State Reactivation Candidate EXAM HANDBOOK
NBCOT does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, or national origin. NBCOT reserves the right to amend the procedures outlined in this handbook. All documentation submitted to NBCOT, for any reason, becomes the property of the organization. This includes but is not limited to: certification eligibility, initial certification, certification renewal, reinstatement, disciplinary action, international regulatory affairs or other NBCOT matters. For the most up-to-date information/announcements concerning NBCOT certification, please visit www.nbcot.org, or contact us via phone at: 301-990-7979.
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About NBCOT

The National Board for Certification in Occupational Therapy, Inc. (NBCOT®) is the national certification body for occupational therapy professionals in the United States.

The mission of NBCOT is to serve the public interest by advancing client care and professional practice through evidence-based certification standards and the validation of knowledge essential for effective practice in occupational therapy. NBCOT’s vision is certified occupational therapy professionals providing effective evidence-based services across all areas of practice worldwide.

Currently, 50 states, Guam, Puerto Rico, and the District of Columbia require NBCOT initial certification for occupational therapy state regulation (e.g., licensing).

NBCOT certification programs have received and maintained accreditation by the American National Standards Institute (ANSI) and the National Commission for Certifying Agencies (NCCA). NBCOT is a proud member of the Institute for Credentialing Excellence (ICE).

About This State Reactivation Candidate Exam Handbook

This handbook has been developed to provide State Reactivation candidates with information to complete and successfully submit a certification exam application. NBCOT recognizes the responsibility State Reactivation candidates assume when completing their exam application. Our aim is to provide a smooth and positive application experience.

Purpose of the Exams

In certain situations (for example, if an occupational therapy practitioner has not practiced for a certain period of time), regulatory laws in some states/jurisdictions require individuals who have obtained OCCUPATIONAL THERAPIST REGISTERED OTR® (OTR), and/or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA® (COTA) certification to take the NBCOT exam for state regulatory purposes only. Such state requirements must be met in order to obtain a limited permit or license to practice in that state/jurisdiction. Candidates taking the examination for this purpose are eligible as State Reactivation Candidates. These individuals must be preapproved by the state regulatory entity in order to sit for the exam.

Since its inception in 1986, NBCOT has worked closely with state regulatory agencies to administer the certification exams (OTR/COTA) to individuals for state reactivation purposes. NBCOT has done so in order to assist the states/jurisdictions who have this requirement written into their statutes and/or regulations.

Exam Development

The OTR and COTA exams are constructed based on the results of practice analysis studies. The studies identify the domains, tasks, and knowledge required for occupational therapy practice relative to the respective credential. The ultimate goal of a practice analysis study is to ensure that there is a representative linkage of exam content to practice. The periodic performance of practice analysis studies assists NBCOT with evaluating the validity of the test specifications that guide content distribution of the credentialing exams.
Exam Administration

The NBCOT certification exams are administered at Prometric Test Centers (PTCs) worldwide. Prometric delivers and administers more than 7 million tests a year on behalf of approximately 350 clients in the academic, financial, government, healthcare, professional, corporate, and information technology markets. It delivers tests flexibly via the web or by utilizing a robust network of more than 8,000 test centers in more than 160 countries. For more information, please visit www.prometric.com.

Visit NBCOT on Facebook www.facebook.com/NBCOTCertification
Visit NBCOT on Twitter www.twitter.com/NBCOT
Visit NBCOT on LinkedIn www.linkedin.com/company/nbcot
Visit NBCOT on Instagram www.instagram.com/nbcot
NBCOT Candidate/Certificant Code of Conduct

PREAMBLE
The National Board for Certification in Occupational Therapy, Inc. ("NBCOT," formerly known as "AOTCB") is a professional organization that supports and promotes occupational therapy practitioner certification. This Candidate/Certificant Code of Conduct enables NBCOT to define and clarify the standards of personal and professional conduct required for eligibility for both initial and continued certification, i.e., OCCUPATIONAL THERAPIST REGISTERED OTR® (OTR) henceforth OTR, and CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA® (COTA) henceforth COTA. Where the term "certificant" is used, the term "applicant or candidate" is included in its scope.

It is vital that NBCOT certificants conduct their work in a professional manner to earn and maintain the confidence and respect of recipients of occupational therapy, colleagues, employers, students, and the public.

As certified professionals in the field of occupational therapy, NBCOT certificants will at all times act with integrity and adhere to high standards for personal and professional conduct, accept responsibility for their actions, both personally and professionally, continually seek to enhance their professional capabilities, practice with competence, fairness, and honesty, abide by all federal, state, and local laws and regulations, and encourage others to act in a professional manner consistent with the Practice Standards and responsibilities set forth below.

PRINCIPLE 1
Certificants shall provide accurate, truthful, and timely representations to NBCOT, including, but not limited to:

- The submission of information on the exam application, certification renewal applications, or the renewal audit form;
- Answers to exam application character review questions and, once certified, the disclosure of any criminal, legal, or other disciplinary matters within 60 days of any such matter;
- Abiding by all exam related security policies;
- The submission of information requested by NBCOT for alleged violations of NBCOT’s policies, requirements, and standards; or
- The submission of information regarding his/her credential(s), professional license(s), and/or education.

PRINCIPLE 2
Certificants who are the subject of a qualifications and compliance review shall cooperate with NBCOT concerning investigations and requests for relevant information.

PRINCIPLE 3
Certificants shall be accurate, truthful, and complete in any and all communications, direct or indirect, with any client, employer, regulatory agency, or other parties as they relate to their professional work, education, professional credentials, research and contributions to the field of occupational therapy.
**PRINCIPLE 4**
Certificants shall comply with state and/or federal laws, regulations, and statutes governing the practice of occupational therapy.

**PRINCIPLE 5**
Certificants shall not have been convicted of a serious crime.

**PRINCIPLE 6**
Certificants shall not engage in behavior or conduct, lawful or otherwise that causes them to be, or reasonably perceived to be, a threat or potential threat to the health, well-being, or safety of recipients or potential recipients of occupational therapy services.

**PRINCIPLE 7**
Certificants shall not engage in the practice of occupational therapy while one’s ability to practice is impaired due to chemical (i.e., legal and/or illegal) drug or alcohol abuse.

**PRINCIPLE 8**
Certificants shall not electronically post personal health information or anything, including photos, that may reveal a patient’s/client’s identity or personal or therapeutic relationship. (All statements, regardless of intent, about a patient/client can potentially contain sufficient information for a member of a community to recognize the patient/client thus, violating the state and/or federal law (i.e. Health Insurance Portability and Accountability Act (HIPAA)).

**PRINCIPLE 9**
Certificants shall not misuse NBCOT’s intellectual property, certification marks, logos, or other copyrighted materials. This includes all NBCOT exam preparation tools, website or exam content. Disclosure of practice test questions or examination material content, including examination questions, is strictly prohibited.

Approved June 2002
Revised February 2003
Revised June 2006
Revised October 2008
Revised January 2010
Revised November 2011
Revised October 2013
Revised February 2014
Revised March 2014
Revised October 2016
Revised June 2018
State Reactivation Candidate Exam Eligibility Requirements

Regulatory laws in some states require that OCCUPATIONAL THERAPISTS and OCCUPATIONAL THERAPY ASSISTANTS retake the NBCOT certification exam for state reactivation purposes. Taking the exam again is solely for state purposes and does not affect an individual's NBCOT certification status. Individuals are not approved to apply for the NBCOT certification exam until they have been approved through their state board for eligibility.
Process Overview

1. The state regulatory board must send NBCOT a completed *Eligibility Application for NBCOT Examination for State Reactivation Purposes* for an applicant who is required to retake the certification exam.

2. Once NBCOT receives the Eligibility Application from your state regulatory board, it will email the applicant instructions on applying for the certification exam.

3. The applicant must complete the exam application and return it to NBCOT, along with the associated fee. State Reactivation Candidates may request a copy of their score report be sent to a state regulatory board. For further information, refer to the *Reporting Service: Score Transfer* section of this handbook.

4. Once an exam application is processed, the State Reactivation Candidate receives the Authorization to Test (ATT) Letter by email (or by postal service if email is not available). The candidate may then contact Prometric Test Center to schedule their test date. The certification exam is offered year-round. For more information refer to the *Authorization to Test (ATT) Letter* section of this handbook.

5. The certification exam is scored as posted on the *scoring schedule*.

6. State reactivation score reports are sent via postal mail within 7-10 business days of scoring. These score reports cannot be requested online through your MyNBCOT portal. If the score report was not requested at the time you submitted your application, you must contact NBCOT directly at statereactivation@nbcot.org to submit a request for a state reactivation score report.

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**Important Note:**

Candidates who do not take their exam within one year of the date they apply will need to submit a new application with exam application fee.
Approved applicants will receive a letter by email (or by postal service if email is not available) from NBCOT to review the State Reactivation Exam Handbook and submit the paper copy of the State Reactivation Candidate exam application.

**Step 1:** Read the instructions outlined in the handbook.

**Step 2:** Complete all applicable sections of the application.
   - A signature is required on the Attestation Statement.
   - Make a photocopy of the completed application for your records.

**Step 3:** Mail the application, along with payment to:

NBCOT, Inc.
One Bank Street, Suite 300
Gaithersburg, MD 20878

**Character Review**

Eligible exam applicants are required to answer the following questions as part of the NBCOT® character review:

1. a. Have you ever been convicted of a felony? (NOTE: Applicants must answer affirmatively even if convictions have been pardoned, expunged, released, or sealed.)
   b. Do you currently have a felony charge or charges against you?

2. a. Have you ever had any professional license, registration, or certification denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, including NBCOT?
   b. Do you currently have a professional license, registration, or certification under review for possible disciplinary action?

3. a. Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another?
   b. Do you currently have a charge(s) of negligence, malpractice, recklessness, or willful or intentional misconduct that resulted in harm to another against you?

4. a. Have you ever been suspended and/or expelled from a college or university?
   b. Are you currently under active investigation that could lead to being suspended and/or expelled from a college or university?

The NBCOT character review may consist of a background check. It is important to note that failure to answer the Character Questions honestly is a violation of Principle 1 of the NBCOT Code of Conduct.
Eligible candidates who answer "Yes" to any of the character questions on the exam application MUST submit the following required documentation when they apply:

- A detailed, written explanation regarding the incident(s). Please describe your involvement and behavior in the incident(s), including how your actions were discovered.
- If you have been on parole or probation at any point within the last seven (7) years, you must include documentation confirming your compliance with or completion of all terms and conditions imposed by the court. This can be a letter from your probation officer, or other official court documentation.

Please note that NBCOT may request additional information as needed on a case by case basis or when warranted by results of the background check.

All information MUST be submitted to and reviewed by NBCOT before the exam application may be approved. After NBCOT has completed its review, the individual is notified in writing regarding whether he/she will be eligible to sit for the NBCOT exam, provided that all other eligibility requirements are met.

If an exam candidate answered "Yes" to a character question and was cleared for the exam, or received a favorable Early Determination Review prior to applying, the candidate MUST answer the appropriate character question(s) on the exam application affirmatively when applying or reapplying for the exam. If the affirmative response is in reference to the same issue that NBCOT previously reviewed, and no further incidents have occurred, the candidate MUST send written confirmation of this to professional.conduct@nbcot.org after reapplying. The candidate will not need to resubmit any previously submitted documentation.

If there have been additional incidents or further legal action resulting in an additional affirmative answer to one or more of the character questions, the candidate MUST answer the appropriate character question(s) affirmatively and submit information regarding the new incident to NBCOT for review. If the candidate fails to inform NBCOT, disciplinary action may result. Notifications should be sent to professional.conduct@nbcot.org.

If an exam candidate received a favorable review from the Early Determination Review process, the candidate will be required to undergo another background check as part of their exam application.

If a candidate answers "Yes" to a character question in error, the answer can be changed provided that the application is still in "New" status. If the application has moved beyond the "New" status, the candidate should send a letter noting the error to professional.conduct@nbcot.org.

**Testing Accommodations**

In compliance with the Americans with Disabilities Act as amended, NBCOT provides reasonable and appropriate Testing Accommodations (TA) for qualified individuals with a disability who submit appropriate documentation. Candidates approved for testing accommodations are provided with a testing accommodations advocate by Prometric. The advocate will provide assistance to the candidate throughout the exam scheduling and administration process.

For details on requesting TA and to view a list of pre-approved personal items that do not require a request for testing accommodations, refer to the Testing Accommodations Handbook. Direct specific questions to: accommodations@nbcot.org.

Please note, a request for testing accommodations may increase the amount of time it takes to process an exam application.
Reporting Service: Score Transfer

State reactivation candidates may request that NBCOT send a Score Transfer (also known as the Score Report) to a state regulatory board. A state regulatory board will NOT automatically receive a score report unless a Score Transfer service has been ordered. There is a fee for each score transfer request. Ordered items cannot be canceled or refunded. All states accept scores with the exception of Hawaii.

A score report to a state may not be removed or substituted for a score report to another state. Score transfer requests may be requested when applying for the exam, after the exam application has been submitted, or after the exam has been taken. State reactivation candidates should contact NBCOT directly with any questions about score reports.

Fees

Payment for exam applications and score transfers must be made by check or credit card (MasterCard, Visa, Discover, or American Express). State reactivation candidates applying for the exam (OTR or COTA) MUST pay the fee at the time the application is submitted. An application cannot be processed until all fees are paid in full.

After an exam application has been submitted, a fee may be assessed for requests to have changes or corrections made to the application.
Authorization to Test (ATT) Letter

Within three (3) business days after NBCOT approves a State Reactivation Candidate’s exam application, the candidate will receive an Authorization to Test (ATT) letter by email. It is, therefore, important for the candidate to keep their email address current with NBCOT. The ATT letter can also be accessed in the candidate’s MyNBCOT account.

The ATT letter authorizes the candidate to schedule and take the certification exam. It will include details on how to schedule the exam directly with Prometric, as well as information on how to reschedule or cancel an exam, if necessary. Prometric’s contact information will also be included. If a candidate has been approved for testing accommodations, the ATT letter will contain instructions on how to proceed.

The ATT letter is active for 90 days. If the candidate does not take the exam within this time period, the ATT letter will expire and the candidate will have to request to reissue the ATT letter for an additional 90 days. The ATT letter can be reissued as many times as necessary during the one-year exam application period, with the understanding that in order to successfully reissue a letter, the candidate must cancel any previously scheduled exam appointments. Once a candidate submits a request to reissue an ATT letter, the original ATT letter is voided. The candidate may no longer test on the original ATT letter. If an exam application is more than one year old, the ATT letter can no longer be reissued; a new exam application and full application fee MUST be submitted.

If necessary, an ATT letter reissue may be requested online by selecting I Need to Reissue My ATT Letter through the candidate's MyNBCOT account. The fee to reissue an ATT letter is $85.

Reasons ATT letters are reissued include:

- A name change
- Current ATT letter has expired
- Intending to schedule exam beyond the current ATT letter expiration date
- Cancellation of exam less than 30 business days prior to scheduled exam date and inability to reschedule within current ATT letter eligibility dates
- Failure to appear for a scheduled exam
- Arrival at the test center more than 15 minutes after scheduled exam start time
- Arrival at the test center without the proper ID

It is the candidate’s responsibility to check their email and MyNBCOT account to see whether the ATT letter has been sent to them. Candidates can view and print a copy of their current ATT letter from their MyNBCOT account.

Scheduling the State Reactivation Candidate Exam

After the ATT letter has been received, State Reactivation Candidates can schedule their testing appointment directly with Prometric. Candidates SHOULD NOT contact Prometric until they have received the ATT letter.

A list of Prometric test centers can be found online at www.prometric.com. Candidates are encouraged to locate a test center and schedule their exam online. If a State Reactivation Candidate chooses to call Prometric instead, the call center should be contacted rather than the individual test center. Prometric’s contact information will be included on the State Reactivation Candidate’s ATT letter. NBCOT cannot schedule or confirm individual exam appointments. All exams must be scheduled a minimum of 48 hours in advance of the appointment time.

State Reactivation Candidates approved for testing accommodations CANNOT schedule their exam online.
They **MUST** call Prometric to schedule their exam with the assistance of a Prometric testing accommodations advocate. Instructions on how to contact Prometric will be included in the ATT letter.

**Biometric State Reactivation Candidate Notice during Scheduling/Registration**

Whether scheduling the exam online or via phone, the State Reactivation Candidate will be presented with a biometric-enabled check-in notice. This notice will explain the collection and usage of biometric information. If scheduling the exam online, the candidate **MUST** acknowledge having read the statement by selecting “agree” or “disagree” — either selection will allow the candidate to proceed with registration.

If scheduling the exam over the phone, the Prometric customer service representative will read a brief statement about biometrics and direct the candidate to the Prometric website for further information. Upon completion of the scheduling process, an exam confirmation email will be sent to the candidate containing a link to the website featuring further information about biometric-enabled check-in.

**Name and/or Address Changes**

The name (first and last) that was provided on the exam application is the name that is printed on the Authorization to Test (ATT) letter.

Candidates are required to present two forms of identification when arriving at the Prometric Test Center. Both forms of ID **MUST** match the first and last name indicated on the ATT letter. The middle name/initial does not appear on the ATT letter and is not required for ID purposes.

If the identification does not match the ATT letter, the candidate will not be admitted to test; the exam will be forfeited and the ATT letter will be voided. The candidate will need to request to have an ATT letter reissued.

For more information about acceptable forms of ID, refer to admission to the test center procedures on page 21.

**Name changes cannot be made at the test center.**

**Name Change**

- Candidates who have had a legal name change **MUST** notify NBCOT of their new name.
- Log in to your MyNBCOT account and select *Name Change* in the drop-down menu under your name.

<table>
<thead>
<tr>
<th>First-time Candidates</th>
<th>Repeat Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the ATT letter has not yet been issued, first-time candidates may request a name change free of charge.</td>
<td>Candidates who need to retake the exam and who have had a legal name change since the last exam administration should complete an online name change request prior to reapplying for the exam.</td>
</tr>
<tr>
<td>If the ATT letter has already been issued, a fee will apply to have the new ATT letter reissued with the new name.</td>
<td>If a candidate reapplies for the exam prior to submitting an online name change request, the application will be approved in the previous name and a fee will apply to have a new ATT letter reissued with the new name.</td>
</tr>
</tbody>
</table>

- NBCOT requires legal documentation in order to process a name change. Please upload copies of your official documents that reflect the name change and select "Add to Cart". A scanned copy or a picture taken with a smartphone are both acceptable.
- Accepted government-issued ID documents include: driver’s license, state-issued ID, military ID, passport, or social security card.
- The following documents will not be accepted as proof of a name change: student ID, marriage certificate, or divorce decree.
You must go to your cart and continue to checkout to submit the order even if there is no fee for the name change.

Upon receiving a candidate's completed request form, required documentation, and appropriate fees (if applicable), the record will be updated. Candidates will be notified by email when the name has been updated. Please allow up to three (3) business days for processing.

State Reactivation Candidates can mail the exam application in their current name, with copies of accepted government-issued ID documents.

**Address Change**

- A State Reactivation Candidate can update their address online at any time by logging in to their MyNBCOT account and selecting *Edit Profile* in the drop-down menu under their name. The address that is on file when scoring takes place will be the address used to send your official score report.

**Application Withdrawal and Refund for Personal and/or Medical Emergencies**

State Reactivation Candidates whose exam has been scheduled, and who experience a personal or medical emergency, **MUST** notify NBCOT in writing. Documentation verifying the event/circumstance **MUST** be provided. Requests for rescheduling the exam will be considered on a case by case basis.

Approved State Reactivation Candidates who withdraw their exam application will receive a partial refund. Since the exam application remains active for one year, in order to receive a partial refund, the candidate **MUST** completely withdraw the exam application within one year of the application date by submitting the request, with a brief explanation, via email to info@nbcot.org. Refunds will be processed within 30 days from the date NBCOT approves the refund request. Candidates who withdraw their exam application will be ineligible to apply for the exam for one year from the date of the withdrawal request.

**Cancellation, Rescheduling, Late Arrival, or No Show for Scheduled Exam**

The following fees apply to exam State Reactivation Candidates who reschedule, cancel, arrive late, or do not appear for their scheduled exam:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cancellation/Reschedule Period</th>
<th>Cancellation/Rescheduling Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30 or more business days before scheduled exam date with intent to reschedule within current ATT letter activation period</td>
<td>No fee. A Request to Reissue ATT Letter form is not required.</td>
</tr>
<tr>
<td>2</td>
<td>29 or fewer business days before scheduled exam date with intent to reschedule within current ATT letter activation period</td>
<td>$35.00 Prometric fee. A Request to Reissue ATT Letter form is not required.</td>
</tr>
<tr>
<td>3</td>
<td>• 5 or more business days before scheduled exam with intent to reschedule beyond current ATT letter activation period; or • Less than 5 business days before scheduled exam date; or • Fails to appear for a scheduled exam; or • Arrives at the Test Center more than 15 minutes after scheduled exam start time and is refused admission; or • Arrives at the Test Center without the proper ID</td>
<td>$85.00. Submit a Request to Reissue ATT Letter form, available through your MyNBCOT account. The form, with payment, <strong>MUST</strong> be submitted to NBCOT before the exam can be rescheduled.</td>
</tr>
</tbody>
</table>

State Reactivation Candidates with Category 1 or 2 changes **MUST** make and confirm all cancellations/changes through direct contact with Prometric’s Candidate Services Contact Center (CSCC) personnel. Leaving a message on a recorder or a voice mail is **NOT** an acceptable means to confirm cancellation or exam date change.
NBCOT Exam Products and Services Refund Policy

There are no refunds, returns, or exchanges for products or services except in cases of duplicate payments, overpayments, or exam application withdrawals. There is a $40 processing fee for all refunds.

Withdrawals of the exam application must be requested in writing (email accepted: info@nbcot.org) by the candidate for consideration of a partial refund. If the refund is granted, a candidate cannot apply for the exam for one full year from the date of the refund request.

Any refund granted will be refunded by the same payment method and to the same party as the original transaction.
Exam

Content for the exams is derived from the results of practice analysis studies and developed to measure the knowledge required for practicing as an entry-level OTR or COTA.

The following charts present the domain areas and proportion of test items established for the OTR and COTA blueprints of the certification examination content outlines through 2018.

### OTR Domain Descriptions (effective through December 2018)

<table>
<thead>
<tr>
<th>Domain Area</th>
<th>Description</th>
<th>Percent of Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Acquire information regarding factors that influence occupational performance throughout the occupational therapy process.</td>
<td>17%</td>
</tr>
<tr>
<td>02</td>
<td>Formulate conclusions regarding client needs and priorities to develop and monitor an intervention plan throughout the occupational therapy process.</td>
<td>28%</td>
</tr>
<tr>
<td>03</td>
<td>Select interventions for managing a client-centered plan throughout the occupational therapy process.</td>
<td>45%</td>
</tr>
<tr>
<td>04</td>
<td>Manage and direct occupational therapy services to promote quality in practice.</td>
<td>10%</td>
</tr>
</tbody>
</table>

### COTA Domain Descriptions (effective through December 2018)

<table>
<thead>
<tr>
<th>Domain Area</th>
<th>Description</th>
<th>Percent of Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Assist the OTR to acquire information regarding factors that influence occupational performance throughout the occupational therapy process.</td>
<td>32%</td>
</tr>
<tr>
<td>02</td>
<td>Implement interventions in accordance with the intervention plan and under the supervision of the OTR to support client participation in areas of occupation throughout the occupational therapy process.</td>
<td>60%</td>
</tr>
<tr>
<td>03</td>
<td>Uphold professional standards and responsibilities to promote quality in practice.</td>
<td>8%</td>
</tr>
</tbody>
</table>

### Validated Domain, Task, and Knowledge Statements for the Exams

Within each domain area of the exam, there are a number of associated task and knowledge statements. All items on the NBCOT exams are classified according to these domain, task, and knowledge statements. The OTR Validated Domain, Task, and Knowledge Statements and COTA Validated Domain, Task, and Knowledge Statements for the exams are available online.

In 2017 NBCOT completed a revalidation of the OTR and COTA exam content outlines. These content outlines will become effective for examinations administered from January 2019 onward. Candidates who plan to take the OTR or COTA examinations any time after December 2018 should refer to the NBCOT website to review the updated exam content outline for their respective examination.
Format of Test Items on the Examinations

The computer-based examinations contain:

<table>
<thead>
<tr>
<th>OTR</th>
<th>3 clinical simulation test (CST) items and 170 four- and three-option single response multiple choice items</th>
</tr>
</thead>
<tbody>
<tr>
<td>COTA</td>
<td>200 items comprising four- and three-option single response multiple choice items, and six-option multi-select items</td>
</tr>
</tbody>
</table>

Four- and Three-Option Single Response Multiple Choice Items

Each single response multiple choice item starts with a stem or premise. This is usually in the form of a written statement or question. Either three or four possible response options are listed beneath the stem. From the options listed, there is only **ONE** correct response; the other options are incorrect responses.

Candidates need to decide the **ONE** best response based on the information presented in the stem. Highlight and strike out features are available on the computer to assist the candidate during their decision-making process.

Candidates will use the computer mouse to click the open circle (radio button) to the left of the **ONE** answer choice presented on the computer screen to indicate their selection. Candidates can change selected responses by clicking the open circle to the left of a different answer option. Candidates are awarded a score for selecting a correct answer choice. Scores are not deducted for selecting incorrect answer responses.

**Example:** Three-option multiple choice question  
During which task would a stereognosis deficit secondary to a CVA be **MOST EVIDENT**?
- Getting coins from a pocket
- Pouring water into a cup
- Putting on a pair of socks

(Bolded response is the correct answer.)

**Example:** Four-option multiple choice question  
During which task would a stereognosis deficit secondary to a CVA be **MOST EVIDENT**?
- Getting coins from a pocket
- Pouring water into a cup
- Putting on a pair of socks
- Opening a pill bottle

(Bolded response is the correct answer.)

Six-Option Multi-Select Items (COTA Exam Only)

Each six-option multi-select item includes a question stem followed by six response options. Of the six response options provided, there are **THREE** correct responses; the other three options are incorrect responses. Highlight and strike out features are available on the computer to assist the candidate during their decision-making process.

The candidate must select **THREE** response options in order to proceed to the next question on the examination.
Example: Six-Option Multi-Select Item

A client has right homonymous hemianopsia secondary to a CVA several months ago. Deficits in the client’s right visual field interfere with the client’s ability to participate in IADL. One of the client’s goals is to improve visual perceptual skills to be able to resume a hobby of cooking meals using recipes from a favorite cookbook. Which adaptive strategies should the COTA teach the client to use in order to achieve this goal?

Select the three **BEST** responses.

- ☑ Place boundary markers on the right side of the printed recipe.
- ☑ Mark off each step of the recipe instructions as it is completed.
- ☐ Use a fluorescent pen to highlight key words in the recipe instructions.
- ☑ Place a ruler under each line of print that is being read on the recipe.
- ☐ Scan the page to search for the first letter of each word in the recipe.
- ☐ Direct eye gaze towards the left margin of the recipe instruction page.

(Bolded responses are the correct answers.)

Clinical Simulation Test (CST) Items (OTR Exam Only)

OTR exams include CST items. Each CST consists of an opening scene, a series of four sections each with section headers, and a list of decision or action statements. The CST items will function as illustrated below:

Example: CST section header, partial list of options, and feedback boxes
(Note: This image is provided for illustrative purposes only.)

Opening Scene

A first grade teacher reports that a 7-year-old student has difficulty with grade-level class work that primarily requires the use of fine motor skills to complete. A social history reveals the student lives with both parents and has an older sibling diagnosed with autism spectrum disorder who attends the same school.

Section 1

The OTR is scheduled to complete an initial screening to determine the appropriateness of school-based occupational therapy services for this student. What actions should the OTR take as part of this screening process?

Select “Yes” next to those options that are appropriate at this time. Select “No” if the option is not appropriate at this time. You must select either “Yes” or “No” for every option.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- ☑ Ask the parents if they have observed the student displaying autistic behaviors at home or at play.

The parents have not observed any behavioral traits that are consistent with the sibling’s diagnosis. The student is social and enjoys running and climbing on playground equipment with friends.

- ☐ Ask the school nurse if the student has had a recent routine visual acuity exam.

The student has difficulty sitting still for more than a few minutes during at-desk activities. When seated, the student leans forward resting the head on the desk.

- □ During a session in the designated OT room, have the student copy several words from an age-appropriate book.

The student is at the 95th percentile on the growth chart.

- ☑ Observe the student during typical classroom activities.

The student is at the 95th percentile on the growth chart.
Candidates will respond to all options in the CST sections by selecting either a "Yes" or "No" for EACH option. Note: ALL options must have a "Yes" or "No" selected in order to progress through the CST problem.

Selecting a "Yes" response will result in a feedback box appearing to the right of the action statement. Feedback is not provided when a "No" response is selected. The feedback provides additional information related to the outcome of the actions identified in the clinical simulation. It does not give information on whether the candidate's response was positive or negative.

Once an action has been selected, it cannot be de-selected. After answer choices have been selected for each action statement within a section, the candidate clicks the “Next” button at the bottom of the computer screen to proceed to the next section.

Candidates are able to navigate back to see previous screens in the same CST item, however answer options cannot be changed on previous screens once the candidate has progressed to a new screen.

The candidate’s score for each CST is based on correctly identifying “Yes” to the positive actions and correctly identifying “No” to the negative actions in the sections of each item. One point is awarded each time the candidate correctly selects a “Yes” or “No” response. Zero points are awarded or deducted if a candidate incorrectly selects a “Yes” or “No” response.

To see more information about these item types and functionality of the exam in a computer-based testing environment, candidates are encouraged to visit www.nbcot.org.

**Warning:**

Once an action statement has been selected with either a “Yes” or “No” response, it **cannot** be de-selected.

Do NOT hover the mouse cursor over an action statement as this may accidentally select an undesired statement option.

**Highlight and Strike Out Features**

During the examination, candidates will be able to highlight text in the passage area and in the questions that they feel is important to refer back to as they progress through the exam. A strike out feature is also available to help candidates visually eliminate possible options from consideration. For details on these features, as well as additional functionality of the exam in the computer-based testing environment, view the online exam tutorial(s).
Study Tools: 

NBCOT Aspire® offers a variety of study tools and exam prep resources to assist candidates with their exam preparation, including the validated domain, task, and knowledge statements; exam blueprints; entry-level self-assessment tools; online practice tests; study guides; and study packages. The tools are designed to help candidates customize a study plan that fits their style, assess their exam readiness, focus study efforts in appropriate areas, and become familiar with the areas tested on the exam. The tools available through NBCOT Aspire are the only OTR and COTA certification exam study tools designed exclusively by NBCOT.

To access NBCOT’s study tools, visit: www.nbcot.org/aspire. All study tools are available for purchase through your MyNBCOT account, from the Study Tools section.

Official NBCOT Exam Prep Flashcards

With the official NBCOT Exam Prep Flashcards, you will be able to study for the NBCOT exam anywhere, at any time. The mobile and tablet-friendly flashcards contain over 500 terms and definitions across the domain areas of the exam blueprint. The flashcards are simple to use and are filled with practice-relevant content that will truly enhance your overall exam prep strategy.

Features include:

- Flexibility to study terms representing the domain areas of the exam blueprint
- Use the Reset mode to start at the beginning of the deck at any time
- Customize your settings to enable learning in a study or quiz mode
- Sort option that allows you to place cards in "Study It" pile or "Know It" pile

Entry-level Knowledge Match Game

Test your speed and recall ability with the NBCOT Entry-level Knowledge Match Game. This tool has a fun and interactive game environment where you can test your OT knowledge.

Features include:

- Ability to select from a list of topics to challenge your OT knowledge
- Match the knowledge statement to the correct category while being timed
- Receive immediate feedback throughout game play with progress readily visible
- Easily move to the next topic or choose to challenge your score by replaying
**Official NBCOT Study Guide**

A complete resource for exam preparation, the Official NBCOT Study Guides contain all the information you will need to know about the certification exam. Study guides are available in hard copy and electronic formats.

Here is some of what you will find in the Official NBCOT Study Guides:

- **Comprehensive Overview:** Each guide contains information about the format of the examination, what to expect on the test day, and how the examinations are scored.

- **Proven Strategies:** Ideal for learning effective study habits, the study guides contain information about using adult learning strategies to set study goals, and using resources effectively when preparing for the examination.

- **Sample Practice Items:** The sample practice items mirror the format and flow of items candidates see on the actual examination and include answer keys, rationales, and references to help develop a personal study plan. An OTR clinical simulation test item is also included for candidates to work through along with the answer key and related reference.

**NBCOT Practice Tests**

NBCOT offers online OTR and COTA multiple-choice practice tests, consisting of 100 items reflecting current certification exam content. The tests are available for you to purchase and take 24 hours a day wherever Internet access is available. The practice tests are offered in either a 2-hour version, simulating certification exam timed conditions, or a double-time 4-hour version. At the end of the multiple-choice practice test, candidates will instantly receive an online feedback report indicating their overall test results and domain-level performance.

**OTR Clinical Simulation Practice Test**

One section of the OTR certification exam includes clinical simulation (CS) problems. NBCOT offers 45-minute CS practice tests that allow candidates to experience the format and flow of OTR clinical simulation problems. Each CS practice test consists of three clinical simulation problems. Candidates taking a CS practice test work through a clinical simulation problem from the opening scene all the way through the accompanying sections of the problem. At the end of the CS practice test, candidates receive feedback related to their section-level responses.

**OTR and COTA Examination Tutorials**

Candidates can view a free online tutorial in advance of their testing appointment to familiarize themselves with the format of the examination items and the functionality of the examination screens in the computer-based testing environment. Both tutorials can be accessed [here](#).

---

**Important Note:**

NBCOT does not administer, approve, endorse, or review any preparatory courses or study materials relating to the NBCOT certification exams that are produced by other vendors.
What are the requirements for admission to the test center?

- You **MUST** arrive 30 minutes prior to your scheduled appointment with two forms (two primary forms, or one primary and one secondary form) of acceptable identification.
- The first and last name on both IDs **MUST** match the first and last name on the ATT letter.
- All forms of ID **MUST** be original and **MUST** have a signature that matches the first and last name of the ATT letter. If there is a discrepancy caused by a recent name change, a copy of the marriage license/certificate or divorce decree will **NOT** be accepted at the test center and you **WILL NOT BE PERMITTED TO TAKE THE EXAM** – refer to name change procedures on page 12.

Acceptable forms of primary identification include:

Currently valid government-issued photo ID with legal name and legible signature.

<table>
<thead>
<tr>
<th>Primary ID</th>
<th>Requirement</th>
<th>Requirement</th>
<th>Requirement</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License</td>
<td>Current issue date</td>
<td>Legal name</td>
<td>Signature</td>
<td>Photograph</td>
</tr>
<tr>
<td>Passport</td>
<td>Current issue date</td>
<td>Legal name</td>
<td>Signature</td>
<td>Photograph</td>
</tr>
<tr>
<td>State-issued ID</td>
<td>Current issue date</td>
<td>Legal name</td>
<td>Signature</td>
<td>Photograph</td>
</tr>
<tr>
<td>Permanent Resident/</td>
<td>Current issue date</td>
<td>Legal name</td>
<td>Signature/barcode</td>
<td>Photograph</td>
</tr>
<tr>
<td>Green Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military ID</td>
<td>Current issue date</td>
<td>Legal name</td>
<td>Signature/barcode</td>
<td>Photograph</td>
</tr>
</tbody>
</table>

Acceptable forms of secondary identification include:

Unexpired ID from the secondary list must contain both printed name and legible signature.

- Current major credit card with expiration date (Visa, MasterCard, American Express, or Discover)
- ATM card
- Employee ID card
- Voter registration card or letter
- Student ID card

*Social security cards are not accepted.

Will I be fingerprinted or photographed at the testing center?

Prometric employs biometric-enabled check-in services at all of its test sites. This procedure consists of a number of steps to verify your eligibility to test, including taking an electronic record of your ID, photo imaging, and a digital fingertip record. You are required to undergo fingertip analysis any time you leave and re-enter the testing room for validation purposes. There is video surveillance in all candidate-accessible areas of the testing center.

What items are prohibited while taking the exam?

Prohibited items include ANY electronic device (cell phones, personal digital assistants [PDAs], or any type of camera device), any type of watch, any jewelry outside of wedding and engagement rings, weapons, or any hard copy documentation. These items are not allowed in any area of the testing facility, including, but not limited to, the lobby, bathroom, test administration check-in and/or waiting rooms, or the test administration room.
Candidates undergo metal detector scanning for prohibited items. Prometric also conducts inspections of any and all eyeglasses, jewelry, and other accessories. Candidates may be asked to remove these items for inspection. Questionable items should not be brought into the test center. Questionable items brought into the test center may need to be placed in your locker. To avoid delays at check in and upon return from breaks, candidates may wish to take the necessary steps to leave such items at home or in your car.

If you are found accessing a cell phone, using an electronic device, in possession of any type of camera device or referencing exam-related material during any part of the test administration process, the Testing Center Administrator (TCA) will require you to step out of the test administration area. The TCA will inform you that you have violated test center rules and a detailed Center Problem Report (CPR) will be filed with NBCOT. You will be dismissed and the exam terminated. Any type of camera device will be confiscated by Prometric. Your future exam eligibility status will be determined by NBCOT.

Can I use earplugs?

You may bring your own earplugs as long as they are not connected with a string or wires. Earplugs are subject to inspection by the TCA. Headphones are available at all Prometric Testing Center locations.

What clothing am I allowed/not allowed to bring into the testing room?

A light sweater or jacket may be worn in the testing room, and may be taken on or off as needed. Heavier jackets or coats are not allowed to be worn in the testing room. Once in the testing room, you will not be allowed to take off your shoes. Head coverings of any kind are not allowed in the testing room unless it is being worn for religious purposes (such as hats, turbans, scarves, and yarmulkes). If the item is worn for religious purposes, it will be visually inspected before you are admitted into the testing room and MUST remain in full view at all times. If you need to reposition or take off the head covering or religious item, you will be asked to step out of the testing room and into the waiting area. All types of hair accessories, ties and bowties are subject to inspection and you may be prohibited from wearing them in the testing room. Jewelry outside of wedding and engagement rings is prohibited in the testing room. Please visit Prometric's website for additional information about Prometric's test center security policies.

Do I have to request a testing accommodation to bring a hearing aid, cochlear implant, or insulin pump into the testing room?

If the device makes any kind of noise, you must request and be approved for testing accommodations in advance. If the device does not make any noise, no testing accommodation is required. All devices will be visually inspected before you are admitted into the testing room. If the device needs to be readjusted after the exam has begun, you will be asked to step into the waiting area. A list of pre-approved personal items that do not require a request for testing accommodations is available here.

How much time will I have for the exam?

The appointment time for the OTR and COTA exams is 5 hours and 15 minutes. The exams themselves are only 4 hours long. The extra appointment time is to allow you to complete administrative, tutorial, and survey information.

Will there be other candidates testing at my test center?

It is likely that there will be other candidates taking different exams at your test center during your exam appointment. The layout of the testing cubicles ensures you have ample workspace and privacy from other test takers.©Prometric, Inc. Used with permission.
Can I take a break during the exam?

Yes, you may take breaks during the exam. However, the exam clock will continue to run while you are on the break. You will be required to complete all check-in procedures to re-enter the testing room. This may require waiting for other test takers to complete check-in procedures. Please note that candidates may not exit the test center building while taking a break. Exiting the test center during your exam could result in you being dismissed and the exam terminated. Exam fees could be forfeited and your future exam eligibility status will be determined by NBCOT.

Is computer knowledge necessary?

No. The optional tutorial(s) that accompany the exams walk you through the process of selecting answers and progressing through the exam on the computer. Tutorial time does not count toward your allotted exam time. You can repeat the tutorial(s) if you wish. You can also view the exam tutorial(s) online in advance by clicking here.

Can I make notes during the exam?

Note taking is not allowed during the tutorial, or at any time before test time starts to count down. You can request to use a wet marker board from the TCA during your exam. If you require additional materials, you will need to wait for the TCA to clean the originally-issued wet marker board before reusing.

Can I eat/drink in the testing room?

No. Beverages and snacks, however, can be stored in lockers located in the testing center waiting area. You may eat or drink in the waiting area only.

Does Prometric have a policy regarding conduct in the testing center?

Yes. Candidate conduct is addressed in Prometric's Test Center Regulations form, which is provided to candidates at the test center. The form is also posted on Prometric's website here. Any candidate who does not follow test center regulations may be dismissed from the test center and the exam terminated. Exam fees could be forfeited and your future exam eligibility status will be determined by NBCOT.

What can I do if the computer malfunctions while I am taking the exam?

You MUST alert the TCA immediately. Staff will make every effort to remedy the situation as soon as possible. The time spent to remedy the problem will not count as part of your exam time. Due to the nature of the exam delivery system, no previously entered exam data can be lost. If the problem cannot be remedied within 30 minutes, you have the right to reschedule the exam for another day within your eligibility period.

What happens if I experience an administrative or technical issue during my exam?

The following procedures must be followed in order for your complaint to be reviewed.

Administrative or Technical Complaints Checklist:

1. ☐ I, the examination candidate, MUST file a Center Problem Report immediately with the TCA at Prometric or before leaving the test center. (I understand that I may or may not be issued a "ticket" number based on the nature of the issue.)

2. ☐ I MUST request a customer care card with Prometric's contact information.

3. ☐ I MUST follow up with Prometric by email or phone within 24 hours after the incident occurred and provide the case summary and ticket number, if applicable.

4. ☐ I MUST contact NBCOT by email at credentialingservices@nbcot.org within 24 hours after the incident occurred and provide the case summary and ticket number, if applicable. Note that the same email may be sent to both Prometric and NBCOT.
5. ☐ NBCOT will confirm initial receipt of the complaint and will provide a formal response within 21 days of receipt of the complaint.

NBCOT cannot address any administrative or technical complaints with Prometric if you did not first file a Center Problem Report at the test center. Administrative or technical complaints submitted after your pass/fail status is posted will not be acknowledged.

Examples of administrative or technical issues include: computer screen freezing, power failure, physical disruption within the testing center, or the exam or approved testing accommodation is not available at the scheduled time.

Please note that all exam scores are held until the exam complaint has been fully investigated and resolved. As a result, the posting of pass/fail status to the NBCOT website and the release of exam results to a state board(s) may be delayed.

NBCOT will provide a response within 21 days of receipt of the complaint. After you receive a decision from NBCOT regarding the administrative or technical complaint, you have the right to appeal. You can only appeal AFTER (1) you have already submitted a complaint, (2) NBCOT has reviewed the complaint, and (3) a decision has been rendered.

What is my obligation to maintain confidentiality after I take the exam?

The NBCOT certification exams and the items contained therein are protected by federal copyright law. No part of an exam may be copied, reproduced, or shared in any manner, in part or whole, by any means whatsoever, including memorization, verbal, written, and/or electronic transmission, which includes, but is not limited to, Facebook, Twitter, cell phone, blogs, and discussion forums. Posting exam or study tool questions to social media or other networking sites constitutes a test security and copyright violation as noted in Principle 9 of the NBCOT Candidate/Certificant Code of Conduct. Infringements of the NBCOT Code of Conduct are investigated to determine appropriate disciplinary action.
How are the exams scored?

For information on how the certification exams are scored, please review the *Foundations of the NBCOT Certification Exams*, which can be accessed by clicking here.

How will I get my exam result?

After the administration of the exam, your exam will be scored by NBCOT. Additional information regarding scoring schedules can be accessed online. You can view your results through your online account after the exam has been scored.

The official score report is mailed within 7-10 business days of your exam being scored. If you do not receive your score report within four to six (4-6) weeks after your exam is scored, you should contact NBCOT directly.

Important Notes:

- Upon receipt of the score, State Reactivation Candidates should contact their state regulatory agency regarding the next steps. Since the laws and regulations of each jurisdiction vary, it is essential that the regulatory agency is contacted directly.
- Score information will not be released to anyone via telephone, fax, or email. Certification numbers can be accessed through your MyNBCOT account.
- A candidate’s name and score will not be released to any third party without the candidate’s prior written consent, unless required by law.

Can I appeal my exam result?

You may appeal your exam result by following the procedures listed below.

Exam Appeal Procedures Checklist:

1. ☐ I, the examination candidate, **MUST** file a written appeal letter that specifically states the reason(s) for the appeal and why the appeal should be granted.
2. ☐ I understand that failing the exam alone is not sufficient grounds for an appeal.
3. ☐ The appeal letter **MUST** be sent to NBCOT by traceable mail with signature confirmation and received within 14 days of the date of the online exam pass/fail results at the address below. I understand that NBCOT will not accept correspondence received after this date or submitted via email.
4. ☐ I understand that NBCOT will not discuss my appeal by phone or email until the written appeal is received.
5. ☐ I understand that NBCOT will address communications to me only unless NBCOT receives written authorization to do so with a third party. This authorization must include name, telephone number, email address and how long this authorization is in effect.
6. ☐ I understand that the examination and examination items are the sole property of NBCOT. Any content pertaining to the examination will not be released under any conditions as part of the appeal process.
7. ☐ I understand that I will receive a response from NBCOT within 21 days of NBCOT’s receipt of the appeal letter.

Appeal letters must be sent to NBCOT by traceable mail with signature confirmation to:

**NBCOT Director, Credentialing Services**  
One Bank Street, Suite 300  
Gaithersburg, MD 20878
Any State Reactivation Candidate who fails the exam may reapply for another exam administration. The following information relates to the reapplication process:

- There is a 30-day waiting period after the last examination date before the State Reactivation Candidate may test again.
- The State Reactivation Candidate MUST submit a new exam application by mail in order to retest. Do NOT create a new account. A fee will be assessed for duplicate accounts.
- New fees will be assessed for the exam application, score reporting, and any other services.
- If the State Reactivation Candidate has had a name change since the last exam administration, he/she MUST complete a Name Change Request through their MyNBCOT account. This should be done prior to reapplying for the exam. To ensure that you have acceptable forms of ID to be admitted to the test center, refer to page 21.
- Candidates who previously tested with Testing Accommodations should refer to the Testing Accommodations Handbook for details on how to reapply with accommodations.
- If a State Reactivation Candidate previously answered “Yes” to a character question and was cleared for the exam, the candidate MUST answer the appropriate character question(s) on the exam application affirmatively each time a new application is submitted. If the affirmative response is in reference to the same issue that NBCOT previously reviewed, and no further incidents have occurred, the candidate MUST send written confirmation of this to professional.conduct@nbcot.org after reapplying. The candidate will not need to resubmit any previously submitted documentation.
- After eligibility has been approved, the candidate will receive a new ATT Letter, with a new 90-day testing eligibility period. (The eligibility will begin no sooner than 30 days from your previous test date.)
- After receiving the ATT Letter, candidates should schedule their exam directly with Prometric as instructed in the ATT Letter. (See “Scheduling the Exam” section on page 11.)
Upon initial NBCOT certification, a certificant’s credential is valid for a period of three (3) years. The certification renewal season occurs between January and March annually, regardless of the month initial certification was received. Certification renewal is required to maintain active certification.

The requirements for certification renewal are:

» Accrual of required units: Certificants must accrue 36 units in the three (3) years between their initial certification date and the date that they renew their certification
» Abidance by the NBCOT Practice Standards/Code of Conduct
» A completed Certification Renewal Application
» The appropriate renewal application fee

Fulfilling the certification renewal requirements entitles a certificant to continue using the OTR® or COTA® credential.

Why Renew?

When an OTR or COTA renews their national certification, it shows that they place value in professional development and evidence-based practice. One benefit of certification renewal is the continued use of the NBCOT credential. The OTR and COTA credentials are representative of practitioners who satisfy national standards in education, experience, and professional conduct, and demonstrate that they possess the knowledge and skills to be accountable for the delivery of professional services.

Another benefit of certification is continual access to the latest evidence-based research through the new NBCOT Navigator® Suite. The NBCOT Navigator is a set of interactive tools that enable you to demonstrate knowledge of contemporary practice and sharpen your skills using interactive case simulations, games, and mini practice quizzes. By renewing your certification you will also receive 24/7 access to ProQuest® and RefWorks® in order to stay on top of current developments and trends in occupational therapy research. For more information on the Navigator Suite, click here.

How to Renew Certification

There are two ways to renew certification:

1. Log in to your MyNBCOT account online.
2. Complete and mail in a paper application.

Prior to a certificant’s renewal due date, NBCOT sends a courtesy reminder notification and renewal instructions. For this reason, it is essential that certificants keep all of their contact information updated with NBCOT. You can update your information at any time by logging in to your MyNBCOT account. Upon renewal, all certificants receive an updated certificate and wallet identification card. For complete details on the renewal process, visit the renewal section of the website.
Completing the State Reactivation Candidate Exam Application and Submitting Fees:

- I have read the NBCOT State Reactivation Candidate Exam Handbook.
- I have submitted a paper application and am submitting payment by mail to NBCOT. (Refer to exam application.)
- If I want NBCOT to send a Score Transfer to a regulatory entity, I have indicated so on my application.
- I have paid all applicable fees.
- If I have had a name change at any time prior to taking the exam, I have read the directions for a name change on page 12.

Requesting Testing Accommodations

- I have read the NBCOT Testing Accommodations Handbook.
- If I have a professionally-diagnosed disability covered by the Americans with Disabilities Act (ADA) and I wish to request testing accommodations, I have submitted all required documentation.

Character Review

- If I answered “Yes” to a character question, I have submitted the required documentation and initiated the process for a background check.

Scheduling the Exam with Prometric

- I have contacted Prometric online or by phone to schedule my appointment. Note: An exam date cannot be scheduled without an ATT Letter.
- If I need to cancel/reschedule my exam date, I will follow the procedures outlined in the cancellation policy. (See page 13.)
APPENDIX

CONTENTS

Certification Examination Application OTR® and COTA®
for State Reactivation Candidates
### Section 1: Applicant Information

I am a:  ☐ first-time state reactivation applicant  ☐ repeating state reactivation test-taker

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
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<tr>
<td>Mailing Address</td>
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<td>City</td>
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<td>State/Province</td>
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<td>Postal Code</td>
<td>Country</td>
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<td>☐ home ☐ work ☐ mobile</td>
</tr>
<tr>
<td>Phone</td>
<td>☐ home ☐ work ☐ mobile</td>
</tr>
</tbody>
</table>

Select ID Type (must provide one of the following: SSN, SIN, or OTED® ID):

Social Security Number (SSN)/Social Insurance Number (SIN):

If internationally educated applicant does not have an SSN/SIN, skip to next line and provide OTED® ID number.

OTED® ID Number:

Assigned by NBCOT for OTED approvals (including internationally educated)

Date of Birth:

E-mail address (must be active):

Create a Password:

This password can be used to check your application status online at MyNBCOT. (It must include a minimum of six characters alpha/numeric.)

Security Questions (must provide answers for ALL three questions):

What is your birth city? __________________________

What is your favorite color? __________________________

What was your high school mascot? __________________________

### Section 2: Credential Information

Exam Level:  ☐ CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA®  ☐ OCCUPATIONAL THERAPIST REGISTERED OTR®

Exam:

☐ OTR  ☐ COTA  ☐ First-time  ☐ Repeat

U.S. School Name: __________________________

State: __________________________  Graduation Date: __________________________
Exam Eligibility Pathway:

OTR® Credential:
- Entry-Level Master's Degree
- Entry-Level Doctoral Degree
- Bachelor’s Degree
- OTED (including internationally educated)

COTA® Credential:
- Associate Degree
- Certificate

Section 3: Testing Accommodations

☐ I am requesting Testing Accommodations (TA) for the certification examination, due to a documented disability.

*Please read the Testing Accommodations Handbook, and submit required documentation to NBCOT. The handbook and forms can be found online at www.nbcot.org.*

☐ I am reapplying for the certification examination, and am requesting identical accommodations previously approved by NBCOT.

*If your documentation is no longer current, you may be required to submit updated documents.*

☐ I am reapplying for the certification examination, and am requesting different or additional accommodations.

*Please read the Testing Accommodations Handbook, and submit required documentation to NBCOT. The handbook and forms can be found online at www.nbcot.org.*

What TA are you requesting from NBCOT?

Date disability was diagnosed:

Describe your disability and how it limits one or more of your major life activities as compared to most people in the general public:

Describe how your disability impacts your ability to take the examination under standard NBCOT testing conditions.

Please list any previous accommodations granted for educational or testing experiences. Include the accommodation(s) provided, who provided the accommodation(s), and the date(s) provided.

Declaration Statement:

I understand that NBCOT will use the information obtained by this authorization to determine eligibility for a reasonable TA in regard to the Certification Examination, by reason of my disability. I understand that NBCOT reserves the right to make additional inquiries regarding my disability and previous accommodations before making a determination as to whether to provide the TA I have requested above. I declare that the foregoing statements, and those in any required accompanying documents or statements, are true. I understand that false information may be cause for denial or revocation of certification. I hereby certify that I personally completed this application and that I may be asked to verify this information at any time.

Signature: __________________ Date: __________________

Authorization Statement:

I hereby authorize and request the qualified professional identified within the required documentation to release the information requested by NBCOT related to my disability and the accommodation(s) appropriate to my disability to take the NBCOT examination.

Signature: __________________ Date: __________________
Section 4: Character Questions

1. a. Have you ever been convicted of a felony? (NOTE: Applicants must answer affirmatively even if convictions have been pardoned, expunged, released, or sealed.) Yes No
   b. Do you currently have a felony charge or charges against you? Yes No

2. a. Have you ever had any professional license, registration, or certification denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, including NBCOT? Yes No
   b. Do you currently have a professional license, registration, or certification under review for possible disciplinary action? Yes No

3. a. Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another? Yes No
   b. Do you currently have a charge(s) of negligence, malpractice, recklessness, or willful or intentional misconduct that resulted in harm to another against you? Yes No

4. a. Have you ever been suspended and/or expelled from a college or university? Yes No
   b. Are you currently under active investigation that could lead to being suspended and/or expelled from a college or university? Yes No

If you answer “yes” to any of the character questions, please refer to page 8 of the exam handbook for further detail regarding documentation requirements.

All documentation must be submitted to and reviewed by NBCOT before the examination application will be approved.

Mail documentation to:

NBCOT, Inc.; Attn: Qualifications and Compliance Review
One Bank Street, Suite 300
Gaithersburg, MD 20878

Section 5: Score Transfer

☐ Please send a Score Transfer to the jurisdiction(s) selected below. I have included the $40 fee for EACH score transfer. Please Note: No state will receive a score unless it is marked here and the additional payment for EACH state marked is enclosed. Fees for score transfers are nonrefundable. ONLY the states listed below accept score transfers.

☐ Alabama ☐ Idaho ☐ Minnesota ☐ North Dakota
☐ Alaska ☐ Illinois ☐ Mississippi ☐ Ohio
☐ Arizona ☐ Indiana ☐ Missouri ☐ Oklahoma
☐ Arkansas ☐ Iowa ☐ Montana ☐ Oregon
☐ California ☐ Kansas ☐ Nebraska ☐ Pennsylvania
☐ Colorado ☐ Kentucky ☐ Nevada ☐ Puerto Rico
☐ Connecticut ☐ Louisiana ☐ New Hampshire ☐ Rhode Island
☐ Delaware ☐ Maine ☐ New Jersey ☐ South Carolina
☐ District of Columbia ☐ Maryland ☐ New Mexico ☐ South Dakota
☐ Florida ☐ Massachusetts ☐ New York ☐ Tennessee
☐ Georgia ☐ Michigan ☐ North Carolina ☐ Texas
☐ Hawaii ☐ Idaho ☐ Illinois ☐ Indiana
☐ Iowa ☐ Kansas ☐ Kentucky ☐ Louisiana
☐ Maine ☐ Maryland ☐ Massachusetts ☐ Michigan
☐ Minnesota ☐ Mississippi ☐ Missouri ☐ Montana
☐ Nebraska ☐ Nevada ☐ New Hampshire ☐ New Jersey
☐ New Mexico ☐ New York ☐ North Carolina ☐ Ohio
☐ Oklahoma ☐ Oregon ☐ Pennsylvania ☐ Puerto Rico
☐ Rhode Island ☐ South Carolina ☐ South Dakota ☐ Tennessee
☐ Texas ☐ Utah ☐ Vermont ☐ Virginia
☐ Washington ☐ West Virginia ☐ Wisconsin ☐ Wyoming
Section 6: Application Acknowledgment and Attestation Statement

By submitting this exam application, you are attesting to having read and understood the following NBCOT Certificant Attestation Statement and the information provided in the NBCOT Certification Examination Handbook. Please read this statement carefully.

I have read, understand, and agree to adhere to the provisions of the current edition of the NBCOT Certification Examination Handbook, the NBCOT Professional Practice Standards, the NBCOT Candidate/Certificant Code of Conduct (hereafter referred to as the “Code of Conduct”), and the NBCOT Procedures for Enforcement of the NBCOT Code of Conduct (hereafter referred to as the “Procedures”), all of which can be found on the NBCOT website at www.nbcot.org. By signing below, I am attesting that I have personally completed the exam application and that the information I submit in the application and in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge.

Additionally, I understand that persons who apply for certification as an OCCUPATIONAL THERAPIST REGISTERED OTR® or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA® or persons who have been certified by NBCOT, are subject to the Code of Conduct and the Procedures. I understand that from time-to-time NBCOT may amend its requirements, policies, and procedures for initial certification, certification renewal, and Procedures for Enforcement of the Code of Conduct. During my three-year certification cycle, I agree to notify NBCOT in writing of any violation of the Code of Conduct (e.g., felony conviction, suspension, or revocation of a license to practice occupational therapy).

I agree to hold NBCOT, its directors, officers, employees, and agents free from any damage or complaint by reason or any action taken in connection with the score or score given with respect to this or any other NBCOT certification examination, or the failure of NBCOT to issue me certification. I understand that if it is confirmed I was not eligible at the time I examined, my examination score will be voided. If it is ever determined that I was a participant in any testing irregularity, such as use of any electronic device during the examination and/or break, or cheating, to include discussing, transmitting, or copying a test item(s) or answer(s) to a third-party, before, during, or after the examination, my certification or eligibility status with NBCOT may be changed. Further, I understand that if I need to file an examination administrative or technical complaint that I must file such a complaint on-site at the Prometric Test Center. I understand that an exam results appeal must be submitted in writing. Filing of a complaint or appeal must follow the procedures outlined in this handbook.

I also agree to notify NBCOT in writing of any address and/or name change within thirty (30) days after the change becomes effective. If requested to do so, NBCOT may verify my certification status. I hereby consent to NBCOT’s release of any information regarding this application, background check results, my examination eligibility, my examination administration, or my certification status to any academic institution, employer, regulatory authority, or other party that may inquire in writing. I understand that all documentation submitted to NBCOT becomes the property of the organization.

I understand that NBCOT reports aggregate school performance data to all occupational therapy education programs and to the Accreditation Council for Occupational Therapy Education (ACOTE) on an annual basis.

Signature:

Please print name here:
Section 7: Fees and Payment for State Reactivation Candidates

Examination Application/NBCOT Aspire®
NBCOT offers an entry-level development tool suite to prepare for the OTR® and COTA® certification exams. Build a successful study plan using the tools in NBCOT Aspire.

Visit www.nbcot.org/aspire for more information.

<table>
<thead>
<tr>
<th>Service Fees</th>
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<th>Amount</th>
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</tr>
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<td>Score Transfer Request</td>
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<tr>
<td>Returned Check Fee</td>
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<tr>
<td>Credit Card Challenge Fee</td>
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<td>x</td>
<td>=</td>
</tr>
</tbody>
</table>

Credit card transactions that are subsequently challenged unsuccessfully will result in a $35 transaction fee payable by the applicant prior to the processing of their exam application (e.g., use of a credit card by someone other than the card owner, where payment is unsuccessfully challenged by the card owner, will result in a transaction fee being issued to the applicant).

Fees for Score Transfers are non-refundable.

Total payment =

NBCOT Application Payment

Name:

Street Address:

City:

State/Province: Postal Code:

Country:

Phone:

Email:

Credit Card Number:

Expiration Date: 3-digit CVV code:

Credit Card Holder’s Name:

Card Holder’s Address (required):

I authorize the amount indicated above to be charged to my credit card.

Signature of Cardholder (required)

Payment:

☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Please make checks and money orders payable to “NBCOT.” Checks must be drawn on a U.S. bank.

Mail completed State Reactivation Candidate exam application, signed attestation, any required documentation and payment together in one envelope to:

NBCOT, Inc.
One Bank Street, Suite 300
Gaithersburg, MD 20878

www.nbcot.org