

Minimum Qualification Specifications
for the Classes:OCCUPATIONAL THERAPIST II, III, IV, VBasic Education Requirements:

Applicants for all levels must have a baccalaureate degree in occupational therapy from a school of occupational therapy approved at the time of graduation by the American Occupational Therapy Association, Inc. in collaboration with the American Medical Association; or in the case of a foreign-trained person, the credentials indicating completion of an occupational therapy education program shall be evaluated and approved by the Certification Committee of the American Occupational Therapy Association, Inc. In addition, applicants must have successfully completed the field work requirements prescribed by the degree awarding school.

Certification and License Required:

1. Applicants must have passed the Occupational Therapist national certification examination administered by the national Board for Certification in Occupational Therapy (NBCOT); and
2. Licensed with the State of Hawaii as an Occupational Therapist (OT) at the time of appointment.

Experience Requirement:

Applicants must have progressively responsible work experience of the types and quantities described in the table below:

Class Title	Occupational Therapy Experience (years)	Total Experience (years)
Occupational Therapist II	0	0
Occupational Therapist III	1	1
Occupational Therapist IV	2	2
Occupational Therapist V	3	3

Occupational Therapy Experience: Professional experience as an Occupational Therapist under medical supervision. The experience must have equipped the applicant with a full professional understanding of the theories, prevention, and

treatment of disabilities by occupational therapy and their proper application by the use of activities which are appropriate to the patient's physical and psychological condition and utilizing appropriate manual and other physical skills.

For levels III and above, at least one year of experience must have been comparable to the next lower level in this series.

For some positions at the Occupational Therapist IV and V levels, it may be necessary that the applicant be required to show evidence of ability to supervise others.

Substitutions Allowed:

Substitution of Education for Experience: Possession of a master's degree in occupational therapy from a college or university whose occupational therapy program has been approved by the American Occupational Therapy Association, Inc. may be substituted for one year of the required Occupational Therapy Experience which is comparable to the II or III level.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

For certain positions, applicants may be required to possess a valid State of Hawaii driver's license, Type 3.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources or Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Effective 12/31/14, each active occupational therapist registration shall be converted to an active occupational therapist license by operation of law. This is an amendment to the minimum qualification specifications for the classes, Occupational Therapist III, IV, and V to change the registration required to an Occupational Therapist License. Occupational Therapist II has been deleted.

This is an amendment to the minimum qualification specifications for the classes Occupational Therapist II, III, IV, and V to delete the certification requirement, effective November 15, 2013.

This is an amendment to the minimum qualification specifications for the classes Occupational Therapist II, III, IV, and V to delete the test requirement, effective June 1, 2005.

This is an amendment to the minimum qualification specifications for the classes Occupational Therapist II, III, IV, and V approved on August 1, 1984.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

This is an amendment to the current Certification and Registration Requirements for the classes Occupational Therapist II, III, IV and V, approved on July 1, 1998.

DATE APPROVED: January 23, 2017

CLIFFORD B. CAESAR
Director of Human Resources