

OCCUPATIONAL THERAPIST REGISTERED OTR[®]
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA[®]

State Reactivation Candidate
**EXAM
HANDBOOK**

NBCOT[®] Certification
Programs are accredited by:



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AOTCB/NBCOT State Reactivation Candidate Examinations

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INTRODUCTION

About NBCOT

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

NBCOT strives to serve the public interest in its diversity by advancing just, equitable, and inclusive client care and professional practice through evidence-based certification practices and the validation of knowledge essential for effective and safe practice in occupational therapy. NBCOT's vision is certified occupational therapy professionals providing just, equitable, inclusive, and effective evidence-based services across all areas of practice worldwide.

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

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

About This State Reactivation Candidate Exam Handbook

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

Purpose of the Exams

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

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

Visit www.nbcot.org for a list of Frequently Asked Questions regarding the certification exam and application.

Questions can be directed to info@nbcot.org, or by phone (301) 990-7979.

Exam Development


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

Exam Administration

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

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

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

PRINCIPLE 1

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

- The submission of information on the exam application, certification renewal applications, or the renewal audit form;
- Answers to 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 his/her 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. (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 February 2014
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Revised October 2016
Revised June 2018
Revised July 2020
Revised March 2021

ELIGIBILITY REQUIREMENTS

State Reactivation Candidate Exam Eligibility Requirements

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

NBCOT

APPLICATION PROCESS

Process Overview

1. The state regulatory board must send NBCOT a completed **Regulator Approval Form for State Reactivation** for an applicant who is required to retake the certification exam.
2. Once NBCOT receives the Regulator Approval Form from your state regulatory board, it will email the applicant instructions on applying for the certification exam.
3. The applicant must complete the exam application and return it to NBCOT, along with the associated fee. State Reactivation Candidates may request a copy of their score report be sent to a state regulatory board. For further information, refer to the **Reporting Service: Score Transfer** section of this handbook.
4. Once an exam application is processed, the State Reactivation Candidate receives the Authorization to Test (ATT) Letter by email (or by postal service if email is not available). The candidate may then contact Prometric Test Center to schedule their test date. The certification exam is offered year-round. For more information refer to the **Authorization to Test (ATT) Letter** section of this handbook.
5. The certification exam is scored as posted on the **scoring schedule**.
6. State reactivation score reports are sent via postal mail within 7-10 business days of scoring. These score reports cannot be requested online through your MyNBCOT portal. If the score report was not requested at the time you submitted your application, you must contact NBCOT directly at **statereactivation@nbcot.org** to submit a request for a state reactivation score report.

Approved applicants will receive a letter by email (or by postal service if email is not available) from NBCOT to review the State Reactivation Exam Handbook and submit the paper copy of the State Reactivation Candidate exam application.

Important Note:

Candidates who do not take their exam within three months of the date they apply will need to submit a new application with exam application fee.

STATE REACTIVATION PAPER APPLICATION INSTRUCTIONS

Step 1: Read the instructions outlined in the handbook.

Step 2: Complete all applicable sections of the application.

- » A signature is required on the Attestation Statement.
- » Make a photocopy of the completed application for your records.

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

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

Character Review

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

1. a. Have you ever been convicted of a felony? (NOTE: Applicants must answer affirmatively even if convictions have been pardoned, expunged, released, or sealed.)
b. Do you currently have a felony charge or charges against you?
2. a. Have you ever 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 may consist of a background check. It is important to note that failure to answer the Character Questions honestly is a violation of Principle 1 of the [NBCOT Code of Conduct](#).

Eligible candidates who answer "Yes" to any of the character questions on the exam application **MUST** submit the following required documentation when they apply:

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

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

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

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

If there have been additional incidents or further 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 Handbook](#). Direct specific questions to: accommodations@nbcot.org.

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

Reporting Service: Score Transfer

State reactivation candidates may request that NBCOT send a Score Transfer to a state regulatory board. A state regulatory board will NOT automatically receive a score unless a Score Transfer service has been ordered. State Reactivation candidates may request one free score transfer with the exam application. There is a \$35 USD fee for each additional score transfer request, and for any score transfer requests made after the exam application is submitted. **Ordered items cannot be canceled or refunded after the request has been submitted.** All states accept scores with the exception of Hawaii.

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

Fees

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

Remember, you may request one free score transfer **ONLY** if ordered at the time your exam application is submitted. If multiple services are ordered with your exam application, each additional service is subject to the \$35 USD fee. Any score transfer requests made **AFTER** the exam application is submitted are \$35 USD each.

After an exam application has been submitted, a fee may be assessed for requests to have changes or corrections made to the application.

NBCOT

APPROVED APPLICATIONS

Authorization to Test (ATT) Letter

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

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

The ATT letter is active for 90 days. 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. In order to successfully reissue a letter, the candidate must cancel any previously scheduled exam appointments. Once a candidate submits a request to reissue an ATT letter, the original ATT letter is voided. The candidate may no longer test on the original ATT letter. If an exam application is more than three months old, the ATT letter can no longer be reissued; a new exam application and full application fee **MUST** be submitted.

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

Reasons ATT letters are reissued include:

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

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

Scheduling the State Reactivation Candidate Exam

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

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

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

State Reactivation 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 State Reactivation Candidate Notice during Scheduling/Registration

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

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

Name and/or Address Changes

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

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

If the 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 does not need to match. Please ensure the address in the MyNBCOT account is correct.

For more information about acceptable forms of ID, refer to admission to the test center procedures on page [23](#).

Name changes cannot be made at the test center.

Name Change

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

First-time Candidates	Repeat Candidates
If the ATT letter has not yet been issued, first-time candidates may request a name change free of charge.	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.
If the ATT letter has already been issued, a fee will apply to have the new ATT letter reissued with the new name.	If a candidate reapplies for the exam prior to submitting an online name change request, the application will be approved in the previous name and a fee will apply to have a new ATT letter reissued with the new name.

- NBCOT requires legal documentation in order to process a name change. Please upload copies of your official documents that reflect the name change and select "Add to Cart". A scanned copy or a picture taken with a smartphone are both acceptable.
- Accepted government-issued ID documents include: driver's license, state-issued ID, military ID, passport, or signed social security card.
- The following documents will not be accepted as proof of a name change: student ID, marriage certificate, or divorce decree.
- You must go to your cart and continue to checkout to submit the order even if there is no fee for the name change.
- Upon receiving a candidate's completed request form, required documentation, and appropriate fees (if applicable), the record will be updated. Candidates will be notified by email when the name has been updated. Please allow up to three (3) business days for processing.
- State Reactivation Candidates can mail the exam application in their current name, with copies of accepted government-issued ID documents.

Address Change

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

Application Withdrawal and Refund for Personal and/or Medical Emergencies

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

Approved State Reactivation Candidates who withdraw their exam application will receive a partial refund. Since the exam application remains active for three months, in order to receive a partial refund, the candidate **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 fees apply to exam State Reactivation Candidates who reschedule, cancel, arrive late, or do not appear for their scheduled exam:

Category	Cancellation/Reschedule Period	Cancellation/Rescheduling Fee
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 form is not required.
2	29 or fewer business days before scheduled exam date with intent to reschedule within current ATT letter activation period	\$35 USD Prometric fee. A Request to Reissue ATT Letter form is not required.
3	<ul style="list-style-type: none"> 5 or more business days before scheduled exam with intent to reschedule beyond current ATT letter activation period; or Less than 5 business days before scheduled exam date; or Fails to appear for a scheduled exam; or Arrives at the Test Center more than 15 minutes after scheduled exam start time and is refused admission; or Arrives at the Test Center without the proper ID 	<p>\$85 USD. Submit a Request to Reissue ATT Letter form, available through your MyNBCOT account. The form, with payment, MUST be submitted to NBCOT before the exam can be rescheduled.</p> <p>IMPORTANT: A request to reissue an ATT letter for an additional 90 days MUST occur while the original ATT letter and exam application are both still valid.</p>

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

NBCOT EXAM PRODUCTS AND SERVICES REFUND POLICY

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

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

The following charts present the domain areas and proportion of test items established for the OTR and COTA blueprints of the certification examination content outlines from January 2019 onward.

OTR Domain Descriptions		Percent of Exam
01	EVALUATION AND ASSESSMENT Acquire information regarding factors that influence occupational performance on an ongoing basis throughout the occupational therapy process.	25%
02	ANALYSIS AND INTERPRETATION Formulate conclusions regarding client needs and priorities to develop and monitor an intervention plan throughout the occupational therapy process.	23%
03	INTERVENTION MANAGEMENT Select interventions for managing a client-centered plan throughout the occupational therapy process.	37%
04	COMPETENCY AND PRACTICE MANAGEMENT Manage professional activities of self and relevant others as guided by evidence, regulatory compliance, and standards of practice to promote quality care.	15%

COTA Domain Descriptions		Percent of Exam
01	COLLABORATING AND GATHERING INFORMATION Assist the OTR to acquire information regarding factors that influence occupational performance on an ongoing basis throughout the occupational therapy process.	28%
02	SELECTING AND IMPLEMENTING INTERVENTIONS 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.	55%
03	UPHOLDING PROFESSIONAL STANDARDS AND RESPONSIBILITIES Uphold professional standards and responsibilities by achieving service competence and applying evidence-based interventions to promote quality in practice.	17%

VALIDATED DOMAIN, TASK, AND KNOWLEDGE STATEMENTS FOR THE EXAMS

Within each domain area of the exam, there are a number of associated task and knowledge statements. All items on the NBCOT exams are classified according to these domain, task, and knowledge statements. The **OTR® Exam Content Outline** and **COTA® Exam Content Outline** for the exams are available online.

Format of Test Items on the Examinations

Computer-based examinations contain the following:	
OTR	3 clinical simulation test (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 the left of **ONE** response option to indicate their selection. Candidates can change selected responses by clicking the button to the left of a different response option. Candidates receive credit for selecting the correct response option. Points are not deducted for selecting incorrect response options.

<p>Example: Three-option multiple choice question</p> <p>During which task would a stereognosis deficit secondary to a CVA be MOST EVIDENT?</p> <ul style="list-style-type: none"> ● Getting coins from a pocket ○ Pouring water into a cup ○ Putting on a pair of socks <p>(Bolded response is the correct answer.)</p>	<p>Example: Four-option multiple choice question</p> <p>During which task would a stereognosis deficit secondary to a CVA be MOST EVIDENT?</p> <ul style="list-style-type: none"> ● Getting coins from a pocket ○ Pouring water into a cup ○ Putting on a pair of socks ○ Opening a pill bottle <p>(Bolded response is the correct answer.)</p>
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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.

- 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.

(Bolted responses are the correct answers.)

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.

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

(Note: This image is provided for illustrative purposes only.)

Opening Scene

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

Section 1

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

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

Yes	No		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ask the parents if they have observed the student displaying autistic behaviors at home or at play.	The parents have not observed any behavioral traits that are consistent with the sibling's diagnosis. The student is social and enjoys running and climbing on playground equipment with friends.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	During a session in the designated OT room, have the student copy several words from an age-appropriate book.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Observe the student during typical classroom activities.	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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ask the school nurse if the student has had a recent routine visual acuity exam.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compare the student's corrected age to a developmental growth chart.	The student is at the 95th percentile on the growth chart.

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

Selecting a *Yes* response will result in a feedback box appearing to the right of the 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, candidates are encouraged to visit www.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\(s\)](#).

Beginning January 4, 2021 the NBCOT COTA and OTR exams will be delivered through Prometric's updated test driver. The updated driver provides an enhanced test taking experience. There is no change to the content of the exams.

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™ NBCOT Exam StudyPack®



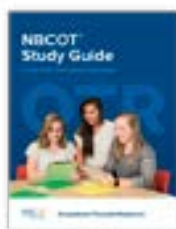
The NBCOT Exam StudyPack is a comprehensive collection of tools that will test your domain-level knowledge as you prepare for the exam. The StudyPack includes flashcards, mini tests, practice tests, Knowledge Match, Practice Sims, a study guide, a full practice exam, and so much more! Use the StudyPack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

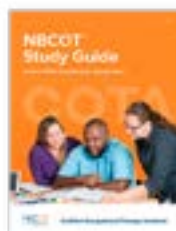


NBCOT Study Guide

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. 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/Students/Study-Tools/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.**



Important Notes:

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 procedures on page 12.

Acceptable forms of primary identification include:

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

Primary ID	Requirement	Requirement	Requirement	Requirement
Driver's License	Current issue date	Legal name	Signature	Photograph
Passport	Current issue date	Legal name	Signature	Photograph
State-issued ID	Current issue date	Legal name	Signature	Photograph
Permanent Resident/ Green Card	Current issue date	Legal name	Signature/barcode	Photograph
Military ID	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, MasterCard, 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?

It is important to understand that several processes will be adopted when testing resumes for the foreseeable future:

- » Reducing testing capacity to allow for social distancing in the test center.
- » Requiring all candidates to bring and wear a face mask/covering while at the test center. *If you do not bring your own mask, you will not be allowed to test.*
- » Masks with exhale/one-way valves or masks with wearable technology are prohibited in test centers.
- » Any additional local or government social distancing guidelines will apply as well.

- » Measures that required close personal contact such as wanding and biometric check-in may be waived.
- » Note boards will be replaced with scratch paper.

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



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yarmulkes). If the item is worn for religious purposes, it will be visually inspected before you are admitted into the testing room and **MUST** remain in full view at all times. If you need to reposition or take off the head covering or religious item, you will be asked to step out of the testing room and into the waiting area. All types of hair accessories, ties and bowties are subject to inspection and you may be prohibited from wearing them in the testing room. Jewelry outside of wedding and engagement rings is prohibited in the testing room. Please visit Prometric's website for additional information about Prometric's test center security policies.

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

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

How much time will I have for the exam?

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

Will there be other candidates testing at my test center?

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

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, no previously entered exam data can be lost. If the problem cannot be remedied within 30 minutes, you have the right to reschedule the exam for another day within your eligibility period.

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

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

Administrative or Technical Complaints Checklist:

1. I, the examination candidate, **MUST** file a *Center Problem Report* immediately with the TCA at Prometric or before leaving the test center. (I understand that I may or may not be issued a "ticket" number based on the nature of the issue.)
2. I **MUST** request a customer care card with Prometric's contact information.
3. I **MUST** follow up with Prometric by email or phone within 24 hours after the incident occurred and provide the case summary and ticket number, if applicable.
4. I **MUST** contact NBCOT by email at credentialingservices@nbcot.org within 24 hours after the incident occurred and provide the case summary and ticket number, if applicable. Note that the same email may be sent to both Prometric and NBCOT.
5. NBCOT will confirm initial receipt of the complaint and will provide a formal response within 21 days of receipt of the complaint.

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

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

Important Notes:

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 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.

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 by clicking [here](#).

How will I get my exam result?

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

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



Important Notes:

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

Can I appeal my exam result?

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

Exam Appeal Procedures Checklist:

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

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

NBCOT Director, Credentialing Services
One Bank Street, Suite 300
Gaithersburg, MD 20878

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.

RETAKE 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.

Exam Attempt	Waiting period from the date of the previous exam attempt
second or third attempt	30 days
fourth through sixth attempt	60 days
seventh attempt or higher	six months

- The State Reactivation Candidate **MUST** submit a new exam application by mail in order to retest. **Do NOT** create a new account. A fee will be assessed for duplicate accounts.
- New fees will be assessed for the exam application, score reporting, and any other services.
- The State Reactivation Candidate may request one free score report **ONLY** if ordered at the time the exam application is submitted. If multiple services are ordered with the exam application, each additional service is subject to the \$35 USD fee. Any score report requests made **AFTER** the exam application is submitted are \$35 USD each.
- If the State Reactivation Candidate has had a name change since the last exam administration, he/she **MUST** complete a **Name Change Request** through their MyNBCOT account. This should be done prior to reapplying for the exam. To ensure that you have acceptable forms of ID to be admitted to the test center, refer to page [23](#).
- Candidates who previously tested with Testing Accommodations should refer to the *Testing Accommodations Handbook* for details on how to reapply with accommodations.
- If a State Reactivation Candidate previously answered “Yes” to a character question and was cleared for the exam, the candidate **MUST** answer the appropriate character question(s) on the exam application affirmatively each time a new application is submitted. If the affirmative response is in reference to the same issue that NBCOT previously reviewed, and no further incidents have occurred, the candidate **MUST** send written confirmation of this to professional.conduct@nbcot.org after reapplying. The candidate will not need to resubmit any previously submitted documentation.

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 on page [11](#).)

NBCOT CERTIFICATION RENEWAL: KEEP YOUR CREDENTIAL ACTIVE!

The certification renewal season occurs between January and March annually, regardless of the month initial certification was received. Certification renewal is required to maintain active certification.

The requirements for certification renewal are:

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

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.



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

How to Renew Certification

There are two ways to renew certification:

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

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

EXAM APPLICATION PROCEDURES CHECKLIST

Completing the State Reactivation Candidate Exam Application and Submitting Fees:

- 1. I have read the NBCOT State Reactivation Candidate Exam Handbook.
- 2. I have submitted a paper application and am submitting payment by mail to NBCOT. (Refer to exam application.)
- 3. If I want NBCOT to send a *Score Transfer* to a regulatory entity, I have indicated so on my application. To receive my one free Score Transfer, I must request the service at the time I submit this exam application.
- 4. I have paid all applicable fees.
- 5. If I have had a name change at any time prior to taking the exam, I have read the directions for a name change on page [12](#).

Requesting Testing Accommodations

- 6. I have read the *NBCOT Testing Accommodations Handbook*.
- 7. 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

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

Scheduling the Exam with Prometric

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

APPENDIX

CONTENTS

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

Section 1: Applicant Information

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

First Name: _____

Middle Name: _____

Last Name: _____

Mailing Address: _____

City: _____

State/Province: _____

Postal Code: _____

Country: _____

Phone: home work mobile

Phone: home work mobile

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

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

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

OTED[®] ID Number: _____

Assigned by NBCOT for OTED approvals (including internationally educated)

Date of Birth: _____

E-mail address (*must be active*): _____

Create a Password: _____

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

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

What is your birth city? _____

What is your favorite color? _____

What was your high school mascot? _____

FOR NBCOT USE ONLY:

*State-Approved
"State Reactivation"
Candidate:*

Exam

- OTR
 COTA

- First-time
 Repeat

Section 2: General Information

Why does NBCOT request this information?

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

With which gender do you identify?

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

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

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

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

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

Section 3: Credential Information

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

U.S. School Name: _____

State: _____ Graduation Date: _____

Exam Eligibility Pathway:

- OTR® Credential:**
- Entry-Level Master’s Degree
 - Entry-Level Doctoral Degree
 - Bachelor’s Degree
 - OTED (*including internationally educated*)
- COTA® Credential:**
- Associate Degree
 - Certificate

Section 4: Testing Accommodations

- I am requesting Testing Accommodations (TA) for the certification examination, due to a documented disability. *Please read the Testing Accommodations Handbook, and submit required documentation to NBCOT. The handbook and forms can be found online at www.nbcot.org.*
- I am reapplying for the certification examination, and am requesting identical accommodations previously approved by NBCOT. *If your documentation is no longer current, you may be required to submit updated documents.*
- I am reapplying for the certification examination, and am requesting different or additional accommodations. *Please read the Testing Accommodations Handbook, and submit required documentation to NBCOT. The handbook and forms can be found online at www.nbcot.org.*

What TA are you requesting from NBCOT? _____

Date disability was diagnosed: _____

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

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

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

Declaration Statement:

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

Signature: _____ Date: _____

Authorization Statement:

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

Signature: _____ Date: _____

Section 5: Character Questions

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

b. Do you currently have a felony charge or charges against you? Yes No

2. a. Have you ever surrendered any professional license, registration, or certification or had one denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, including NBCOT®? Yes No

b. Do you currently have a professional license, registration, or certification under review for possible disciplinary action? Yes No

3. a. Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another? Yes No
- b. Do you currently have a charge(s) of negligence, malpractice, recklessness, or willful or intentional misconduct that resulted in harm to another against you? Yes No
-
4. a. Have you ever been suspended and/or expelled from a college or university? Yes No
- b. Are you currently under active investigation that could lead to being suspended and/or expelled from a college or university? Yes No
-

If you answer “yes” to any of the character questions, please refer to page 9 of the exam handbook for further detail regarding documentation requirements.

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

Mail documentation to:

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

Section 6: Score Transfer

- I may request one free Score Transfer with this application. Please send a *Score Transfer* to the jurisdiction(s) selected below. I have included the \$35 USD fee for EACH ADDITIONAL score transfer. **Please Note:** No state will receive a score unless it is marked here and the additional payment for EACH state marked is enclosed. **Fees for score transfers are nonrefundable. ONLY the states listed below accept score transfers.**

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

Section 7: Application Acknowledgment and Attestation Statement

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

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

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

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

I understand that NBCOT’s Aspire study tools and OTKE are copyrighted and protected by the United States Copyright Office. Copying, sharing, or posting NBCOT’s materials is illegal and violates the Code of Conduct. If it is ever determined that I was a participant in sharing this information at any time, my certification or eligibility status with NBCOT may be changed.

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

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

Signature:

Please print name here:

Section 8: Fees and Payment for State Reactivation Candidates

Examination Application/NBCOT Aspire®

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



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

Service Fees:

Examination Application Fee	\$555 USD (paper application)
Score Transfer Request (*First score transfer is FREE. *)	\$35 USD per additional score transfer
Returned Check Fee	\$35 USD
Credit Card Challenge Fee	\$35 USD

	Each	Qty.	
Application Fee	\$555 USD	x	=
Additional Score Transfer	\$35 USD	x	=
Returned Check Fee	\$35 USD	x	=
Credit Card Challenge Fee	\$35 USD	x	=

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

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

Fees for Score Transfers are non-refundable.

Total payment =

NBCOT Application Payment

Name:

Credit Card Number:

Street Address:

Expiration Date:

3-digit CVV code:

City:

Credit Card Holder's Name:

State/Province:

Postal Code:

Card Holder's Address (required):

Country:

Phone:

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

Email:

Signature of Cardholder (required)

Payment:

Check Money Order Visa MasterCard American Express Discover

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

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

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

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'OTR®' is a certification mark of the National Board for Certification in Occupational Therapy, Inc.

'COTA®' is a certification mark of the National Board for Certification in Occupational Therapy, Inc.
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