

**POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> Feb. 2017	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> Feb. 2020	<b>AUTHORITY:</b> OT Act 6(2)(j), Registration Regulations 27(c)

**POLICY TITLE:** R2. Education and Fieldwork

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 education and fieldwork requirements for entry to practice.

Principles:

Successful completion of an approved occupational therapy program provides evidence that applicants possess the required competencies to provide the public with safe, ethical, and effective care.

To ensure public protection, applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

New applications may fall under one of three streams: Canadian-trained applicants, Internationally-trained applicants, or applicants from other Canadian jurisdictions under the Labour Mobility Support Agreement (LMSA).

Policy:

1. Applicants must be a graduate of a school of occupational therapy from an accredited Canadian university that meets the standards considered acceptable by the Credentials Committee; **or**
2. Applicants must demonstrate that their degree in occupational therapy is substantially equivalent to that of a Canadian graduate by applying through the Substantial Equivalent

Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Associations (ACOTRO); **and**

3. Applicants must have completed a minimum of 1000 hours of fieldwork or clinical practicum during their educational program.

Applicants for registration may satisfy the educational requirements by:

*Canadian-trained Applicants:*

1. Applicants must arrange for a final official transcript, stating the degree granted, to be sent directly from the education institution to the College;
2. Applicants who are awaiting official graduation may submit a letter of confirmation from the Head of the occupational therapy program sent directly to the College by hard-copy, fax or electronically as a signed PDF document, stating that the applicant has successfully completed the occupational therapy program and will be allowed to graduate. A final official transcript must be received by the College within 30 days of convocation.

*Internationally-trained Applicants:*

1. Applicants completing their occupational therapy program outside of Canada must submit an application for SEAS with ACOTRO and complete all steps required;
2. Applicants must arrange to have ACOTRO send their SEAS disposition letter directly to the College

*Applicants from other Jurisdictions*

1. Applicants applying under the LMSA agreement must complete an LMSA confirmation form and send it directly to their current regulatory body;
2. The current regulatory body will forward a copy of your transcript or SEAS disposition letter to the College

Outcome:

1. An applicant who provides evidence acceptable to the Credentials Committee of having successfully completed a Canadian accredited occupational therapy program will be deemed to have met the Education requirement; **or**
2. An applicant who provides evidence acceptable to the Credentials Committee of having successfully completed SEAS will be deemed to have met the Education requirement; **or**
3. The applicant who is applying under the LMSA will be deemed to have met the Education requirement.
4. An applicant who is unable to provide evidence that they have successfully completed a Canadian accredited occupational therapy program will be deemed not to have met the Education requirement and are not eligible for registration with the College **or**

5. An applicant who is unable to provide evidence of successful completion of the SEAS program will be deemed to have not met the Education requirement and are not eligible for registration with the College