

The following documentation must be received by NBCOT from the primary source, which means that the documents are sent to NBCOT directly from the respective agency. OTED documentation submitted to NBCOT will not be returned.

For example, the official final transcripts must be sent directly from the registrar's office of the school/university in a sealed envelope with the official seal or stamp of the school directly to NBCOT on your behalf.

After receipt, all documentation will be uploaded by NBCOT into your online OTED application.

1. Request official final transcript(s) from your OT school(s) and/or other schools.

- Your college/university must submit your official final transcript confirming Bachelor's and Master's degrees in occupational therapy and your other college/university's official transcripts reflecting any other coursework (if applicable) directly to NBCOT.
- If the official final transcript received is not in English, an official English translation of the transcript is required for submission. NBCOT will accept an official translation completed by a certified translator or an independent translation certified as authentic by your school. *Both versions of the transcript are required for submission.*

2. Request completion of the Verification of Academic Credential Form (if applicable).

Please note: If the applicant's transcript contains the information that is being requested on this Form, the Form does not have to be submitted.

- Complete the Applicant Section of the form, and forward the form to the registrar of your OT school/program.
- The completed form must be sent directly to NBCOT by the registrar.

3. Request completion of the Program Director Form.

- Complete the Applicant Section of the form and forward the form to the OT program director responsible for overseeing completion of your fieldwork.
- NBCOT only requires this form from the school(s) that you completed your OT fieldwork. In most cases, it will be the school from which you graduated with the entry-level OT degree.

4. Request National Government Recognition documentation.

- Documentation sent by the national government institution/agency (e.g., Ministry of Health) that approves/recognizes occupational therapy programs to grant a degree in occupational therapy. This letter must be sent directly to NBCOT on letterhead, signed by an authorized signatory (stamped signatures not accepted), and state that the applicant graduated with an OT degree at the time the school was approved to grant OT degrees.

OR

- An attested copy of an official final degree certificate issued by the government recognized occupational therapy program in which you have graduated. The attested copy *must* contain the following items:

Occupational Therapy Eligibility Determination (OTED[®]) Documentation Checklist

- a signature of an authorized signatory of the university (Vice-chancellor, Registrar, etc.) **stamped signatures will not be accepted**
- name of college/university
- university logo or letterhead
- the date the degree was conferred
- the degree name (i.e., occupational therapy)
- the type of degree (i.e., bachelor's or master's)
- the applicant's name
- the official university stamp or seal
- reference the government entity that has recognized the university to grant OT degrees.

5. Request curriculum from your OT school(s) and/or other schools.

- Your college/university must submit directly to NBCOT the original curriculum (educational syllabi) of the Bachelor's and Master's degrees in occupational therapy that were followed during your tenure as a student.
- The educational syllabi must reflect the curriculum taught in the year you obtained your occupational therapy degree.
- If the official curriculum received is not in English, an official English translation of the curriculum is required for submission. NBCOT will accept an official translation completed by a certified translator or an independent translation certified as authentic by your school. *Both versions of the curriculum are required for submission.*
- In addition to sending the primary source version, you must upload the education syllabi in your online OTED application.
- If your school has an authorized translator and is going to send the translated transcript and syllabus to NBCOT, please have a university official provide a letter on university letterhead confirming that the documents have been translated by a university translator and are true and accurate. This letter will need to be signed by an authorized signatory (i.e., Dean, Registrar or Vice Chancellor) and have the official university stamp or seal.

6. Request OTED Verification of OT License, Registration, or Certification Form(s) from the licensing agency.

- Complete the Applicant Section of the form and forward the form to the licensing/regulatory agency that issued the license/registration.
- NBCOT requires verification of all OT licenses ever held, active or expired.

7. Complete the Professional Practice History Form and send it to NBCOT.

- Download, complete, and upload the Professional Practice History Form in the "Ask Question" section of the online OTED application.