



New Mexico Regulation and Licensing Department
BOARDS AND COMMISSIONS DIVISION
Board of Examiners for Occupational Therapy
 Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
 (505) 476-4940 ▪ Fax (505) 476-4645 ▪ www.rld.state.nm.us/occupationaltherapy

OT/OTA APPLICATION COMPLETION CHECKLIST

Use the following checklist to determine documents needed for obtaining an OT or OTA license in New Mexico. Upon receipt of your application, a copy of this checklist will be returned to you with any missing items highlighted.

- If you **recently graduated** and have not been licensed in any state, refer to requirements 1-5.
- If you **have been licensed in New Mexico** and are reapplying, refer to requirements 1-6 and “Reinstatement of Licensure”.
- If you **have been licensed in another state**, refer to requirements 1-6.

License Type

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> OT | <input type="checkbox"/> OT Provisional | <input type="checkbox"/> New Graduate |
| <input type="checkbox"/> New Graduate | <input type="checkbox"/> OTA | <input type="checkbox"/> OTA Provisional |

1. Paid Fees
- | | |
|---|---------------------------------------|
| September 1 thru May 31 | June 1 thru August 31 |
| OT = \$110 + \$10 (Juris Exam) = \$120 | OT = \$60 + \$10 (Juris Exam) = \$70 |
| OTA = \$100 + \$10 (Juris Exam) = \$110 | OTA = \$50 + \$10 (Juris Exam) = \$60 |
| OT Provisional Permit = \$25 | OTA Provisional Permit = \$25.00 |

2. Application, completed, signed, and notarized
3. Photograph taken within six months. Scanned or computer-generated must be printed on photo quality paper.
4. Jurisprudence Exam: 80% or higher to pass
5. Verification of NBCOT registration or certification may be provided in **any** of the following ways:
- 5a. Verification of NBCOT registration or certification that the applicant is active and in good standing, which must be received by the Board directly from NBCOT.

OR

- 5 b 1. Verification of **initial** certification, which must be received by the Board directly from NBCOT

AND

- 5 b 2. Verification from each state in which the applicant has been licensed, which must be received directly from the state where currently **and** previously licensed.

 State State State State State

New Graduates Only

- 5 c. Exam Scores (passing grade as determined by NBCOT). If already registered or certified at the time of application, this is included in the Verification of NBCOT registration/certification referenced in #5 above.

Board of Examiners for Occupational Therapy

Form Name

6. Verification of Employment (*ONLY required for applicants who practiced in states that do not require licensure*) shall be received by the Board directly from the applicant's previous employers on the verification of employment form provided by the Board.

OTA's ONLY

Supervision Form, signed. The statement of supervision **MUST** be filed with the Board within ten (10) work days of employment.

Supervision Log. A copy must be submitted **PRIOR** to full licensure **IF** the OTA has been practicing on a Provisional Permit.

PROVISIONAL PERMITS

All of the applicable requirements in items 1-5 above must be met and applicant **MUST** have applied for the NBCOT exam in order to be eligible for a provisional permit. Applicant **MUST** practice under the supervision of a licensed OT. Term of permit is a maximum of six months. Failure to sit for the NBCOT exam within six months voids the permit and failure to pass the NBCOT automatically voids the permit.

Confirmation of Exam Registration from NBCOT

Provisional Permit Supervisory Form

LICENSURE BY ENDORSEMENT

All of the applicable requirements in items 1-6 above must be met.

EXPIRED LICENSE OR NON-PRACTICE

For validation of competency for applicants who have not practiced since his or her graduation from an occupational therapy program or who have not practiced as an OT or OTA for a period of more than three (3) years, full licensure requires that **all** of the applicable requirements in items 1-6 above must be met, **PLUS** the following.

Twenty (20) continuing education contact hours for each year the applicant was not practicing as an OT or OTA (course work to be pre-approved by the Board)

The Board may require the applicant to provide or demonstrate additional evidence of his or her competency to practice (e.g., passage of the NBCOT exam, AOTA courses, university sponsored courses, supervision or mentorship).

INACTIVE LICENSE

A license in good standing may be transferred to inactive status upon written request to the Board; *such request shall be made **PRIOR** to the expiration of the license.* [NMAC 16.15.2.15]

REACTIVATION FROM INACTIVE STATUS

Renewal Form, current year renewal form completed

Payment of the annual renewal fee for the year in which the licensee wishes to reactivate. OT fee is \$70. OTA fee is \$50.

Twenty (20) continuing education contact hours for year of inactive status

Jurisprudence Exam: 80% or higher to pass

Board of Examiners for Occupational Therapy

Form Name

Verification of Employment (ONLY required by licensees that have practiced outside NM while on inactive status).

For licenses that have been on New Mexico inactive status for five (5) years:

Additional proof of competency, as requested and prescribed by the Board, will be required after five (5) years of an inactive license.

REINSTATEMENT OF LICENSURE

Lapsed for LESS than one year:

- Completion of renewal form
- Payment of late fee PLUS renewal fee: \$170 for OT or \$150 for OTA
- Proof of required continuing education contact hours
- Jurisprudence Exam: 80% or higher to pass

Lapsed for MORE than one year where there is evidence of continued practice with an unrestricted licensed in another state:

- Completion of the application
- Payment of application fee PLUS current year renewal fee: \$180 for OT or \$150 for OTA
- 20 continuing education contact hours for each year of the lapsed New Mexico license
- Jurisprudence Exam: 80% or higher to pass
- Verification of employment must be received by the Board directly from the applicant's previous employers on the verification of employment form provided by the Board
- Verification of all CURRENT licenses from other states in which the applicant is licensed. These may be received via regular mail, electronic mail, or fax and must be signed and dated by an official of the agency licensing the applicant.

State State State State State