



Memorandum

Date: December 18, 2002

To: Occupational Therapy/Occupational Therapy Assistant Program Directors

From: Paul Grace, MS
Executive Director

Subject: Candidate Examination Application Processing Changes

The purpose of this memorandum is to request your assistance with regard to candidate examination application processing. Last September, I wrote to you about changes that were being made to candidate examination application processing. This memorandum will serve as a follow-up to that memorandum.

On December 2, 2002, the NBCOT began processing applications for the 2003 certification examinations. In an effort to eliminate any delay in examination application processing, we would appreciate your advising students of the following changes:

- Examination candidates must be cleared for graduation before submitting the examination application to NBCOT.
- If submitting paper application, examination candidates must send all examination application materials (i.e., examination application, and examination application fees) directly to NBCOT.
- Examination candidates must request that their school registrar send an official final transcript or completed Academic Credential Verification Form (ACVF) directly to NBCOT.
- Prior to requesting that their registrar send their transcript or Academic Credential Verification Form to NBCOT, candidates should first submit the examination application to NBCOT.

Any examination application-related materials that are sent to Professional Examination Service (PES) in New York will be returned to sender and this will delay the processing of the candidate's Certification Examination Application. Again, I would appreciate your advising your students of these processing changes.

Also, many states require official notification of eligibility (Confirmation of Eligibility Letter) for limited or temporary licenses and a score report for permanent licenses. Please encourage your students to request these services at the time of application. This will reduce their waiting time for the temporary or permanent license.

To summarize, please make sure that your students send all application-related information to the appropriate department (i.e., Attn: Transcript Processing), as so directed by the Candidate Handbook, at NBCOT, 800 S. Frederick Avenue, Suite 200, Gaithersburg, MD 20877-4150, in order to avoid processing delays. All requests for eligibility confirmation and score transfers should be made at the time of application.

Thank you, and please feel free to contact me if you have any questions.