

S. C. BOARD OF OCCUPATIONAL THERAPY

P. O. Box 11329, Columbia, SC 29211-1329

(803) 896-4683

<http://www.llr.state.sc.us/pol/occupationaltherapy>

INSTRUCTIONS FOR APPLICATION BY EXAMINATION

Applications are incomplete without all the required documents and the applicable non-refundable fee. Application must be completed within **one year**. The application is considered incomplete if any questions are left unanswered. If requirements for licensure have not been completed within one year, the application becomes void and the all credentials to include an application and fee must be resubmitted.

ALL DOCUMENTS MUST HAVE ORIGINAL SIGNATURES. FAXES ARE NOT ACCEPTABLE.

- 1) Signed and notarized, original application with all sections completed by applicant
- 2) **Check or money order, payable to SCBOT, for the non-refundable fee:** A \$30.00 fee will be charged for checks returned for insufficient funds. No cash is accepted.

OT Application/License fee:	\$135.00
OTA Application/License fee:	\$115.00
- 3) **Copy of legal document**, if applicable, indicating change of name (marriage license, divorce decree, or affidavit of name change): The copy does not have to be certified but must be legible
- 4) **Jurisprudence Exam:** The exam tests the applicant's knowledge of the SC Occupational Therapy Practice Act and Regulations. Applicants must have a passing score of 70%. Upon receipt of all required documents the applicant will be mailed or emailed a letter with an ID # and Password, and instructions on taking the required exam.
- 5) **NBCOT exam scores:** Must be mailed directly to the Board office from National Board of Certification in Occupational Therapy (NBCOT). If a score transfer to South Carolina is not requested when application is submitted to take the NBCOT exam, applicant must request an official score report be sent the board will not accept copies from the applicants. Please contact National Board for Certification in Occupational Therapy, 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150. NBCOT's telephone number is (301) 990-7979.
- 6) If six (6) months or longer since the applicant has taken and passed the exam verification of a current NBCOT certification status is **required in lieu of the exam scores**. The certification **MUST** be mailed directly to Board office from NBCOT (copies not acceptable). Contact National Board for Certification in Occupational Therapy, 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150. The telephone number for NBCOT is (301) 990-7979.
<http://www.nbcot.org/certificant-services-official-score-transfer>