



## Montana Board of Occupational Therapy Practice

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## Licensing Requirements and Application Checklist Occupational Therapist Assistant

### License Requirements for Occupational Therapy Assistant

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Completion of educational program recognized by the board – [[MCA 37-24-303](#)]
2. Completion of 2 months of supervised fieldwork experience arranged by applicant's educational institution or a nationally recognized professional association – [[MCA 37-24-303](#)]
3. Certification by the National Board of Certification in Occupational Therapy – [[MCA 37-24-303](#)]
4. Pass an examination prescribed by the board (NBCOT) – [[MCA 37-24-303](#), [ARM 24.165.407](#)]

### Checklist of Required Documents to Submit for Application for Occupational Therapy Assistant

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Evidence of meeting educational requirement of [MCA 37-24-303](#).
- Evidence of meeting fieldwork experience requirement of [MCA 37-24-303](#).
- Evidence of NBCOT certification
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- Photocopy of driver license or other form of signed, photographic identification.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)

### Application Fee(s) for Occupational Therapy Assistant

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$190 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.