



# APPLICATION FOR ANNUAL LICENSE RENEWAL TO PRACTICE OCCUPATIONAL THERAPY IN THE STATE OF NORTH CAROLINA

**Mailing Address: NCBOT, P. O. Box 2280, Raleigh, NC 27602**

Applications must be typed or printed in ink and submitted with a \$50.00 non-refundable check made payable to NCBOT and a Continuing Competence Activity Record if you are completing your application on paper.  
***Incomplete or partial applications will be returned.***

**NORTH CAROLINA LICENSE NUMBER \_\_\_\_\_,  OT/L  OTA/L**

## PERSONAL INFORMATION:

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle/Maiden \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Social Security # XXX-XX-\_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

## WHERE DO YOU WORK IN NORTH CAROLINA?:

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

### DOES THIS REFLECT:

Name Change? \_\_\_\_\_ Yes  
\*See back page for acceptable documentation for name change\*

Address Change? \_\_\_\_\_ Yes

Employment Change? \_\_\_\_\_ Yes

### DATE OF CHANGE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OT EDUCATION INFORMATION:

Data in this section is used by the Cecil G. Sheps Center for Health Services Research for use in the NC Health Professions Data Book

University/College: \_\_\_\_\_ State: \_\_\_\_\_

OT Degree Earned:  Doctoral  Masters  Bachelors  Associates  Other

Year Graduated: \_\_\_\_\_

## EMPLOYMENT INFORMATION:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Full-time in OT Field                        | <input type="checkbox"/> Employed in other field/do NOT plan to return to OT | <input type="checkbox"/> Unemployed/NOT seeking employment in any field |
| <input type="checkbox"/> Part-time in OT Field                        | <input type="checkbox"/> Unemployed/seeking employment in OT field           | <input type="checkbox"/> Retired  |
| <input type="checkbox"/> Employed in other field/plan to return to OT |  | <input type="checkbox"/> Other  |

## PRACTICE SETTING (Choose only one):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic                     | <input type="checkbox"/> Freestanding Outpatient Clinic | <input type="checkbox"/> Research      |
| <input type="checkbox"/> Administration               | <input type="checkbox"/> Home Health                    | <input type="checkbox"/> School System |
| <input type="checkbox"/> Hospital (non-mental health) | <input type="checkbox"/> Mental Health                  | <input type="checkbox"/> Traveler      |
| <input type="checkbox"/> Long-Term Care/ALF/SNF       | <input type="checkbox"/> Private Practice               | <input type="checkbox"/> Other _____   |

**CONTINUED ON BACK**

**PRACTICE SPECIALTY** (Choose only one):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Acute Care                 | <input type="checkbox"/> Hand Rehab                 | <input type="checkbox"/> Sensory Integration |
| <input type="checkbox"/> Administration             | <input type="checkbox"/> Home Health                | <input type="checkbox"/> Technology          |
| <input type="checkbox"/> Developmental Disabilities | <input type="checkbox"/> Pediatrics                 | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> Education                  | <input type="checkbox"/> Physical Disabilities      |  |
| <input type="checkbox"/> Geriatric                  | <input type="checkbox"/> Schools/Early Intervention |  |

**HOURS REGULARLY WORKED PER WEEK:**  Not Employed  20 or less  Between 21 – 39  40 or more

**RACE/ETHNICITY** (Optional/For Statistical Purposes Only):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> African-American/Non-Hispanic  | <input type="checkbox"/> Hispanic           | <input type="checkbox"/> Other (Specify: _____) |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Multiracial        |   |
| <input type="checkbox"/> Asian/Pacific Islander         | <input type="checkbox"/> White/Non-Hispanic |   |

**DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_

**IF YOU ANSWER "YES" TO ANY QUESTION BELOW, A DETAILED LETTER OF EXPLANATION ALONG WITH THE DOCUMENTATION INDICATED AFTER EACH QUESTION MUST BE SUBMITTED.** (This information is not shared with the Sheps Center for Health Services Research.)

1. Since the last renewal of your license have you been convicted or plead guilty or no contest to a felony or any crime, such as fraud, that involves moral turpitude? **If so, request a criminal records check be sent by the appropriate entity directly to the Board.**  Yes  No
2. Since the last renewal of your license have you had a license denied, restricted or disciplined by any other licensing board or national certifying body? **If so, send a request to the board/body where your disciplinary action occurred for a copy of the decision to be sent directly to the Board.**  Yes  No
3. Since the last renewal of your license have you had any involvement in a civil lawsuit arising out of or related to your practice of occupational therapy? **If so, send details of the civil lawsuit to the Board.**  Yes  No
4. Do you currently have, or since the last renewal of your license have you had, any mental, emotional, and/or physical disease or condition, including alcohol or other substance abuse, that may presently interfere with your ability to competently and safely perform the essential functions involved in the practice of the profession?  Yes  No
5. Since the last renewal of your license have you been addicted to, or used in excess, any drug chemical substance, including alcohol, or been treated for a drug or alcohol addiction or participated in a rehabilitation program?  Yes  No

I hereby affirm that I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against by North Carolina license. I also affirm that I have read and comply with the North Carolina Occupational Therapy Practice Act and Rules of the Board. **Unsigned applications are incomplete and will be returned. In order for this renewal to be considered "on time" all required forms and fees must be complete and postmarked by June 30. Licenses are not considered renewed until processed by the Board office.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Occupational Therapy Assistants** must provide a signature from at least one of their supervising occupational therapists. (No OT supervisor signature is required if you are not employed as an OTA.)

***I certify that I am providing supervision for the above-named Occupational Therapy Assistant***

Signature of Supervising OT/L \_\_\_\_\_ License # \_\_\_\_\_

Phone # of Supervising OT/L (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

\*Acceptable documentation for a name change includes photocopy of marriage license or court documents relating to divorce or legal change of name. Copy of Drivers license or Social Security card is not acceptable.

**Please note: Licenses not renewed by June 30 are expired.** There is no "inactive status." Your license is either current or expired. If you choose to renew your license within 24 months of the expiration date, **you will still be required to complete the continuing competency requirements and pay the renewal fees** for the period of time your license was not current, along with any applicable late fee.