Occupational Therapy Check List:

-Initial

____Application

____Nonrefundable application fee of $100 (made payable to CNMI TREASURER)

____2x2 photo

____Copy of Diploma, certificate, or official transcript showing successful completion of a physical or occupational therapy educational school or program together with any required credentials evaluation;

____Copy of valid and current license from another jurisdiction

____Documents showing satisfactory proof that applicant has taken and passed the required examination

____Copy of curriculum vitae including a detailed education and experience history which shall include dates, places, institutions, educational programs and description of all prior education and work experience

-Schedule of Fees

Application fee	$100
Initial license fee	$100
Renewal fee	$100
Delinquent fee (double the fee for renewal)	$100
Replacement/Duplication of license	$75
Replacement/Duplication of wallet size card	$25
Letter of Good Standing/Verification fee	$25

Commonwealth of the Northern Mariana Islands
HEALTH CARE PROFESSIONS LICENSING BOARD
P.O. Box 502078, Bldg., 1242 Pohnpei Court
Capitol Hill, Saipan, MP 96950
Tel No: (670) 664-4808/4809 Fax: (670) 664-4814
Email: info@cnmilicensing.gov.mp
Website: www.cnmilicensing.gov.mp

Attach a recent 2x2 ID photo here taken within 6 months of the application.

APPLICATION FOR LICENSE TO PRACTICE OCCUPATIONAL THERAPY

	Endorsement		Temporary

HCPLB STAFF USE ONLY
Date Received:

APPLICATION INFORMATION – Please Type or Print

1. Last:	First:	Middle:	**2.** Social Security No:
3. Birthdate: (Mo/Day/Yr.)	**4.** Color of Eyes: Color of Hair:	**5.** Height: Weight:	**6.** Sex:
7. Mailing Address:		**8.** Email Address:	
9. Residence Address:		**10.** Phone No: (W): (H):	
11. NPI # (if available):	**12.** Specialty:	**13.** Citizenship: ____U.S. ____Other Specify:	

14. EDUCATION – (*Provide an original, notarized or certified copy of your degree*)

Name of Schools	Location (City/State or Country)	Degree Earned	Dates (Mo/Yr.) From	To

15. EXAMINATION – (*List examination(s) you have taken and passed*)

Examination	Date	Result (Pass/Fail)

16. EXPERIENCE

Name of Place	Location (City/State or Country)	Dates (Mo/Yr.) From	To

17. LICENSES – (*List of all jurisdiction where you are licensed or applied for a license.*)

Name of Jurisdiction	Date Issued	Expiration Date	License Number	Current Status

18. Name/Address of Intended Employment within the CNMI **Will you be practicing telehealth from off island?**

	☐ Yes
	☐ No

If you answer "yes" for any of items 19-33 you must attach a detailed explanation on a separate sheet, which includes state or country where action is pending or took place, relevant dates, action taken and reasons for such action. (Include Findings of Fact, Conclusion of Law, Final Order and whether you have been reinstated. If reinstated, date and conditions of license.)

19. Have you ever been charged with, or been found to have committed dishonorable, unprofessional conduct, negligence, incompetence, misconduct, or repeated negligent acts by any licensing board, other agency, or clinic?	Yes ☐	No ☐
20. Has a claim or an action ever been filed against you for your profession which resulted in a settlement, judgment, or arbitration award of $25.000 or more?	Yes ☐	No ☐
21. Has any licensing board, other agency, or disciplinary authority refused to issue you a license, renew your license, suspended, revoked, accepted surrender of your license, placed on probation or conditioned your license, held by you now or previously, or ever fined or otherwise disciplined you?	Yes ☐	No ☐
22. Is there any ongoing or pending investigation against you?	Yes ☐	No ☐
23. Is there any disciplinary action pending against you?	Yes ☐	No ☐
24. Has any clinic or training program restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?	Yes ☐	No ☐
25. Has your ability to practice your profession in a competent and safe manner ever been impaired or limited by any condition, behavior, impairment, or limitation of a physical, mental, or emotional nature?	Yes ☐	No ☐
26. Have you used or are you currently using any chemical substances(s), legal or illegal, that in any way impaired or limited, or is currently impairing or limiting, your ability to practice your profession in a safe and competent manner?	Yes ☐	No ☐
27. Have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program?	Yes ☐	No ☐
28. Have you been treated for or had a recurrence or a diagnosed addictive disorder?	Yes ☐	No ☐
29. Have you ever been diagnosed with a neurological or other physical condition that would impair your ability to practice your profession safely?	Yes ☐	No ☐
30. Do you have any other condition in which in any way impairs or limits your ability to practice your profession safely?	Yes ☐	No ☐
31. Have you ever been found guilty, pleaded guilty, no contest, or nolo contendere to a crime involving moral turpitude or crime related to your profession, or felony in any court?	Yes ☐	No ☐
32. Is criminal action pending against you in any court?	Yes ☐	No ☐
33. Are you required to register as a Sex Offender?	Yes ☐	No ☐

34. DECLARATION:

I hereby certify that I am the person herein named subscribing to this application. I have read the complete application, and I know the full content hereof. I declare that all of the information contained herein and evidence or other credentials submitted herewith are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto or falsification on misrepresentation of credentials to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license to practice a health profession in the Commonwealth of the Northern Mariana Islands. I further certify that I have read and will abide by P.L. 15-105 and the HCPLB Regulations.

_____ _____

Signature of Applicant Date

Please complete the application form and attach all original, certified or notarized documents and a non-refundable application fee of $100.00 (money order or cashier's check make payable to "CNMI Treasurer"). Do not send cash.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ (print name), do hereby authorize a disclosure of records concerning myself to the Health Care Professions Licensing Board (HCPLB). This release includes records of a public, private or confidential nature.

I acknowledge that the information released to the HCPLB may include material that is protected by federal and/or state laws applicable to substance abuse and mental health information. If applicable, I specifically authorize the release of confidential information to and from the HCPLB relating to substance abuse or dependence and/or mental health.

I further agree that the HCPLB may receive confidential information and records, including, but not limited to the following records:

- Medical Records
- Education Records
- Personnel or employment records, including records of any remedial, probationary, disciplinary, or any other adverse information contained in those records.
- Post-graduate training (internship, residency, and fellowship) records, including records or any remedial, probationary, disciplinary, or any other adverse information contained in those records.
- Any information the HCPLB deems reasonably necessary for the purposes set forth in this release.

Release of Liability:
I do hereby irrevocably and unconditionally release, covenant not to sue, and forever discharge any person or entity, including but not limited to any medical school, residency or fellowship training program, hospital, health care provider, health care facility, licensing board, impaired practitioner program, agency, or organization, which releases information to the HCPLB pursuant to this release from any liability, claim, or cause of action arising out of the release of such information. I further irrevocably and unconditionally release, covenant not to sue, and forever discharge the HCPLB, the Commonwealth of the Northern Mariana Islands, and its employees and agents from any liability, claim, or cause of action arising out of the collection or release of information pursuant to this release.

A photocopy of this release form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization to Release Information".

_____ _____

Signature of Applicant Date
