

Members are appointed by the Governor for four year staggered terms. Members are chosen to represent different practice settings and experience. There are:

- Three (3) OT/Ls
- One (1) OTA/L
- One (1) Public Member
- One (1) Medical Doctor
- One (1) Counselor, Educator or School-Based Professional Member

The Board meets at least 6 times a year. The meetings are normally held on the 3rd Monday every other month.

The occupational therapist members and the occupational therapy assistant member shall be nominated by the North Carolina Occupational Therapy Association, Inc., following the use of a procedure made available to all occupational therapists and occupational therapy assistants licensed and residing in North Carolina. In soliciting nominations and compiling its list, the Association shall give consideration to geographic distribution, clinical specialty, and other factors that will promote representation of all aspects of occupational therapy practice. The records of the nomination procedures shall be filed with the Board and made available for a period of six months following nomination for reasonable inspection by any licensed practitioner of occupational therapy.

The Board shall have the following powers and duties:

- Establish and determine the qualifications and fitness of applicants for licensure to practice occupational therapy in this State.
- Conduct investigations, subpoena individuals and records, and do all other things necessary and proper to discipline persons licensed under this Article and to enforce this Article.
- Communicate disciplinary actions to relevant State and federal authorities and to other state occupational therapy licensing authorities.
- Issue and renew, deny, suspend, revoke or refuse to issue or renew any license under this Article.
- Adopt, amend, or repeal any reasonable rules or regulations necessary to carry out the purposes of this Article, including but not limited to rules establishing ethical standards of practice.
- Employ professional, clerical, investigative or special personnel necessary to carry out the provisions of this Article, and purchase or rent office space, equipment and supplies.
- Adopt a seal by which it shall authenticate its proceedings, official records, and licenses.
- Conduct administrative hearings in accordance with Chapter 150B of the General Statutes when a “contested case” as defined in G.S. 150B-2(2) arises under this Article.
- Establish reasonable fees for applications, initial and renewal licenses; and other services provided by the Board.

- Submit an annual report to the Governor and General Assembly of all its official actions during the preceding year, together with any recommendations and findings regarding improvement of the profession of occupational therapy.
- Publish and make available upon request the licensure standards prescribed under this Article and all rules and regulations established by the Board.
- Conduct a training program as needed for new Board members designed to familiarize new members with their duties.

Mentorship is provided for new board members. Stipend and travel expenses are provided (state regulated).

Call for nominations will be sent via email and social media at least 60 days prior to the vacancy. The call for nominations will remain open for at least 30 days. Letter of intent and resume/CV will be submitted to the NCOTA president for consideration and nominees will be considered by the full board.