



## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> February 2017	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> February 2020	<b>AUTHORITY:</b> OT Act 6 (2)(3), Registration Regulations 27

### **POLICY TITLE: 401.1 Assessment of Qualifications**

#### Purpose:

The College fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the College makes registration requirements publicly available. This policy outlines the documents that must accompany all applications for new registration.

#### Principles:

To ensure public protection, applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

New applications may fall under one of three streams: Canadian-trained applicants, Internationally-trained applicants, or applicants from other Canadian jurisdictions under the Labour Mobility Support Agreement (LMSA).

#### Policy:

Applicants are required to submit a number of documents in order for the College to assess qualifications, including:

1. Copy of education transcripts
  - a. Canadian-trained applicants must arrange to have original transcripts sent directly from their university; or

- b. Internationally-trained applicants must complete the Substantially Equivalent Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO); or
  - c. Occupational therapists from other jurisdictions under the LMSA submit their request to their current regulatory body to send a copy of their transcript or SEAS disposition directly to the College
- 2. Proof of identity
  - a. A notarized passport photo must accompany your application;
  - b. If any of your documentation is under a previous name, you must include an official document that verifies your name change (i.e. marriage license)
- 3. Eligibility to work in Canada
  - a. Applicants must submit one of the following:
    - i. Canadian birth certificate;
    - ii. Canadian passport;
    - iii. Proof of landed immigrant resident status, or
    - iv. Valid work permit
  - b. Documents may be provided as a copy, fax, or electronically as a PDF
- 4. Language fluency
  - a. Applicants from a Canadian university are exempt from this requirement;
  - b. Applicants not from a Canadian university must provide:
    - i. A signed letter from the education institution where their occupational therapy program was completed stating that the language of instruction and clinical placement were in English or French; or
    - ii. A copy of language testing from an approved language testing agency
  - c. Documentation must be sent directly to the College by the institution/agency by hardcopy original, fax, or electronically as a PDF
  - d. Applicants applying through the SEAS process are not required to have documentation sent to the College as this is included in the SEAS disposition letter
- 5. Professional liability insurance
  - a. Applicants must provide one of the following:
    - i. A copy of an insurance certificate if you have purchased private liability insurance; or
    - ii. A letter from your employer stating that they provide you with the proper liability insurance;
  - b. Documents may be provided as a copy, fax, or electronically as a PDF

6. Regulatory history
  - a. Applicants must authorize each OT regulatory organization they have been registered with in the past 10 years to release a regulatory history form directly to the College;
  - b. Occupational therapists applying from other jurisdictions under the LMSA must only submit to their current regulatory organization
  
7. Evidence of successful completion of the National Occupational Therapy Certification Examination (NOTCE)
  - a. Applicants must submit a copy of their exam results or certificate;
  - b. Documents may be provided as a copy, fax, or electronically as a PDF;
  - c. Occupational therapists applying from other jurisdictions are exempt as their exam results will be forward by their current regulatory organization under the LMSA;
  - d. Applicants who have graduated prior to 1998 from a Canadian Association of Occupational Therapists accredited program and meets the currency requirements are exempt;
  - e. Applicants who are internationally trained and have established their practice in Canada prior to 1994 and meet the currency requirements are exempt;
  - f. Applicants may apply for provincial registration with supervision while awaiting to write the next sitting of the exam

Outcome:

1. Applicant has been deemed by the Credentials Committee to have met the registration requirements and are eligible for registration with the College;
2. Documentation has been called into question by the Credentials Committee and the applicant may provide additional documentation to support registration; or
3. Applicant has been deemed by the Credentials Committee to have not met the registration requirements and are not eligible for registration with the College.

Established: February 15<sup>th</sup>, 2017