

# 2024

# NBCOT Certification Examination Handbook for State Reactivation Candidates

# OTR<sup>®</sup> COTA<sup>®</sup>

NBCOT<sup>®</sup> Certification  
Programs accredited by:



**NBCOT<sup>®</sup>** National Board  
for Certification in  
Occupational Therapy

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AOTCB/NBCOT State Reactivation Candidate Examinations

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# Introduction

## 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.

NBCOT strives to serve the public interest in its diversity by advancing just, equitable, and inclusive client care and professional practice through evidence-based certification practices and the validation of knowledge essential for effective and safe practice in occupational therapy. NBCOT's vision is certified occupational therapy professionals providing just, equitable, inclusive, and 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 are accredited by the National Commission for Certifying Agencies (NCCA) under their *Standards for the Accreditation of Certification Programs*. NBCOT has also been awarded accreditation by the International Accreditation Service (IAS) for demonstrating compliance with ISO/IEC Standard 17024:2012, *Conformity Assessment – General Requirements for Bodies Operating Certification of Persons*.

- Visit NBCOT on Facebook [facebook.com/NBCOTCertification](https://facebook.com/NBCOTCertification)
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## About This State Reactivation Candidate Exam Handbook

This handbook provides 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

The primary purpose of the NBCOT certification exams is to protect the public interest by certifying only those candidates who have the necessary knowledge of occupational therapy to practice.

The Occupational Therapist Registered (OTR®) and Certified Occupational Therapy Assistant (COTA®) exams are constructed to measure entry-level competence of candidates who have met eligibility requirements for certification of the respective credential.

# Exam Development

The OTR and COTA exams are constructed based on the results of practice analyses. 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 is to ensure that there is a representative linkage of exam content to current practice. The periodic performance of practice analyses assists NBCOT with evaluating the validity of the test specifications that guide content distribution of the credentialing exams.

# Exam Administration

Pearson VUE is NBCOT's exclusive test administration partner. The OTR and COTA certification exams will be administered at Pearson VUE's highly secure network of fully-owned and operated Pearson Professional Centers (PPCs).

Pearson VUE is a global leader in computer-based certification and licensure testing and has extensive experience supporting the health care credentialing sector, having delivered exams on behalf of over 120 health care certification programs worldwide across a range of different professions. For more information, visit [www.pearsonvue.com](http://www.pearsonvue.com).

# 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 certifiants 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 certifiants will at all times act with integrity; 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 in a competent, fair, honest, equitable, and just manner; 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 character review questions and, once certified, the disclosure of any criminal, legal, or other disciplinary matters within 60 days of any such matter;
- The submission of information requested by NBCOT for alleged violations of NBCOT's policies, requirements, and standards. Certificants shall cooperate with NBCOT concerning investigations and requests for relevant information; and
- The submission of information regarding her/his/their credential(s), professional license(s), and/or education.

## Principle 2

Certificants shall abide by all exam-related security policies including, but not limited to, those involving copying or removing exam content and accessing prohibited devices or materials during their exam.

## 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, without the patient's/client's written consent. (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.

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  
Revised July 2020  
Revised March 2021  
Revised July 2022



# 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.

## Application Process

### Process Overview

1. The state regulatory board must send NBCOT a completed [Regulator Approval Form for State Reactivation](#) for an applicant who is required to retake the certification exam.
2. Once NBCOT receives the Regulator Approval Form from the state regulatory board, it will email the applicant instructions on applying for the certification exam.
3. The applicant must complete the [Certification Examination Application OTR® and COTA® for State Reactivation Candidates application](#) (see appendix) 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 the *Certification Examination Application OTR® and COTA® for State Reactivation Candidates* application is processed, the state reactivation candidate receives the Authorization to Test (ATT) letter by email. The candidate may then contact Pearson VUE 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 [exam scoring calendar](#).
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 account. If the score report was not requested at the time you submitted your application, you must contact NBCOT directly at [statereactivation@nbcot.org](mailto:statereactivation@nbcot.org) to submit a request for a state reactivation score report.

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 *Certification Examination Application OTR® and COTA® for State Reactivation Candidates* application.



# State Reactivation Paper Application Instructions

**Step 1:** Read the *NBCOT Certification Examination Handbook for State Reactivation Candidates* in full.

**Step 2:** Complete all applicable sections of the application (see appendix).

- A signature is required on the attestation statement.
- Make a copy 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

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 surrendered any professional license, registration, or certification or had one 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 also consists 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](#).

Applicants who answer “Yes” to any of the character questions on the exam application MUST submit the following required documentation in their exam application:

- 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 a Yes answer does not automatically deny your application, nor do certain behaviors automatically result in specific determinations. Each case is reviewed individually for a determination.

NBCOT may request additional information as needed or when warranted by the 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 they 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](mailto: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 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](mailto: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 an email noting the error to [professional.conduct@nbcot.org](mailto:professional.conduct@nbcot.org).

## Testing Accommodations

In compliance with the Americans with Disabilities Act (ADA), NBCOT provides reasonable and appropriate testing accommodations (TAs) for exam candidates with disabilities who are otherwise eligible to take the OTR or COTA certification examination.

For details on requesting testing accommodations and to view a list of personal items that do not require a request for TAs, refer to the [Testing Accommodations](#) section of the NBCOT website. Direct specific questions to [accommodations@nbcot.org](mailto: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 an electronic *Score Transfer* to a state regulatory board. A state regulatory board will **NOT** automatically receive a score unless a Score Transfer service has been ordered. State reactivation candidates may request one free Score Transfer with their exam application. There is a \$35 USD fee for each additional Score Transfer request, and for any Score Transfer requests made after the exam application is submitted. Ordered items cannot be canceled or refunded after the request has been submitted. *All states accept scores except Hawaii.*

**A Score Transfer to a state may not be removed or substituted for a Score Transfer to another state.** Score Transfers can 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 Transfers.

## Fees

Payment for exam applications, and any additional services such as Score Transfers, and Eligibility Confirmation Notices must be made by credit card (Master Card, Visa, Discover, or American Express). The NBCOT exam application fee is due at the time of submission. No off-line payments are accepted. An exam application cannot be processed until the exam application fee is paid in full.

Remember, you may request one free Score Transfer **AND** one free Eligibility Confirmation Notice **ONLY** if ordered at the time your exam application is submitted. If selected, the service fees are discounted in your cart when checking out. If multiple services are ordered with your exam application, each additional service is \$35 USD. **AFTER** the exam application is submitted, Score Transfer or confirmation notice requests are \$35 USD each.

## Approved Applications

### Authorization to Test (ATT) Letter

The ATT letter authorizes candidates to schedule and take the certification exam. It will include details on how to schedule the exam directly with Pearson VUE, and how to reschedule or cancel an exam, if necessary. If a candidate is approved for testing accommodations, the ATT letter will include the words “Testing Accommodations” on the top of the letter.

After NBCOT approves a candidate’s exam application, they will receive an ATT letter by email (and in their MyNBCOT account) within three (3) business days.

Note: some email providers filter NBCOT email notifications to spam/junk folders. Please check your spam/junk folder and add NBCOT to your preferred senders list.

**The ATT letter is active for 90 days.** Candidates must test during the date parameters outlined in the ATT letter.

If needed, candidates may request an ATT letter reissue by clicking the *I Need to Reissue My ATT Letter* button in the candidate’s MyNBCOT account.

- A request to reissue an ATT letter for an additional 90 days of eligibility must occur **while the exam application has not expired**. Please check the exam application expiration date. Click on the *My Exam App* button located on the MyNBCOT dashboard and expand the summary section to view the expiration date.

- To successfully reissue an ATT letter, the candidate must cancel any existing exam appointment(s). Once a candidate reissues an ATT letter, the prior letter is voided. The candidate may no longer test on the prior ATT letter.
- If an exam application is expired, the ATT letter can no longer be reissued; a new exam application and full application fee must be submitted.

**! Your application must have not expired to reissue your ATT letter.**

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 and unable to reschedule within current ATT letter dates
- Arrival at the test center more than 15 minutes after scheduled exam start time and unable to test\*
- Arrival at the test center without the proper ID and unable to test\*
- Attempting to cancel or reschedule an exam appointment less than 48 hours prior to scheduled date\*
- Failure to appear for a scheduled exam appointment (no show)\*

**\*There is a \$115 USD fee for ATT reissue in this circumstance.**

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 Certification Exam

After the ATT letter is received, state reactivation candidates schedule their testing appointment directly with Pearson VUE. Candidates **SHOULD NOT** contact Pearson VUE until they have received the ATT letter.

State reactivation candidates planning to receive their exam result on a specific scoring date **MUST** take the exam a minimum of three days prior to the desired score release date. The scoring schedule can be accessed on the [NBCOT website](#). NBCOT aims to make exam results available on the scheduled score release date; however, there may be unforeseen circumstances when this is not possible. In these cases, scores will be posted as soon as possible.

### Scheduling an Appointment Date

Pearson VUE is NBCOT's exclusive test administration partner. State reactivation candidates can review test center locations, important information, and log in to schedule on the [NBCOT/Pearson VUE homepage](#).

State reactivation candidates can link to their personalized Pearson VUE dashboard by logging in to their MyNBCOT account and clicking the *Schedule My Appointment* button.

Exams must be scheduled a minimum of one day before the appointment. Same day appointments are not available.

**State reactivation candidates approved with testing accommodations** should follow the scheduling instructions in their ATT letter with Testing Accommodations and the Testing Accommodations Approval Notice.

# BIOMETRIC STATE REACTIVATION CANDIDATE NOTICE DURING SCHEDULING/REGISTRATION

When scheduling, candidates will be presented with a biometric-enabled check-in notice. This notice will explain the collection and usage of biometric information. Please refer to "Exam Day: Questions and Answers" on [page 17](#) for more information on biometric-enabled check-in.

## NAME AND ADDRESS CONSIDERATIONS AND CHANGES

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

State reactivation candidates are required to present two forms of identification during check-in at the test center. Both forms of ID **MUST** match the first and last name indicated on the ATT letter. If the first and last name on the IDs do not match the ATT letter, the candidate will not be admitted to test. In this case, a new ATT letter is required to schedule a new appointment date.

For more information about acceptable forms of ID, see "Acceptable forms of primary identification include:" on [page 18](#).

The address on the ATT letter and the identification do not need to match. Please ensure the address in your MyNBCOT account is correct.

### Name Change

Name changes cannot be made at the test center.

- State reactivation candidates who have had a legal name change **MUST** notify NBCOT of their new name.
- To request a name change: Log into your MyNBCOT account and select **Name Change** in the dropdown menu under your name.

Please read the following information as you complete the name change:

- **If you require a name change and have been issued your ATT letter, please do not schedule an exam appointment. If you have scheduled an exam appointment, you must cancel the appointment with Pearson VUE. NBCOT cannot complete a name change when you have a scheduled exam appointment.**
- State reactivation candidates retaking 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.
- **Remember, if you request a name change and receive a new ATT letter, your required IDs must match your new name for security check-in at the test center.**
- **NBCOT does not charge a fee for state reactivation candidate name changes.**
- NBCOT requires legal documentation to process a name change. Please upload copies of your official documents reflecting 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 for name change purposes include: driver's license, state-issued ID, military ID, passport, or signed social security card.
- The following documents are not accepted as proof of a name change: student ID, marriage certificate, or divorce decree.
- You must go to your cart and checkout to submit the name change order.

- State reactivation candidates are notified by email when the name is updated or contacted if [Back to ToC](#) additional documentation is required. Please allow up to three (3) business days for processing.
- State reactivation candidates can request a new ATT letter with updated name after being notified of a completed name change (if applicable).

## 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.

## REFUND POLICY

### Refund for Personal and/or Medical Emergencies

State reactivation candidates experiencing a personal or medical emergency who are unable to test when their application and eligibility are active (unexpired) should notify NBCOT at [credentialingservices@nbcot.org](mailto:credentialingservices@nbcot.org). NBCOT reserves the right to request documentation verifying the event/circumstances related to the request. These inquiries will be considered on a case-by-case basis.

### NBCOT Exam Products and Services Refund Policy

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

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

## APPLICATION WITHDRAWAL

State reactivation candidates who withdraw their exam application may receive a partial refund. Candidates MUST completely withdraw their exam application within three months of the Created On date of the application (review the summary section of your application for the Created On date) by submitting the request, with a brief explanation via email to [info@nbcot.org](mailto:info@nbcot.org). Approved refunds will be processed within 30 days of NBCOT approval. State reactivation candidates who withdraw their exam application can reapply for the exam three months from the date of their withdrawal request. In the case of a sanction of ineligibility for certification, the sanction terms will prevail.

## CANCELLATION, RESCHEDULE, LATE ARRIVAL, NO SHOW POLICY

The following applies to exam candidates who cancel, reschedule, arrive late, or do not appear for their scheduled exam.

State reactivation candidates testing with Pearson VUE can reschedule or cancel up to 48 hours before their exam appointment date. Candidates reschedule or cancel by clicking the *Manage My Appointment* button on the MyNBCOT dashboard.

State reactivation candidates who attempt to cancel or reschedule less than 48 hours before their appointment date or who do not appear for their appointment must request a new ATT letter after their appointment date passes. **There is \$115 USD fee to reissue your ATT letter in these circumstances.**

If you need to cancel 48 hours or less from your exam appointment due to an emergency, please contact NBCOT at [credentialingservices@nbcot.org](mailto:credentialingservices@nbcot.org) or NBCOT customer service at 301-990-7979.

**! A request to reissue an ATT letter for an additional 90 days MUST occur while the exam application has not expired.**

# Preparing for the Exam

## Exam

Exam content is derived from the results of practice analyses and developed to measure the knowledge required for practicing as an entry-level OTR or COTA.

The following presents the domain areas and proportion of test items established for the OTR and COTA blueprints of the certification examination content outlines from January 2024.

### OTR DOMAIN DESCRIPTIONS

#### **Domain 01: Evaluation and Assessment — 23%**

Acquire information regarding factors that influence occupational performance on an ongoing basis throughout the occupational therapy process.

#### **Domain 02: Analysis, Interpretation, and Planning — 23%**

Formulate conclusions regarding client needs and priorities to develop and monitor an intervention plan throughout the occupational therapy process.

#### **Domain 03: Select and Manage Interventions — 38%**

Select and implement interventions to promote healing and enhance engagement in occupation-based activities.

#### **Domain 04: Competency and Practice Management — 16%**

Manage professional activities of self and relevant others as guided by evidence, regulatory compliance, and standards of practice to promote quality care.

### COTA DOMAIN DESCRIPTIONS

#### **Domain 01: Collaborate and Gather Information — 27%**

Under the supervision of the OTR, acquire information on an ongoing basis regarding factors that influence occupational performance.

#### **Domain 02: Select and Implement Interventions — 55%**

Implement interventions, under the supervision of the OTR, in accordance with the intervention plan and level of service competence to support client participation in areas of occupation throughout the occupational therapy process.

#### **Domain 03: Uphold Professional Standards and Responsibilities — 18%**

Uphold professional standards and responsibilities by achieving service competence and applying evidence-based interventions to promote quality in practice.

## VALIDATED DOMAIN, TASK, AND KNOWLEDGE STATEMENTS FOR THE EXAM

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 [2022 OTR Examination Content Outline](#) and [2022 COTA Examination Content Outline](#) for the exams are available online. Candidates should refer to our website for the most up-to-date information regarding the content of the exam.

## FORMAT OF TEST ITEMS ON THE EXAMS

NBCOT exams contain the following:

- **OTR:** 180 items comprising a mix of three- and four-option single-response multiple-choice items and six-option multi-select scenario sets
- **COTA:** 190 items comprising three- and four-option single-response multiple-choice items and six-option multi-select items

### Three- and Four-Option Single-Response Multiple-Choice Items

Each single-response multiple-choice item starts with a stem or premise written in the form of a 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 button to the left of **ONE** response option to indicate their selection. Candidates can change selected responses by clicking the button to the left of a different response option. Candidates receive credit for selecting the correct response option. Points are not deducted for selecting incorrect response options.

### Example: Three-option multiple-choice question (first response is the correct answer)

During which task would a stereognosis deficit secondary to a CVA be **MOST EVIDENT**?

- A. Getting coins from a pocket
- B. Pouring water into a cup
- C. Putting on a pair of socks



### Example: Four-option multiple-choice question (first response is the correct answer)

During which task would a stereognosis deficit secondary to a CVA be **MOST EVIDENT**?

- A. Getting coins from a pocket
- B. Pouring water into a cup
- C. Putting on a pair of socks
- D. Opening a pill bottle

### 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. Candidates receive credit for each correct response option selected. Points are not deducted for selecting incorrect response options.

Of the six response options provided the candidate must select **THREE** responses.

### 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. (*First, second, and fourth options are correct.*)

- 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.

### Multi-Select Scenario Sets (OTR Exam Only)

Each multi-select scenario set consists of an opening scene that contains general background information about a practice-related situation, followed by four related items.

Each item is followed by six response options, three of which are correct and three of which are incorrect. Candidates must select the three best choices.

For all exam items, candidates receive credit for selecting the correct response options. There are no deductions for selecting incorrect response options.

We offer access to sample scenario sets so candidates can familiarize themselves with the structure of the item type. These sample items do not replicate the candidate experience on exam day.

Please view the [exam tutorial](#) for more information.

[Sample Scenario Set 1](#)

[Sample Scenario Set 2](#)

## HIGHLIGHT, STRIKE OUT, AND OTHER FEATURES

During the exam, candidates will be able to highlight text in the passage area 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. Candidates have the option to modify the color scheme by changing the background and text colors of the exam at any time. Candidates can also adjust the screen brightness and change the size of the content by zooming in or out on the screen. 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®

Designed using the exam content outline on which the certification exam is based, Aspire study tools are optional resources to include in your personalized study plan in whatever way works best for you.

### NBCOT EXAM STUDYPACK®

Mobile-friendly, dynamic, and interactive, the StudyPack is a comprehensive collection of tools that includes My Study Plan, an electronic study guide, flashcards, mini tests, Knowledge Match games, practice tests, a full practice exam, and much more.

- ▶ **Available for \$85 USD**
- ▶ **Access to the StudyPack remains until a passing score is earned on the certification exam.**
- ▶ **Candidates who purchase the StudyPack and have an unsuccessful attempt on the exam will have the StudyPack refreshed for no additional cost.**

### NBCOT STUDY GUIDE

Learn all about the exam, test-taking strategies, tips to develop a personalized study plan, and so much more. Includes practice questions with answers, rationales, and references.

- ▶ **Available for \$60 USD (hard copy) or \$40 USD (electronic)**
- ▶ **The study guide is available in the NBCOT Exam StudyPack as an electronic version. Please note that you cannot print the online (electronic) version.**

### NBCOT FLASHCARDS

Flashcards are grouped by the domains of the exam content outline and can be filtered by topic areas to help organize your studying!

- ▶ **Available for \$15 USD**
- ▶ **Flashcards are available in the NBCOT Exam StudyPack and include even more cards to prepare for the exam.**

## **KNOWLEDGE MATCH GAME**

Interactive and challenging matching games to test your OT knowledge. Choose a topic and get ready to play!

- ▶ **Available for \$9 USD**
- ▶ **The Knowledge Match Game is available in the NBCOT Exam StudyPack.**

## **NBCOT PRACTICE TESTS**

Based on the exam outline and created to mirror the format and flow of the certification exam, practice tests provide an opportunity to build confidence and use test-taking strategies.

- ▶ **Some practice tests are available in the NBCOT Exam StudyPack and some are available for individual purchase.**

**!** NBCOT study tools are designed to assist candidates with their exam preparation. NBCOT does not guarantee enhanced performance on the NBCOT certification exams for those using these products.

**!** NBCOT's Aspire study tools are copyrighted and protected by the United States Copyright Office. Copying, sharing, or posting NBCOT's materials is illegal and violates the Code of Conduct. Individuals in violation of the code are subject to disciplinary action and could jeopardize their ability to sit for the certification examination and/or be certified to obtain a license to practice.

**!** NBCOT does not require, approve, or endorse any preparatory courses or study materials relating to the NBCOT certification exams. Individuals who participate in the development of NBCOT Aspire study tools have no access to confidential examination content.

# **Exam Day: Questions & Answers**

## **WHAT ARE THE REQUIREMENTS FOR ADMISSION TO THE TEST CENTER?**

### **Appointment Arrival Time**

You **MUST** arrive 30 minutes prior to your scheduled appointment.

### **ID Information**

You must present two forms of ID: one primary and one secondary, or two primary. Refer to Acceptable forms of identification lists below.

The first and last name on both IDs **MUST** match the first and last name on the ATT letter. The middle name/initial is not required for ID purposes.

The address on the ATT letter and the identification does not need to match. Please ensure the address in the MyNBCOT account is correct.

All forms of ID **MUST** be original and **MUST** have a signature that matches the first and last name of the ATT letter.

### **Acceptable forms of primary identification include:**

Valid, unexpired government-issued photo ID with legal name and legible signature.

- **Driver's license requirements:** Current issue date, legal name, signature, photograph
- **Passport requirements:** Current issue date, legal name, signature, photograph
- **State-issued ID requirements:** Current issue date, legal name, signature, photograph
- **Permanent Resident/Green Card requirements:** Current issue date, legal name, signature/barcode, photograph
- **Military ID requirements:** Current issue date, legal name, signature/barcode, photograph

### **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, Master Card, American Express, or Discover)
- ATM card
- Employee ID card
- Student ID card
- Original social security card
- Any ID from primary ID list

## **COVID-19 UPDATE**

Face masks are not required at the test center; however, individual test centers may be required to comply with any local or government social distancing requirements, which are subject to change.

Candidates who choose to wear a face mask during testing will be asked to lower their mask as part of the check-in/identity verification process.

If you are sick/have been sick within the past two weeks, have recently traveled, or have recently been exposed to someone who tested positive for COVID-19, we strongly urge that you stay home to help ensure the safety of test center employees and other test-takers, and recommend that you reschedule your exam.

## **ARE BIOMETRICS COLLECTED AT THE TESTING CENTER?**

Pearson VUE will take a digital candidate photo and collect a digital signature to match with the primary ID. They also utilize palm-vein biometric screening, which is a non-invasive and highly accurate measure of identity. You will place your palm on the scanner, which uses a near-infrared light source (similar to a TV remote) to scan the veins in your palm. The information is converted to a digital template and used to prevent anyone from testing under your identity. 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.

Test center staff 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, test center staff will require you to step out of the test administration area. The staff member will inform you that you have violated test center rules and a detailed report will be filed with NBCOT. You will be dismissed and the exam terminated. Any type of camera device will be confiscated by Pearson VUE. Your future exam eligibility status will be determined by NBCOT.

## CAN I USE EARPLUGS?

Earplugs are available for all candidates testing at Pearson Professional Centers.

If a candidate wants to bring/use their own custom pair of earplugs, formal testing accommodations approval is required. Earplugs must be stand-alone earplugs, no wires, and are subject to visual inspection at the test center.

Please refer to the [NBCOT Testing Accommodations Handbook](#) for further information.

## 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 cannot remove 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 bow ties 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.

## 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 OTR and COTA exams are 4 hours long (this is your exam time). Your appointment time will be longer than your exam time to allow time for check-in, exam tutorials, surveys, check-out, and other administrative procedures.

## 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.

## 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 TAKE 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 note board from the test center staff during your exam. If you require additional materials, you will need to wait for the test center staff to clean the originally-issued note board before reusing. Writing on your hand or anywhere on your body is strictly prohibited and a violation of test center rules and the [NBCOT Candidate/Certificant Code of Conduct](#).

## CAN I EAT/DRINK IN THE TESTING ROOM?

Food and beverages, including water, are not permitted in the testing room. Food and beverages can be stored in lockers and consumed in the test center waiting area.

## DOES PEARSON VUE HAVE A POLICY REGARDING CONDUCT IN THE TESTING CENTER?

Yes. Candidate conduct is addressed in [Pearson VUE's Candidate Rules Agreement](#). 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. In addition, an NBCOT sanction may be imposed due to a violation of the NBCOT Code of Conduct.

## WHAT CAN I DO IF THE COMPUTER MALFUNCTIONS WHILE I AM TAKING THE EXAM?

You **MUST** alert the test center staff 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, all previously entered exam data is saved.

If the problem cannot be remedied within 30 minutes, you have the right to reschedule the exam for another day within your eligibility period.

You must contact NBCOT at [credentialingservices@nbcot.org](mailto:credentialingservices@nbcot.org) or 301-990-7979 (ask for credentialing services) for rescheduling approval and instructions.

## WHAT HAPPENS IF I EXPERIENCE AN ADMINISTRATIVE OR TECHNICAL ISSUE DURING MY EXAM?

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.

NBCOT cannot address any administrative or technical complaints with Pearson VUE if you did not first file a complaint at the test center. Administrative or technical complaints submitted after your pass/fail status is posted will not be investigated.

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 complaint immediately with the test center staff or before leaving the test center. Test center staff will file a case report.
2.  I **MUST** request a confirmation of the complaint.
3.  I **MUST** contact NBCOT by email at [credentialingservices@nbcot.org](mailto:credentialingservices@nbcot.org) within 24 hours after the incident occurred to describe the incident in detail and provide the case report number, if applicable.
4.  NBCOT will confirm initial receipt of the complaint.

**! ALL exam scores are held when an exam complaint is submitted. Exam results will NOT be posted or released until the complaint has been fully investigated and resolved.**

**! If you wait until AFTER your pass/fail status has been posted to submit your exam administrative or technical complaint, your exam complaint will NOT be acknowledged.**

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 business 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.

Appeals must be sent in writing via traceable mail and must be received by NBCOT within 21 days of the candidate's receipt of NBCOT's complaint response. The candidate will be notified of the status of the appeal investigation within 30 days of receipt of the appeal.

# After the Exam: Questions & Answers

## 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 or NBCOT study materials 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, Instagram, cell phone, study tool sharing sites, 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 Principles 2 and 9 of the [NBCOT Candidate/Certificant Code of Conduct](#). Violations 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 at [www.nbcot.org/foundations](http://www.nbcot.org/foundations).

## 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.

**Candidates with a passing score:** You will be notified via email when your exam result has been posted online.

**Candidates with a failing score:** You will be notified via email when the exam result has been posted online. Your feedback report will include the overall score along with domain-level performance information and an explanation for interpreting your overall and domain-level performance. The information on the domain areas is provided for diagnostic purposes only. The feedback report also includes answers to frequently asked questions about the feedback report and preparing to retake the exam. Refer to the "Retaking the Exam" section on [page 24](#) of this handbook for additional information about reapplying to take the exam.

**!** Upon receipt of the feedback report, candidates who hold a state-issued limited or temporary permit(s) or license(s) that allows them to practice are advised to immediately contact the regulatory agency in that jurisdiction to determine whether their limited or temporary permit/license remains valid. 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** send an 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.  I understand that administrative and technical issues/complaints that were not addressed according to procedure ([see page 21](#)) are not sufficient grounds for an appeal.
4.  The appeal letter **MUST** be sent to NBCOT by traceable mail with signature confirmation to the address below, and received within 14 days of the date the exam pass/fail results were posted. I understand that NBCOT will not accept correspondence received after this date or submitted via email.
5.  I understand that NBCOT will not discuss my appeal by phone or email until the appeal letter is received.
6.  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.
7.  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.
8.  I understand that I will receive a response from NBCOT within 21 business days of NBCOT's receipt of the appeal letter.

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

**Attention: Vice President, Credentialing Services**  
**One Bank Street**  
**Suite 300**  
**Gaithersburg, MD 20878**

Candidates may appeal the decision in writing via traceable mail to the address above no later than 21 days after the candidate's receipt of NBCOT's response. Submissions must outline the grounds of the appeal, including reasons why the appeal should be considered. Appeals received after 21 days or submitted via email, phone or non-traceable mail will not be acknowledged or reviewed. Candidates will receive notification from NBCOT regarding the status of the review within 30 business days of NBCOT's receipt of the written appeal.

# Retaking the Exam

Candidates who fail the exam may reapply for another exam administration. The following information relates to the reapplication process:

- The following waiting periods apply to all exams:
  - ▷ **Second or third attempt:** 30 days from date of last exam administration
  - ▷ **Fourth through sixth attempt:** 60 days from date of last exam administration
  - ▷ **Seventh attempt or higher:** six months from date of last exam administration
- State reactivation candidates can apply 30 days before their next eligible exam date. The date you can reapply is listed on your MyNBCOT student dashboard.
- State reactivation candidates must submit a new exam application in order to retest. Candidates log in to their existing MyNBCOT account and follow the steps to reapply. **DO NOT** create a new account. A \$35 USD fee will be assessed for duplicate accounts.
- The exam application, Score Transfer requests, Eligibility Confirmation Notices, and any other services are subject to all applicable fees.
- State reactivation candidates may request one free Score Transfer **AND** one free Eligibility Confirmation Notice **ONLY** if ordered at the time the exam application is submitted. This request does not transfer from one application to the next. If multiple services are ordered with the exam application, each additional service is subject to the \$35 USD fee. **AFTER** the exam application is submitted, Score Transfer or confirmation notice requests are \$35 USD each.
- If state reactivation candidates have a name change since the last exam administration, they **MUST** complete a **Name Change Request** through their MyNBCOT account. This should be done prior to reapplying for the exam. See the "Exam Day: Questions and Answers" section on [page 17](#) of this handbook for acceptable forms of ID to be admitted to the test center.
- State reactivation candidates who previously tested with testing accommodations should refer to the [Testing Accommodations Handbook](#) for details on how to reapply with TA.
- State reactivation candidates who previously answered "Yes" to a character question and were cleared for the exam **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](mailto: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 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](mailto:professional.conduct@nbcot.org).
- After eligibility is approved, candidates will receive a new ATT letter with a new 90-day testing eligibility period. The eligibility will begin no sooner than the applicable waiting period from your previous test date.
- After receiving the ATT letter, state reactivation candidates should schedule their exam directly with Pearson VUE as instructed in the ATT letter. (See "Scheduling the State Reactivation Candidates Exam" on [page 10](#).)

# NBCOT Certification Renewal: Keep Your Credential Active

Certification renewal is required to maintain active certification. Fulfilling the certification renewal requirements entitles a certificant to continue using the OTR or COTA credential.

For a complete list of requirements and information on renewing your NBCOT certification, review the [NBCOT Certification Renewal Handbook](#).

The certification renewal season occurs between January and March annually.

Certification renewal is required to maintain active certification. 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. To identify yourself to the public using the OTR or COTA certification marks, your certification status must be active and in good standing. 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.

## NBCOT Navigator®

Another benefit of certification is continual access to the latest evidence-based research through the 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, visit [nbcot.org/navigator](http://nbcot.org/navigator).

# How to Renew Your Certification

There are two ways to renew your certification:

1. Log in to your MyNBCOT account and complete the online renewal application; or
2. Mail in a [paper renewal 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. Select "Edit Profile" in the drop down menu under your name.

Upon renewal, certificants receive information about their certification benefits and how to access and download the official NBCOT digital certificate, digital wallet card, and digital badge(s) verifying OTR or COTA certification and additional microcredentials. For complete details on the renewal process, visit the [renewal section](#) of the website.

## Summary of State Reactivation Candidates Service Requests

- **Name change:** Log in to your MyNBCOT account and select *Name Change* in the drop-down menu under your name. Upload a copy of one form of government-issued ID reflecting the name change (e.g., driver's license, state-issued ID, military ID, passport, or signed social security card). Proceed through checkout and pay any necessary fees as applicable. See "Name Change" on [page 11](#).
- **Repeat exam candidates:** A new application and fee must be submitted. Log in to your existing account – do not create a new one. One free Score Transfer and/or one free Eligibility Confirmation Notice may be requested at the time of exam application submission. Fees apply to any additional request(s). See "Fees" on [page 9](#).
- **Mailing address change:** Candidates can update their address online at any time through their MyNBCOT account. A valid street address is required for the background check. The address on file is the address used to send important NBCOT certificant correspondence. See "Address Change" on [page 12](#).
- **Email address change:** Candidates can update their email address through their MyNBCOT account. It is candidates' responsibility to keep their email address current with NBCOT.
- **Reissue of ATT letter:** The ATT letter is active for 90 days. If the exam is not taken within the 90-day period, the ATT letter can be reissued for an additional 90 days **if requested while the exam application has not expired**. Reissue of an ATT letter may be requested online through the MyNBCOT account. See "Authorization to Test (ATT) Letter" on [page 9](#).
- **Score Transfer request to state regulatory boards:** Request by logging in to your MyNBCOT account and selecting the service. One free Score Transfer is included with your exam application submission. Fee is \$35 USD for each additional request. See "Reporting Service: Score Transfer" on [page 9](#).

- If an exam candidate has been convicted of a felony at any time before or after issuance of an **Authorization to Test (ATT) letter**: Based on [Practice Standards/Code of Conduct](#) that the candidate must agree to when signing the exam application attestation statement, the candidate must notify NBCOT of a felony conviction. If the candidate fails to inform NBCOT, disciplinary action may result. See "State Reactivation Candidate Exam Eligibility Requirements" on [page 6](#).

# Exam Application Procedures Checklist

## Completing the NBCOT 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 or employer, I have indicated so on my application. To receive my one free Score Transfer I must request the service(s) at the time I submit this exam application.
- I have paid all applicable fees.
- I have saved the receipt/invoice for my records as proof of successfully submitting the application.

## Changing My Name

- If I have had a name change at any time prior to taking the certification exam, I have submitted a *Name Change Request*, uploaded the appropriate legal documentation, and paid any applicable fees.

## 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 done so through my exam application and have submitted all required documentation.

## Character Review

- If I answered "Yes" to a character question, I have submitted the required documentation.

## Scheduling the Exam with Pearson VUE

- I have received my ATT letter and I have logged in to the MyNBCOT dashboard to schedule my appointment with Pearson VUE.
- If I need to cancel/reschedule my exam date, I will follow the procedures outlined in the ATT letter and the cancellation policy. "Cancellation, Reschedule, Late Arrival, No Show policy" on [page 12](#).

# Appendix

## Contents

**Certification Examination Application OTR® and COTA® for  
State Reactivation Candidates**



National Board for Certification  
in Occupational Therapy

# Certification Examination Application OTR® and COTA®

## STATE REACTIVATION CANDIDATES

ID 76 rev022224

### Section 1: Applicant Information

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

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone:  home  work  mobile

Phone:  home  work  mobile

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? \_\_\_\_\_

**FOR NBCOT USE ONLY:**

*State-Approved  
“State Reactivation”  
Candidate:*

**Exam**

- OTR  
 COTA

- First-time  
 Repeat

### Section 2: General Information

#### Why does NBCOT request this information?

It is essential that we understand the population of certified occupational therapy professionals, including demographic characteristics, practice information, and the geographic distribution of certificants. This type of information provides valuable workforce planning insight to our entire OT community. In addition, as part of our efforts to ensure representation and inclusivity on all of our committees and working groups, we are seeking to obtain accurate information about the characteristics of our certificant population. No personally identifying information will be shared outside of NBCOT.

With which gender do you identify?

- Woman
- Man
- Nonbinary
- A gender not listed here (*please self identify*): \_\_\_\_\_
- Prefer not to answer

What pronouns do you use? (*Select all that apply.*)

- She/her
- He/his
- They/them
- Pronouns not listed here (*please specify*): \_\_\_\_\_ / \_\_\_\_\_
- Prefer not to answer

Which of the following describes your race and ethnicity? (*Please select all that apply.*)

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic, Latino, or Spanish origin
- Middle Eastern or North African
- Native Hawaiian or other Pacific Islander
- White
- Prefer not to answer

## Section 3: Credential Information

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

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 4: 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](http://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 new 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](http://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.

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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.

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**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 5: 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

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2. a. Have you ever surrendered any professional license, registration, or certification or had one 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

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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 9 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 6: Score Transfer

- I may request one free Score Transfer with this application. Please send a *Score Transfer* to the jurisdiction(s) selected below. I have included the \$35 USD fee for EACH ADDITIONAL 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.**

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Idaho         | <input type="checkbox"/> Minnesota      | <input type="checkbox"/> North Dakota   | <input type="checkbox"/> Utah          |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Illinois      | <input type="checkbox"/> Mississippi    | <input type="checkbox"/> Ohio           | <input type="checkbox"/> Vermont       |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Indiana       | <input type="checkbox"/> Missouri       | <input type="checkbox"/> Oklahoma       | <input type="checkbox"/> Virginia      |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> Iowa          | <input type="checkbox"/> Montana        | <input type="checkbox"/> Oregon         | <input type="checkbox"/> Washington    |
| <input type="checkbox"/> California           | <input type="checkbox"/> Kansas        | <input type="checkbox"/> Nebraska       | <input type="checkbox"/> Pennsylvania   | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> Kentucky      | <input type="checkbox"/> Nevada         | <input type="checkbox"/> Puerto Rico    | <input type="checkbox"/> Wisconsin     |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> Louisiana     | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> Rhode Island   | <input type="checkbox"/> Wyoming       |
| <input type="checkbox"/> Delaware             | <input type="checkbox"/> Maine         | <input type="checkbox"/> New Jersey     | <input type="checkbox"/> South Carolina |  |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Maryland      | <input type="checkbox"/> New Mexico     | <input type="checkbox"/> South Dakota   |  |
| <input type="checkbox"/> Florida              | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> New York       | <input type="checkbox"/> Tennessee      |  |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> Michigan      | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Texas          |  |

## Section 7: 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 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. I agree to take the exam at a pre-approved testing center, and understand it is not available remotely. 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, writing on my hand or anywhere on my body at the testing center, or cheating, to include discussing, transmitting, or copying a test item(s) or answer(s), 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 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 understand that NBCOT’s Aspire study tools and OTKE are copyrighted and protected by the United States Copyright Office. Copying, sharing, or posting NBCOT’s materials is illegal and violates the Code of Conduct. If it is ever determined that I was a participant in sharing this information at any time, my certification or eligibility status with NBCOT may be changed.

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:

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Please print name here:

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## Section 8: 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](http://www.nbcot.org/aspire) for more information.

# NBCOT®

National Board for Certification  
in Occupational Therapy

#### Service Fees:

Examination Application Fee	\$595 USD (paper application)
Score Transfer Request (*First score transfer is FREE. *)	\$35 USD per additional score transfer
Returned Check Fee	\$35 USD
Credit Card Challenge Fee	\$35 USD

	Each	Qty.	
Application Fee	\$595 USD	x	=
Additional Score Transfer	\$35 USD	x	=
Returned Check Fee	\$35 USD	x	=
Credit Card Challenge Fee	\$35 USD	x	=

*Credit card transactions that are subsequently challenged unsuccessfully will result in a \$35 USD 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).*

**Once this exam application is submitted, it is valid for three months. The certification exam must be taken within this three month period, or by the Authorization to Test (ATT) expiration date. I understand that if I do not test within my eligibility period all fees will be forfeited. A new exam application and fee will then need to be submitted.**

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 CWV 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**