

NBCOT Certification Exam Handbook



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*.

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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*.

About This Handbook

This handbook is developed to provide exam candidates with detailed information and steps to successfully complete and submit a certification exam application. NBCOT recognizes the responsibility exam candidates assume when completing their exam application.

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

Exam Administration

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

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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.

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Revised October 2016
Revised June 2018
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Revised March 2021
Revised July 2022

Exam Certification Eligibility Requirements

Eligibility Requirements

Candidates must meet the following eligibility requirements to sit for the NBCOT certification exam:

- Obtain an occupational therapy degree that meets current entry-level degree requirements:
 - ▶ OTR candidates must graduate with an entry-level occupational therapy degree from an ACOTE® accredited occupational therapy (OT) program
 - ▶ COTA candidates must graduate with an entry-level occupational therapy degree from an ACOTE®-accredited occupational therapy assistant (OTA) program
 - ▶ Internationally educated candidates: If you did not earn your entry-level master's or doctoral degree in occupational therapy from a U.S.-accredited college/university, you must through the Occupational Therapist Eligibility Determination (OTED®) process. Please refer to the [NBCOT website](#) for details.
- Agree to abide by the NBCOT Practice Standards and Code of Conduct
- Receive Character Review Approval

Note: NBCOT may change or update exam eligibility requirements to meet industry standards. Changes in eligibility requirements will be communicated well in advance of taking effect.

Should eligibility requirements change in the future and an exam candidate has not attained certification, the candidate has three (3) years from their date of graduation reflected on the final transcript to take the exam under the prior eligibility requirements. After three years from the date of graduation, a candidate must meet current eligibility requirements to sit for the exam.

Eligibility Appeal Process

If a candidate is determined to be ineligible to take the certification exam, the candidate has the right to appeal that decision in writing to the NBCOT Board of Directors. Within 21 days from the date of the ineligibility notification, the candidate may submit a letter of appeal that **MUST** outline the grounds for the appeal, including reason(s) why the application should be recognized and accepted by NBCOT. All letters should be sent via traceable mail (i.e., certified, UPS, Fed Ex) to:

**NBCOT, Inc. Attn.: President and Chief Executive Officer
One Bank Street, Suite 300
Gaithersburg, MD 20878**

In the case of an ineligibility due to a violation of the *NBCOT Code of Conduct*, please refer to the [Procedures for the Enforcement of the Candidate/Certificant Code of Conduct](#).

Application Process

Submitting the Application

Candidates apply for the certification exam online at nbcot.org.

The exam application must be completed by the candidate. Applications completed and/or submitted by a third party (e.g., **family members, recruiters, program directors, fieldwork coordinators, professors**) are not valid and the candidate will be deemed ineligible for three (3) months with all application fees forfeited.

Once this exam application is submitted, it is valid for 90 days. The certification exam must be taken within this validity period, or by the Authorization to Test (ATT) expiration date. If the exam is not taken within the eligibility period, all fees will be forfeited. A new exam application and fee **MUST** be submitted.

Online Application for First-time Exam Candidates:

1. Read the Certification Examination Handbook in full **PRIOR** to applying for the exam. The handbook includes important information and instructions and is a required step in the application process.
2. Create a MyNBCOT account.
 - ▷ **If you already have a MyNBCOT account**, log in using your unique email address and password.

Note, an online account should only be created **once. A \$35 USD fee will be assessed if a duplicate account is created. If you have forgotten your password, click on the “Forget Your Password?” link on the MyNBCOT login page. If you are unsure if you have an account, or if your SSN will not allow you to create an account, you may already have one. Contact NBCOT customer service at info@nbcot.org or call 301-990-7979 during business hours (9 am to 5 pm EST) for assistance.*

▷ For new users, visit nbcot.org and click *Create a Profile*.

▶ Select the *I have never been OTR or COTA certified** button.

**Note, an online account should only be created once. A \$35 USD fee will be assessed if a duplicate account is created. Refer to information under [Step 2, bullet 1](#) if you are unable to create an account.*

▶ Complete your account information and click *Submit*.

▶ You will receive an email from NBCOT asking you to validate your email address in order to activate your MyNBCOT account.

3. Apply for the exam.

If you are unable to complete the exam application in its entirety in one session, you may click *Save and quit* and complete the application later. As long as the application remains in the “New” status, you may make changes to the exam application.

Do not use the back browser to review the application; it may cause the application to fail. Use the *Continue* and/or *Back* buttons within the application.

▷ **Log into your MyNBCOT Account**

New and repeat applicants: Once logged into your MyNBCOT account, click on the *Start My OTR/COTA Exam Application* button.

If you previously took and passed the COTA exam and you are now eligible for the OTR exam, log into your existing MyNBCOT account. Go to *Student Dashboard* in the drop-down menu under your name. You will need to add an OT degree to your Profile before you can complete your OTR exam application.

▷ Review and complete your *Profile*.

Review and update your contact information. The email and address provided will be used to communicate important information.

Confirm your SSN is correct. Note that if your SSN is not correct you must contact NBCOT customer service at 301-990-7979 during business hours to update.

Click *Continue*.

▷ Review and confirm your academic information.

Click *Continue*.

▷ Honestly answer *Character Questions* and upload probation documentation, if applicable. (See “*Character Review*” on [page 10](#) for details.)

Click *Continue*.

▷ Select **Yes** or **No** for *Testing Accommodations*.

If Yes, refer to the [Testing Accommodations](#) section of the NBCOT website and submit all the required information and documentation.

Note: Candidates requesting TA must upload at least one supporting document to continue. Candidates may upload additional documentation throughout the application approval process.

Click *Continue*.

▷ Select your *Services* by clicking the appropriate **Add Notice** button.

Note: Candidates may request one free confirmation notice and one free score transfer per application. The discount is reflected upon checkout.

There is a \$35 USD fee for each additional notice or transfer requested.

The one free confirmation and/or score transfer request is only available prior to application payment. Requests made after the application payment is submitted are \$35 USD each.

Click **Continue**.

- ▶ Read the Attestation statement and check the box.

Click **Continue**.

- ▶ Review your cart and confirm your order is correct.

If the order is correct, click **Proceed to Checkout**.

If edits are required, click Return to your Cart. Click Remove. Return to your Dashboard, and click Finish My Exam Application, and make desired changes.

- ▶ Complete shipping information (if applicable).

Click **Continue to Payment**.

- ▶ Complete payment information.

Click **Continue to Review Order**.

- ▶ Review your order.

If correct, check the box to agree to the [Terms and Conditions](#) and [Refund Policy](#).

If edits are required, click Remove. Return to your Dashboard, click Finish My Exam Application, and make desired changes.

Click **Submit Order**.

4. Once the exam application is submitted:

- ▶ Candidates may make the following revisions to their application if it's still in "New" status:

- Changing testing accommodations requests
- Changing contact information
- Changing name

- ▶ Candidates may change their mailing address, email, phone, and password at any time by logging into their account and selecting **Edit Profile**.

- ▶ If corrections are needed after the application has been moved from "New" status to "Review in Progress" or "Processed" (with the exception of address, email, or phone updates), please contact info@nbcot.org or 301-990-7979 for assistance.

- ▶ Candidates can check on the status of their application by logging in to their MyNBCOT account.

Character Review

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

- 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?
- 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 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.

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.

Testing Accommodations

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

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

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

Academic Verification Documentation

NBCOT accepts either an official, final college or university transcript or a Degree Verification Form for the purpose of determining eligibility for exam testing.

NBCOT requires an official, final college or university transcript for OTR or COTA certification to be granted.

Transcript Requirements

Candidates **MUST** arrange to submit to NBCOT an official final college or university transcript that includes all information listed below.

Candidates may request the official final transcript after an NBCOT account is created or after submitting the exam application and payment. Transcripts sent before an NBCOT account has been created will be destroyed after 30 days from the date of receipt.

Internationally educated candidates approved through the Occupational Therapist Eligibility Determination (OTED) process are not required to submit another transcript.

The official final transcript **MUST** include ALL of the following:

- Candidate's full name
- Candidate's social security number OR student identification number
- Name of the institution awarding the occupational therapy degree
- Listing of all courses completed and required for the ACOTE-accredited entry-level degree
- Identification of the major: either "occupational therapy" or "occupational therapy assistant"
- Title of the entry-level degree awarded in occupational therapy
- The date on which the degree was awarded/conferred. The degree must have been awarded. Transcripts with a graduation date that is after the transcript issue date will not be accepted.
- The registrar's official seal, stamp, or signature

If the transcript does not contain all of the above information, NBCOT will notify the candidate via email that the application cannot be processed until the information is received.

The following will not be accepted: a transcript marked “unofficial copy,” a photocopy, or a letter from the school.

The application process is not complete until this documentation is on file with NBCOT. Candidates may log in to their MyNBCOT account to check on whether NBCOT has received a final transcript.

SENDING YOUR OFFICIAL FINAL TRANSCRIPT

The candidate’s official final transcript must be sent one of the following ways:

- **A secure document transcript service or clearinghouse.** NBCOT will only accept transcripts electronically that are transferred using a secure and verifiable transcript service or clearinghouse. The documents should be sent to transcripts@nbcot.org. NBCOT does **NOT** accept transcripts emailed directly from your institution’s registrar’s office.
- **Directly from your institution’s registrar’s office.** A mailed transcript from the registrar’s office must be placed in an envelope that either has a return address for the registrar’s office OR is marked with a registrar’s stamp, the registrar’s initials, or “Transcripts Enclosed” on the back flap.

Transcripts should be mailed via USPS only to:

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

Testing Using a Degree Verification Form

DEGREE VERIFICATION POLICY

Students enrolled in an ACOTE-accredited occupational therapy education program and scheduled to graduate with an associate, baccalaureate, entry-level master’s, or entry-level doctoral degree may request that their university or college registrar submit a Degree Verification Form (DVF), within six (6) months of their anticipated graduation date, on their behalf if they have successfully completed all degree and graduation requirements, including occupational therapy education, Level I and Level II Fieldwork, and, for OTD students, the doctoral capstone experience and project. The form may only be used within the same calendar year as the student’s anticipated graduation date.

Each academic program is responsible for determining if the use of the DVF is appropriate for their students. Please refer to the full [Degree Verification Policy](#).

Candidates who meet all requirements may log in to their MyNBCOT account and submit a DVF electronically for approval by their program director. The program director will then access pending DVF requests in their NBCOT Program Director portal. After the program director reviews and approves a student’s DVF, the program director will provide either a physical or electronic copy of the DVF to the university/college registrar. The registrar or registrar-authorized individual will complete the DVF and submit it to NBCOT.

Any candidate who submits a DVF will not have their pass/fail status released until NBCOT has received an official final transcript that includes all information outlined in the [Transcript Requirements](#) section.

Reporting Services

NBCOT offers the following reporting services to candidates applying for the certification exam:

- Eligibility Confirmation Notice
- Score Transfer

The candidate is responsible for contacting the occupational therapy state regulatory board or employer to determine which service(s) is required. For example, some states may require a score transfer for every exam attempt. Candidates may log in to their MyNBCOT online exam application to add services at any time, under the “Services” section of the application.

ELIGIBILITY CONFIRMATION NOTICE

This service confirms a candidate has applied for and been deemed eligible to take the NBCOT certification exam. Candidates who want a confirmation notice sent to a state regulatory board, employer, or themselves can select this service when applying for the exam. After the exam application has been approved, notices requested to state regulatory boards are sent via secure electronic transfer within 2–3 business days. Notices requested to companies or candidates via email are also sent within 2–3 business days. Those requested by mail are sent via USPS within 2 weeks.

Candidates may request one free confirmation notice with the exam application. There is a \$35 USD fee for each additional notice requested, and for any confirmation notice requests made after the exam application is submitted. Candidates may check the status of their Confirmation Notice in their MyNBCOT account.

Ordered items cannot be canceled or refunded after the request has been submitted.

The notice includes:

1. Confirmation that the candidate’s exam application and fees have been processed
2. Confirmation that NBCOT has received and accepted the candidate’s official final transcript or Degree Verification Form (DVF)
3. Confirmation that the candidate is approved to schedule their test date with Prometric Test Center
4. The candidate’s exam history: a listing of the candidate’s exam dates from 1997-present

! The following states do NOT accept eligibility confirmation notices: Alabama, Arizona, Colorado, Hawaii, Iowa, Kansas, Louisiana, Michigan, Minnesota, Mississippi, New Hampshire, North Carolina, South Carolina, Washington, and Wisconsin.

SCORE TRANSFER

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. *All states accept scores except Hawaii.* Candidates may request one free score transfer with your exam application. There is a \$35 USD fee for each additional score transfer request, and for any score transfer request made after the exam application is submitted. **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. If a candidate orders the service prior to sitting for the exam, the score will be sent electronically within 2-3 business days of the exam being scored. If the candidate orders the service after taking the exam, the score will be sent electronically within 2-3 business days of receipt of the request. Candidates can check on the status of their Official Score Transfer request in their MyNBCOT account. Click on **Application** and expand **Services** section from their Student Dashboard. **Ordered items cannot be canceled or refunded after the request has been submitted.**

If a candidate requests a Score Transfer and the SSN provided to NBCOT does not match the SSN provided to the state regulatory board, the candidate's results will not be accessible by the state. In this case, candidates must order a new Score Transfer and pay all applicable fees.

! **Completion of the NBCOT Certification Exam Application is not the same as applying for state licensure. Sending a score transfer to a state regulatory board does not initiate the process to obtain a license or permit to work in that state. Certification by NBCOT is independent, different, and separate from any state or jurisdiction's law/licensure. Almost all jurisdictions, including the District of Columbia and Puerto Rico, have some form of regulation of occupational therapists and occupational therapy assistants. Before a candidate begins practicing in any state or comparable jurisdiction, it is essential that all requirements of that jurisdiction are met. To practice without a license or permit is against the law.**

Fees

Payment for exam applications, and any additional services such as eligibility confirmation notices and score transfers, must be made by credit card (Master Card, Visa, Discover, or American Express). Candidates applying for the exam (OTR or COTA) **MUST** pay the fee at the time the application is submitted. No off-line payments will be accepted. An exam application cannot be processed until the exam application fee is paid in full.

Remember, you may request one free confirmation notice **AND** one free score transfer **ONLY** if ordered at the time your exam application is submitted. If selected, the fee for one of each of these services will be discounted in your cart when checking out. If multiple services are ordered with your exam application, each additional service is subject to the \$35 USD fee. Any confirmation notice or score transfer requests made **AFTER** the exam application is submitted 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 Prometric, as well as information on how to reschedule or cancel an exam, if necessary. Prometric's contact information is also included. If a candidate has been approved for testing accommodations, the ATT letter will contain instructions on how to proceed.

Within three (3) business days after NBCOT approves a candidate's exam application, the candidate will receive an Authorization to Test (ATT) letter by email. The ATT letter can also be accessed in the candidate's MyNBCOT account.

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. A candidate 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 must occur while the original ATT letter and exam application are still valid. Please check your exam application and ATT expiration dates in your MyNBCOT portal.
- In order to successfully reissue a letter, the candidate must cancel any currently scheduled exam appointments. Once a candidate submits a request to reissue an ATT letter, the original ATT letter is voided. The candidate may no longer test on the original ATT letter.
- If an exam application is expired, the ATT letter can no longer be reissued; a new exam application and full application fee **MUST** be submitted.

Reasons ATT letters are reissued include:

- A name change
- Current ATT letter has expired (and application is still valid)
- Intending to schedule exam beyond the current ATT letter expiration date
- Cancellation of exam less than 5 business days prior to scheduled exam date
- Failure to appear for a scheduled exam
- 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

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, candidates schedule their testing appointment directly with Prometric. Candidates **SHOULD NOT** contact Prometric until they have received the ATT letter.

A list of Prometric test centers can be found online at www.prometric.com. Candidates are encouraged to locate a test center and schedule their exam online. If a candidate prefers to schedule by phone, the Prometric scheduling center number is provided in the ATT letter. Candidates should not call individual Prometric Test Centers to make an appointment.

Note: NBCOT cannot schedule or confirm individual exam appointments. Exams must be scheduled a minimum of 48 hours in advance of the appointment time.

Candidates approved with testing accommodations should follow the scheduling instructions in their ATT letter. Testing Accommodations candidates may not have the option to schedule online and will be assigned a Prometric testing accommodations advocate.

Candidates who wish 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. Scoring schedules 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 circumstances, scores will be posted as soon as possible.

BIOMETRIC CANDIDATE NOTICE DURING SCHEDULING/REGISTRATION

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

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

NAME AND/OR ADDRESS CHANGES

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

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

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

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

For more information about acceptable forms of ID, see “Scheduling the Certification Exam” on [page 16](#) about requirements for admission to the test center.

Name Change

Name changes cannot be made at the test center.

- 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 drop-down 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 an ATT letter**, please do not schedule an exam appointment. If you have a scheduled exam appointment you must cancel your exam appointment directly with Prometric. **NBCOT cannot complete a name change when you have a scheduled exam appointment.**
- 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 candidate name changes.** If you request a name change after you pass the exam and a new certificate is requested, a fee will apply.
 - ▷ Candidates who need to retake the exam and who have had a legal name change since the last exam administration should complete an online name change request prior to reapplying for the exam.

- NBCOT requires legal documentation to process a name change. Please upload copies of your official documents that reflect the name change and select “Add to Cart”. A scanned copy or a picture taken with a smartphone are both acceptable.
- Accepted government-issued ID documents include: driver’s license, state-issued ID, military ID, passport, or 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 continue to checkout to submit the order even if there is no fee for the name change.
- Upon receiving a candidate’s completed request form and required documentation the record will be updated. Candidates will be notified by email when the name is updated. Please allow up to three (3) business days for processing.
- Candidates can request a new ATT letter with updated name after being notified of a completed name change (if applicable).

Address Change

A candidate can update their address online at any time by logging in to their MyNBCOT account and selecting “Edit Profile” in the drop-down menu under their name. The address that is on file when scoring takes place will be the address used to send certificates to candidates with a passing score. If an address changes after this time, the candidate should set up a forwarding address with the post office so that correspondence from NBCOT can be forwarded to the new address.

REFUND FOR PERSONAL AND/OR MEDICAL EMERGENCIES

Candidates experiencing a personal or medical emergency who must cancel, **MUST** notify NBCOT. Documentation verifying the event/circumstance **MUST** be provided. Requests for scheduling a new exam appointment on the affected application will be considered on a case-by-case basis.

APPLICATION WITHDRAWAL

Approved candidates who withdraw their exam application will receive a partial refund. Candidates **MUST** completely withdraw the exam application within three months of the application date by submitting the request, with a brief explanation, via email to info@nbcot.org. Refunds will be processed within 30 days from the date NBCOT approves the refund request. Candidates who withdraw their exam application will be ineligible to apply for the exam for three months from the date of the withdrawal request.

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

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

1. **30 or more business days before scheduled exam date with intent to reschedule within current ATT letter activation period:** No fee. A request to reissue ATT letter is not required.
2. **29 or fewer business days before scheduled exam with intent to reschedule within current ATT letter activation period:** \$35.00 USD Prometric fee. A request to reissue ATT letter is not required.
3. **If you need to cancel your exam appointment for one of these reasons:**
 - ▷ 5 or more business days before scheduled exam with intent to reschedule past current ATT letter activation period
 - ▷ Less than 5 business days before scheduled exam date

- ▷ Failure to appear for a scheduled exam
- ▷ Arrival at the Test Center more than 15 minutes after scheduled exam start time and is refused admission
- ▷ Arrival at the Test Center without the proper ID

First contact Prometric using the number on your ATT letter or the [Prometric website](#). If Prometric is unable to assist you, contact NBCOT customer service at 301-990-7979 for assistance.

If you fail to appear for a scheduled exam or are refused admission due to late arrival or improper IDs, contact NBCOT customer service at 301-990-7979.

IMPORTANT: A request to issue an ATT letter for an additional 90 days **MUST** occur while the original ATT letter and exam application are both still valid.

Candidates with Category 1 or 2 changes **MUST** make and confirm all cancellations/changes through [Prometric's website](#) or the Candidate Services number provided in your ATT letter, 1-800-236-0940.

Candidates with Testing Accommodations who have been assigned a Prometric Testing Accommodations Advocate should contact their advocate for any cancellations/changes and email accommodations@nbcot.org.

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.

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

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

Preparing for the Exam

Exam

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

The following presents the domain areas and proportion of test items established for the OTR and COTA blueprints of the certification examination content outlines from January 2019 through December 2023. Candidates taking the exam in 2024 should refer to our [website](#) for the most up-to-date information regarding the content of the exam.

OTR DOMAIN DESCRIPTIONS

Domain 01: Evaluation and Assessment — 25%

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

Domain 02: Analysis and Interpretation — 23%

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

Domain 03: Intervention Management — 37%

Select interventions for managing a client-centered plan throughout the occupational therapy process.

Domain 04: Competency and Practice Management — 15%

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: Collaborating and Gathering Information — 28%

Assist the OTR to acquire information regarding factors that influence occupational performance on an ongoing basis throughout the occupational therapy process.

Domain 02: Selecting and Implementing 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: Upholding Professional Standards and Responsibilities — 17%

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 taking the exam in 2024 should refer to our website for the most up-to-date information regarding the content of the exam.

FORMAT OF TEST ITEMS ON THE EXAMINATIONS

Computer-based examinations contain the following:

- **OTR:** 3 clinical simulation (CST) items and 170 four- and three-option single response multiple choice items
- **COTA:** 200 items comprising four- and three-option single response multiple choice items, and six-option multi-select items

Four- and Three-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 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 selecting the correct response options. 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.

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

The OTR exam contains CST items. Each CST item consists of an opening scene followed by four parts that each contain a section header and a list of response options. The CST items will function as illustrated below:

Example: CST section header, partial list of options, and feedback boxes

Opening Scene

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

Section 1

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

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

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

Yes No (**Feedback:** *The parents have not observed any behavioral traits that are consistent with the sibling’s diagnosis. The student is social and enjoys running and climbing on playground equipment with friends.*)

During a session in the designated OT room, have the student copy several words from an age-appropriate book. Yes No

Observe the student during typical classroom activities. Yes No (**Feedback:** *The student has difficulty sitting still for more than a few minutes during at-desk activities. When seated, the student leans forward resting the head on the desktop.*)

Ask the school nurse if the student has had a recent routine visual acuity exam. Yes No

Compare the student’s corrected age to a developmental growth chart. Yes No (**Feedback:** *The student is at the 95th percentile on the growth chart.*)

Candidates respond to all options in the CST sections by selecting either a Yes or No for **EACH** option. Note: **ALL** options must have a Yes or No selected in order to progress through the CST problem.

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

Once a response option has been selected, it cannot be de-selected. After answer choices have been selected for each response option within a section, the candidate clicks the “Next” button at the bottom of the computer screen to progress to the next part of the CST item.

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

The candidate’s score for each CST is based on correctly identifying Yes to the positive options and correctly identifying No to the negative options. Candidates receive credit for selecting the correct response options. Points are not deducted for selecting incorrect response options.

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

Warning: Once an option has been selected with either a Yes or No response, it cannot be de-selected.

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

HIGHLIGHT, STRIKE OUT, AND COLOR SCHEME FEATURES

During the examination, 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. 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®

NBCOT's Aspire study tools are designed using the validated domain, task, and knowledge statements on which the certification exams are based. There are several tools to help you customize a study plan that fits your style, assess your exam readiness, focus study efforts in appropriate areas, and become familiar with the areas tested on the exam. All Aspire study tools, with the exception of the hard copy study guide, require an internet connection to access.

NBCOT EXAM STUDYPACK®

The NBCOT Exam StudyPack is a comprehensive collection of tools that will test your domain-level knowledge as you prepare for the exam. The StudyPack includes flashcards, mini tests, practice tests, Knowledge Match, Practice Sims, a study guide, a full practice exam, and so much more! Use the StudyPack to equip yourself with the tools and knowledge you need to reach the certification summit.

Features include:

- Mini tests that provide immediate feedback with the answers, rationales, and references
- Practice tests that allow you to compare your score to others preparing for the exam
- Full practice exam to simulate your exam day. Monitor your time management and use feedback to determine gaps in knowledge
- Study guide with test-taking strategies and more practice questions with the answers, rationales, and references
- Practice Sims™ offer an interactive and engaging method for you to test your clinical reasoning (available exclusively in the NBCOT Exam StudyPack)
- Available for \$75 USD

▶ **Access to the StudyPack remains until successful attempt on the certification exam.**

▶ **Candidates who purchased the StudyPack and have an unsuccessful attempt on the exam, will have the StudyPack refreshed for no additional cost.**

NBCOT STUDY GUIDE

The NBCOT Study Guide provides the foundation for a successful study plan. It is available in hard copy or electronic format. Test-taking strategies, effective study habits, and practice questions with answers, rationales, and references are included.

Features include:

- Practice questions with answers, rationales, and references (200 for OTR and 175 for COTA)
- Strategies for developing and maintaining an effective study plan
- Specifics about the exam
- 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 EXAM PREP FLASHCARDS

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

Features include:

- Flexibility to study terms representing the domain areas of the exam content outline
- Customize your settings to enable learning in a study or quiz mode
- Sort option that allows you to place cards in “Study It” pile or “Know It” pile
- 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

Test your OT knowledge in a fun and interactive online environment with the Knowledge Match Game. Use your speed and recall ability to match statements to corresponding categories.

Features include:

- Match the knowledge statement to the correct category while being timed
- Receive immediate feedback throughout game play with progress readily visible
- Easily move to the next topic or choose to challenge your score by replaying
- Available for \$9 USD

▶ **The Knowledge Match Game is available in the NBCOT Exam StudyPack and includes even more games to test your knowledge.**

NBCOT PRACTICE TESTS

NBCOT offers online OTR and COTA multiple choice practice tests reflecting current certification exam content based on the Exam Content Outline. The tests are available for you to purchase and take 24 hours a day wherever internet access is available. At the end of each multiple-choice practice test, you will instantly receive an online feedback report indicating your overall test results and domain-level performances.

Current practice test offerings:

- **OTR Practice Test 1:** includes 100 questions with three-option and four-option multiple choice questions (*\$30 USD*)
- **OTR Practice Test 2:** includes 100 questions with three-option and four-option multiple choice questions. **This test is NOT included in the StudyPack.** (*\$30 USD*)
- **OTR Practice Test 3:** includes 100 questions with three-option and four-option multiple choice questions. **This test is NOT included in the StudyPack.** (*\$30 USD*)
- **OTR CST Practice Test:** includes 3 clinical simulation test problems (*\$25 USD*)
- **COTA Practice Test 1:** includes 100 questions with three-option and four-option multiple choice questions (*\$30 USD*)
- **COTA Practice Test 2:** includes 100 questions with three-option multiple choice and six-option multi-select questions (*\$30 USD*)
- **COTA Practice Test 3:** includes 100 questions with three-option and four-option multiple choice questions and six-option multi-select questions. **This test is NOT included in the StudyPack.** (*\$30 USD*)

▶ **Practice tests, except for those indicated, are included in the NBCOT Exam StudyPack.**

NBCOT EXAM CONTENT OUTLINES

Each outline defines the domain areas the exam covers, the set of associated task and knowledge statements, and the percentage of items devoted to each domain area. All exam items are classified according to these statements. The content outlines are available at www.nbcot.org/exam-info/exam-outline.

▶ **A copy of the content outline is available in the NBCOT Exam StudyPack.**

NBCOT ILLUSTRATED DESCRIPTIONS OF ENTRY-LEVEL PRACTICE

The Illustrated Descriptions of Entry-Level Practice help support your understanding of entry-level OT practice and provide another means to prepare for the exam. The guides are present sample scenarios across a variety of practice settings that depict the tasks OTR or COTA practitioners complete in practice. Alongside each scenario is a description of how the knowledge required to competently perform a task is applied throughout the occupational therapy process. To access, log in to your [MyNBCOT](#) account and scroll down to the bottom of your dashboard.

▶ **A copy of the illustrated guide is available in the NBCOT Exam StudyPack.**

! 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 that 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?

You **MUST** arrive 30 minutes prior to your scheduled appointment with two forms (two primary forms, or one primary and one secondary form) of acceptable identification.

The first and last name on both IDs **MUST** match the first and last name on the ATT letter. 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. If there is a discrepancy caused by a recent name change, a copy of the marriage license/certificate or divorce decree will **NOT** be accepted at the test center and you **WILL NOT BE PERMITTED TO TAKE THE EXAM** – refer to “Name Change” on [page 17](#).

Acceptable forms of primary identification include:

Currently valid 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
- Voter registration card or letter
- Student ID card

! Social security cards are not accepted.

WHAT PROCESSES WILL CHANGE AT THE TEST CENTERS DUE TO THE COVID-19 PANDEMIC?

While Prometric does not require test takers to wear face masks at Prometric Test Centers, 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/identify 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 Prometric employees and other test-takers, and recommend that you reschedule your exam.

For the latest information on Prometric's response and actions please visit their website at [COVID-19 Update](#), and [COVID-19 FAQ](#).¹

WILL I BE FINGERPRINTED OR PHOTOGRAPHED AT THE TESTING CENTER?

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

WHAT ITEMS ARE PROHIBITED WHILE TAKING THE EXAM?

Prohibited items include ANY electronic device (cell phones, personal digital assistants [PDAs], or any type of camera device), any type of watch, any jewelry outside of wedding and engagement rings, weapons, or any hard copy documentation. These items are not allowed in any area of the testing facility, including, but not limited to, the lobby, bathroom, test administration check-in and/or waiting rooms, or the test administration room.

Candidates undergo metal detector scanning for prohibited items. Prometric also conducts inspections of **any and all** eyeglasses, jewelry, and other accessories. Candidates may be asked to remove these items for inspection. Questionable items should not be brought into the test center. Questionable items brought into the test center may need to be placed in your locker. To avoid delays at check-in and upon return from breaks, candidates may wish to take the necessary steps to leave such items at home or in your car.

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

CAN I USE EARPLUGS?

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

WHAT CLOTHING AM I ALLOWED/NOT ALLOWED TO BRING INTO THE TESTING ROOM?

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

DO I HAVE TO REQUEST A TESTING ACCOMMODATION TO BRING A HEARING AID, COCHLEAR IMPLANT, OR INSULIN PUMP INTO THE TESTING ROOM?

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

HOW MUCH TIME WILL I HAVE FOR THE EXAM?

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

WILL THERE BE OTHER CANDIDATES TESTING AT MY TEST CENTER?

It is likely that there will be other candidates taking different exams at your test center during your exam appointment. The layout of the testing cubicles ensures you have ample workspace and privacy from other test takers.

CAN I TAKE A BREAK DURING THE EXAM?

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

IS COMPUTER KNOWLEDGE NECESSARY?

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

CAN I MAKE NOTES DURING THE EXAM?

Note taking is not allowed during the tutorial, or at any time before test time starts to count down. You can request to use a wet marker board from the TCA during your exam. If you require additional materials, you will need to wait for the TCA to clean the originally-issued wet marker board before reusing. Writing on your hand or anywhere on your body is strictly prohibited and a violation of [Prometric Test Center Regulations](#) and the [NBCOT Candidate/Certificant Code of Conduct](#).

CAN I EAT/DRINK IN THE TESTING ROOM?

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

DOES PROMETRIC HAVE A POLICY REGARDING CONDUCT IN THE TESTING CENTER?

Yes. Candidate conduct is addressed in Prometric's Test Center Regulations form, which is provided to candidates at the test center. The form is also posted on Prometric's website [here](#). Any candidate who does not follow test center regulations may be dismissed from the test center and the exam terminated. Exam fees could be forfeited and your future exam eligibility status will be determined by NBCOT. 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 TCA immediately. Staff will make every effort to remedy the situation as soon as possible. The time spent to remedy the problem will not count as part of your exam time. Due to the nature of the exam delivery system, 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.

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

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

Administrative or Technical Complaints Checklist:

1. I, the examination candidate, **MUST** file a *Center Problem Report* immediately with the TCA at Prometric or before leaving the test center. (I understand that I may or may not be issued a "ticket" number based on the nature of the issue.)
2. I **MUST** request a customer care card with Prometric's contact information.
3. I **MUST** follow up with Prometric by email or phone within 24 hours after the incident occurred and provide the case summary and ticket number, if applicable.
4. I **MUST** contact NBCOT by email at credentialingservices@nbcot.org within 24 hours after the incident occurred and provide the case summary and ticket number, if applicable. Note that the same email may be sent to both Prometric and NBCOT.

5. NBCOT will confirm initial receipt of the complaint and will provide a formal response within 21 business days of receipt of the complaint.

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

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

! 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, 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.

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.

Candidates with a passing score: You will be notified via email when your exam result has been posted online. You will also receive a congratulatory letter, an official NBCOT certificate and wallet card verifying OCCUPATIONAL THERAPIST REGISTERED OTR or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA certification and information about your certification benefits. These documents will be mailed to you within four to six (4–6) weeks after your exam is scored. If you do not receive your initial certificate package, it is your responsibility to contact NBCOT within two (2) months of your exam score date to be reissued a certificate at no additional cost.

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 of this handbook for additional information about reapplying to take the exam.

If you are a U.S.–educated candidate who takes the exam within one year of graduating, NBCOT will report aggregate pass/fail information (without names) to the U.S. occupational therapy education program from which you graduated. NBCOT only provides program directors with a list of the names of candidates who pass the OTR® or COTA® Certification Exams.

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

Any candidate who fails 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
 - ▷ Fourth through sixth attempt: 60 days
 - ▷ Seventh attempt or higher: six months

- Candidates **MUST** submit a new exam application in order to retest. Candidates should 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.
- Candidates may request one free confirmation notice **AND** one free score transfer **ONLY** if ordered at the time the exam application is submitted. These requests do 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. Confirmation notice or score transfer requests made **AFTER** the exam application is submitted are \$35 USD each.
- If 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 of this handbook for acceptable forms of ID to be admitted to the test center.
- Any candidate who previously provided an official final transcript to NBCOT does not need to submit another transcript, unless requested by NBCOT to do so.
- Candidates who previously tested with Testing Accommodations should refer to the [Testing Accommodations Handbook](#) for details on how to reapply with accommodations.
- If an exam candidate previously answered “Yes” to a character question and was cleared for the exam, the candidate **MUST** answer the appropriate character question(s) on the exam application affirmatively each time a new application is submitted. If the affirmative response is in reference to the same issue that NBCOT previously reviewed, and no further incidents have occurred, the candidate **MUST** send written confirmation of this to professional.conduct@nbcot.org after reapplying. The candidate will not need to resubmit any previously submitted documentation.
- 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.
- After eligibility has been approved, the candidate will receive a new ATT Letter, with a new 90-day testing eligibility period. (The eligibility will begin no sooner than the applicable waiting period from your previous test date.)
- After receiving the ATT Letter, candidates should schedule their exam directly with Prometric as instructed in the ATT Letter. (See [Scheduling the Exam](#) section.)

NBCOT Certification Renewal: Keep Your Credential Active

Students who take and pass the certification exam will have an initial renewal date that is four years from the year they passed the exam. After their first renewal, they will enter a three-year renewal cycle for all subsequent renewals. This creates an equal opportunity for new certificants to earn professional development.

The certification renewal season occurs between January and March annually, regardless of the month the initial certification was received. For example, students who pass the exam in 2023 will have their first renewal take place during January through March 2027. After their first renewal, they will enter the three-year renewal cycle and be scheduled to renew between January and March 2030.

The requirements for certification renewal are:

- Accrual of required units: Certificants must accrue 36 units in the time between their initial certification date and the date that they are due to renew their certification
- Abidance by the [NBCOT Practice Standards/Code of Conduct](#)
- A completed Certification Renewal Application
- The appropriate renewal application fee

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

How to Renew Certification

There are two ways to renew certification:

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

Prior to a certificant's renewal due date, NBCOT sends a courtesy reminder notification and renewal instructions. For this reason, it is essential that certificants keep all of their contact information updated with NBCOT. You can update your information at any time by logging in to your MyNBCOT account. Select "Edit Profile" in the drop down menu under your name. Upon renewal, all certificants receive an updated certificate, wallet identification card, and digital badge. For complete details on the renewal process, visit the [renewal section](#) of the website.

Summary of Exam Candidate 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 17](#).
- **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 confirmation notice may be requested at the time of exam application submission. Fees apply to any additional request(s). See "Fees" on [page 16](#).
- **Mailing address change:** A candidate can update their address online at any time through their MyNBCOT account. The address that is on file when scoring takes place is the address that will be used to send certificates and score reports. If an address changes after this time, the candidate should set up a forwarding address with the post office so that correspondence from NBCOT will be forwarded to the new address. See "Address Change" on [page 18](#).
- **Email address change:** Candidates can update their email address through their MyNBCOT account. It is the candidate's responsibility to keep their email address current with NBCOT.
- **Reissue of ATT letter:** The ATT letter is active for 90 days. If candidate does not take the exam within the 90-day period, the ATT letter can be reissued for an additional 90 days **if requested while the original ATT letter and exam application are both valid**. Reissue of an ATT letter may be requested online through the MyNBCOT portal. See "Authorization to Test (ATT) Letter" on [page 15](#).
- **Score transfer request to state regulatory boards:** Request by logging in to your MyNBCOT account and selecting the service. One free score transfer if submitted with your exam application submission. Fee is \$35 USD for each additional request. See "Score Transfer" on [page 14](#).
- **Eligibility Confirmation Notice:** Request by logging in to your MyNBCOT account and selecting the service. One free confirmation notice with your exam application submission. Fee is \$35 USD for each additional request. See "Eligibility Confirmation Notice" on [page 14](#).
- **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 "Exam Certification Eligibility Requirements" on [page 7](#).

Exam Application Procedures Checklist

Completing the NBCOT Exam Application and Submitting Fees:

- I have read the NBCOT Certification Exam Handbook.
- Graduates with an accredited U.S. entry-level occupational therapy degree: I am cleared for graduation (i.e., graduation is certain) or I have been awarded the degree, and I have completed the required fieldwork **BEFORE** submitting my exam application.
- If applying online for the first time**, I have set up a new account with my working email address and password.
- If I have an existing online account from a previous application or I am a COTA applying for the OTR exam**, I have logged in with my email and password and I will follow the steps to reapply.
- If I want NBCOT to send a *Score Transfer* or *Eligibility Confirmation Notice* to a regulatory entity or employer, I have indicated so on my application. To receive my one free Score Transfer and/or my one free Eligibility Confirmation Notice, 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.

Graduates with an Accredited U.S. Entry-level Occupational Therapy Degree:

- I have requested my registrar to submit my official final transcript to NBCOT through a secure electronic document transfer service or in a sealed envelope. Note: This must be requested **AFTER** your NBCOT account is created.
- If submitting a DVF, I have requested that my Program Director approve my DVF and send to my college/university registrar to sign, seal, and send the DVF to NBCOT within six (6) months of my anticipated graduation date, having successfully completed all degree and graduation requirements, including occupational therapy education, Level I and Level II Fieldwork, and, for OTD students, the doctoral capstone experience and project. The form may only be used within the same calendar year as my anticipated graduation date. See “Degree Verification Policy” on [page 13](#).

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 Prometric

- I have received my ATT letter and I have contacted Prometric online or by phone to schedule my appointment.
- If I need to cancel/reschedule my exam date, I will follow the procedures outlined in the cancellation policy. See “Scheduling the Certification Exam” on [page 16](#).