

Before you apply online for OT or OTA, please have the following items ready to upload into your account

Occupational Therapist

Fees \$100.00- you will pay at the end of you online application. There is also a \$10.00 state regulatory fee for a total of \$110.00

Passport Style Photo (top of head to top of shoulders)- upload into online account

Valid Form of Identification- this can be a Driver's license, Passport Biographical page, or Birth Certificate-This can be uploaded into your online account

Transcripts (directly from educational institution) please send to Unit2HRB.Health@tn.gov

Letter of recommendation (Letter writer should include, Date, State license is held, License number, Handwritten signature)- you can upload into your online account

Register with NBCOT for Exam- Once you pass, make sure your scores are sent to TN

Criminal Background Check- OCA code 1594

Birth Certificate- upload into your online account

Declaration of Citizenship (with 2nd form of ID) can be birth certificate, Social Security card, Naturalization Certificate

Mandatory Practitioner Profile- log out and log back into your online account if you do not see this application the first time. You may also find this under the "activities" drop down box in your online account.

Occupational Therapy Assistant

Fees \$75.00-you will pay at the end of you online application. There is also a \$10.00 state regulatory fee for a total of \$85.00

Passport Style Photo (top of head to top of shoulders)- upload into online account

Valid Form of Identification- this can be a Driver's license, Passport Biographical page, or Birth Certificate-This can be uploaded into your online account

Transcripts (directly from educational institution) please send to Unit2HRB.Health@tn.gov

Letter of recommendation (Letter writer should include, Date, State license is held, License number, Handwritten signature)- you can upload into your online account

Register with NBCOT for Exam- Once you pass, make sure your scores are sent to TN

Criminal Background Check- OCA code 1595

Birth Certificate- upload into your online account

Declaration of Citizenship (with 2nd form of ID) can be birth certificate, Social Security card, Naturalization Certificate