

Wisconsin Department of Safety and Professional Services

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OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD

OCCUPATIONAL THERAPY ASSISTANT LICENSE INFORMATION

All applicants shall pass the certification examination for occupational therapy assistant of the American Occupational Therapy Certification Board or meet the requirements in MED 19.05 as well as an open book examination on Wisconsin Statutes and Administrative Code.

Applicants **may** be required to complete an oral examination if he/she:

1. has a medical condition which in any way impairs or limits the applicant's ability to practice as an occupational therapy assistant with reasonable skill and safety;
2. uses chemical substances so as to impair in any way the applicant's ability to practice as an occupational therapy assistant with reasonable skill and safety;
3. has been diagnosed as suffering from pedophilia, exhibitionism or voyeurism;
4. has within the past 2 years engaged in the illegal use of controlled dangerous substances;
5. has been subject to adverse formal action during the course of occupational therapy assistant education, postgraduate training, hospital practice, or other occupational therapy assistant employment;
6. has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction;
7. has been convicted of a crime the circumstances of which substantially relate to the practice of occupational therapy assistant;
8. has not practiced as an occupational therapy assistant for a period of 3 years prior to application, unless the applicant has been graduated from a school of occupational therapy assistant within that period. Practice for the purposes of this paragraph includes direct patient treatment and education, instruction in an occupational therapy program recognized by the board, occupational therapy research, and service in administrative positions for health care providers or governmental bodies with responsibility relating to occupational therapy;
9. has been graduated from an occupational therapy assistant school not approved by the board.
10. was a resident of Wisconsin and eligible for certification as an occupational therapy assistant on August 1, 1989, but did not apply for certification until after August 1, 1991.

An applicant who meets any of the above criteria 1-10 shall be reviewed by the Occupational Therapist Affiliated Credentialing Board to determine whether an applicant is required to complete an oral examination.

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All examinations shall be conducted in the English language. Where both written and oral examinations are required, they shall be scored separately and the applicant shall achieve a passing grade on both examinations to qualify for a license.

If you are selected to appear for an oral examination, you will be advised of the date upon completion of your application.

If you are not required to take the oral examination, your license will be issued on alternating Fridays provided your application form is complete and you have passed the open book examination.

The content and process of this examination, and the candidate performance statistics, are regularly evaluated by the Department and the Occupational Therapists Affiliated Credentialing Board to assure that this examination fairly and effectively assesses competencies necessary to practice as an occupational therapy assistant.

Passing examination grades of credentialed candidates are retained indefinitely in an electronic credential file. Failing grades are retained on file until replaced by passing grades. Answer sheets, examination products and examiner evaluation documents are retained one year after the examination date. Booklets used by candidates are retained two months after release of grades. Records of specific examination content (examination file copies) are retained five years.

TEMPORARY CERTIFICATE

1. An applicant for a license may apply to the board for a temporary license to practice as an occupational therapy assistant if the applicant:
 - a) has submitted to the board the application and documents required under sec. MED 19.03, Wis. Admin. Code, and remits fee specified;
 - b) is a graduate of an approved school and is scheduled to take the national certification examination for occupational therapy assistant or has taken the national certification examination and is awaiting results.
2. Practice during the period of the temporary license shall be in compliance with Chapter MED 19.10.
3. Except as in #4 a temporary license expires when the applicant is notified she/he failed the National Certifying Examination or on the date the board grants or denies an applicant a permanent license, whichever is later.
4. A temporary license expires on the first day of the next regularly scheduled national certification examination for a permanent license if the applicant is required to take, but failed to apply for, the examination.
5. A temporary license may not be renewed.