



## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> May 2023	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> June 2025	<b>AUTHORITY:</b> OT Act 20; Registration Regulations 39-41, 49

**POLICY TITLE:** 411.4 Provisional Registration

### Purpose:

The College fulfills its public interest mandate, in part, by ensuring applicants for registration meet all registration requirements set out in the *Occupational Therapists Act*, Registration Regulations, and College policies.

Where certain registration requirements are outstanding, the Registrar may provide a provisional registration to allow the applicant to practice with or without supervision until all registration requirements are satisfied. This policy outlines the provisional registration category.

### Principles:

In certain situations, applicants with outstanding registration requirements may be authorized to practise occupational therapy with or without supervision until such time as the registration requirement is fulfilled. Provisional registration is an exceptional right to practice and may require conditions or restrictions to ensure protection of the public interest.

### Policies:

#### *Convocation/Graduation*

1. Applicants who meet all other registration requirements and who have completed an occupational therapy program from an approved Canadian institution but are awaiting graduation/convocation may apply for provisional registration. The applicant must submit a letter from the head of their occupational therapy program to satisfy the education/fieldwork requirement. This must be sent directly from the institution to the College.
  - a. Such applicants may be granted a Provisional license and be entitled to practice;

- b. An official transcript must be received within 30 days after convocation;
- c. Upon receiving the official transcript within the 30-day time frame, the Registrar may approve General registration and licensure.
- d. Where the College does not receive the official transcript within 30 days of the provisional registrant's convocation, the application may be presented to the Credentials Committee for the provisional registration to be ratified, varied, or vacated.

### *NOTICE*

1. Applicants who meet all other registration requirements but are awaiting to sit the National Occupational Therapy Certification Examination (NOTCE) may apply for provisional registration.
  - a. Such applicants require supervision by an on-site occupational therapist on the General Register, with a minimum of one (1) year full-time experience (1900 hrs), who is engaged in a scope of practice that is similar to the applicant (On-site requirement may be exempted by the Registrar);
  - b. A supervision plan must be submitted by the applicant and approved by the Registrar;
  - c. The applicant must show proof that they are scheduled to sit the next available sitting of the NOTCE.
2. Provisional registrations are valid for up to six months and may be extended by the Registrar for a maximum of 18 months.
3. Where the College receives confirmation that the provisional registrant has successfully completed the NOTCE within the duration of the provisional registration, the Registrar may approve general registration and licensure and the condition of supervision is removed.
4. Where the provisional registrant fails to complete the NOTICE within the duration of the provisional registration, the Registrar may extend the provisional registration or refer the matter to the Credentials Committee.

### *Other Circumstances*

1. A visiting occupational therapist currently licensed in another province and in Nova Scotia to participate in, or attend, an event or an educational course as approved by the Board may apply for provisional registration.

### Outcome:

1. Applicant meets the registration requirements except for proof of graduation and/or proof of successful completion of the NOTCE; the Registrar may grant provisional registration with or without conditions, including supervision.

2. Applicant does not meet the requirements for registration and is not entitled to engage in the practice of occupational therapy.

Established: April 11<sup>th</sup>, 2017

Revised: May 15<sup>th</sup>, 2019

Revised: May 26<sup>th</sup>, 2021

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