

Verification of Certification

Interested parties can verify an individual's Occupational Therapist Registered (OTR) or Certified Occupational Therapist Assistant (COTA) status by requesting a NBCOT Certification Verification Letter.

This certification information is reported on letterhead and carries the NBCOT official stamp. The letter is mailed directly from NBCOT to the addressee (e.g., employer, regulatory entity). The fee for this service is \$35

[Letter Verification of Certification Request Form \(online form - allow 10-15 business days for processing\)](#)

[Letter Verification of Certification Request Form \(paper form - allow 30-45 business days for processing\)](#)

We do not provide verbal/e-mail verifications to employers or other parties. However, for **employment agencies** only, we will verify a certificant's status by facsimile. Payment may be made by personal check, money order, or credit card (Visa or MasterCard only). There is a \$35 fee for any returned check. Requests submitted without the required fee will be returned. Please allow three weeks for processing.

[Online eVerifications for Employers](#) (online form - allow 2 days for processing)

(*Please note this is a secure site. Credit card info is not retained after processing*)

Fax Verification Request Form (paper form - allow 3 days for processing)

Fax Verification/eVerifications Request forms are to be used by employment agencies only! Fax verification is used to check certificant status only. This is not the Official Verification Request Form for Licensure to State Boards.