



Department of Occupational Therapy

Policy 3.0. *Criminal Conviction/Felony Disclaimer*

POLICY PURPOSE

To clarify the student's responsibility to disclose in writing to the Program Director, Chair, and Dean any criminal convictions occurring prior to application and since the application process.

POLICY STATEMENT

Students must disclose during the application process and any point thereafter any criminal conviction or felony. Student must sign a waiver of understanding that the ability to sit for the National Board for Certification of Occupational Therapy (NBCOT) exam and the ability to obtain a professional license may not be granted based on a criminal history. Fieldwork sites may also deny placement of students who have a criminal conviction. The Department does not make exceptions for fieldwork placement based on criminal background. The Department of OT cannot accept any responsibility for a student's ineligibility of fieldwork placement(s), inability to sit for the certification exam, or become licensed as an OT based on criminal activity/felony.

PROCESS + PROCEDURES

1. All OT Students are required to disclose in writing to the Program Director, Chair, and Dean any criminal convictions occurring prior to admission and any convictions that occur after the application and admissions process. Criminal disclosure is required on the application form. A criminal background check is also required as part of the admission process and fieldwork preparation process. The Augusta University Department of Occupational Therapy Program assumes no responsibility for ineligibility of fieldwork placement(s), inability to sit for the NBCOT certification examination, or the denial of licensure in states in which there are such requirements.
2. Criminal convictions include adjudication of guilt by a judge or jury for any crime. This does not include minor traffic offenses but it does include "no contest pleas", first offender treatment, convictions under appeal and convictions which have not been pardoned. Minor traffic offenses are those which do not involve driving under the influence of alcohol and other drugs, which did not result in imprisonment and for which a fine of less than \$250 was imposed. Disclosures should be made within 30 days of convictions.
3. NBCOT may refuse to allow any applicant that has a felony conviction the right to sit for the exam. NBCOT is a consumer protection agency and has the right to refuse any applicant the right to sit for the exam that does not meet the specified criteria. NBCOT



will require applicants to answer questions concerning felony history. This information is then available to states with licensure requirements.

For further information please contact the:

[National Board for Certification of Occupational Therapy, Inc.](#)

One Bank Street, Suite 300

Gaithersburg, Maryland 20878

Telephone: (301) 990-7979

4. State licensure boards have their own criteria for management of convictions including felonies and/or misdemeanors. It is the student's responsibility to understand prior actions may be subject to board review and subsequent actions or restrictions. For further information please contact:

Georgia State Board of Occupational Therapy

237 Coliseum Drive

Macon Georgia 31217-3858

478-207-1620

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