

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

Application Checklist for Occupational Therapists or Occupational Therapy Assistants

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
 with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

FOUR-PAGE APPLICATION REVIEW	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (if applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement--Signed and Dated	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
CT (Certification of Licensure) Form completed by original jurisdiction and current jurisdiction (if applicable)	
ED Form--Verifying graduation from an approved Occupational Therapy program	
N.B.C.O.T. Examination: Proof of passage of the examination as administered by the N.B.C.O.T. with a score of 450 or above (if applicable)	
CE Form --Proof of 24 hours of C.E. if restoring license	
RS Form is required if restoring an expired or inactive license (complete in all applicable areas)	
Copy of DD214 if restoring license from active military service	

All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.