

## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> April 2017	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> April 2020	<b>AUTHORITY:</b> OT Act 19-21

<b>POLICY TITLE:</b> R9. Decision and Timeline
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Purpose:

The College aims to be transparent, objective, impartial, and procedurally fair with its registration process. This includes providing information publicly regarding the registration process and timelines. This policy outlines the process for decision making, informing applicants, and applicable timelines.

Principles:

To be procedurally fair while protecting the public interests, the College follows an established process for registration requests that is consistent with the Occupational Therapists Act and the Fair Registration Practices Act.

Policies:

1. Upon receiving a completed application, the Registrar will review the application and required documentation within 10 business days. The applicant will be notified if further documentation is required.
2. If the applicant meets the requirements for registration, the Registrar may issue a provisional license to allow the applicant to practice. Provisional licenses will be issued for 4 months and may be renewed by the Registrar.
3. Completed applications will be reviewed by the Credentials Committee; the committee will meet at a minimum once every 3 months.
4. The credentials committee will review the application to ensure the applicant demonstrates sufficient qualifications for entry to practice occupational therapy.
5. The Credentials Committee may ratify, vary, or vacate any application that does not meet the requirements for registration or may request further information.

6. Where an application was varied or vacated, the Registrar will notify the applicant within 3 business days by registered mail. Notification will be by a standard letter that includes the decision, reasons, and appeal process.
7. Applications that have been ratified will be approved at the next Board meeting.
8. Applications that have been ratified by the Credentials Committee and approved by the Board will receive a letter and certificate of general registration by mail within 15 business days.

Outcome:

1. Applicant has been ratified by the Credentials Committee and is entered into the General Register and issued a membership card;
2. Applicant has been varied or vacated by the Credentials Committee and is not eligible for registration; means to obtain license provided to applicant; or
3. Applicant has been varied and vacated by the Credentials Committee and is not eligible for registration; applicant provided with options for appeal.