



## FREQUENTLY ASKED QUESTIONS

Q. How do I get an application for licensure or limited permit?

A. There are two ways to obtain an application:

1. Applications may be requested in writing by the person seeking licensure. The fee to have an application packet mailed is \$30. Fee may be paid with check or money order payable to the WV Board of Occupational Therapy (WVBOT).
2. Applications may be printed from website. There is no fee to print an application from the website.

Q. What is the fee for licensure in West Virginia?

A. The initial license fee for an OTR is \$150.00 with a biennial renewal fee of \$140.00. The initial license fee for a COTA is \$100.00 with a biennial renewal fee of \$120.00.

Q. What are the fees for a limited permit in West Virginia?

A. The limited permit fee is \$120.00 for an OT and \$70.00 for an OTA. This fee is applied toward the permanent licensure fee.

Q. How can I have a verification of my West Virginia licensure sent to another state?

A. There are two ways to obtain a license verification:

1. To request a hard copy verification be mailed to another state, the licensee must submit the request for verification in writing. A verification request form is available on the website home page. The fee for a hard copy verification is \$30.
2. Online verifications are available at [www.wvbot.org](http://www.wvbot.org). Please check with the other state to see if they will accept this online verification.

Q. How do I change my name or address?

A. Changes must be made in writing. An Address/Employment Change form is available on the website home page. To change your name, you must submit a copy of the legal document that authorizes the change.

Q. How do I file a complaint?

A. You have a few options

- Call the Board and request a complaint form be mailed to you.
- Print the complaint form from the Website.
- Send your complaint in writing to the Board address.
- Submit your complaint electronically through the website.

Q. How do I obtain a licensure mailing list?

A. An Order Mailing List form is available from the website home page. Mailing list includes name, license number, and home address, and is available as a hard copy paper list or adhesive mailing labels.