



Colorado Division of Registrations
Office of Licensing — Occupational Therapists Registration
1560 Broadway, Suite 1350, Denver, CO 80202
Phone: (303) 894-7800
www.dora.state.co.us/registrations

THE REGISTRATION PROCESS

Where can I download a current copy of the application form I need?

All registration forms will be available online at <http://www.dora.state.co.us/Registrations>. The Occupational Therapist applications will be online by November 1, 2008

Can I fax you my application?

No. We cannot accept photocopies of your application for registration. You will need to mail your application and supporting documentation to our office.

Can I check the status of an application once I have submitted it?

Yes. Access <https://www.doradls.state.co.us/> to check your status online. You will be asked to set up an account and password to protect your privacy. You may also contact the Office of Licensing.

How long will it take to get my registration?

The length of time required to process a candidate for registration varies. Once the application is considered complete, they are approved within 14 days.

If the application is "Incomplete", the applicant will be notified of the deficiency. It then depends on how quickly the necessary information/documentation is submitted.

How can I make sure my application is "Complete" when I submit it?

An application is considered "Complete" when:

- ✓ The original application form (no photocopies), and all questions are filled out completely & accurately;
- ✓ The Affidavit of Eligibility is likewise original and complete;
- ✓ The appropriate fee has been remitted (\$60);
- ✓ All required documentation (i.e. verification of NBCOT Certification or NBCOT Score, transcripts, etc.);
- ✓ Any additional information requested by the Director (i.e. explanation addressing screening questions).

My application is listed as "Incomplete," but I can't tell what's missing. How do I find out?

You will receive a letter from the Licensing Specialist assigned your application explaining any deficiencies. The letter will include the Licensing Specialist's name and contact phone number.

Why do I have to fill out an Affidavit of Eligibility?

In July 2006, the Colorado Legislature passed House Bill 06S-1009, which requires the Division of Registrations to verify that an applicant for licensure be lawfully present in the United States. All applicants for original registration or registrants renewing a current Colorado registration after January 1, 2007 are required to complete and sign the Affidavit of Eligibility.

What exam is required for registration in Colorado?

The National Board for Certification of Occupational Therapy (NBCOT).

Will I get confirmation when my registration is approved, prior to receiving my paper copy in the mail?

No; receipt of your wallet card is considered notification of approval. However, you may check the status of your license online at <https://www.doradls.state.co.us/alison.php> .

STATUTE, RULES & POLICIES

Where can I find a complete list of Statutes, Rules and Policies?

Select the appropriate link under *New Legislation* on our main web page
<http://www.dora.state.co.us/Registrations>

Where can I find information on the legislation regarding Occupational Therapists?

<http://www.dora.state.co.us/registrations/SB08-152.pdf>

CRIMINAL CONDUCT/DISCIPLINARY ACTION

Do I have to mark “yes” for a felony if it happened more than ten years ago? Do I have to mark “yes” for charges that were subsequently dismissed, deferred, or expunged from my record?

During the registration process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from registration. Instead, the Director will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for registration. You should know registration is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your registration application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the registration questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your registration.

Why must I disclose information regarding charges from many years ago, or those which I do not believe affect my ability to practice in my chosen profession? May I refuse to answer a question if I feel it violates my privacy?

Registration is a privilege, not a right. It is the Director’s responsibility to protect public safety by examining all relevant criteria to determine whether a candidate is fit for registration. One thing you must do to obtain the privilege is be completely honest on your registration application.

Does a conviction make me ineligible for registration in the State of Colorado?

An arrest, criminal conviction or disciplinary action will not automatically disqualify a candidate for registration.

All crimes, regardless of whether or not they were/are deferred, must be reviewed by the Director. In determining whether to issue a registration, the Director considers the crime itself, any pattern of criminal behavior, when the crime(s) occurred, any rehabilitation since the crime(s), and its relevance to practice. As a regulatory body, the Director’s primary mission is to safeguard the life, health, property, and public welfare of the people of this state.