

POLICIES & PROCEDURES

DATE APPROVED: Feb. 2017	CATEGORY: Registration
DATE FOR REVIEW: Feb. 2020	AUTHORITY: OT Act 6(3)(a); Registration Regulations 27(d)

POLICY TITLE: R7. 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.

Policies:

Applicants seeking registration or renewal must have one of the following:

1. Completed a minimum of 1200 hours in the past 5 years or 600 hours in the past 3 years prior to application;
2. Graduated from an approved occupational therapy program with 1000 hours of fieldwork or clinical practicum in the 18 months prior to application;
3. Successfully completed the Substantial Equivalent Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Associations (ACOTRO) within the past 18 months; or
4. Successfully completed a refresher education/re-entry program approved by the board 18 month prior to application.

Applicants may satisfy the currency requirements by:

1. 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;
2. Providing other evidence, satisfactory to the Registrar or the Credentials Committee, of meeting the requirement;
3. 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.
4. 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.
5. Applicants for renewal of licensure whose currency is greater than 800 but less than 1200 hours may apply for an extension if they are able to demonstrate that they are likely to achieve currency within three months of the annual registration date. The applicant will be provided a form to complete, sign and return once the hours are complete.

Outcome:

1. An applicant who provides 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 re-entry program approved by the board;
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.