**Section 1315.110 Application for Licensure**

a) Any person seeking licensure as a registered occupational therapist shall file an application with the Division, on forms supplied by the Division, along with the following:

1) Certification that the applicant has completed an approved program of occupational therapy as set forth in Section 1315.100;

2) Verification of the successful completion of the Certification Examination for Occupational Therapist, which shall be received directly from the designated testing service;

3) Verification of approval to sit for the examination if an applicant wishes to practice prior to passing the examination pursuant to Section 3(6) of the Illinois Occupational Therapy Act [225 ILCS 75] (Act);

4) The required fee set forth in Section 1315.130(a) of this Part; and

5) Certification, on forms provided by the Division, from the jurisdiction in which the applicant was originally licensed and is currently licensed, if applicable, stating:

A) The time during which the applicant was licensed in that jurisdiction, including the date of the original issuance of the license;

B) A description of the examination in that jurisdiction; and

C) Whether the file on the applicant contains any record of disciplinary actions taken or pending.

b) Any person seeking licensure as an occupational therapy assistant shall file an application with the Division, on forms supplied by the Division, along with the following:

1) Certification that the applicant has completed an approved program as an occupational therapy assistant as set forth in Section 1315.100;

2) Verification of the successful completion of the Certification Examination for Occupational Therapy Assistants, which shall be received directly from the designated testing service;

3) Verification of approval to sit for the examination if an applicant wishes to practice prior to passing the examination pursuant to Section 3(6) of the Act;

4) The required fee set forth in Section 1315.130(a) of this Part; and

5) Certification, on forms provided by the Division, from the jurisdiction in which the applicant was originally licensed and is currently licensed, if applicable, stating:

A) The time during which the applicant was licensed in that jurisdiction, including the date of the original issuance of the license;

B) A description of the examination in that jurisdiction; and

C) Whether the file on the applicant contains any record of disciplinary actions taken or pending.

c) When the accuracy of any submitted documentation or the relevance or sufficiency of the course work or experience is questioned by the Division or the Illinois Occupational Therapy Board (the Board) because of lack of information, discrepancies or conflicts in information given or a need for clarification, the applicant seeking licensure shall be requested to:

1) Provide information as may be necessary; and/or

2) Appear for an interview before the Board to explain such relevance or sufficiency, clarify information, or clear up any discrepancies or conflicts in information.

d) An applicant for licensure whose examination scores are more than 5 years old and who is not actively practicing as an occupational therapist or occupational therapy assistant shall be required to successfully complete the examination before the Division may issue a license.

e) If the applicant has been determined eligible for licensure except for passing of the examination, the applicant shall be issued a letter of authorization which allows him/her to practice under supervision in accordance with Section 3(6) of the Act. Supervision means the presence of the licensed occupational therapist on site at least 75% of the employee's work hours. The applicant shall not begin practice as an occupational therapist or occupational therapist assistant, license pending, until the letter of authorization is received from the Division or until the employer verifies that the application is on file with the Division.

(Source: Amended at 39 Ill. Reg. 14520, effective November 6, 2015)