

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

## CERTIFICATION

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD, 20814. AOTA's phone number is 301-652-6611. Or [www.acoteonline.org](http://www.acoteonline.org)

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

**NOTE:** All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

### **Certification Exam:**

Following completion of Level II fieldwork and granting of an Associate Degree, all graduates must take a certification exam administered by The National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA).

The exam is computerized and offered on-demand or individualized for each graduate.

2025 Fees:	\$540.00	online application fee or
	\$595.00	paper application fee
2025 Optional Fees:	\$85.00	NBCOT Exam Study Pack electronic version only
	\$60.00	NBCOT Study Guide hard copy
	\$40.00	NBCOT Study Guide electronic
	\$15.00	NBCOT Flash Cards
	\$9.00	NBCOT Knowledge Match Game

You will receive more NBCOT certification information in your second year of the program.

### **Arrest or Conviction Record:**

If you have been convicted of a felony, you may not be eligible to take the certification exam. Each case is reviewed on an individual basis. Eligibility for admission to the NBCOT exam for certification requires specific information from the applicant. The NBCOT application does ask, "Have you ever been charged with a felony?" and "Have you ever been convicted of a felony?"

An individual who is considering entering an educational program or has already entered an educational program can have his or her background reviewed prior to applying for the NBCOT exam by requesting an early determination review. The fee for this review is \$225.00. In this "early determination" process, the NBCOT may give early or prior approval to take the certification exam, as it pertains to good moral character, provided that the information reviewed is not found to be a violation of any of the principles of the Code of Conduct.

If you have been accused and/or convicted of a felony crime it may also prevent you from being eligible to obtain a COTA license under Wisconsin State Statutes 111.321, 111.322, and 11.335. Each case is reviewed on an individual basis. If you have a conviction, to apply for a Wisconsin license to practice Occupational Therapy, you may be required to take an oral exam.