



**Texas Board of Occupational Therapy Examiners**

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## **Instructions: Application for Restoration of a Texas OT or OTA License**

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### **General Information**

- A person who was formerly licensed in Texas but whose license has been expired one year or more may apply to restore the Texas license (refer to OT Rules, §370.3).
- There are three categories of restoration. Please see the excerpt below from the OT Rules.

### **Excerpt from §370.3, Restoration of a Texas License, regarding Restoration Methods:**

(a) Restoration of a license expired one year or more to a person with a current license or occupational therapy employment:

(1) The Board may restore a license to a person whose Texas license has been expired one year or more if the person:

(A) is currently licensed in another state or territory of the U.S. and that license has not been suspended, revoked, cancelled, surrendered or otherwise restricted for any reason; or

(B) if not currently licensed in another state or territory of the U.S., is applying from the U.S. military or a non-licensing state or territory of the U.S. and can substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license.

(2) The person shall meet the following requirements:

(A) submit a completed restoration application form as prescribed by the Board;

(B) submit in paper or electronic form a current color photograph that meets the requirements for a U.S. passport. A photograph in electronic form must be of a high-quality resolution comparable to that of a passport photograph in paper form;

(C) submit documentation of the completion of training on human trafficking as described in Chapter 367 of this title (relating to Continuing Education);

(D) submit a verification of license if the Board cannot verify the applicant's history of licensure in occupational therapy, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the state or territory. Disciplinary action must be reported to the Board. If the applicant is not currently licensed in a state or territory of the U.S. and is applying from the U.S. military or a non-licensing state or territory of the U.S., a completed verification of employment form as prescribed by the Board must be submitted substantiating occupational therapy employment for at least two years immediately preceding application for a Texas license;

(E) pass the jurisprudence examination;

(F) pay the restoration fee; and

(G) submit a complete and legible set of fingerprints in the manner prescribed by the Board for the purpose of obtaining criminal history record information from the Department of Public Safety and the Federal Bureau of Investigation. The licensee is not required to submit fingerprints under this section if the license holder has previously submitted fingerprints under:

(i) Chapter 364 of this title (relating to Requirements for Licensure) for the initial issuance of the license;

(ii) Chapter 370 of this title (relating to License Renewal) as part of a prior license renewal; or

(iii) Chapter 371 of this title (relating to Inactive and Retired Status) as part of a prior license renewal or change of license status.

(b) Restoration of a license expired at least one year but less than two years to a person without a current license or occupational therapy employment:

(1) The Board may restore a license expired at least one year but less than two years to a person who was licensed in Texas and:

(A) is not currently licensed in another state or territory of the U.S.; or

(B) if not currently licensed in another state or territory of the U.S., is applying from the U.S. military or a non-licensing state or territory of the U.S. and cannot substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license.

(2) The person shall meet the following requirements:

(A) submit a completed restoration application form as prescribed by the Board;

(B) submit in paper or electronic form a current color photograph that meets the requirements for a U.S. passport. A photograph in electronic form must be of a high-quality resolution comparable to that of a passport photograph in paper form;

(C) submit copies of the completed continuing education showing 36 hours of continuing education as per Chapter 367 of this title (relating to Continuing Education) that includes training on human trafficking as described in that chapter;

(D) submit a verification of license if the Board cannot verify the applicant's history of licensure in occupational therapy, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the state or territory. Disciplinary action must be reported to the Board;

(E) pass the jurisprudence examination;

(F) pay the restoration fee; and

(G) submit a complete and legible set of fingerprints in the manner prescribed by the Board for the purpose of obtaining criminal history record information from the Department of Public Safety and the Federal Bureau of Investigation. The licensee is not required to submit fingerprints under this section if the license holder has previously submitted fingerprints under:

(i) Chapter 364 of this title (relating to Requirements for Licensure) for the initial issuance of the license;

(ii) Chapter 370 of this title (relating to License Renewal) as part of a prior license renewal; or

(iii) Chapter 371 of this title (relating to Inactive and Retired Status) as part of a prior license renewal or change of license status.

(c) Restoration of a license expired two years or more to a person without a current license or occupational therapy employment:

(1) The Board may restore a license expired two years or more to a person who was licensed in Texas and:

(A) is not currently licensed in another state or territory of the U.S.; or

(B) if not currently licensed in another state or territory of the U.S., is applying from the U.S. military or a non-licensing state or territory of the U.S. and cannot substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license.

(2) The person shall meet the following requirements:

(A) submit a completed restoration application form as prescribed by the Board;

(B) submit in paper or electronic form a current color photograph that meets the requirements for a U.S. passport. A photograph in electronic form must be of a high-quality resolution comparable to that of a passport photograph in paper form;

(C) submit documentation of the completion of training on human trafficking as described in Chapter 367 of this title (relating to Continuing Education);

(D) submit a verification of license if the Board cannot verify the applicant's history of licensure in occupational therapy, including disciplinary action. The verification must be an original verification sent directly to the Board by the licensing board of the state or territory. Disciplinary action must be reported to the Board;

(E) pass the jurisprudence examination;

(F) pay the restoration fee;

(G) submit a complete and legible set of fingerprints in the manner prescribed by the Board for the purpose of obtaining criminal history record information from the Department of Public Safety and the Federal Bureau of Investigation. The licensee is not required to submit fingerprints under this section if the license holder has previously submitted fingerprints under:

(i) Chapter 364 of this title (relating to Requirements for Licensure) for the initial issuance of the license;

(ii) Chapter 370 of this title (relating to License Renewal) as part of a prior license renewal; or

(iii) Chapter 371 of this title (relating to Inactive and Retired Status) as part of a prior license renewal or change of license status; and  
(H) satisfy one of the following no more than two years prior to the submission of the application:

- (i) complete a re-entry course through an accredited college or university and submit the certificate of completion or transcript to the Board;
- (ii) obtain an advanced or post-professional occupational therapy degree, with an official transcript sent to the Board; or
- (iii) take and pass the NBCOT examination for licensure purposes only (after requesting Board approval to take the examination) and have the passing score reported to the Board directly by NBCOT.

- Take the jurisprudence exam by going to <https://ptot.texas.gov/ot-jp-exam-intro/>.
- Refer to the related announcement on the homepage, <https://ptot.texas.gov>, for instructions on how to submit your fingerprints. The individual is not required to submit fingerprints if the individual has previously satisfied fingerprinting requirements as per the OT Rules for the renewal, restoration, or initial issuance of the license or change of license status.
- For restoration fees, which are non-refundable, visit the website, <https://ptot.texas.gov>, and from the sidebar, select “Look up Fees.” Submit your payment by check or money order (made payable to ECPTOTE) with this application.
- The application will be accepted only if information is printed legibly and use black or dark blue ink.
- The OT Restoration page, <https://ptot.texas.gov/ot-restoration>, includes information regarding additional required items, such as submitting the photograph, and information regarding the verification of licensure in other US states or territories. See the OT Restoration page for further information regarding the requirements.
- Submit an Employment History Form if you are applying for restoration under §370.3(a) and you are not currently licensed in another state or territory of the U.S., but are applying from the U.S. military or a non-licensing state or territory of the U.S. and can substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license. Visit this link to download the form: <https://ptot.texas.gov/ot-forms>.
- Documentation of the completion of an HHSC-approved course on human trafficking must be submitted for all restorations. Refer to the OT Restoration page, <https://ptot.texas.gov/ot-restoration>, for further information. Remember to submit a copy of the certificate of completion, not the original. This training is part of the 36 hours of CE required to restore a license expired at least one year but less than two years to a person without a current license or occupational therapy employment as per §370.3(b).
- Restoration requirements must be met within one year of the Board's receipt of the application. Restoration requirements are based on the length of time the license has been expired and whether the individual has a current license or occupational therapy employment as specified in §370.3 at the time of the license's restoration.
- After all required items have been received and the license has been restored, the individual may verify the license expiration date from the Board's license verification web page.
- The individual whose license has been restored may provide occupational therapy services according to the terms of the license upon online verification of current licensure and license expiration date from the Board's license verification web page.
- If you are a military service member, military veteran, or military spouse, please see §370.3 and the final page of this application.
- Refer to the full OT Act and Rules for further regulations, accessible from <https://ptot.texas.gov/ot-acts-and-rules>.



**Texas Board of Occupational Therapy Examiners**  
**Application for Restoration of a Texas OT or OTA License**

TEXAS LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

TYPE OF LICENSE: ☐ OT ☐ OTA

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

The photograph may be submitted electronically or physically. For a physical submission, attach a current 2 x 2 inch color photograph on photographic paper of yourself here that meets the requirements for a U.S. passport. Write your name and date of birth (DOB) on the reverse side. Photocopies or computer printouts will be rejected and will delay your application.

**Method of Restoration: Check one:**

- ☐ A. Current, Active Licensure in State: \_\_\_\_\_ License #: \_\_\_\_\_  
or two years of occupational therapy employment. See §370.3(a).
- ☐ B. License expired at least 1 year, but less than 2 years, and submits proof of  
36 hours of CE, which must include an HHSC approved course on human trafficking. See §370.3(b)
- ☐ C. License expired for 2 years or more. See §370.3(c). Check which method:
- ☐ 1. Re-entry college or university course
  - ☐ 2. Advanced or Post-Professional Degree in Occupational Therapy
  - ☐ 3. Retake the NBCOT Exam for Licensure Purposes Only

**You must notify the Board within 30 days of any address or contact information change.**

**HOME LOCATION ADDRESS:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # with area code: \_\_\_\_\_ Email: \_\_\_\_\_

**MAILING ADDRESS, if different from Home Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**BUSINESS LOCATION ADDRESS**

Complete the following if you know where you will be working with the Texas license once it is restored. You are required to report business address and phone number changes to the Board. The business location address is public information.

Name of Business: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # with area code: \_\_\_\_\_

*By signing this form, I attest that all information in this application is true, and that I understand that providing false or incorrect information is a violation of the OT Practice Act and may subject me to the penalties set forth in the Act. I also attest that:*

- ☐ I have not been convicted of a felony, including a finding or verdict of guilty, an admission of guilt, or a plea of nolo contendere, in this state or any other, that has not been reported to the Board as part of this application.
- ☐ No other state or nation has taken an action to suspend or revoke my license to practice occupational therapy that has not been reported to the Board as part of this application.
- ☐ One of the above actions has happened, and I am enclosing the official documentation describing the action for the Board's review.

Applicant's Signature  
(Electronic signatures not accepted.)

Date

**For Office Use Only.**

Receipt Date	Receipt No.	Amt. Received	Postmark Date

## History of Licensure

Name \_\_\_\_\_

TX License # \_\_\_\_\_

*Enter the following information for ALL states, jurisdictions, or countries in which you have ever held or hold an occupational therapy license (or been authorized to practice occupational therapy if licensure was not required).*

Refer to the OT Restoration page for further information regarding the verification of licensure requirement.

Make and attach copies as needed.

STATE/COUNTRY	LICENSE/REG. #	DATE ISSUED	EXPIRATION DATE

## Continuing Education Submission Form

Name \_\_\_\_\_

TX License # \_\_\_\_\_

Complete this page **ONLY** if you meet the following condition:

Your license has been expired at least one year but less than two years and you are not currently licensed in another state or territory of the U.S. (or, if not currently licensed in another state or territory of the U.S., you are applying from the U.S. military or a non-licensing state or territory of the U.S. and cannot substantiate occupational therapy employment for at least two years immediately preceding application for a Texas license); see §370.3(b).

**Instructions:** Enter your CE contact hours on the form below and complete all areas; at least 36 hours must be entered. Abbreviated activity/course names may be used if the entire name cannot be entered in the space below. The required CE must include an HHSC-approved training course on human trafficking that meets requirements as per §370.3(b) of the OT Rules; verify that your human trafficking training course has been approved by HHSC from HHSC's list of approved human trafficking courses, accessible from <https://www.hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>. (The list may also contain a "Continuing Education Credit/Special Note" column. Individuals are not required to select courses that specifically reference OTs and/or OTAs under that column.) Refer to Chapters 367 and 370 for further information regarding CE requirements.

You may reproduce this page if necessary. **Be sure to submit copies of your CE documentation.**

Activity/Name of Course	Completion Date (MM/DD/YYYY)	CE Hours	This activity meets the Human Trafficking Training Requirement
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
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			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes

***Military Service Members, Military Veterans, and Military Spouses Only.***  
***Other applicants, skip this page.***

Name \_\_\_\_\_

TX License # \_\_\_\_\_

**Note: If you are a military service member, military veteran, or military spouse, complete this page to request a fee waiver for the restoration fee and/or expedited services. If you are not requesting any of these services and/or are not a military service member, military veteran, or military spouse, skip this page.**

Chapter 55, Texas Occupations Code, allows for the waiver of application fees for military service members, military veterans, and military spouses, as well as expedited services for certain for military service members, military veterans, and military spouses.

See the following definitions:

1. Active duty - current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Texas Government Code, or similar military service of another state.
2. Armed forces of the United States - the army, navy, air force, space force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.
3. Military service member - a person who is on active duty.
4. Military spouse - a person who is married to a military service member.
5. Military veteran - a person who has served on active duty and who was discharged or released from active duty.

Note for Military Service Members, Military Veterans, and Military Spouses who within the five years preceding the application date held the license in this state:

Excerpt from §370.3(d) of the OT Rules

(2) Expedited services.

(A) With regard to a military service member, military veteran, or military spouse who within the five years preceding the application date held the license in this state, the Board shall promptly, not later than the 10th business day after the date the individual submits an application for restoration:

(i) process the application; and

(ii) restore the license to an individual who has met requirements for restoration.

(B) The Board shall maintain a record of each complaint made against a military service member, military veteran, or military spouse whose license is restored under paragraph (2) of this subsection and publish at least quarterly on its website the information maintained under this subparagraph, including a general description of the disposition of each complaint.

To request a waiver of the restoration fee and/or expedited services, indicate your military status and select the applicable option(s) below. Individuals are not required to request a military fee waiver or expedited services.

If you indicate you are a military applicant and select your military status below, your application will not be processed until the documentation below is received; if you are not eligible for a fee waiver, payment will be due in order to continue the application process.

- Military Service Member: Current original orders, including signature page(s) or Military ID
- Military Veteran: DD 214
- Military Spouse: Military ID (front and back)

Select your status:

Listed below are the military statuses and fee waiver options you may add. Circle the desired status and waiver option below. If you are not requesting a military applicant fee waiver, circle "None of the Above."

Military Status:              Military Service Member              Military Veteran              Military Spouse

Fee Waiver:                  Military Fee Waiver  
                                    None of the Above

***Military Service Members, Military Veterans, and Military Spouses who are requesting Expedited Services:***

If you are a military applicant who within the five years preceding the application date held the license in this state and you are also requesting alternative licensing and expedited services for military applicants, please contact the Board before submitting this application and note that this service requires the Board to publish information regarding complaints.

Check the following, if applicable: ☐ I am requesting alternative licensing and expedited services.