

Renewing your VCVC

You must renew your VCVC certificate every five (5) years if you have not obtained a permanent visa or become a U.S. citizen.

Renewal Requirements

1. Submit a completed [VCVC renewal application](#)

- The appropriate fees must accompany the completed application.
- A signed passport-sized photo must be included
- If your name is now different than when you received your VCVC, you must submit, with this application, two forms of documentation that reflect the new name. One must be a government-issued photo ID (drivers license, State-issued ID, or passport); the other document must reflect your legal name change (marriage certificate, divorce decree, or court order). An affidavit is not acceptable. These documents must be submitted in English. If the official document is not in English, you must submit a copy of the original document along with an official translation.
- If applicable, proof of power of attorney must be included.

2. Take and pass English Language Proficiency Exams

- **Only required if during the past five (5) years, you have not resided in the U.S. for three (3) consecutive years or longer**
- Exception: Certificate holders who graduated from an occupational therapy program in any of the following countries are not required to meet the English testing requirement: Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, and the United States.

3. Request completion of the [Verification of OT License, Registration, Certification or Other Form of Official Government Recognition Form](#)

- Complete the Applicant Section of the form, and forward the Verification form to all government authorities where you have held a license, registration or certification, since receiving your VCVC. The completed form must be submitted to NBCOT directly from the government entity.
- Official government websites are considered “primary source” verification. If an agency’s website has your licensure history available and includes the required information (beginning/ending dates, verification that the license was clear with no action taken against it), you may print out the verification and submit a copy with your VCVC Renewal Application. This verification would replace the required Verification form from that government agency.