

POLICIES & PROCEDURES

DATE APPROVED: May 31, 2023	CATEGORY: Registration
DATE FOR REVIEW: May 2026	AUTHORITY: OT Act 6(3)(a); Registration Regulations 27(d)

POLICY TITLE: 407.4 Currency

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 process to verify that applicants have met the currency requirements for entry to practice.

Principles:

Recent graduation or recent practice within the scope of practice of the profession helps to ensure applicants possess current knowledge, skills, and judgment to provide the public with safe, effective, and ethical care. Currency hours are defined as paid hours of service within the scope of practice of the profession of occupational therapy. Currency hours must include clear and appropriate disclosure and identification to the public that the registrant is an occupational therapist.

Policies:

1. For the purpose of calculating currency hours, 'prior to the application date' [Registration Regulations 27(d)] is generally considered to be the date on which the applicant submits to the College a completed application form, supporting documentation, and payment of the required fees.

Currency Requirements

2. Applicants seeking registration or renewal must have one of the following:
 - a. Completed 600 hours in the past 3 years prior to the application date; or
 - b. Graduated from an approved occupational therapy program with 1000 hours of fieldwork or clinical practicum in the 18 months prior to the application date; or

- c. Successfully completed a refresher education/re-entry program approved by the board in the 18 months prior to application.
3. Exception for Substantial Equivalency Assessment System (SEAS): The SEAS process generally takes one year to complete. To accommodate for this, the College will calculate the “date of application” by subtracting up to 12 months (based on the length of time the applicant spent in SEAS) from the date the applicant submits their complete application and pays their fee to the College.

Demonstrating Currency

4. Applicants may satisfy the currency requirements by:
 - a. Providing evidence by signing the declaration statement on the application or renewal form and if requested, providing adequate documentation of paid hours within the scope of occupational therapy;
 - b. Providing additional evidence, satisfactory to the Registrar or the Credentials Committee, of meeting the requirement.
5. Applicants whose currency hours fall below the minimum requirements can provide additional information to the College, which demonstrates the details of all activities within the scope of practice of occupational therapy.
6. At the discretion of the Credentials Committee, volunteer or professional development hours may be counted for up to a maximum of 25% of this requirement as those hours usually do not have the same level of accountability and responsibility as paid employment.

Outcome:

1. An applicant who provides satisfactory evidence to the College of completing the required currency hours will be deemed to have met the currency requirement;
2. An applicant who is unable to demonstrate that they have sufficient currency hours will be required to successfully complete a Board approved re-entry program;
3. An applicant who has not completed the required hours or successfully completed a re-entry program will be deemed not to have met the currency requirement and are not eligible for registration.

Established: January 2013

Revised: February 15, 2017

Revised: May 15, 2019

Revised: November 25, 2020

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