

New Mexico Occupational Therapy Licensure Application Process Checklist

Developed by the New Mexico Occupational Therapy Association

Congratulations! You're graduated, or almost there! Now, it's time to prepare to take that big exam...

The following check list was designed to give you step-by-step directions to completing your National Board Certification in Occupational Therapy (NBCOT) Examination and New Mexico licensure application process. Estimated prices and links to resources are provided. The information below is current as of January, 2016. Cost or process changes initiated after this date do not reflect in this checklist.

Use your NBCOT Exam Prep Handbook! We've cited pages from this book for more information with the author, NBCOT, and page number. A link for the handbook is located in Appendix B.

Step	Details	Website and/or Address	Cost	Tips
<input type="checkbox"/> Register to take the NBCOT exam	<ul style="list-style-type: none"> ◆ Pay the additional \$40 (2015 price) to have NBCOT send verification to the New Mexico State Board and Commissions Licensing Dept. ◆ You do not need to obtain an address. NBCOT has all state licensing boards contact information on file. ◆ Notify NBCOT if you require reasonable and appropriate testing accommodation at accommodations@nbcot.org (NBCOT, 2016, p.9). NBCOT provides a Testing Accommodations Handbook at: www.nbcot.org/testingaccommodations. <p>Plan ahead! Requests for testing accommodations increase processing time. Begin applying for accommodations during your 2nd FWII/Final enrolled semester.</p>	<p>NBCOT Exam Application: http://www.nbcot.org/apply-for-exam</p> <p>New Mexico Regulation & Licensing Department Occupational Therapy Board & Commissions: http://www.rld.state.nm.us/boards/OccupationalTherapy.aspx</p>	<p>Application Fee: \$540</p> <p>Official Score Transfer (\$40): Pay this to permit NBCOT to send your scores to the New Mexico State Licensure Board</p> <p>Confirmation Notice (\$40): <i>Possible requirement if you wish to work with a Provisional License; check with your employment site if they require this.</i></p> <p>Prices current as of 2016</p>	<ul style="list-style-type: none"> ◆ <i>For provisional license, select: "New Mexico State Confirmation Notice"</i> ◆ <i>For full license, without provisional, select: "New Mexico Score Transfer Notice"</i> ◆ <i>Unsure if you should get a provisional? See the flowchart below (Appendix A)</i> ◆ <i>Your academic advisor had you sign an 'Academic Credential Verification Form (ACVF)'. This form is required by NBCOT to permit to sit for the exam prior to confirmation of your official final transcript with degree. (NBCOT, 2016, p. 10). Final grades are posted at the end of your last enrolled semester and after completion of fieldworks. You will receive your exam pass/fail status after your University has posted your final degree status to NBCOT.</i> <p><i>***This means, if you take your exam within 1-2 months of your graduation date, you may wait for a few weeks before NBCOT will release your score. **** Check with your University for details on the estimated date for posting final grades. Quell that anxiety by planning ahead! ☺</i></p>

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<input type="checkbox"/> Schedule your NBCOT exam with a Prometric Testing Center	<ul style="list-style-type: none"> ◆ You'll need your ATT (Authorization to Test) letter from NBCOT to register for the exam. It may come by e-mail or snail mail, or both. Contact NBCOT with questions. (NBCOT, 2016, p. 12) ◆ If you contacted NBCOT and signed up for reasonable, appropriate accommodations, NBCOT will provide you with a testing accommodations advocate with Prometric to ensure your needs are met. Please, refer to the NBCOT Testing accommodations website for details: http://www.nbcot.org/testing-accommodations 	<p>Prometric Testing: https://www.prometric.com/en-us/Pages/home.aspx</p> <p>Testing Accommodations: http://www.nbcot.org/testing-accommodations</p>	<p>N/A</p> <p><i>(Price is covered with payment above when registering for the NBCOT exam.)</i></p>	<ul style="list-style-type: none"> ◆ Call ahead and review available test dates. Sometimes, Prometric will not have dates available in your county or area of the state, as Prometric provides tests for many high school, college and graduate-level certification exams.
<input type="checkbox"/> Study	<p>There are a couple well-known and reputable study resources:</p> <p>(1) Therapy Ed Exam Study Prep text book has excellent reviews and provides questions in a format similar to the actual exam with explanations, three complete practice exams, test-taking strategies and "Create Your Own Exam" software.</p> <p>(2) NBCOT Exam Prep provides online exams that can be subdivided and preferentially sorted by practice area, step in OT evaluation and intervention process and more. You may take simulated full-length practice exams as many times</p>	<p>(1) Therapy Ed Exam Prep: https://www.therapyed.com/</p> <p>(2) NBCOT Exam Prep: http://nbcotexamprep.aota.org</p>	<p>(1) \$85 for 7th Edition Book; Therapy Ed also offers courses, USB practice exam software and more. See website.</p> <p>(2) Varies from \$45 - \$75 for practice tests; the NBCOT COTA and NBCOT OTR study guide are \$60 each*</p> <p><i>*(Updated 01/16.. Note that prices tend to rise annually).</i></p>	<p>(1) Therapy Ed:</p> <ul style="list-style-type: none"> ◆ Select the "Occupational Therapy" tab for OTR exam preparation resources ◆ Select the "OT Assistant" tab for COTA exam prep resources <p>(2) NBCOT:</p> <ul style="list-style-type: none"> ◆ You will need to create a MyNBCOT profile ◆ A variety of Practice Tests & Clinical Simulations are Available for COTA and OTRs: https://my.nbcot.org/Areas/Exam/Pages/PracticeTestsOrder.aspx ◆ NBCOT offers some Entry-level Self-Assessment tools for free: http://www.nbcot.org/self-assessment-tools ◆ It also includes links for flashcard apps, matching games and study guides.

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	<p>as you like.</p> <p>(3) See the list of free resources below to add to your study materials.</p>			
<p><input type="checkbox"/> Send an Official Copy of your graduate school transcript to NBCOT</p>	<p>The most expedient way to mail transcripts it to use send electronically to: transcripts@nbcot.org</p> <p>If you want to mail a hard copy instead use the following address, but know it will take at least one week longer:</p> <p>NBCOT Transcript Submission Address: NBCOT, Inc. 12 S. Summit Avenue, Suite 100 City: Gaithersburg, MD 30877</p> <p><i>The above information was retrieved from the NBCOT Exam Handbook^a (2015). Always check the most recent version of the handbook to ensure you have the most updated information.</i></p>	<p>Use your University's online transcript ordering process; websites for each University are below:</p> <p>UNM: https://my.unm.edu</p> <p>Brown Mackie: Contact Registrar's Office</p> <p>Western: http://registrar.wnmu.edu/transcripts</p> <p>Eastern: http://www.enmu.edu/registrar/transcripts</p> <p>San Juan: http://www.sanjuncollege.edu/student-services/departments/enrollment-services/transcripts</p> <p>NBCOT Exam Prep Materials Link: http://www.nbcot.org/aspire</p>	<p><i>Cost varies depending on University</i></p>	<p>♦ Step-by-step for UNM Students:</p> <ol style="list-style-type: none"> (1) go to my.unm.edu; (2) log in with NetID and password; (3) click the "Student Life" tab; (4) Click the Lobo Web Link "registration, grades...." (5) Click "Registration and Records" (6) Under the Banner 'records' click "Order Official transcript" (7) click "start my order" (8) verify info on next two pages (9) choose "regular request (official copy) delivered to recipient;" (10) choose years attended UNM and UNM transcripts only; (11) select "for board certification" as primary reason for ordering on toggle menu (12) <i>Type of recipient:</i> "Other" (13) Enter the Address listed 3 columns to the left for NBCOT. (14) Attention/Department: NBCO, Inc (15) Institution/Company: NBCOT, Inc. <p><i>** If you are paying with a credit card that does not match your last name on your transcripts, you will have to fill out an additional form, authorizing your transcripts to be sent. To make this easier/more efficient, pay with a credit card with the same last name, if you can. Credential Solutions, Inc. will send you an e-mail requesting you complete an additional authorization form within ~48 hours if you need to pay with a card with a different last name.</i></p>
<p><input type="checkbox"/> Take your exam</p>	<ul style="list-style-type: none"> ♦Relax, be confident and know that you've been educated on everything you need to know to pass this exam. ♦Review and ensure that your reasonable accommodations are arranged. If they are not, you do not have to take the exam. See the resource to the right, and educate yourself prior to test date. 	<p>Variable Testing Locations. Refer to your Prometric testing sign-up verification for address.</p>	<p>N/A</p> <p><i>(Price is covered with payment above when registering for the NBCOT exam.)</i></p>	<ul style="list-style-type: none"> ♦ When you arrive, Prometric will provide you with all the rules and processes including breaks etc. ♦ No food or drink are allowed into the ♦Call Prometric prior to arriving to ensure that your reasonable accommodations are set-up. Utilize your testing accommodations advocate for this process. For details visit: www.nbcot.org/testingaccommodations.

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<p><input type="checkbox"/> Submit your Application for State Licensure</p>	<ul style="list-style-type: none"> ◆ Open the OT/OTA Application Completion checklist ◆ OTAs must submit a current statement of supervision by the OT who will be responsible for supervision. <i>(Both the supervisor and supervisee must notify the board within 10 days if there is a change of supervisor.)</i> ◆ Print out and complete the Jurisprudence Exam. <i>(Many questions can be answered using the tab to the left titled "Rules and Laws")</i> ◆ A recent, photo-quality 2"x 2" headshot must be submitted with your application ◆ When you turn in your paperwork, or 2-3 days after mailing, call the licensing dept. and ensure that they have all the required paperwork 	<p>NM State Boards & Commissions for Occupational Therapy: http://www.rld.state.nm.us/boards/Occupational_Therapy_Forms_and_Applications.aspx</p> <p>Contact Information: Phone: (505) 476-4940 Fax: (505) 476-4645 E-mail: occupationaltherapy@state.nm.us</p>	<p>OTR = \$110 COTA = \$100</p> <p>Provisional Permit (OTR & COTA) = \$25 <i>(Paid in addition to the full license)</i></p> <p>Jurisprudence Exam = \$10</p> <p>* If applying between June 1st and August 31st, the prices drop (OTR= \$60, OTA= \$50) for full licensure + \$10 Jurisprudence Exam (</p> <p><i>Updated: 01/16. Note that prices tend to rise annually. Check the NM Boards & Commissions websites for the most accurate pricing.</i></p>	<ul style="list-style-type: none"> ◆ Payment using a money order will process more quickly than a personal check, which can delay the processing of the application up to 10 days ◆ Your license will be mailed 2-5 days after processing. ◆ Know that your pass status with NBCOT will not be released until they have your transcripts. ◆ Additionally, the licensing dept. will not issue a license until they receive verification from NBCOT that you have passed.
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Provisional Licensure Information:

Should you apply for a Provisional License? The answer to this question largely depends on when you plan to start working, the availability of supervision, and the stipulations your work site has for licensure.

- Permissible only if you have (1) completed all educational and fieldwork experience requirements of the occupational therapy act and (2) applied for the NBCOT examination and (3) your educational institution has provided documentation of completion of your OT/OTA degree to the NM Board of OT Examiners.
- Appropriate for people who meet these criteria and would like to work while studying
- Provisional permit is valid for a maximum of 6 months after issuance. If you do not sit for the board within 6-months, the provisional license automatically voids.
- If you take the NBCOT examination and do not receive a passing grade, you must immediately notify the NM Board of OT Examiners and stop working under the provisional license. You are then prohibited from practicing until you receive a passing grade on the NBCOT examination and received State licensure.
- You cannot receive a provisional license without completion of a **Supervisory Form/Employment Verification** (NM Boards & Commissions website: Website: http://www.rld.state.nm.us/boards/occupational_therapy.aspx).
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- You will need to create a Supervision Plan detailing the level of supervision including frequency, type of supervision, and authorized activities under supervision.

The provisional license will allow you to work with supervision for up to 6 months before taking your NBCOT exam and receiving full licensure. Provided that your work site is able to provide supervision, and permits employment with provisional licensure, this may be a feasible option for you; taking this route may allow you to gain experience and/or take a job offer shortly after fieldwork even if you have not yet taken your NBCOT licensure exam.

If you choose to apply for a provisional license, you will need to complete the application for the full license at the same time. You must have a planned exam date when you request your provisional license, and will need to utilize and submit a Supervision plan to the licensure board.

Please see the New Mexico OT Boards & Commission's Website for more information regarding Provisional Licensure and stipulations that inhibit provisional licensure (e.g. failure of NBCOT exam).
Website: http://www.rld.state.nm.us/boards/Occupational_Therapy_Requirements_and_Continuing_Education.aspx