

If you cannot find the answer to your question(s) regarding the Montana Board of Occupational Therapy Practice on this FAQ we encourage you to review the board's website, www.ot.mt.gov, or contact our customer service unit at dlibsbsdhelp@mt.gov.

Frequently Asked Questions (FAQ)

Montana Board of Occupational Therapy Practice

(FAQ updated 5/7/21)

General Questions about License Requirements and Applying for a License

Question 1:

What professions does this board regulate?

Response 1:

Presently the board issues the following licenses. See also Response 2.

- Occupational Therapist
- Occupational Therapist Assistant

Question 2:

How can I apply for a license?

Response 2:

If you want to apply for a license we recommend you use the [online application \(www.ebiz.mt.gov/pol\)](http://www.ebiz.mt.gov/pol) as that is the fastest, most efficient way to apply for a license.

Question 3:

Does the board issue modality endorsements to an occupational therapist license?

Response 3:

Yes. Occupational therapists can apply for the two types of modality endorsements listed below. Endorsement applications are not currently available through our online application system so in order to submit an endorsement application you must submit a paper application and fee. The application can be found under the [forms menu](#) or the [occupational therapist license information menu](#) on the website.

- **Superficial modality endorsement** (see MCA [37-24-103\(8\)](#) and [37-24-105](#) for scope of practice & endorsement requirements)
- **Topical medications modality endorsement** (See MCA [37-24-103\(10\)](#), [37-24-107](#), and [ARM 24.165.514](#) for scope of practice and endorsement requirements).

Question 4:

Does the board issue modality endorsements to an occupational therapist assistant license?

Response 4:

No. Occupational therapist assistants are not eligible to apply for modality endorsements.

Question 5:

Does the board issue "deep" modality endorsements?

Response 4:

No. Under the current statutory authority the board does not issue deep modality endorsements. The two modality endorsements issued in Montana by this board are described in Question/Response #3.

Question 5:

Can I conduct telepractice/telehealth in Montana?

Response 5:

Telehealth/telepractice is a method of delivery of services and not a specific type of license. See the [board's statement on telehealth/telepractice](#).

Question 6:

I have reviewed the licensing requirements but I am not sure if I would qualify for a license. If I send you my [unofficial transcript, facts about a license I hold in another state, etc.]. could you review the information and let me know if I would qualify and should apply for a license?

Response 6:

Neither staff nor the board "preapprove" application materials or give legal advice. It is up to you to review the licensing requirements and make your own determination regarding whether or not you would like to apply for a license. The only way staff will review your specific information is if you apply for a license and paid the application fee. Unless you pay the fee you have not submitted an application. If you do decide to apply we recommend you [apply online](#) as it is the most efficient method. Once you apply and pay the fee processing staff will begin reviewing your information.

Question 8:

I have had [criminal conviction(s) in the past/am currently on probation/was disciplined by another state licensing board, etc]. Could you review my legal history to let me know if I would qualify and should apply for a license?

Response 8:

See Response #7. Having a criminal history does not automatically disqualify you from licensure. If you apply and pay the fee the specifics of your personal history will be evaluated as part of your application.

Applications that qualify as complete and "routine" can be issued by staff. Applications that are "nonroutine" must be evaluated by the board under its nonroutine rules.

Miscellaneous Topics

Question 9:

I have tried e-mailing staff and/or calling staff but I have not heard back regarding my question yet. Should I keep calling and/or resending my e-mail?

Response 9:

If you e-mailed or called and left a message rest assured that staff have received your question. We will get back to you as soon as possible. Leaving multiple messages and sending multiple e-mails can actually delay staff responses times overall due to duplication of effort. Unless otherwise directed, the best e-mail to use is dlibsdhcp@mt.gov. That goes to our customer service unit and they will ensure that the appropriate staff member receives the question if they are not able to answer it themselves. If you have not already done so we encourage you to visit our website at www.ot.mt.gov which may have the answer to your question.

Question 10:

What are the board's laws for registering my business, setting up a business license, etc.

Response 10:

The board does not license businesses/facilities/practices. It only licenses *people*. If there are specific laws pertaining to your question they are outside this board's jurisdiction and regulatory authority. You could try contacting the [Secretary of State's Office](#) to see if it has more information on laws in this area.

Question 11:

I have questions about how to bill insurance/what services I am allowed to bill/who can bill for what services. What are the board's laws in this area?

Response 11:

Laws pertaining to billing, including private insurance and Medicare and Medicaid, are outside this board's jurisdiction and regulatory authority. As a licensee you are expected to comply with other state and federal laws that pertain to your scope of practice. However, it is not this board

that regulates those specific areas. You could try contacting the [Office of the Commissioner of Securities and Insurance](#) and the [Montana Department of Public Health and Human Services Addictive and Mental Disorders Division](#) for more information in these areas.

Question 12:

Where can I find a copy of all the board's laws?

Response 12:

Links to the official, online versions of the board's statutes, administrative rules, and notices of proposed rulemaking can be found on the website at www.ot.mt.gov under the regulations menu. Also, see the direct links below.

- **Statutes and Rules that Apply to All Licensing Boards under DLI**
 - [Title 37, chapter 1, MCA](#)
 - [ARM Title 24, chapter 101](#)
- **Statutes and Rules that Apply to Professions Regulated by the Board of Occupational Therapy Practice**
 - [Title 2, chapter 15 part 17, MCA](#) - Board of Occupational Therapy Practice
 - [Title 37, chapter 24, MCA](#)
 - [ARM Title 24, chapter 165](#)
- **[Proposed Rulemaking](#)**

Question 13:

Can the board/department give me legal advice/interpretation of its statutes and rules?

Response 13:

The board and its staff cannot offer advice, interpretation, or legal determinations. Doing so would be providing you legal advice/counsel. It is the responsibility of licensees and members of the public to review the relevant statutes and rules to determine whether a specific practice is legal and/or what licenses are required to operate. If legal advice is needed, you may consult your own attorney.

Question 14:

How do I obtain a list/mailling list of licensees under this board?

Response 14:

You can purchase a list of licensees [online](#). Once you select all the criteria for the list then you pay by credit card to complete your purchase.

The cost is \$35 for up to and including 300 records (licensees) with an additional charge of \$0.03 per record after the initial 300 records. Note that we do not give out phone numbers or e-mail addresses for any of our licensees.



For further questions and assistance contact customer service staff at dlibsdfhelp@mt.gov.

Question 15:

What is the best way to submit a question to staff or the board?

Response 15:

First, we encourage you to visit the board's website to see if the information you require is already posted. If you cannot find the information on the website or have a comment for staff or the board you can e-mail the board at dlibsdfhelp@mt.gov or contact customer service staff at 406-841-2300. E-mail is usually the most efficient way to contact department staff and will also allow you to have your response in writing so you can reference it later.

If you have a question regarding an application you have already submitted for review you should also contact staff at dlibsdfhelp@mt.gov.