

PROVISIONAL PRACTISING CERTIFICATE OF REGISTRATION

In accordance with the College of Occupational Therapists of Nova Scotia Registration Regulations, the College may issue a provisional registration to allow occupational therapists to practise when they have not met all the requirements for full registration with the College. There are two categories of provisional registration with the College:

- i. *Provisional Registration without Supervision:* This category is used for those individuals who have met all the requirements for registration with the College; however, not all documentation is available for confirmation but will be provided within a reasonable time period and the Registrar is able to verify the information through another acceptable means; or where the applicant is a visiting occupational therapist currently licensed in another province and is in Nova Scotia to participate in or attend an event or educational course; or for such other reasons as the Board considers appropriate.
- ii. *Provisional Registration with Supervision:* This category is used for individuals who have not yet met the requirements for registration with the College (including, applicants who are enrolled to take the Canadian Association of Occupational Therapists National Certification Examination), who do not meet the continuing competency requirements, and occupational therapists that wish to change their scope of practise. These individuals require supervised practice by a sponsoring therapist in order to be granted a provisional practising certificate.

A provisional registration may be granted subject to terms and conditions that the Registrar considers necessary and appropriate. All provisional registrations are time limited and will expire if the conditions established by the College are not met within the time period indicated.

Extension of a Provisional Certificate

It is the responsibility of the provisional member to ensure that all conditions are met within the time period. In the event that the individual requires an extension of the provisional practise certificate, the individual must inform the College in writing prior to the expiry of the certificate. If the individual did not successfully complete the exam or was unable to sit the exam, documentation in writing is required to be received by the College. This may include a copy of the examination results, a doctor's note, or other relevant documentation as to the missed exam. In order for an extension of supervised practice to be granted, a written report from the sponsoring therapist and new sponsorship acknowledgement form must be received by the College prior to the provisional practise certificate expiry date. The provisional

practise certificate will only be extended once unless the individual is able to demonstrate exceptional circumstances.

Who can act as a sponsor?

In accordance with Section 42(2) of the College Registration Regulations, a sponsor **must**: be registered with the College but not currently practising under a provisional registration or registered in the Defined Register; reside in the province, unless exempted by the Registrar; practise occupational therapy at the same site as the sponsored person; and be engaged in a scope of practice comparable to that of the sponsored person.

The College recognizes that there may be situations in which access to a sponsor may not be possible at the same site or in which access to the sponsor on a regular basis may not be possible. In these cases, the College will work with the applicant in an attempt to arrive at a satisfactory solution.

Responsibilities of the Provisional Practising Registrant

Provisional Practising therapists are responsible and accountable for their conduct and practice. The therapist is responsible for arranging an occupational therapist to act as a sponsor throughout the duration of the provisional practising certificate. A Sponsorship Acknowledgement Form must be completed by the sponsoring therapist and provided to the College prior to the completion of the registration process. The therapist is also responsible for ensuring that the employer is aware of the supervisory requirement of the therapist's registration.

Should any changes occur in the provisional practising therapist's practice, such as a change of employer or a change in supervision, the therapist is required to notify the College in writing. A new Sponsorship Acknowledgement Form must be completed when such a change occurs.

Responsibilities of the Sponsoring Therapist

A member of the College who accepts the responsibility of acting as a sponsor must enter into a written agreement with the College by completing the Sponsorship Acknowledgement Form. The therapist will be expected to develop a supervision plan, which includes regularly scheduled meetings with the provisional registrant in order to provide support and direction as needed. The frequency of these meetings will decrease with time as confidence is established.

The sponsoring therapist is responsible for bringing issues of concern regarding the provisional registrant's performance to the College. The College may request a report in writing on the performance of the provisional registrant at any time. Such requests must be complied with in a timely manner.

Provisional registrants are responsible and accountable for their own conduct and practice. The sponsor is only accountable for the development of a supervision plan and the management of this process. The sponsoring therapist should ensure adequate documentation of this process.

Responsibilities of the College

The College is responsible for setting any terms and conditions on a provisional registrant's license. The College must ensure that provisional registrants are aware of all conditions placed on their license and to monitor provisional registrants in order to ensure that the provisional registrant meets the conditions of licensure.

The College is here to assist and provide information pertaining to the establishment of acceptable sponsorship arrangements at the request of the individual applying for licensure or the sponsoring therapist.

Sample Supervision Plan

Please note: The following is a sample plan only and will vary from situation to situation. The sponsoring therapist is responsible for the development of a supervision plan, which is appropriate for the circumstances involved.

- Employer and Clinical Orientation Process: review of job description, policies and procedures, location of equipment and records, introduction to support staff, etc.
- The provisional therapist may initially job shadow the sponsoring therapist.
- Meetings to discuss caseload, review problem areas, and review client records. These may occur as often as the supervising therapists deems appropriate.
- Two, or more, opportunities for the sponsoring therapist to observe clinical interactions (unless excused by the Registrar).
- Informal supports are identified and easily accessible.
- The sponsoring therapist is not required to co-sign the provisional registrant's reports.