

MARYLAND STATE BOARD OF OCCUPATIONAL THERAPY PRACTICE
Spring Grove Hospital Center • 55 Wade Avenue • Baltimore, MD 21228
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Email: mdotboard@dhhm.state.md.us www.dhhm.maryland.gov/botp

APPLICANT INSTRUCTIONS FOR REINSTATEMENT OR REACTIVATION

In accordance with Title 10-301 (a) of the Occupational Therapy Practice Act, you must be licensed by the Board of Occupational Therapy Practice in order to practice occupational therapy in Maryland. Once all information is received in the Board Office, processing of the application for reinstatement or reactivation averages 30 days. It is the responsibility of the applicant to monitor the status of the application.

Enclosed are the following materials:

1. **APPLICATION INSTRUCTIONS**
2. **APPLICATION** – Maryland Board of Occupational Therapy application for reinstatement. This application must be completed in full.
3. **JURISPRUDENCE EXAM** - The applicant applying for a license is required to complete this exam at 100%. The 1 contact hour received can be used for the current renewal period. Return the exam answer sheet and the attestation form with your application. These items can be found at www.dhhm.maryland.gov/botp under Jurisprudence Exam.
4. **MORAL CHARACTER** – Two certificates to be completed and returned directly to the Board (not returned to the applicant). **Persons who complete this form must have observed the applicant's clinical skills, and not be related to the applicant.**
5. **CONTINUING COMPETENCY REQUIREMENTS** – A Continuing Competency Requirement Compliance Report is enclosed for recording your 12 hours of continuing competency activities. Documentation requirements are listed in the Reference Guide.
6. **VERIFICATION OF LICENSURE** – These forms must be completed by the Board(s) of Occupational Therapy from all state(s) or country(ies) in which you have been licensed.
7. **VERIFICATION OF CERTIFICATION SAMPLE FORM** from the NBCOT. A request must be made to NBCOT for this completed form to be sent to the Maryland Board office.
8. **PRACTICE ACT/REGULATIONS MANUAL** – A manual for your reference while practicing occupational therapy in Maryland.
9. **FAQ SHEET**
10. **RETURN ENVELOPE** – Use for forwarding application materials to the Board.
11. **BOARD SURVEY**