

**POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> February 2017	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> February 2020	<b>AUTHORITY:</b> OT Act6(3)(a), Registration Regulations 27(b)

**POLICY TITLE:** 404.1 Language Fluency

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 language fluency requirements for entry to practice.

Principles:

Effective communication is one of the key essential competencies of practice in occupational therapy and is critical for the delivery of safe, effective, and quality care. For these reasons the College believes that applicants must provide persuasive, objective evidence of language fluency in English or French.

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.

Policies:

1. To be eligible for registration, applicants must provide evidence of English or French fluency
2. Applicants who have graduated from a Canadian university are exempt from this policy as their education was completed in English or French
3. In order to demonstrate fluency, applicants who did not attend a Canadian university shall:
  - a. Provide verification in the form of a signed letter from the educational institution where their occupational therapy program was completed indicating the language of instruction and clinical placement was English or French; this must be sent directly to

- the College from the institution as a hardcopy original document, fax or electronically as a PDF; or
- b. Provide evidence that they have achieved the minimum score as indicated below on one of the College approved language fluency tests; this must be sent directly from the language testing agency to the College as a hardcopy original document or a fax.
4. Applicants applying through the SEAS process are not required to have documentation sent to the College as this is included in the SEAS disposition letter

**Table 1: Accepted Tests and Minimum Scores:**

Test	Details	Minimum Score
1. Test of English as a Foreign Language (TOEFL)  <a href="http://www.ets.org/toefl">http://www.ets.org/toefl</a>	Speaking	26
	Listening	22
	Reading	22
	Writing	22
	Overall score	92
2. International English Language Testing System – Academic (IELTS-AC)  <a href="http://www.ielts.org">http://www.ielts.org</a>	Speaking	7.5
	Listening	7.0
	Reading	7.0
	Writing	6.5
	Overall score	7.0
3. CanTEST  <a href="http://www.cantest.uottawa.ca/">http://www.cantest.uottawa.ca/</a>	Speaking	4.5
	Listening	4.5
	Reading	4.5
	Writing	4.0
	Overall score	---
4. TESTCan  <a href="http://www.testcan.uottawa.ca/">http://www.testcan.uottawa.ca/</a>	Speaking	4.5
	Listening	4.5
	Reading	4.5
	Writing	4.0
	Overall score	---

**Outcome:**

1. An applicant who can provide sufficient evidence of fluency will be deemed to have met the Language Fluency requirement;
2. An applicant who cannot provide sufficient evidence of fluency will:
  - a. Be notified that they cannot be registered until they has met this requirement; or
  - b. If they have met all other requirements, under exceptional circumstances may be granted a temporary exemption from the requirement and have Terms, Conditions, and/or Limitations placed on the Certificate. This decision is at the discretion of the Credentials Committee.

Established: October 15<sup>th</sup>, 2009  
Revised: February 15<sup>th</sup>, 2017