## Rules of
Department of Economic Development
Division 205—Missouri Board of Occupational Therapy
Chapter 3—Licensure Requirements

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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.


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.


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 his/her academic institution or 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.
(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; and
(G) Details regarding any pending complaints before any regulatory board or agency.

(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.

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; and

(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.

(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.


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.
