Application and Instructions
Occupational Therapist Temporary License: New Graduate

INSTRUCTIONS:

______ Print these instructions and use them as a check list. Complete these steps to apply for an Occupational Therapist Temporary License: New Graduate

______ Print the application form using this link: Application for Occupational Therapist Temporary License: New Graduate (Waiver and Release form included) (PDF: 33KB/3 pages)

______ Complete, sign, and date Part I of the application. The occupational therapist that who be your supervisor must complete and sign Part II of the application form. If you have additional supervisors, you and each supervisor must complete page 2 of the Occupational Therapy application.

______ Complete, sign, and date Waiver Authorization & Release form.

______ Applications mailed 30 days after the date of signature will be returned to confirm the information remains current.

______ Make out a check or money order for $50.00 payable to: Treasurer, State of Minnesota. All fees are non-refundable. No fee is required for Occupational Therapy temporary application forms submitted to show additional supervisors or work locations.

______ Request an official transcript to be sent directly to MDH from the educational institution where you completed your occupational therapy education. We will accept a letter or certificate of completion sent directly to MDH from the school showing you have completed your degree, but an official transcript must be requested. We will not accept a transcript from you unless it is in an unopened, sealed envelope. Our address is:

Minnesota Department of Health
Health Occupation Program
Attn: OT Licensing
PO Box 64882
St. Paul, MN 55164-0882

Courier-Drop off-Overnight Delivery Address:
Minnesota Department of Health
Attn: OT Licensing
85 East Seventh Place, Suite 220
Saint Paul MN 55101

______ Make a copy of the completed application for your records.

______ Mail the completed, original temporary application and fee to the address above.

Note: When MDH receives your application and fees, your check or money order is deposited immediately. The application is held as we wait for all supporting documentation to arrive. When all supporting documentation is received in our office, we begin the final review of your application. Issuance of your temporary license may take 5 to 10 business days. If you provide an email address on your application, your approval letter will be emailed to you. You are responsible for providing your supervisors with copies of your Temporary Occupational Therapist approval letter.

After you have mailed in your temporary application, if you need to add additional work locations or additional supervisors to your temporary application, you will need to complete a new OT temporary application. If you are just adding an additional supervisor to a current work location, you and the new supervisor need to complete part 1 & 2. If you have more than one work location you and your occupational therapy supervisor must complete a temporary application for each work location. No fee is required for additional temporary application forms submitted showing additional supervisors or work locations. You can fax these forms to 651-201-3839.

To check if your credential has been issued you can go to our Website at: http://pqc.health.state.mn.us/hopVerify/loginAction.do
Your name will appear on our database the day after your credential has been issued.

Questions: Please call 651-201-3725 or email health.ot@state.mn.us.