



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# **Qualifications for Licensure:**

Occupational Therapist

057

Effective 02/2026

## ESSENTIAL INFORMATION

The Division of Professional Regulation hopes that you will find the following information useful in applying for a license in the State of Illinois. Careful review of this information will assist you in applying for your license and eliminate any processing delays.

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQ for answers to many questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ, please contact the department at 1-800-560-6420 or email us at [fpr.hssunit@illinois.gov](mailto:fpr.hssunit@illinois.gov).
- You will not be able to submit your application until all required documents have been uploaded.

## LICENSE QUALIFICATIONS

There are two pathways to apply for licensure as an Occupational Therapy Assistant.

1. **Acceptance of Exam:** This pathway is for applicants who have not previously been licensed as an Occupational Therapist.
2. **Endorsement:** This pathway is for applicants who are currently licensed or who have been licensed as an Occupational Therapist in another jurisdiction.

### Education Requirements

For the **Acceptance of Exam** and **Endorsement** pathways you are required to present proof of completion of an associate's degree from a program that meets or exceeds [standards](#) set by the Accreditation Council for Occupational Therapy Education (ACOTE).

### Examination

Proof of having passed the Certified Occupational Therapy Assistant (COTA) exam is required for **Acceptance of Exam** and **Endorsement** applicants.

## REQUIRED SUPPORTING DOCUMENTS

### For Acceptance of Exam

1. **Education:** Official **transcript** with seal from NCOTE-approved program. You will upload this in the application.
2. **Examination:** Certified Occupational Therapy Assistant (COTA) exam **Examination score** available in the National Board for Certification in Occupational Therapy Portal (NCBOT). IDPR staff will retrieve your score during evaluation of your application.

### For Endorsement

In addition to the supporting documents required for Acceptance of Exam, you must provide *certification of licensure* from the first jurisdiction where you were licensed and for any current jurisdictions in which you are licensed.

- An *official or primary source* certification includes name, issue and expiration dates, and whether the license has been disciplined. Some states may require that certification be sent directly to Illinois. Some states will provide primary source certification through their licensing websites. IDPR will accept printouts from other states' websites if they are designated as primary source.

## Letter of Authorization for Work Before Exam

If you have met all the requirements for licensure except for having passed the exam, you may request a letter of authorization that will allow you to practice under supervision, according to [Section 3\(6\) of the Act](#). Supervision means that there must be a licensed occupational therapist onsite for at least 75% of your work hours. You will have six months from the date of the letter of the authorization to pass your exam. This is not the same as being licensed.

### After your license is issued

All occupational therapist assistant licenses expire on December 31 of each odd-numbered year, regardless of issuance date.

It is your responsibility to update name, address and email address to make sure you receive renewal reminders and other notifications.