

## Advanced Certification Eligibility Criteria

You must meet the following eligibility requirements *prior* to applying for the advanced certification exam.

- Certified or licensed by and in good standing with an AOTA-recognized credentialing or regulatory body (e.g., NBCOT®, state licensure board)
- A minimum of 3 years as an occupational therapist, based on the date of issue of certificate or license<sup>1</sup>
- 3,000 hours of experience in pediatrics within the last 5 years—may include direct intervention, supervision, teaching, consultation, administration, case or care management, community programming, or research<sup>1</sup>
- 500 hours of experience delivering occupational therapy services to pediatric clients within the last 5 years<sup>1,2,3</sup>

<sup>1</sup>*Experience and service delivery hours must be at the level for which certification is sought. Applicants seeking Board Certification must have accumulated the necessary hours as an occupational therapist, not as an occupational therapy assistant or other type of professional.*

<sup>2</sup>*One foundation of the Board Certification in Pediatrics (BCP) is that initial certification is considered to be practice based. That does not mean that managers, researchers, and faculty cannot apply. However, it does mean that applicants need to have at least 500 actual service delivery hours in the certification area. It is important to note that, although faculty may apply for certification, students in occupational therapy academic programs are not considered clients. Teaching that does not include service delivery with actual recipients of occupational therapy services does not count toward these 500 hours.*

<sup>3</sup>*Service delivery may be paid or voluntary.*

### Verification of Years of Experience as an Occupational Therapist

You must have a minimum of 3 years of experience as an occupational therapist (2 years if you completed an AOTA-approved Fellowship Program) to be eligible to apply for the exam. One of the following can be used as evidence of experience as an occupational therapist:

- Scan/copy of large NBCOT certificate that shows date of initial certification as an OTR
- Verification of Certification form from NBCOT, available through [www.nbcot.org](http://www.nbcot.org)
- Scan/copy of your state license that shows original date of licensure as an occupational therapist
- Verification of date of licensure from your state

### Verification of Completion of AOTA-Approved Fellowship Program (if applicable)

Though not required, those who have completed an AOTA-Approved Fellowship Program are eligible to apply for Advanced Certification after obtaining 2 years of experience as an occupational therapist (rather than the typical requirement of 3 years), provided that the experience hours listed above have been attained. To apply using this early eligibility option, you must submit a copy of your fellowship certificate with date of completion listed.

### Verification of Experience Hours in Certification Area

You must have a minimum of 3,000 hours of experience in the certification area within the last 5 years. This may include direct intervention, supervision, teaching, consultation, administration, case or care management, community programming, or research.

You must *also* have a minimum of 500 hours of experience delivering occupational therapy services to clients in the certification area within the last 5 years.

You must complete the [Verification of Experience Hours form](#) or the [Verification of Experience Hours form \(Self-Employed\)](#).

Note that you can submit multiple forms to provide evidence for the required hours. *Both Part A and Part B hours must be addressed* and must meet the minimum requirements.

*For applicants using experience hours outside of the United States to meet the minimal requirements, the Occupational Therapy Advanced Certification Commission will decide on an alternative external review process to determine eligibility.*

### **Attestation**

Applicants to the Advanced Certification Program will be required to attest that the information provided in the application is true and complete to the best of the applicant's knowledge, and that the applicant is in compliance with the [Occupational Therapy Code of Ethics](#). The applicant will also be asked to disclose any previous or pending lawsuits, disciplinary charges, investigations, and/or criminal charges, investigations, or convictions, which will be reviewed by the Occupational Therapy Advanced Certification Commission before a decision regarding eligibility will be made.