



RANCHO LOS AMIGOS  
NATIONAL REHABILITATION CENTER

## RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

### Occupational Therapy and Recreation Therapy Department

#### POLICY AND PROCEDURE

<b>SUBJECT: LICENSURE/CERTIFICATION FOR OCCUPATIONAL THERAPY</b>	<b>Policy No.:</b> <b>Revised:</b> <b>Supersedes:</b> <b>Page:</b>	<b>204</b> <b>November 2015</b> <b>November 2012</b> <b>1 of 2</b>
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#### PURPOSE

To ensure that all Occupational Therapists and Occupational Therapy Assistants possess a current and valid license or are eligible for licensure.

#### POLICY

All Occupational Therapists and Occupational Therapy Assistants at Rancho Los Amigos National Rehabilitation Center must possess a valid license from the California Board of Occupational Therapy (CBOT), or be eligible for a license from CBOT.

#### PROCEDURE

1. At the time of their employment, all Occupational Therapists and Occupational Therapy Assistants are required to submit the original of their current CBOT license to the Director or designee for photocopying and verification.
  - a. Thereafter, employees are responsible for submitting original license renewals to the Director or designee for photocopying and verification each time one is received. Copies of current licenses are placed in the employee's Human Resources and Department personnel files.
  - b. The Occupational Therapy Clinical Manager will verify the existence of a valid license number, the expiration date, and the date verified on the Human Resources form. The employee must present the original license to the Clinical Manager.
  - c. Reports of the license status of the Department's employees are reviewed and maintained on a regular basis.
2. New graduates may be considered eligible for licensure if they have a Limited Permit from the California Board of Occupational Therapy (CBOT) [Section 2570.5, Occupational Therapy Practice Act].

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- a. New graduates may apply for a Limited Permit from CBOT if they have completed the academic and fieldwork requirements for licensure and are waiting for the next available examination or examination results from the National Board of Certification in Occupational Therapy (NBCOT).
  - b. If the NBCOT examination is not taken or is failed, CBOT may cancel the Limited Permit and the employee must resign from the position currently being held.
  - c. If the NBCOT examination is taken and passed, upon receipt of the license from CBOT, the employee must submit the original to the Occupational Therapy Director so that employment status can be changed from temporary to permanent, if this was the position approval at the time of hire, and a copy placed in the Department's Certification Notebook and the employee's personnel file.
  - d. A person with a Limited Permit may practice as an occupational therapist or occupational therapy assistant under the direction and appropriate supervision of a licensed occupational therapist.
3. Unlicensed Occupational Therapists and Occupational Therapy Assistants may practice occupational therapy in California for up to forty-five (45) calendar days annually, as long as they satisfy A. or B. below and work in association with a licensed occupational therapist [Section 2570.4(d), occupational Therapy Practice Act].
- a. Licensed/certified under the laws of another state which the CBOT determines has licensure requirements at least as stringent as those of the California Occupational Therapy Practice Act.
  - b. Successfully passed the NBCOT examination.

Reference: RLANRC Administrative Policy No. A235 "Licensure/Certification".

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Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On file

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