



WEST VIRGINIA BOARD OF OCCUPATIONAL THERAPY

1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

APPLICATION FOR TWO-YEAR RENEWAL OF LICENSE: COTA/L

To renew your license for the coming 2-year period 2020-2021, complete all information requested on this form and return it with the **required fee of \$120** postmarked no later than December 31, 2019. **This fee is for a two-year renewal.**

To assure receiving renewal of licensure for practice January 1, 2020, the Board suggests you submit your properly completed application by December 1, 2019. A late renewal fee of \$100 will be charged for applications received after the postmark of December 31, 2019, making the entire fee \$220. Upon expiration of current license on December 31, 2019, practice may not continue without 2020-2021 license cards in hand.

APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. FAILURE TO DO SO MAY RESULT IN DELAY OR FAILURE TO OBTAIN RENEWAL OF YOUR LICENSE. MAKE CHECKS PAYABLE TO THE WEST VIRGINIA BOARD OF OCCUPATIONAL THERAPY. FEE IS NOT REFUNDABLE.

Name _____
Last First Full middle Maiden

_____ XXX-XX-_____
WV License # Social Security #

Are you currently registered / certified with NBCOT? Yes No

Mailing Address: _____
Number/Street
_____ City County State Zip Code

Telephone: _____ E-mail Address: _____

If your name/address/employment/supervisory support provided has changed since your last renewal, and if you have not previously advised the Board in writing, please check here _____ and indicate:

_____Name* _____Address _____Employment _____Supervisory Support

*(Attach to renewal a copy of legal document authorizing name change)

Employment Status: (check all that apply)

Full-time: Single Location _____

Multiple Locations _____

Part-time: Single Location _____

Multiple Locations _____

Not employed _____

Please list each facility (hospital, rehab center, nursing home, school, etc.) in which you work and your employer. If practicing at more than two facilities or for more than two employers, please continue on a separate sheet of paper. Each facility and employer is to be listed in entirety.

1. Facility: _____

Address: _____

Number/Street

City

County

State

Zip Code

Telephone: _____

Hours/Week: _____

Title: _____

If employed by an agency (3rd party) other than where services are provided:

Agency/Group Name: _____

Address: _____

Number/Street

City

County

State

Zip Code

Telephone: _____

Hours/Week: _____

Title: _____

* _____
Supervising OTR/L signature(s)

WV License No.

Date

* _____
Supervising OTR/L signature(s)

WV License No.

Date

* _____
Supervising OTR/L signature(s)

WV License No.

Date

* _____
Supervising OTR/L signature(s)

WV License No.

Date

(All supervising therapists at this facility are required to sign above)

2. Facility: _____

Address: _____

Number/Street

City

County

State

Zip Code

Telephone: _____

Hours/Week: _____

Title: _____

If employed by an agency (3rd party) other than where services are provided:

Agency/Group Name: _____

Address: _____

Number/Street

City

County

State

Zip Code

Telephone: _____

Hours/Week: _____

Title: _____

* _____
Supervising OTR/L signature(s)

_____ **WV License No.**

_____ **Date**

* _____
Supervising OTR/L signature(s)

_____ **WV License No.**

_____ **Date**

* _____
Supervising OTR/L signature(s)

_____ **WV License No.**

_____ **Date**

* _____
Supervising OTR/L signature(s)

_____ **WV License No.**

_____ **Date**

(All supervising therapists at this facility are required to sign above)

CONTINUING EDUCATION

List below all continuing education courses, workshops, etc. attended or presented since January 1, 2018. You may carry over up to six **excess** contact hours from 2017 if applicable. Please list those here also.

1. To receive renewal of license for 2020-2021, you must have **24** contact hours of continuing competency activities. Consult the Legislative Rules §13-4-3.8. **Make sure your hours do not exceed the maximum in any category.**
2. Licensees who obtained their license in 2018 are required to have **12** contact hours of continuing competency activities for their first renewal.
3. Do not send your certificates or copies of your certificates unless you are contacted by the Board and asked to do so.

WORKSHOPS, SEMINARS, CONFERENCES

Course Title	Subject	Date	Contact Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UNIVERSITY, COLLEGE, OR VOCATIONAL TECHNICAL ADULT EDUCATION COURSES

Course Title	Subject	Date	Contact Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FORMAL SELF-STUDY / ONLINE COURSES

Course Title	Subject	Date	Contact Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TELECOMMUNICATION NETWORK COURSES VIDEOTAPED PRESENTATIONS, IN-SERVICES, PUBLICATIONS, PRESENTATIONS, RESEARCH PROJECTS AND PAPERS AND PROPOSALS FOR CONFERENCE PRESENTATIONS.

Activity	Date	Contact Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

INFORMAL SELF STUDY

	Date	Contact Hours
_____	_____	_____
_____	_____	_____

CLINICAL INSTRUCTION OF OTA STUDENTS, LEVEL 1 AND LEVEL 2

Students Name	Level 1 or 2	Date	Contact Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL CONTACT HOURS EARNED _____

During the past two years (since renewal 2018):

Have you had a professional occupational license, certification or registration revoked? Yes No
Where? _____ Date: _____

Please provide details: _____

Reinstated: _____ Date: _____

Have you voluntarily surrendered a license, certification or registration? Yes No
Where? _____ Date: _____

Please provide details: _____

Have you been disciplined by a regulatory agency/board? Yes No
Where? _____ Date: _____

Please provide details: _____

Is there disciplinary action pending against you in any jurisdiction? Yes No
Where? _____ Date: _____

Please provide details: _____

Have you been convicted of a felony? Yes No
Where? _____ Date: _____

Please provide details: _____

Have you been charged with a felony and that charge has yet to be dismissed? Yes No
Where? _____ Date: _____

Please provide details: _____

Have you pleaded guilty to or been convicted of a lesser charge? Yes No
Where? _____ Date: _____

Please provide details: _____

*

Signature of Applicant

Date

**** If you do not receive your 2020-2021 License cards within two weeks of submitting renewal application, please call the WV BOT office at 304-285-3150 to confirm receipt.**

*NOTE: In signing here, the applicant and supervisor(s) are verifying:

1. That the required level of supervision is and will be provided to any COTA's, Limited Permit holders and aides. Substantiation of this is to be available to the Board upon request.

GENERAL SUPERVISION IS TO BE PROVIDED TO FULLY LICENSED COTA's BASED UPON SUPERVISEE'S PROFESSIONAL EXPERIENCE. IT IS RECOMMENDED THAT ENTRY LEVEL COTA's HAVE DAILY ON-SITE SUPERVISION. ALL PROGRESS NOTES SHOULD BE CO-SIGNED. LIMITED PERMIT HOLDERS (BOTH OT AND OTA) REQUIRE DIRECT SUPERVISION. AIDES REQUIRE DIRECT SUPERVISION AT ALL TIMES.

2. That information provided is complete (for example, employment information).
3. That the continuing competency requirement of 24 contact hours has been met.

NOTICE

To insure compliance with Federal Law, the WV Board of Occupational Therapy is obligated to inform each applicant or licensee that reporting of the Social Security Number on licensure application is mandatory according to W. Va. Code §30-1-6 (d). In the event this Board is required to submit a report about an applicant or licensee to the National Practitioners Data Bank, such reporting requires the licensee's Social Security Number.