 324.080, RSMo 2000 and 324.086 and 620.010.14, RSMo Supp. 2001.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed June 1, 2000, effective Nov. 30, 2000. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

*\*Original authority: 324.050, RSMo 1997, amended 1999; 324.056, RSMo 1997, amended 1999; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.080 RSMo 1997; 324.086, RSMo 1997, amended 1999, 2001 and 620.010.14, RSMo 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995, 1999, 2001.*

#### 4 CSR 205-3.050 Inactive Status

*PURPOSE: This rule outlines the process for requesting inactive status as an occupational therapist or an occupational therapy assistant.*

(1) A licensee may request in writing that his/her license be placed on inactive status. The licensee shall not practice as an occupational therapist or an occupational therapy assistant in the state of Missouri while the license is on inactive status. The licensee shall not hold himself or herself out as an occupational therapist or occupational therapy assistant and must renew the license and maintain continued competency requirements pursuant to the rules promulgated by the division in collaboration with the board.

(2) If an individual with a license on inactive status wishes to return a license to active status prior to the renewal time, the individual shall complete a license renewal form and pay the renewal fee. In addition, the license shall provide evidence of completion of at least twenty-four (24) approved continuing competency credits within the preceding two (2) years.

(3) Applicants who are approved for inactive status renewal will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee.

*AUTHORITY: sections 324.050, 324.065, 324.068 and 324.080, RSMo 2000 and 324.086, RSMo Supp. 2001.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

*\*Original authority: 324.050, RSMo 1997, amended 1999; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.080, RSMo 1997; 324.086, RSMo 1997, amended 1999, 2001.*

#### 4 CSR 205-3.060 Reinstatement

*PURPOSE: This rule outlines the process for reinstating a license to practice as an occupational therapist or an occupational therapy assistant.*

(1) Failure of a licensee to renew a license before the expiration of the license will cause



the license to lapse. Within two (2) years of the expiration date, the licensee may submit payment of the renewal fee, late renewal penalty and provide the board with a completed renewal form which shall contain—

- (A) The licensee's residential address;
- (B) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence or the entering of a plea of *nolo contendere* for any violation of any laws of a state or the United States, other than a traffic violation;
- (C) Details regarding any addiction to or repetitive abuse of any drug or chemical substance including alcohol within the past five (5) years;
- (D) Information regarding being currently treated or within the past five (5) years having been treated through a drug or alcohol rehabilitation program;
- (E) Details regarding being a party in a civil suit other than divorce, custody matters, or bankruptcy;
- (F) Details regarding any restriction or discipline for unethical behavior or unprofessional conduct;
- (G) Details regarding a professional license, certification, registration, permit or an application in any state, United States territory, province, or country being denied, reprimanded, suspended, restricted, revoked or otherwise disciplined, curtailed or voluntarily surrendered under threat of investigation or disciplinary action; and
- (H) Verification of completion of the required twenty-four (24) continuing competency credits within the preceding two (2) years.

(2) A licensee who fails to restore a license for a period of more than two (2) years after the expiration of the license shall reapply for licensure under regulations in effect at the time of reapplication.

*AUTHORITY: sections 324.050, 324.065, 324.068 and 324.080, RSMo 2000 and 324.086, RSMo Supp. 2001.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

*\*Original authority: 324.050, RSMo 1997, amended 1999; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.080, RSMo 1997; 324.086, RSMo 1997, amended 1999, 2001.*

#### 4 CSR 205-3.070 Titles

*PURPOSE: This rule establishes the required titles for occupational therapists and occupational therapy assistants licensed by the board and limited permit holders.*

(1) Individuals licensed in Missouri as occupational therapists must use one of the following titles:

- (A) OT/L; or
- (B) OTR/L.

(2) Individuals licensed in Missouri as occupational therapy assistants must use one of the following titles:

- (A) OTA/L; or
- (B) COTA/L.

(3) The above titles shall be reserved for individuals properly licensed by the board.

(4) Individuals who hold a limited permit as an occupational therapist in Missouri must use the following title:

- (A) OT Limited Permit.

(5) Individuals who hold a limited permit as an occupational therapy assistant in Missouri must use the following title:

- (A) OTA Limited Permit.

*AUTHORITY: section 324.065, RSMo Supp. 1997.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998.*

*\*Original authority: 324.065, RSMo 1997.*