



Kentucky Board of Licensure for Occupational Therapy

Frequently Asked Questions

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1. GENERAL BOARD INFORMATION

A. *What is the best way to submit a formal question to the Board of Licensure for Occupational Therapy?*

The best way to submit a formal question to the Board is in writing, either by letter or email. Letters should be addressed to: **Kentucky Board of Licensure for Occupational Therapy, P.O. Box 1360, Frankfort, Kentucky 40602**. Emails should be sent to the Board's email at OT@KY.GOV.

Items must be in the Board Office 10 business days before the regularly scheduled Board Meeting to be reviewed at said meeting. Once the agenda is completed, nothing will be added to the agenda. A list of the Board Meeting dates can be found on the website, OT.KY.GOV, under "Quick Links" then "Board Members & Meetings". The "Meeting Schedule" is at the bottom of the page.

B. *Where can I find forms to download?*

On the Board's website OT.KY.GOV under "Forms & Documents".

C. *When does the Board meet?*

Board meetings are held the second Thursday of each month in person and via virtual beginning at 1:00 p.m. EST, unless noted.

- To join via virtual: Links & agendas are linked on the Board website OT.KY.GOV under "Quick Links" then "Board Members and Meetings". "Meeting Schedule" is at the bottom of the page.
- To join in person: 500 Mero Street, Frankfort, KY 40601.

D. *How can I apply to join the Board?*

The Governor appoints board members. Applications are submitted through the Governor's Board & Commissions office. Full application instructions can be found here: governor.ky.gov

2. GETTING LICENSED

A. *How long does it take to get my license issued?*

Once a completed application is received, the average turnaround time for your application to be reviewed by the Board and license issued is about 2 – 3 weeks. Please know that this is an estimation and could be completed sooner or later.

**You can periodically check your name on the Verification link on the [Board's website](#) for any license information you may have. This is in real-time with our database.

B. I am licensed in another state. How do I apply for a reciprocal license in Kentucky?

If you have never been licensed through any of the boards under the Department of Professional Licensing, use this link to apply:

<https://oop.ky.gov/DPLServices/NewApp/Welcome.aspx>.

You will be required to **upload** license verifications from ANY state in which you have held a license & are in good standing, as well as a copy of your NBCOT score report/certificate or electronic verification of current certification. Please be sure to have these documents sent to you. You will **not** be able to proceed in the application process without uploading these.

Once your application is completed, it will be sent to the Board for review.

C. How do I apply for full licensure if I am not licensed in another state?

If you have never been licensed through any of the boards under the Department of Professional Licensing, use this link to apply:

<https://oop.ky.gov/DPLServices/NewApp/Welcome.aspx>.

You will be required to **upload** a copy of your NBCOT score report/certificate or electronic verification of your current certification as part of the application process. Please be sure to have this document **sent to you**. You will **not** be able to proceed in the application process without uploading this.

Your **official transcripts** must be mailed (P.O. Box 1360, Frankfort, KY 40602) or emailed (ot@ky.gov) to the Board directly from your school or a third-party clearinghouse. Once these are received, they will be uploaded by staff, which will complete your application. (If they are sent before you complete your application then email the Board Administrator informing them you completed your application, and your transcripts were sent previously)

Once your application is completed, it will be sent to the Board for review.

D. I have not yet passed the NBCOT exam. How do I apply for a temporary permit?

If you have never been licensed through any of the boards under the Department of Professional Licensing, use this link to apply:

<https://oop.ky.gov/DPLServices/NewApp/Welcome.aspx>.

You will be required to **upload** a copy of your Confirmation of Eligibility (or Authorization to Test) letter from NBCOT as part of the application process. You will **not** be able to proceed in the application process without uploading this.

You will be required to list your supervisor in the application. The supervisor will then be sent an email advising them that they need to log into their [eServices account](#) to complete the

Supervision Temporary Permit Form to attest that he or she is willing to provide supervision and be responsible for your activities.

Your **official transcripts** must be mailed (P.O. Box 1360, Frankfort, KY 40602) or emailed (ot@ky.gov) to the Board directly from your school or a third-party clearinghouse. Once these are received, they will be uploaded by staff, which will complete your application. (If they are sent before you complete your application then email the Board Administrator informing them you completed your application, and your transcripts were sent previously)

Once your application is completed, it will be sent to the Board for review.

Please note: Temporary permits are only active for 60 days from issuance.

E. I have a temporary permit and just passed my NBCOT exam. Do I need to apply again for full licensure?

No. Once your score is received, you will automatically be issued a full license – as long as the transcript you submitted with your initial application shows your conferred degree. If not, you will need to submit an official transcript showing degree conferral before your full license can be issued.

F. My license is expired, but I want to start working in Kentucky again. How do I reinstate my license?

You can reinstate your license up to five (5) years after its expiration. You can access the reinstatement link through your [eServices account](#).

As part of the reinstatement process, you will need to **upload** the following. You will not be able to proceed in the reinstatement process without uploading these.

1. Official license verifications from ANY state in which you have held a license
2. Current or initial copy of large NBCOT certificate or score report
3. Proof of continuing education (additional information can be found under the Continuing Education / Renewal section)

If your license has been expired for more than five (5) years, you will have to complete an initial application to apply for a new license. The link for applying for a new license can be accessed through your [eServices account](#).

G. I am not a U.S. citizen. What additional documentation do I need to submit?

Non-citizen applicants will need to upload proof of permission to work in the United States with their application.

3. CONTINUING EDUCATION / RENEWAL

A. My license was just issued this year. How many CCUs do I need to renew my license?

You will need one (1) CCU for each month in which you have held your license.

Ex) Issue date: March 15 -- you will need eight (8) CCUs.

B. Why do I have to renew my license in October if it was just issued in June?

All OT and OTA license holders in Kentucky are due for renewal on the same date, **October 31**, no matter the issue date. The only exception is licenses issued on or after August 3, which are due for renewal the *following* October 31.

Ex) Issue date: **June 15**, 2019 → Renewal Date: October 31, **2019**.

Issue date: **August 15**, 2019 → Renewal Date: October 31, **2020**.

C. When do my CCUs have to be completed?

CCUs are required to be completed during the current licensure year (November 1 – October 31). [201 KAR 28:200 Section 2](#) outlines this. All regulations can be found on the [Board's website](#) under "Legal".

Any CCUs completed after October 31 of the renewal year will **NOT count toward your renewal. If you do not have CCUs completed by October 31, you will be required to complete the **reinstatement process**.

- a. From November 1- December 31st: The reinstatement process must be done through a paper application. Email the Boards Administrator at OT@KY.GOV requesting a paper reinstatement application. All documents and fees (Check/money order) will have to be mailed with the application to P.O. Box 1360 Frankfort, KY 40602. Paper applications are officially approved at the Board meetings.
- b. After Dec. 31st: The reinstatement process can be done online through your eServices account.

D. I earned 20 CCUs last year. Can I use some of them for this year's renewal?

No. Only CCUs earned in this current renewal period can be used for this year's renewal. The renewal period runs from November 1 – October 31.

E. My license was just issued this year. Do I have to complete the suicide training in order to renew?

If your license was issued after June 25, 2013, you have six (6) years from the date your license was issued to complete the suicide training. You will need to complete the training again every six (6) years.

F. *I am going to apply to reinstate my license. How many CCUs do I need to complete?*

If your license has been expired for **three (3) years or less**, you need to submit proof of **12 CCUs per year** that your license has been expired. If your license has been expired for **more than three (3) years but less than five (5) years**, you need to submit proof of **36 CCUs**.

G. *My continuing education courses are in PDUs or another format. Will these courses count toward my continuing education requirement? How many hours do I have?*

Many programs, associations, and/or schools may use a different unit of measurement for continuing education courses. The Board defines “contact hour” as 60 minutes engaged in a learning activity. You are required to have 12 CCUs (12 hours) each year to renew. If you have questions regarding the number of hours completed, you will need to contact the course provider regarding their units of measurement.

H. *How can I get a continuing education course approved to use for my renewal?*

As long as a course is current in subject matter and relevant to the practice of OT, you can use it for renewal, and it does **not** require board approval. Some course providers wish to have the Board approve their courses so they can advertise that it is Board approved. A list of these courses can be found on the [Board’s website](#) under “Continuing Education”.

I. *I am a continuing education course provider and would like to submit a course for Board approval. How do I go about this?*

You will need to complete and submit the Application for CE Program Approval for Course Providers. This is available on the [Board’s website](#) under “Forms & Documents”. There is no fee, and you can email, mail, or fax this to the Board.

J. *What happens to my license if I do not renew it? Will I be in bad standing with the board?*

If you do not renew your license, it will expire, and you will receive a cease-and-desist letter advising so. You have up to five years from the date of expiration to reinstate your license. You will not have any disciplinary action and your license will not be in bad standing if you do not renew. Your license will simply show as expired.

K. *I am not currently working in Kentucky, but do not want my license to lapse. How do I place my license on Inactive status?*

You can request Inactive status through the link on your [eServices account](#). The fee is \$10.00, and you do not have to complete the CE requirement. While on Inactive status you are required to renew annually by October 31 and can remain on Inactive status for up to three (3) years.

4. DPAM

A. *I am DPAM Certified in another state. Can I practice DPAMs in KY?*

You must meet the regulatory requirements for DPAM Specialty Certification in Kentucky to practice DPAMs, which is outlined in [201 KAR 28:170](#). All regulations can be found on the [Board's website](#) under "Legal".

You can access the DPAM Specialty Certification Application through your [eServices account](#).

B. *I took a DPAM course a few years ago while working towards my DPAM certification. Can I still use it for my DPAM app?*

As long as the course was approved at the time that you completed it, it will count towards your DPAM Certification. A list of Board approved DPAM courses can be found on the [Board's website](#) under "Continuing Education".

5. LICENSE VERIFICATIONS TO OTHER STATES

A. *How do I request a license verification from Kentucky to be sent to another state?*

Log into your [eServices account](#) and click on the "Verification for Other States" link. Please note that there is a \$10 fee for this service that can be paid via ACH or with a credit card. You will need to provide the email address of the state licensing board that is requesting this verification. Digital verification is emailed directly from our office to the requesting license board, and you will be copied on the verification e-mail. Please note that **digital verification is the only form of official license verification available from this office.**

6. MISCELLANEOUS

A. *How do I change my name and address with the Board office?*

Log into your [eServices account](#) and click on "Record Correction." You can update your name and contact information in this section of your eServices account.