

### VCVC Review Process

Once your application has been submitted it will go through the NBCOT review process.

#### **There are three steps:**

1. Once the VCVC application and associated documentation has been received, NBCOT will verify that all required components have been submitted – the application form, English Language Proficiency scores, school transcripts, verification of fieldwork experience, license verification, employment information, application fee, signed passport-sized photo.
2. NBCOT ensures that the documents are original, authentic, and have been sent directly from the primary source. Any documents that appear to be falsified will be rejected, and will result in closure of the applicant's VCVC file.
3. NBCOT reviews all materials to ensure that the VCVC applicant meets the criteria established for occupational therapists in the United States.

When all these requirements and criteria are met, the application is approved.

Submitting falsified or altered documents from an applicant, or on their behalf by a third party, will result in an applicant's VCVC file being closed permanently. Due to the serious nature of falsifying official documents, it is the responsibility of NBCOT to notify the appropriate state, local, and federal agencies when receiving altered documents.

If the application review process is not complete within one year of NBCOT receiving the application payment, the file will become inactive. The applicant will be notified of inactive status and will receive instructions on how to reactivate the file. The request for reactivation of the file must be made in writing and include the reactivation fee. Any VCVC application file that is held at NBCOT for more than five years without activity will be terminated.

### **Processing Time**

Once the application is approved, the certificate will be issued within 10 business days.

However, if during the review process it is determined that additional information is needed, the review process will be delayed until all information has been received. These cases may take several weeks to months to complete.

### **Notification of the Decision**

Upon approval, the applicant will receive an original Visa Credential Verification Certificate, via mail, at the address provided on the application. The certificate is valid for five years from the date issued.

If the application is denied, the applicant will be notified in writing at the address provided on the application. The letter will state the deficiency that led to NBCOT's decision. The applicant will also be provided with suggestions for correcting the deficiency.

### **Appealing the Decision**

If the application is denied by NBCOT, the applicant has the right to appeal the decision. The appeal must be made in writing and should include a detailed explanation and all pertinent information supporting the applicant's reason for appeal.

The appeal letter must be:

1. Postmarked no later than sixty (60) days after having received the denial letter from NBCOT;
2. Sent via traceable mail/delivery-signature of receipt required (e.g., certified mail) to: NBCOT, Inc. Attn: President/Chief Executive Officer, 12 S. Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150.