

**Occupational Therapy Board**  
**Frequently Asked Questions**

**Q. How can I contact the Board office?**

A. Email address: [st-occupational@pa.gov](mailto:st-occupational@pa.gov).  
Phone number: 717-783-1389  
Fax number: 717-787-7769  
Mailing address: State Board of Occupational Therapy  
PO Box 2649  
Harrisburg, PA 17105-2649

**Q. What is the State Board of Occupational Therapy's website?**

A. The website is [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy).

**Q. Where can I find the rules and regulations governing occupational therapy in Pennsylvania?**

A. The Law and Regulations are posted on the board's website at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy).

**Q. Where can I apply for licensure?**

A. You can apply online at [www.pals.pa.gov](http://www.pals.pa.gov).

**Q. What do I need to submit with my application?**

A. You can find the application checklist at [www.pals.pa.gov](http://www.pals.pa.gov). The checklist will provide detailed information on all the documentation that is required to be submitted.

**Q. How long will it take for the licensure process?**

A. It depends on the volume of mail that we receive and whether or not all your documents arrived from all third-party sources. On average, it can take from 4-6 weeks for an initial review of your application. All applications are processed in date received order.

**Q: Must I maintain NBCOT certification in order to renew my occupational therapist/occupational therapy assistant license?**

A: No. Applicants must demonstrate passing the NBCOT certification examination for initial licensure, but maintenance of certification is not necessary for renewal.

**Q: What is the contact information for NBCOT?**

A: The phone number is (301) 990-7979.  
The website is [www.nbcot.org](http://www.nbcot.org).

The email address is [infor@nbcot.org](mailto:infor@nbcot.org).

**Q: What happens if I fail the NBCOT exam?**

A: If the Board receives notification of your first exam failure you are still eligible for a temporary license. However, the regulations require applicants to sit for the next available exam and the Board must receive Confirmation of Examination Registration and Eligibility to Examine directly from NBCOT within 90 days of your first exam failure.

If the Board receives notification of a second exam failure you are no longer eligible for a temporary license and the license will be expired and must be returned to the Board office.

**Q: My license has been in an expired, or inactive status for an extended period of time. Will this make it more difficult to reactive my license??**

A: A licensee, whose license has been on inactive/expired status for 4 years or more and the licensee has not practiced in another state in the last 4 years, the licensee shall pass the licensure examination as outlined in the regulations at section 42.16(i).

**Q: What are the continued competency requirements for Occupational Therapist?**

A: An occupational therapist shall complete a minimum of 24 contact hours of continued competency in each biennial period. Please refer to the regulations found at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy) for the details of the continued competency requirements and acceptable activities. The 2 hours of mandated child abuse recognition and reporting under Act 31 can be part of the 24 contact hours.

The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for renewal of a license shall be required to complete **2 hours** of Board-approved training in child abuse recognition and reporting requirements as a condition of renewal. Please review the Board website for further information on approved CE providers. [Child Abuse Continuing Education Providers Information can be found at www.dos.pa.gov](http://www.dos.pa.gov). Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. All child abuse courses must be taken through one of the approved providers.

**Q: What are the continued competency requirements for Occupational Therapy Assistants?**

A: Beginning with the July 1, 2019 - June 30, 2021 biennium, an occupational therapy assistant shall complete a minimum of 24 contact hours in each biennial period.

Please refer to the regulations found at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy) for the details of the continued competency requirements and acceptable activities. The 2 hours of mandated child abuse recognition and reporting under Act 31 can be part of the 24 contact hours.

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**Q. Where will I find information regarding professional liability insurance requirements?**

A. All occupational therapists shall obtain and maintain professional liability insurance as specified in the Law, Section 8 (5) at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy). This applies to temporary occupational therapists as well. It does not apply to occupational therapy assistants.

**Q. What is the minimum level of insurance coverage required?**

A. The level of professional liability insurance coverage shall be in the minimum amount of \$1,000,000 per occurrence or claims made.

**Q. When do I need to take the Child Abuse continuing education?**

A. The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for issuance of an initial license shall be required to complete **3 hours** of DHS-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please review the Board website for further information on approved CE providers. [Child Abuse Continuing Education Providers Information can be found here](http://www.dos.pa.gov). Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. The child abuse courses must be taken by one of the approved providers.