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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

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Commissioner

NOTICE OF EXAMINATION

OCCUPATIONAL THERAPIST (DOE)
Exam No. 7052

WHEN TO APPLY: From: October 7, 2026
To: October 27, 2026

APPLICATION FEE: \$91.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee.

The application fee may be waived for: New York City high school students, first-time test takers, veterans, unemployed individuals, and those receiving public assistance or supplementary security income.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Occupational Therapists (DOE), under varying degrees of supervision, provide School-Based Occupational Therapy services to students with disabilities which may include an itinerant component, of which an assignment includes duties in more than one work location in a given day and/or week. Job duties include but are not limited to evaluating students to determine the need for Occupational Therapy, provision of inclusive services, developing therapeutic treatment plans, and incorporating individualized classroom routines, adapting the environment and modifying tasks to facilitate the students' participation in schoolbased activities including adapting the environment to foster a conducive atmosphere for learning and social participation, and utilizing computer systems in connection with assignment and documentation. All Occupational Therapists (DOE) perform related work.

Some of the physical activities performed by Occupational Therapists (DOE) and environmental conditions experienced are: walking up and down stairs, performing lifting, traveling to different locations, and sitting on the floor.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$85,705 . This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

It is your responsibility to ensure that you meet the license and registration requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score.

The license and registration requirements must be met by October 30, 2026.

License and Registration Requirements:

A valid license and current registration to practice as an Occupational Therapist in New York State. This license and registration must be maintained for the duration of employment.

Note: If you are seeking credit for your valid New York State Registration as an Occupational Therapist, enter the date you originally received the Registration on your Profile page at the time of completing your examination.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must final submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive

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a score or a refund of the application fee.

Residency Requirement Advisory:

City residency is not required for this position.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 12, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at NYC.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

REQUIRED INFORMATION:

1. Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. Education and Experience Exam: Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period (October 27, 2026). Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete,

and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the qualification requirements listed in the "How to Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Education and experience used to gain additional credit must be obtained by the last day of the Application Period (October 27, 2026).	
If you have satisfactory full-time experience as a licensed New York State Occupational Therapist <u>in a school setting</u> for:	You will receive up to:
At least 10 months but less than 15 months	4 points
At least 15 months but less than 20 months	8.5 points
At least 20 months but less than 25 months	13 points
At least 25 months but less than 30 months	17.5 points
At least 30 months but less than 36 months	23 points
36 months or more	30 points
If you have satisfactory full-time experience as a licensed New York State Occupational Therapist in a setting <u>other than a school</u> for:	You will receive up to:
At least 10 months but less than 15 months	2 points
At least 15 months but less than 20 months	4.5 points
At least 20 months but less than 25 months	7 points
At least 25 months but less than 30 months	9.5 points
At least 30 months but less than 36 months	12 points
36 months or more	15 points
If you have satisfactory full-time experience as a licensed Occupational Therapist (not in New York state) <u>in a school setting</u> for:	You will receive up to:
At least 10 months but less than 15 months	2 points
At least 15 months but less than 20 months	4.5 points
At least 20 months but less than 25 months	7 points
At least 25 months but less than 30 months	9.5 points
At least 30 months but less than 36 months	12 points
36 months or more	15 points

On the Education and Experience Exam (EEE) you will be asked questions about the task(s) you performed. The points you receive for each category of experience will be determined by the frequency that you performed those task(s).

You will get instructions on the EEE about converting part-time experience to the full-time equivalent.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed on eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list

determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

ADDITIONAL INFORMATION:

Selective Certification for Certifications, Credential, and/or Special Experience: If you have the certifications, credentials, or experience listed below, you may be considered for appointment to positions requiring these certifications, credentials, or experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your certification(s), credential(s), and experience will be checked by the appointing agency at the time of appointment.

- 1. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
- 2. **Educational Environment Experience with NYS License and Full-time Experience (EEL):** At least one (1) year of full-time satisfactory experience performing occupational therapy duties as a licensed New York State Occupational Therapist in a school setting.
- 3. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
- 4. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
- 5. **Municipal Government Experience (MGE):** At least one (1) year of full-time satisfactory experience performing occupational therapy duties as a licensed New York State Occupational Therapist within a municipal government which provides services for a city with a population of over 1 million.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by contacting DCAS via the following link: [nyc.gov/CivilServiceNowNYC](https://www.nyc.gov/CivilServiceNowNYC) using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certifications(s) you are requesting in your submission.

Translation Notice:

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](https://www.nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51221; Rehabilitation Therapy Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: [nyc.gov/dcas](https://www.nyc.gov/dcas)