

STATE REGULATORY BOARD ADMINISTRATOR PORTAL TUTORIAL

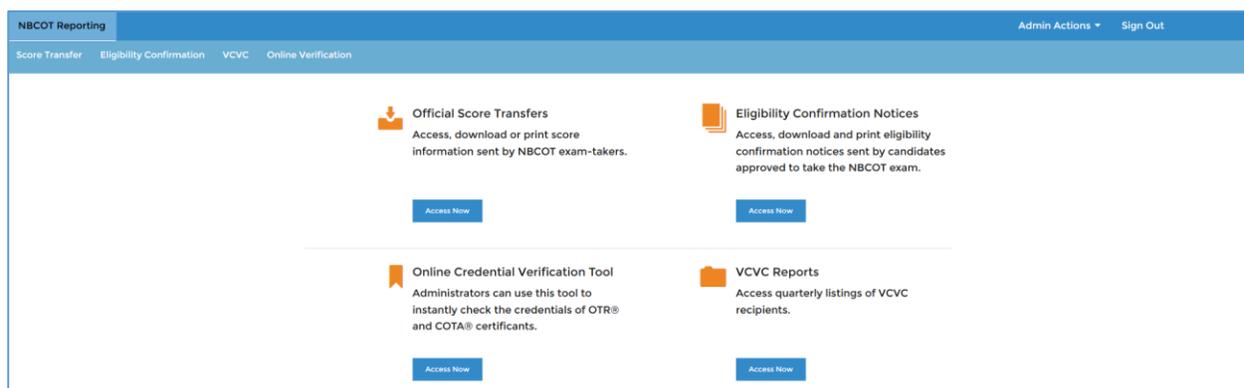
LOGIN

Access the State Regulatory Board Administrator Portal at <https://sites.nbcot.org/sbportal>.

Log into your online portal using your e-mail address and password that has been provided to you by NBCOT.



Once you have logged in, the site will take you to the main NBCOT Reporting screen of the portal. You can get back to this main page from anywhere in the portal, simply by clicking the NBCOT Reporting tab in the top left-hand corner.



REPORTING

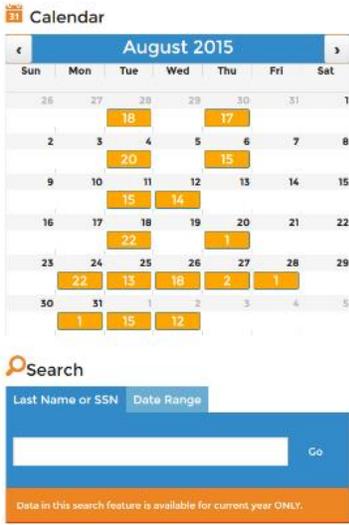
To access the information sent to you by NBCOT, choose the specific service you wish to retrieve information from and click the Access Now link.

 Official Score Transfers Access, download or print score information sent by NBCOT exam-takers. 	 Eligibility Confirmation Notices Access, download and print eligibility confirmation notices sent by candidates approved to take the NBCOT exam. 
 Online Credential Verification Tool Administrators can use this tool to instantly check the credentials of OTR® and COTA® certificants. 	 VCVC Reports Access quarterly listings of VCVC recipients. 

You may also access specific reporting services through the secondary navigation bar at the top of the screen by clicking on the service you wish to obtain.

NBCOT Reporting			
Score Transfer	Eligibility Confirmation	VCVC	Online Verification

For both Official Score Transfers and Eligibility Confirmation Notices, this will take you to the Calendar and Search features.



Calendar Feature

 Scores are reported daily. Scores requested by exam-takers on the current date will be available the following day. To use the calendar feature, administrators can select a date to see all scores that were transferred on that particular day. The number in each orange box on the calendar represents the number of scores transferred on that day. If no number appears on a date, no scores were transferred. Data in the calendar feature is available for the current year only.

Search Features

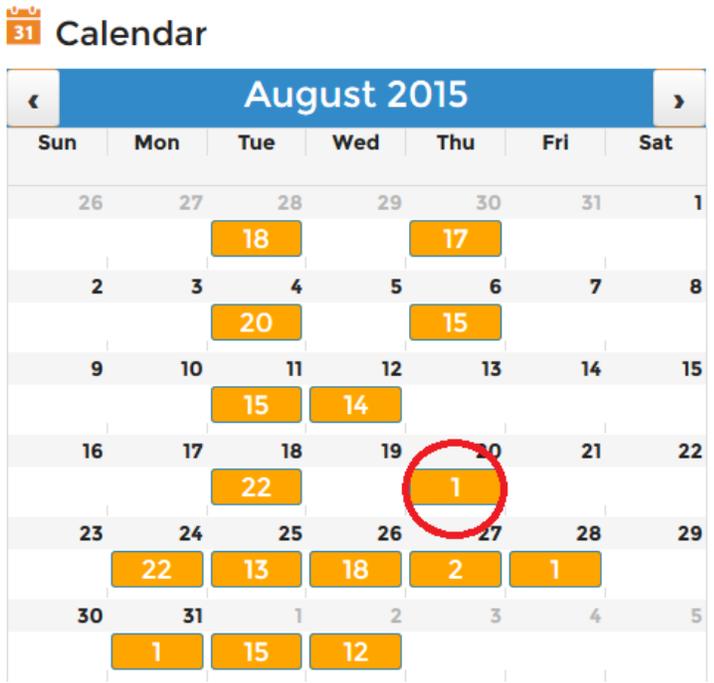
 **Last Name or SSN**

- Administrators can search for individual score transfers using either an applicant's last name or social security number. Data in this search feature is available for the current year only.

 **Date Range**

- Administrators can customize their search by selecting a start date and end date which will include results for all score transfers in that timeframe.

There are three ways for you to search for certificants' information. The first way is by using the Calendar feature, which will allow you to select a date and see all Official Score Transfers/Eligibility Confirmation Notices that were transferred on that particular day. Simply click on a specific date on the calendar to access all Official Score Transfers/Eligibility Confirmation Notices for that day.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
		18		17		
2	3	4	5	6	7	8
		20		15		
9	10	11	12	13	14	15
		15	14			
16	17	18	19	20	21	22
		22		1		
23	24	25	26	27	28	29
	22	13	18	2	1	
30	31	1	2	3	4	5
	1	15	12			

For Official Score Transfers, all information sent to you on that day will be made available in a report to the right of the calendar. Clicking the Print Report button in the top right-hand corner will take you to a printable version of the report.

Found 1 *Score Transfer report(s)* for: 2015-08-20 Print Report

Full Name	SSN	Result/Score/Level	Exam ID	Exam Date	Exam Count	Reported On
DOE, JANE	Fail / 441 / OTR	N15R00111111	07/23/2015	1	8/20/2015

Page 1 of 1 Showing 1 - 1 of 1

For Eligibility Confirmation Notices, all information sent to you on that day will also be made available to the right of the calendar. There is a Download link in the far right column. If you click on that icon, it will download a PDF letter that provides more detailed information about the candidate's eligibility; this is the same letter that has previously been sent via postal mail. Clicking the Download All button in the top right-hand corner will create a PDF that includes letters for all candidates listed on the page.

Found 1 *Eligibility Confirmation(s)* for: 2015-05-05 Download All

Full Name	SSN	Exam Level	Exam ID	Reported On	Download
DOE, JOHN	COTA	N15A00111111	5/5/2015	

Page 1 of 1 Showing 1 - 1 of 1

The second way to search for a candidate's/certificant's information is using the Search feature to search by their last name or SSN. Click on the Last Name or SSN tab under Search and simply input their last name or SSN. Their individual information will appear to the right of the calendar.

Search

Last Name or SSN Date Range

Smith| Go

Data in this search feature is available for current year ONLY.

Search

Last Name or SSN Date Range

999999999| Go

Data in this search feature is available for current year ONLY.

The third way to search for a candidate's/certificant's information is using the Search feature to search by date range. Click on the Date Range tab under Search and select a Start Date/End Day. This will bring up any information sent to you during that period, again appearing to the right of the calendar.



Search

Last Name or SSN | **Date Range**

Start Date: 09/01/2015 | End Date: 09/30/2015 | Go

Data in this search feature is available for current year ONLY.

For VCVC reports, you will be taken to a page where quarterly lists are made available in PDF format. Simply click on the date range that you wish to access.

Reports listing all NBCOT VCVC recipients are posted quarterly. Access current or past reports by clicking the appropriate date range from the list below.

Year: 2015	Year: 2014	Year: 2013
<ul style="list-style-type: none">• January - March 2015• April - June 2015	<ul style="list-style-type: none">• January - March 2014• April - June 2014• July - September 2014• October - December 2014	<ul style="list-style-type: none">• January - March 2013• April - June 2013• July - September 2013• October - December 2013
Year: 2012	Year: 2011	Year: 2010
<ul style="list-style-type: none">• January - March 2012• April - June 2012• July - September 2012• October - December 2012	<ul style="list-style-type: none">• January - March 2011• April - June 2011• July - September 2011• October - December 2011	<ul style="list-style-type: none">• January - March 2010• April - June 2010• July - September 2010• October - December 2010

The Online Credential Verification Tool allows administrators to instantly check the credentials of any OTR® or COTA® certificant. Certificants can be searched by their certification number **or** their name and state. Their information will appear at the bottom of the page after clicking Search.



National Board for
Certification in
Occupational Therapy

OTR® & COTA® Credential Verification 

Certification Number

OR

Last Name

First Name

Country

State

Solve the problem in the image and enter the answer in the box.
Too difficult? [Try a different question](#)

6 + 9 =

[Back to top](#)

Primary Source Disclaimer:
The data in this web site is provided, controlled and maintained entirely, by the National Board for Certification in Occupational Therapy, Inc. (NBCOT®) and its employees and is not modifiable by any outside source. The NBCOT® provides current data extracted from our database and constitutes a primary source verification. Each item of data has been verified by NBCOT® personnel from the primary source, unless otherwise specified. Every attempt is made to ensure the accuracy, reliability, and compliance with applicable accreditation and certification standards for the information displayed. The NBCOT® maintains timely updates to this website. No responsibility is assured or implied for errors or omissions created or caused by technical difficulties. No one shall be entitled to claim detrimental reliance thereon.

PORTAL ADMINISTRATION

Administrator actions can be taken by hovering over the Admin Actions link in the top right-corner of the page. There are two options that can be chosen: State Board Profile and User Management. Please note that, while there can be multiple users, the administrator is the only person who has access to this section of the portal.

The screenshot shows the top navigation bar with a blue background. On the right side, there is a dropdown menu labeled "Admin Actions" (circled in red) and a "Sign Out" link. Below the navigation bar, there are four main content cards arranged in a 2x2 grid. Each card has an icon, a title, a description, and an "Access Now" button.

- Official Score Transfers**: Access, download or print score information sent by NBCOT exam-takers. [Access Now](#)
- Eligibility Confirmation Notices**: Access, download and print eligibility confirmation notices sent by candidates approved to take the NBCOT exam. [Access Now](#)
- Online Credential Verification Tool**: Administrators can use this tool to instantly check the credentials of OTR® and COTA® certificants. [Access Now](#)
- VCVC Reports**: Access quarterly listings of VCVC recipients. [Access Now](#)

Clicking State Board Profile will take you to a page where all contact information for your state board is listed.

The screenshot shows the State Board Profile page with two main sections: "State info" and "Administrator info".

State info	
Name	Texas Board of OT Examiners
Address 1	333 Guadalupe, Suite #2-510
Address 2	
City	Austin
State	Texas
Zip Code	78701-3942
Phone	512-305-6900
Website	http://www.ecptote.state.tx.us/

Administrator info	
First Name	Lea
Last Name	Weiss
Email	lea@ptot.texas.gov
Password	***** Show
Phone	(512) 305-6900
Twitter	

[Edit](#)

Click on the Edit button to update your state’s contact information, such as the mailing address and phone number. Administrator info can only be updated by contacting NBCOT at credentialingservices@nbcot.org.

The screenshot shows a web interface with a blue header bar containing 'Admin Actions' and 'Sign Out'. Below the header are two main form panels. The left panel, titled 'State info', contains the following fields: Name (Texas Board of OT Examiners), Address 1 (333 Guadalupe, Suite #2-510), Address 2 (empty), City (Austin), State (Texas), Zip Code (78701-3942), Phone (512-305-6900), and Website (http://www.ecptote.state.tx.us/). The right panel, titled 'Administrator info', contains: First Name (Lea), Last Name (Weiss), Email (lea@ptot.texas.gov), Password (masked with asterisks), Phone ((512) 305-6900), and Twitter (empty). At the bottom center of the forms are two buttons: 'Save' and 'Cancel'.

Choosing User Management under Admin Actions will take you to a page where you can add/delete/edit users who have access to your portal.

User Management

[Add New User](#)

Full Name	Email	Password	Phone Number	Roles	Action
Jane Doe	testnbcot@ptot.texas.gov	***** Show	999-999-9999		Edit Delete
Jack Johnson	testtest@ptot.texas.gov	***** Show	999-999-9999	NBCOT Reporting	Edit Delete
John Smith	nbcottest@ptot.texas.gov	***** Show	999-999-9999	NBCOT Reporting	Edit Delete

When creating/editing a user, you can choose what permissions (if any), they have in the account by clicking the appropriate boxes. Please note that you must click the NBCOT Reporting box if you wish for a user to have access to reporting information.

Ad

Update User

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Email Address	<input type="text" value="testnbcot@ptot.texas.gov"/>
Password	<input type="text" value="123test"/>
Phone Number	<input type="text" value="999-999-9999"/>
NBCOT Reporting	<input type="checkbox"/>
