OTED® Frequently Asked Questions

Section I: OTED Documentation

Q: What is a Primary Source document and what documents need to be sent as Primary Source?

A: Primary Source means that the document is sent to NBCOT directly from the respective agency (e.g., College or University Registrar, Government Ministry, etc.) in a sealed envelope with the official seal or stamp of the school/agency over the folded flap(s).

Please note: Documentation submitted to NBCOT must include the OTED applicant's full name.

The documents that must be sent primary source are:

- Official, final transcript(s)
- Verification of Academic Credential Form (VACF), if applicable
- National Government Recognition documentation
- Program Director Form
- Course syllabi reflecting content taught at the time coursework was completed. (This should be uploaded into the online OTED application. NBCOT also requires the primary source version if the course syllabi year is not already on file with NBCOT.)
- Verification of OT License, Registration, or Certification, if applicable

Q: What is required on an Official Final Transcript?

A: The Official Final Transcript MUST include ALL of the following:

- Name of the institution awarding the occupational therapy degree
- Candidate's name and social security OR student identification number
- Listing of all courses completed and required for the degree
- Identification of the major: 'occupational therapy'
- Title of the entry-level degree awarded in Occupational Therapy
- The date on which the degree was awarded/conferred. The degree must have been awarded. *Transcripts with a pre-dated graduation date will not be accepted.*
- The registrar's signature, official seal or stamp.

If the transcript does not contain all of this information, the candidate will be notified by NBCOT that the application cannot be processed until the information is received OR the candidate has the college/university registrar complete and submit the Verification of Academic Credential Form VACF, (supplementary form).

Q: What is required on a Verification of Academic Credential Form (VACF)?

A: If the OTED applicant's transcript contains the information that is being requested on this form, the form does not have to be submitted. Otherwise, the Verification of Academic Credential Form MUST include ALL of the following:

To be completed by the OTED applicant:
- First, middle, and last name
- Any previous name(s)
- Date of birth
- Daytime and evening phone numbers
- Applicant's signature

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To be completed by the College/University Registrar
- Name of College/University
- College/University mailing address
- College/University Registrar's daytime phone and fax numbers
- OTED applicant's name
- Date the degree was conferred
- OTED applicant's occupational therapy academic credential awarded
- Registrar's signature and job title

Q: What is National Government Recognition Documentation?

A: The National Government Recognition documentation is **not** an OTED form. It is a document that the ministry of health OR the agency in the country of education that approves OT schools to issue OT degrees would provide to NBCOT on the applicant's behalf confirming that the applicant was graduated with the OT degree at the time the school was approved to grant OT degrees.

Q: Should I verify my license/registration during the OTED application process?

A: If you ever held an occupational therapy license/registration to practice OT anywhere in the world, you must verify all active and expired license(s) as a requirement of the OTED process. You must complete the applicant portion of the OTED Verification of License, Registration, or Certification Form and forward it to the licensing agency. The licensing agency must complete the remaining portion and submit directly to NBCOT. You must complete individual forms for each license(s) you ever held.

Q: What is the difference between educational course descriptions and course syllabi?

A: The date the coursework was taken must be posted to the official course descriptions and syllabi. In addition to uploading these documents, a primary source copy of the descriptions and syllabi will also need to be provided by the institution or university's occupational therapy department program director.

Q: What are the documentation requirements pertaining to course descriptions and course syllabi?

A: The date the coursework was taken must be posted to the official course descriptions and syllabi. In addition to uploading these documents, a primary source copy of the descriptions and syllabi will also need to be provided by the institution or university's occupational therapy department program director.

Q: What am I able to submit in support of the standards pertaining to 'Research'?

A: Academic coursework which includes content on how to frame a research question, data analysis, and other components of the research standards must be submitted in support of the standards. Course descriptions, course syllabi, and transcripts will need to be provided for all academic coursework. OTED applicants will no longer be able to submit a research document (project, thesis, or paper) as part of the initial application.

It is recommended that you obtain detailed documentation from the university that states how the standard was met and in what academic course. You may wish to contact your school to see if they are able to provide the following:

- Academic syllabi that demonstrates or shows that the research standards were met

If one or more of the research standards have not been met, the applicant will have the opportunity to upload their research document as part of their application (for additional review).

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Q: Can I submit my resume so that my work experience can be assessed in the OTED review?

A: No. NBCOT permits graduates of U.S. entry-level master's degree in occupational therapy programs to apply for the NBCOT Occupational Therapist Registered (OTR®) certification examination. Because this is an entry-level examination, only academic preparation is assessed in determining exam eligibility. Since the OTED review determines academic comparability to the U.S. entry-level master's degree in occupational therapy educational standards, the OTED review is conducted on this same premise.

Section II: OTED Review Results

Q: Once my OTED application has been reviewed and I have received my determination, what happens if one or more standards have been found deficient?

A: OTED applicants with deficient standard(s) after initial review are able to submit additional documentation (for those standard(s) deemed deficient). Some standards required completion of academic coursework only. This is noted with each deficient standard.

It is recommended that the applicant obtain detailed documentation from the university that states how the standard was met and in what academic course. The applicant may wish to contact the school to see if they are able to provide the following:

Additional academic documentation that demonstrates the learning of the content pertaining to the deficient standards. This may include class notes, fieldwork/internship seminar log, PowerPoint lectures used to deliver instructions, lecture handouts, etc. This documentation needs to be on official university letterhead, signed by the program director and academic dean verifying its content, and sent as primary source documentation.

NOTE: The document should identify the NAME of the applicant. A letter from the program director stating that the deficient standards were met during schoolwork or fieldwork will not suffice. NBCOT needs substantial documented evidence.

The standard(s) must be met through academic instruction and not through fieldwork placement alone.

Other standards can be completed through academic coursework and/or professional development. This too is noted with each deficient standard.

In the case of professional development, the following documentation must be uploaded into the OTED application:

- Course syllabi (which must include an assessment component)
- Certificate of Completion

NOTE: A minimum of 7 hours of completed coursework is required for physical agent modalities (PAMs) (can be one or more courses to meet the minimum hour requirement).

For further detail, please refer to the *Guidelines for Completing Coursework for OTED Review*.

Q: Can foundational courses such as Anatomy, Physiology, or Biomechanics be met through online coursework?

A: No. Because they are considered core courses, NBCOT reviews documentation reflecting coursework completed at an academic institution to fulfill the educational standards that pertain to these requirements.

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Q: Will graduating from a particular OT school meet the educational standards and guarantee OTED approval to apply for the OTR examination?

A: No. NBCOT does not preapprove OT curricula. Since OTED reviews are conducted individually and usually a combination of coursework from various schools and/or professional development is assessed in the OTED review, NBCOT cannot provide an OTED determination without a formal OTED review being conducted.

Q: Since I have a bachelor's degree in OT from my country, am I eligible to take the NBCOT Certified Occupational Therapy Assistant (COTA®) examination?

A: No. Only individuals who have an occupational therapy assistant (OTA) degree from an accredited OTA school in the U.S. are eligible to take the COTA examination.

Q: What happens after my OTED application is approved?

A: Once the OTED application is approved, the applicant will receive written electronic confirmation of the approval notice. *This is not an Authorization to Test (ATT) letter.* Included in this notice is an OTED ID which the applicant will need to enter to complete the online certification examination application through the MyNBCOT account. NBCOT highly recommends that the applicant review the *Exam Handbook* in advance of completing the online OTR examination application.

Q: How long is my OTED approval valid for?

A: Your OTED approval is valid for seven (7) years from the date of approval.

Section III: Using the Online OTED Application System

Q: What should I do if I forgot the password to my online OTED application?

A. Please reset your password by clicking this link: *https://nbcot.learningbuilder.com/Public/Password/Forgot*.

Q: The OTED database has been designed with a customized color scheme. What do each of the colored buttons and icons represent?

- **Orange** button - usually indicates something needs to be done, action has been requested and the applicant needs to respond
- **Gray** button - indicates the applicant is not able to complete the task yet. When the action requested is made available, the button will turn orange.
- **Green** button - indicates the task has been completed
- **Arrow** icon - allows you to recall an action, lets the applicant take the prior action back
- **Magnifying Glass** icon - indicates a summary of information has been collected about a specific activity

Q: Should more than one online OTED application be created in my name?

A. No. Please make sure that only one online OTED application is created in your name. Duplicate online OTED applications should **not** be created.

Q: I am unable to upload my course syllabi to my line OTED application account. What do I do?

A: It is highly likely that your documents are too large. We recommended that you break the document down in size to no more than 20-30 pages per attachment (no larger than 20 MB).

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Q: Can my school upload the course syllabi into my online OTED application?

A: No, this must be completed by the OTED applicant. The primary source version should be sent by the school directly to NBCOT on the OTED applicant's behalf via postal mail or via a secure electronic documentation transfer method.

Section IV: OTED Application Policies

Q: As an OTED applicant, am I subject to the principles outlined in the *NBCOT Candidate/Certificant Code of Conduct*?

A: Yes, all OTED applicants are subject to the *NBCOT Candidate/Certificant Code of Conduct*. NBCOT has purview over all individuals who have applied for OTED to take the NBCOT Certification Examination for OTR.

Q: Is the OTED application fee refundable?

A. Once the OTED application fee has been paid and the applicant has started the application process, **there is no application refund**. Requests for refunds will not be accepted or honored. Please make sure you are able to provide all of the required documentation before you click the Payment button:

- Official, final transcript(s)
- Verification of Academic Credential Form (VACF), if applicable
- National Government Recognition documentation
- Program Director Form
- Course syllabi reflecting content taught at the time coursework was completed. (This should be uploaded into the online OTED application. NBCOT also requires the primary source version if that course syllabi year is not already on file with NBCOT.)
- Verification of OT License, Registration, or Certification Form, if applicable
- Professional Practice History Form

Q: How long is my OTED application good for?

A: If the OTED applicant has a master's degree in occupational therapy, the OTED application remains active for a total of three (3) years from the date the payment was made. If the application remains incomplete or deficient beyond three years, the application will expire.

Q: If I was approved through the OTED process with only a bachelor's degree in OT, have been reapplying for the OTR examination and now have a master's degree in OT, can I continue to test after July 31, 2014?

A: Yes, however, an official final transcript must be submitted from your school directly to NBCOT on your behalf. It must state your date of graduation and the title and level of the OT degree earned.

Q: Am I eligible to participate in the OTED process if I have a master's degree in rehabilitation?

A. No. OTRs must have a master's degree in occupational therapy specifically. If the master's degree is in occupational therapy itself with a concentration in rehabilitation, that is acceptable.

Q: Am I eligible to participate in the OTED process if I have a post-graduate diploma in occupational therapy?

A. No. This is because many post-graduate diploma programs are *not* at the master's degree level.

Q: When should I register for an NBCOT profile?

A. You can register for an NBCOT profile any time after you apply for OTED. However, you will not be able to apply for the certification exam through your MyNBCOT account until you receive your OTED approval.

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