

SOUTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
P. O. Box 11329, Columbia, SC 29211-1329, (803) 896-4683
<http://www.llr.state.sc.us/pol/occupationaltherapy>

REINSTATEMENT INSTRUCTIONS

By statute **40-36-30**, no person shall practice as an occupational therapist or occupational therapy assistant without holding an active license in this state. Licenses that are not renewed or placed on Inactive status must be reinstated. An active **NBCOT certification** is required of by all applicants. Applications must be completed within one year and fees are non-refundable.

By statute **40-36-260** and by Regulations **94-07** and **94-09**, the reinstatement procedure and requirements are:

ALL DOCUMENTS MUST HAVE ORIGINAL SIGNATURES. FAXES ARE NOT ACCEPTABLE. (* Indicates if applicable to your type of reinstatement requirement.)

1. Signed and notarized, original application with all sections completed by applicant
2. Check or money order, payable to SCBOT, Fees are non-refundable fee - see Fee Schedule below.
3. Verification of current NBCOT certification status. Certification **MUST** be mailed directly to the Board from NBCOT. Please contact National Board for Certification in Occupational Therapy, 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150. The telephone number for NBCOT is (301) 990-7979. <http://www.nbcot.org/certificant-services-official-score-transfer>
- *4. Verification of all license held in other states. If applicable, please have that state mail verification directly to the South Carolina Board office.
- *5. Copy of CE hours or copy of supervision document, as it applies to the years in which you have not been licensed, if applicable - see Scheduled Information below.
- *6. Proof of out of state employment hours, if applicable – see Scheduled Information below.
- * 7. Supervisory Agreement form (if applicable).
- * 8. Copy of legal document. (If applicable, indicating change of name: marriage license, divorce decree sign by the judge). The copy does not have to be certified but, **MUST** be legible.

Scheduled Information

An OT/OTA who is not currently licensed in another state and whose SC license has lapsed or been inactive for:

- (1) If fewer than three years the license may be reinstated by making application to the Board, paying the renewal fee and reinstatement fee, submitting NBCOT certification, and submitting proof of 8 hours of continuing education for each year that the license has been lapsed or inactive. (This is a total of 16 hours which would have been due at renewal);
- (2) Three years but, less than five years, the license may be reinstated by making application to the Board, paying the renewal fees and reinstatement fee, submitting NBCOT Certification, and satisfactorily completing 500 clinical practice hours under the on-site supervision of a SC licensed occupational therapist (this will require getting a one year temporary license for \$10.00);
- (3) Five years but, less than ten years, the license may be reinstated by making application to the Board, paying the renewal fees plus the reinstatement fee, submitting NBCOT Certification, satisfactorily

completing 750 clinical practice hours under the on-site supervision of a SC licensed occupational therapist (this will require getting a one year temporary license for \$10.00), and the possibility of successfully completing a course(s) approved by the Board; or

- (4) Ten years or more the license may be reinstated by making application to the Board, paying the renewal fees and reinstatement fee, submitting NBCOT Certification, satisfactorily completing 1,000 clinical practice hours under the on-site supervision of a SC licensed occupational therapist (this will require getting a one year temporary license for \$10.00), and you may be required to successfully pass an examination approved by the Board.

NOTE: If you have the requirement in number 2, 3, or 4 to have on-site supervision, you must send in proof of the supervised hours within one year to have your license moved from temporary to full licensure.

An OT/OTA who is currently licensed in another state and whose SC license has lapsed or been inactive for:

- (1) fewer than three years may reinstate the license by making application to the Board, paying the renewal fees and reinstatement fee, submitting NBCOT Certification, submitting proof of completing 8 hours of continuing education for each full year that the license has been lapsed or inactive, and submitting official verification of all current licenses in another state;
- (2) three or more years may reinstate the license by making application to the Board, paying the renewal fees and reinstatement fee, submitting NBCOT Certification, submitting evidence satisfactory of not less than 1,000 hours of out-of-state employment within the last year and official verification of all current licenses in another state.

TEMPORARY LICENSURE FOR CLINICAL PRACTICE SUPERVISION ONLY

A temporary license may be issued to a licensee whose occupational therapist or occupational therapy assistant license has lapsed for three years or more and who has applied to reinstate the license. The temporary license is valid for one year from the date of issue, may not be renewed, and authorizes the temporary licensee to work under the on-site supervision of a South Carolina licensed occupational therapist in order to obtain the minimum number of clinical practice hours to reinstate the license. The licensee shall submit to the Board a completed supervisory form for each place of employment and pay the temporary license fee of \$10.00.

REINSTATEMENT FEE SCHEDULE

Reinstatement fee from lapsed status to active:

Occupational Therapist	\$300, plus renewal fee of \$100 = \$400.00
Occupational Therapy Assistant	\$300, plus renewal fee of \$80 = \$380.00

Reinstatement fee from inactive status to active:

Occupational Therapist	\$25 per year of inactivity not to exceed \$300, plus a \$100 renewal fee
Occupational Therapy Assistant	\$20 per year of inactivity not to exceed \$300, plus an \$80 renewal fee

Please note: Licenses automatically lapse after one month of late renewal has passed.