

### **National Board for Certification in Occupational Therapy, INC. (NBCOT)**

12 South Summit Avenue  
Suite 100  
Gaithersburg, MD 20877  
(301) 990-7979  
Fax (301) 869-8492

### **To Request a Name Change to Your Certification Record**

Mail a photocopy of one of the following current valid government-issued IDs that records your current legal name: Driver's license, state-issued ID, passport - along with the completed Name Change Request Form to:

NBCOT  
12 S. Summit Avenue, Suite 100  
Gaithersburg, MD 20877  
Attn: Name Change Request

NBCOT will inform you in writing that it has made the change. Please allow 3 to 4 weeks for processing.

### **To Request An Address Change**

Mail, fax (301-869-8492), or E-mail [changes@nbcot.org](mailto:changes@nbcot.org) the following information to NBCOT: name, certification number, previous address, new address, home phone number including area code.

### **To File A Disciplinary Action Complaint**

If you would like to file a complaint against an OCCUPATIONAL THERAPIST REGISTERED OTR® (OTR) or a CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA®(COTA), e-mail us at [professional.conduct@nbcot.org](mailto:professional.conduct@nbcot.org). More information about disciplinary action procedures is available online.

### **If you Have a Felony in Your Background**

See information on Good Moral Character Review or e-mail us at [character.review@nbcot.org](mailto:character.review@nbcot.org) or call

301-990-7979.

### **To Request an application for Certification Renewal**

Send an email to [recert@nbcot.org](mailto:recert@nbcot.org) or call 301-990-7979.

### **To Contact NBCOT for General Comments**

Send an email to [info@nbcot.org](mailto:info@nbcot.org) or call 301-990-7979.