Requirements for Occupational Therapy (10 GCA, Chapter 12, Article 8 & 14)

GENERAL REQUIREMENTS.

- List all jurisdictions in the U.S. or foreign country where licensed or has applied for licensure to practice (§12805(a)(4)(See Application Form);
- 2. Document detailed chronological life history, including dates and places of residence (§12805(a)(8));
- _____3. Document detailed employment history, including military service, in the U.S. or foreign country (§12805(a)(8));
- 4. Document detailed educational history, including places, institutions, dates and program descriptions (§12805(a)(7));
- 5. All official transcripts, undergraduate and graduate, must be sent directly to the Board (§12805(a);
- 6. Three (3) letters of recommendation, original or notarized copies, one(1) of which must be a letter provided by your immediate supervisor of your most recent employer or by a practice associate, if you are in private practice (§12805 (b)(3),sent directly to the Board;
- Police clearance from the Guam Police Department (GPD) if you have resided on Guam for more than one (1) year, or a police clearance from your last place of residence (§12805(b)(4);
- 8. A set of fingerprints (paid by the applicant) and a sample of handwriting, *if* requested by the Board; and
- 9. Any other information or documentation that the Board determines necessary (§12805 (a)(10).
- __10. Submit to a physical, mental or professional competency examination, or a drug dependency evaluation, *if* deemed necessary by the Board.

Qualifications for OCCUPATIONAL THERAPIST (Article 14 §121402)

- ____1. Possess a minimum of a Bachelor's Degree or Certificate in occupational therapy (OT) from the U.S.;
- Successful completion of academic and fieldwork experience in an occupational therapy educational program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA);
- Successful completion of a minimum of six (6) months or nine hundred forty (940) hours of supervised fieldwork experience arranged by a recognized educational institution or the nationally recognized professional association;
- 4. Successfully passed the written National Board for Certification in Occupational Therapy (NBCOT) examination; or

LICENSURE BY ENDORSEMENT

____1. Proof of licensure from another state or territory of the U.S.

FOREIGN GRADUATE

 Foreign Program in Occupational Therapy must be recognized by the National Board for Certification in Occupational Therapy (NBCOT) and passed the NBCOT written examination.

Qualifications for OCCUPATIONAL THERAPY ASSISTANT (Article 14 §121403)

- ____1. Possess an Associate's degree or Certificate in occupational therapy assistant (COTA) from the U.S.; and
- 2. Successful completion of academic and fieldwork experience in an occupational therapy educational program approved by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA);
- 3. Successful completion of a minimum of twelve (12) weeks or one hundred and forty (140) hours of supervised fieldwork experience arranged by a recognized educational institution or the nationally recognized professional association; and
- 4. Applicant for OTA must pass the written NBCOT examination.

FOREIGN GRADUATE

1. Foreign Program in Occupational Therapy Assistant must be recognized by the National Board for Certification in Occupational Therapy (NBCOT) and pass the NBCOT written OTA examination.

SUPERVISION

Occupational Therapy Assistant works under the supervision of an Occupational Therapist.

_____1. Provide name of the Licensed OT supervisor.

Guam Board of Allied Health Examiners Health Professional Licensing Office Department of Public Health & Social Services 194 Hernan Cortes Avenue 213A Terlaje Building Hagåtña, GUAM 96913 Tel: 671-735-7408

APPLICATION FORM FOR INITIAL LICENSE

General Instructions:

- a. Please type or print legibly.
- b. Submit a recent (not more than 90 days old) 2" x 2" photograph.
- c. Applications for Licensure Form(s) must be notarized. See, 10 GCA § 12824(c).
- d. Attach a signed Authorization for Release of Employment Records.
- e. All FEES paid to the Treasurer of Guam are non-refundable.
 - 1. On-island applicants must pay the applicable fees to the Treasurer of Guam prior to submitting application/renewal form to the Health Professional Licensing Office. Receipt of payment must be attached to this Application Form.
 - 2. Off-Island applicants must pay the applicable fees with a Cashier's check payable to Treasurer of Guam. Attach cashier's check to this completed application and send to HPLO at the address shown above.
- f. The Allied Health Practice Act does not provide for the issuance of temporary or conditional licenses.
- g. Undergraduate and graduate transcripts, certifications, and verification of licensure by other jurisdictions, are to be sent directly from the educational institution and licensing agency to the Board. Copies of transcripts or licenses delivered by the applicant are not acceptable.
- h. Applicants and Licensees are responsible for updating any change in the information provided in their application, in writing, to the Board.

Health Professional Licensing Office Department of Public Health & Social Services 194 Hernan Cortes Avenue 213A Terlaje Building Hagåtña, GUAM 96913 Tel: 671-735-7408

INITIAL LICENSE APPLICATION

Attach Recent 2" X 2" Photo (Not More than 90 Days Old)

A. Date of Application:

By Endorsement _____ By Examination _____

B. IDENTIFICATION:

NAME:			
Last	First	Middle	(Maiden)
OTHER NAMES / ALIASES			
Sex: M F AGE: Date of B	Birth: Citizen:	ship: SOCIAL S	ECURITY #:
PHYSICAL ADDRESS:			
MAILING ADDRESS:			
CURRENT PRACTICE / CLINIC ADDRESS (Any change of office/clinic/practice addres			
WORK PHONE: HC	ME PHONE:	CELL PHONE:	Email:
C. Discipline for Which You Are Sec	king License:		
Acupuncture	Nursing Ho	me Administrator	Respiratory Therapy (Registered)
Audiology	Occupation	al Therapy	Respiratory Therapy (Certified)
Chiropractic	Occupation	al Therapy Assistant	Speech Language Pathology
Clinical Psychology	Physical Th	erapy	Nutritionist/Clinical Dietitian
Licensed Mental Health Counselor	Physical Th	erapy Assistant	Veterinary Medicine
Licensed Professional Counselor	Podiatric M	edicine	

- Licensed Professional Counselor
- __ Marriage & Family Therapist
- D. EDUCATIONAL INFORMATION: Attach additional sheets if necessary. Note: Transcripts must be sent directly from the educational institution.

__ Physician Assistant

Educational Information	Address of Institution	Date Graduated	Degree/ Certificate
High School			
Undergraduate School			

-	

E. PROFESSIONAL INFORMATION:

1. Professional Licenses: List all licenses from any state(s), territory or foreign countries. Provide date, place, type, and license number of license issued. Indicate the present status of license (active, inactive, suspended, revoked, or lapsed). Attach additional sheets if necessary.

FROM (DATE)	TO (DATE)	STATE, TERRITORY, COUNTRY	TYPE OF LICENSE / LICENSE #/STATUS	REASON FOR LEAVING PRACTICE

2. Professional / Work History: List all places of professional employment since you have been licensed, completed your professional education, or 15 years, whichever is longest. Attach additional sheets if necessary. Initial applicants are required to provide a signed and notarized (otherwise blank) AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS.

FROM (DATE)	TO (DATE)	JOB TITLE	EMPLOYER NAME STREET ADDRESS	CITY, STATE ZIP CODE	TELEPHONE NO.	REASON FOR LEAVING

GBAHE Initial Application Form Adopted: 07/01/16 Page 2 of 4

FROM (DATE)	TO (DATE)	JOB TITLE	EMPLOYER NAME STREET ADDRESS	CITY, STATE ZIP CODE	TELEPHONE NO.	REASON FOR LEAVING

3. Professional Memberships: List current membership in any professional association. (Attach additional sheets if necessary)

FROM (DATE)	TO (DATE)	MEMBERSHIP / ASSOCIATION	LOCATION IF NOT NATIONAL

F. ADDITIONAL PERSONAL INFORMATION :

Detailed Chronological History (required by 10 GCA § 12805(a)(8)): Please provide the addresses and dates of residence since graduation from high school. Attach additional sheets if necessary.

FROM (DATE)	TO (DATE)	PHYSICAL & MAILING ADDRESS

GBAHE Initial Application Form Adopted: 07/01/16 Page 3 of 4 **G. OTHER INFORMATION REQUIRED**: Please check answer. If yes to any question, explain *in detail* separately and attach. For questions 1, 3 through 7, and 10, include copies of the complaint or other charging instrument and the final disposition of the matter.

	1	
YES	NO	1) Have you ever been charged, arrested, or convicted of a felony or any other offense involving moral turpitude?
YES	NO	2) Has any state, territory, or foreign country rejected or denied your application for licensure or certification in any profession?
YES	NO	3) Have you ever had a professional license or certificate placed on probationary status, put on restriction, suspended, refused to renew, or revoked by any licensing authority in Guam, or another state, territory, or foreign country?
YES	NO	4) Have you ever been reprimanded, disciplined, or required or asked to surrender a professional license issued by a licensing authority in Guam, another state, territory, or foreign country?
YES	NO	5) Have you ever voluntarily surrendered your license or certificate in any profession in order to avoid disciplinary action by any licensing or regulatory agency in any state, territory, or foreign country?
YES	NO	6) Have you ever been sanctioned or otherwise disciplined by a professional association?
YES	NO	7a) Have you ever been sued for malpractice or other professional liability claim made against you?
YES	NO	7b) Has there been any adverse judgment against you, or settlement by you or made on your behalf as a result of litigation or threatened litigation arising from a professional liability claim against you?
YES	NO	8a) Do you have any medical/physical, mental, or substance-related disorders that may interfere with your ability to competently, Independently, and safely perform the essential functions of your profession? If yes, attach a statement by your primary physician summarizing your limitation.
YES	NO	8b) Are you receiving any ongoing treatment (with or without medication)?
YES	NO	8c) Are you participating in any monitoring program for any of the above?
YES	NO	 Do you have any outstanding child support, spousal support, alimony or educational loan payment or repayment obligation of 90 days or more in Guam or in any state, territory, or foreign country? See, 5 GCA § 34213.
YES	NO	a) I am not more than days delinquent in complying with child support order, alimony order or educational loan payment obligations;
YES	NO	 b) I am more than days delinquent in complying with child support order, spousal support order, alimony order or educational loan repayment obligations;
YES	NO	c) I am currently under order for child support, spousal support, alimony or educational loan payment obligations.
YES	NO	10) Have you ever been judged incompetent by a court of law?

I declare under penalty of perjury that the foregoing information is true to the best of my knowledge and belief. I acknowledge that I am responsible for familiarizing myself with Guam law, including but not limited to Title 10 Guam Code Annotated, Chapter 12, Article 8 and my profession's article, and for notifying the GBAHE within thirty (30) days if any information provided in herein should change.

DATE: _____

SIGNATURE OF APPLICANT

TO BE SWORN TO OR AFFIRMED BEFORE AN OFFICIAL AUTHORIZED TO ADMINISTER OATHS

______, being duly sworn, says that he or she is the person referred to in the foregoing application and that the statements made therein are true. Subscribed and Sworn to Before Me this_____ day of_____, 20____.

NOTARY PUBLIC: _____

GBAHE Initial Application Form Adopted: 07/01/16 Page 4 of 4

AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

Employe	ee's Name: _	 	
Date of	Birth:	 Social Security No	
то:		 	(to be completed by GBAHE)

The employee identified above and whose signature appears below has filed an application for licensure before the Guam Board of Allied Health Examiners. You have been identified by this individual as a present or former employer. By copy of this Authorization for Release of Employment Records, signed by this present or former employee below, you are hereby authorized to disclose, make available upon request, and furnish to:

The Guam Board of Allied Health Examiners, their agents, representatives, and attorneys,

all records, including confidential personnel files, regarding this individual's employment with your organization.

A facsimile, photocopy, or scanned image of this authorization shall also authorize you to release the records herein.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Employee (Date)

Print or Type Name

Authorization for Release of Employment Records Adopted: 07/01/16



123 Chalan Kareta Mangilao, Guam 96913

CERTIFICATE OF EDUCATION

	APPLICANT BELOW IS APPLYING FURMATION AND RETURN DIRECTLY TO					
	Γ A – TO BE COMPLETED BY APPLICA					
	CURRENT NAME:					
	(Last Name)		(First Name)		(Middle)	
	PREVIOUS NAME USED:	st. Name)	(First Nan	ne)	(Middle)	
	SOCIAL SECURITY NO.:				(Initiality)	
	SOCIAL SECONT 1 NO					
1.	AREA OF SPECIALTY/PROFESSION: (C	-				
	Acupuncture		mily Therapist	Physician Ass		
	Audiology		Administrator	Podiatric Med		
	Chiropractic		linical Dietitian		herapy (Certified)	
	Clinical Psychology	Occupational			herapy (Registered)	
	Euthanasia Technician (Certified)		Therapy Assistant		age Asst (Registered	1)
	Licensed Mental Health Counselor	Physical Thera			age Pathology	
	Licensed Professional Counselor	Physical Thera	apy Assistant	Veterinary M	edicine	
ΙH	EREBY AUTHORIZE RELEASE OF A COP	Y OF MY ACADEN	4IC RECORD TO TH	E BOARD		
	SIGNATURE OF APPLICA	NT			DATE	
1. 2.	NAME OF APPLICANT:	lame)	(First Name) (Name)		(Middle)	
	COLLEGE/ UNIVERSITT.		(Name)			
3.	WAS THE SCHOOL BOARD-APPROV ENROLLMENT? () YES () NO IF YES, BY WHOM:		(Address) REGULATOR AGEN			APPLICANT'S
4.	THE APPLICANT ENTERED THE EDU	CATION PROGR	AM ON	AND CO	MPLETED	MONTHS ON
5.	NUMBER OF THEORY HOURS	: NUMBER (F SUPERVISED CLI	NICAL/FIELDW	ORK HOURS	·
6.	WAS APPLICANT A GRADUATE FROM	HIGH SCHOOL?	YES	NO;	EQUIVALENT	
7.	ATTACHED IS THE OFFICIAL COPY OF	APPLICANT'S TH	RANSCRIPT.			
	SEAL		SIGNATURE			
	OF					
	SCHOOL		NAME:			
			TITLE:			
			DATE:			



123 Chalan Kareta Mangilao, Guam 96913

VERIFICATION OF INTERNSHIP

	APPLICANT BELOW IS APPLY RMATION AND RETURN DIRECT						
PAR'	T A - TO BE COMPLETED BY API	LICANT:					
	CURRENT NAME:	st Name)	(First Name)		(Mic	ldle)	
	PREVIOUS NAME USED:	(Last Name)	(First	Name)		(Middle)	
	AREA OF SPECIALTY/PROFESSI	ON:					
	EREBY AUTHORIZE RELEASE OF COMPLETION OF THE INTERNSI		THE GUAM BOARD	OF ALLIED H	IEALTH EXAM	IINERS RE	ELATIVE TO
	SIGNATURE OF AP	PLICANT	_		DATE		-
PAR'	T B – TO BE COMPLETED BY THI	E INSTITUTION:					
1.	NAME OF APPLICANT:	(Last Name)	(First N	lame)		Middle)	
2.	NAME OF INSTITUTION						
3.	ADDRESS OF INSTITUTION ON		(Ctr.	eet or PO Box #)			
			(506	eet of FO Dox #J			
		(City))	(State)		(Zip Code	?)
4.	THE ABOVE NAMES APPLICANT	SERVED HIS/HER IN	NTERNSHIP PROGR.	AM FROM	(Date)	то	(Date)
	FOR A TOTAL OF				(Dute)		(Dute)
5.	THIS APPLICANT WAS SUPERVI	SED BY:	of Supervisor)	(Professi	ion/Specialty)	(License	e No.)
6.	DURING THIS PERIOD SAID APP	LICANT'S PERFORM			nd without file y – please expl		
ACCU	RTIFY UNDER PENALTY OF PERJU JRACY OF STATEMENTS, ANSWE KING LICENSE TO PRACTICE IN GU	RS AND REPRESEN					
			SIGNATURE:	:			
	SEAL						
			TITLE:	:			

DATE:



123 Chalan Kareta Mangilao, Guam 96913

ENDORSEMENT VERIFICATION

PART A – INSTRUCTIONS

- 1. Applicant completed Part B. Type or Print.
- 2. Send this form to your state of original licensure (include required processing fee).
- 3. Your state of original licensure will return this form **<u>directly</u>** to the address above.

PART B - TO BE COMPLETED BY APPLICANT:

1.	CURRENT NAME:				
	(Last Name)	(First Na	me)	(Middle)
2.	NAME AS IT APPEARS ON OR	IGINAL LICENSE:			
	(Last Name)		(First Name)		(Middle)
3.	AREA OF SPECIALTY/PROFE	SSION:			
4.	DATE OF BIRTH:	PLACE OF B	IRTH:	SSN:	
5.	CURRENT ADDRESS:	or PO Box #)	(City)	(State)	(Zip Code)
6.	LICENSE INFORMATION: Sa	te of Original Licer	ıse:		
	Original License No.:				
	SIGNATURE OF	APPLICANT		DAT	Е
PAR	T C – TO BE COMPLETED BY L	ICENSING AUTHO	DRITY.		
1.	Original License to Practice as	5:		Expiration Date:	
		License No.:		Date Issued:	
		License Status:	Active In	nactive Years La	psed:
2.		tion End			
	License By: Examina		orsement		
3.	License By: Examination			l, surrendered, restr	icted, limited, or
	Was the license ever encumb	ered in any way, r	evoked, suspended	l, surrendered, restr explain on a separate	

PLEASE CONTINUE ON OTHER SIDE

Guam Board of Allied Health Examiners 123 Chalan Kareta Mangilao, Guam 96913 (Endorsement Verification cont'd)

4.	Name of School:					
	Address:					
		(Street or PO Box #)	(City)	(State)	(Zip Code)	
	Type of Program:	Associates Degree	Baccalaureate	D	octorate	
		Diploma	Masters in:			
5.	Major/Minor:		Date of Gr	aduation:		
6.	6. Was the school approved or accredited at the time of applicant's enrollment? Yes No					
	Approved by who	m:				

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IS TRUE, AND ATTEST TO THE TRUTH AND ACCURACY OF STATEMENTS, ANSWES AND REPRESENTATIONS MADE IN SUPPORT OF THE ABOVE NAMED APPLICANT SEEKING LICENSE TO PRACTICE IN GUAM.

BOARD

SEAL

Name and Title of Certifying Person

Signature

Name of State

Date



123 Chalan Kareta Mangilao, Guam 96913

RECORD OF PAYMENT

I. IDENTIFICATION:

LICENSEE NAME:				
(Las	t Name)	(First Name)	(Middle)	
MAILING ADDRESS:				
		(Street or PO Bo	x #)	
	(City)	(State)	(Zip Code)	
LICENSEE SIGNATURE:			DATE:	
REA OF PRACTICE (CHECK ONE	<i>:</i>):			
Acupuncture	Marriage & Fa	mily Therapist	Physician Assistant	
Audiology	Nursing Home	Administrator	Podiatric Medicine	
Chiropractic	Nutritionist/C	linical Dietitian	Respiratory Therapy (Certified)	
Clinical Psychology	Occupational	Therapy	Respiratory Therapy (Registered)	
Euthanasia Technician (Certifie	d) Occupational	Therapy Assistant		
Licensed Mental Health Counse	elor Physical Thera	ару	 Speech Language Pathology	
Licensed Professional Counseld	or Physical Thera	apy Assistant	Veterinary Medicine	

II. VERIFICATION OF LICENSURE: If you are requesting verification, please print the complete name used on original Guam License and you Social Security Number.

Name on Original License

Social Security Number

III. FEE: Fees paid are NON-REFUNDABLE. Make all checks or money orders payable to TREASURER OF GUAM.

1. ()	Application by Endorsement	\$ 125.00
2. ()	Application by Examination	\$ 125.00
3. ()	Nursing Home Administrator Application	\$ 125.00
4. ()	Certificate of Exemption	\$ 50.00
5. ()	License Fee (Initial)	\$ 125.00
6. ()	Renewal Fee	\$ 80.00
7. ()	Late Renewal Penatly	\$ 100.00
8. ()	Collaborative Practice Agreement for Prescriptive Authority (Initial or Renewal)	\$ 50.00
9. ()	License Verification	\$ 25.00
10. ()	Re-issuance of Certificate	\$ 75.00
11. ()	Re-issuance of License Card	\$ 10.00
12. ()	Copy of Practice Act	\$ 5.00
13. ()	Copy of Rules and Regulations	\$ 10.00
14. ()	Photocopy of Records (up to five (5) pages)	\$ 4.00
15. ()	Photocopy of Records (each additional sheet)	\$ 0.50

NOTE: Present this form with payment to the Cashier at Public Health or Treasurer's Office, then return the processed form to GBAHE. Off-island applicants, return this form with your payment (checks or money orders payable to "Treasurer of Guam") to the Guam Board of Allied Health Examiners at the address above.

FOR GUAM BOARD OF ALLIED HEALTH EXAMINERS OFFICE USE ONLY:					
PAYMENT TYPE: () Check	() Money Order	() Cash	() Credit Card		
FIELD RECEIPT #:		_ DATE PAID:			



123 Chalan Kareta Mangilao, Guam 96913

RECORD OF PAYMENT

I. IDENTIFICATION:

LICENSEE NAME:				
(Las	t Name)	(First Name)	(Middle)	
MAILING ADDRESS:				
		(Street or PO Bo	x#)	
	(City)	(State)	(Zip Code)	
LICENSEE SIGNATURE:			DATE:	
REA OF PRACTICE (CHECK ONE	<i>:</i>):			
Acupuncture	Marriage & Fa	mily Therapist	Physician Assistant	
Audiology	Nursing Home	Administrator	Podiatric Medicine	
Chiropractic	Nutritionist/C	linical Dietitian	Respiratory Therapy (Certified)	
Clinical Psychology	Occupational	Therapy	Respiratory Therapy (Registered)	
Euthanasia Technician (Certifie	d) Occupational	Therapy Assistant		
Licensed Mental Health Counse	elor Physical Thera	ару	 Speech Language Pathology	
Licensed Professional Counseld	or Physical Thera	apy Assistant	Veterinary Medicine	

II. VERIFICATION OF LICENSURE: If you are requesting verification, please print the complete name used on original Guam License and you Social Security Number.

Name on Original License

Social Security Number

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1. ()	Application by Endorsement	\$ 125.00
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6. ()	Renewal Fee	\$ 80.00
7. ()	Late Renewal Penatly	\$ 100.00
8. ()	Collaborative Practice Agreement for Prescriptive Authority (Initial or Renewal)	\$ 50.00
9. ()	License Verification	\$ 25.00
10. ()	Re-issuance of Certificate	\$ 75.00
11. ()	Re-issuance of License Card	\$ 10.00
12. ()	Copy of Practice Act	\$ 5.00
13. ()	Copy of Rules and Regulations	\$ 10.00
14. ()	Photocopy of Records (up to five (5) pages)	\$ 4.00
15. ()	Photocopy of Records (each additional sheet)	\$ 0.50

NOTE: Present this form with payment to the Cashier at Public Health or Treasurer's Office, then return the processed form to GBAHE. Off-island applicants, return this form with your payment (checks or money orders payable to "Treasurer of Guam") to the Guam Board of Allied Health Examiners at the address above.

FOR GUAM BOARD OF ALLIED HEALTH EXAMINERS OFFICE USE ONLY:					
PAYMENT TYPE: () Check	() Money Order	() Cash	() Credit Card		
FIELD RECEIPT #:		_ DATE PAID:			