

POLICIES & PROCEDURES

DATE APPROVED: June 2017	CATEGORY: Registration
DATE FOR REVIEW: June 2020	AUTHORITY: OT Act 6(3)(a); Registration Regulations 30

POLICY TITLE: R14. Re-Entry Process

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 re-enter professional practices for applicants who do not meet the currency requirements.

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. Applicants who do not meet the currency requirements undergo the Re-entry Program to ensure they are competent to provide safe, ethical, and effective services to the public. The program aims to balance prior learning and individual learning goals with standard and fair procedures.

Policies:

1. Applicants seeking registration or renewal who do not meet the currency requirements established by the College must complete the Re-entry Program with the following components:
 - a. Complete 600 supervised practice hours. The supervising occupational therapist must meet the following requirements:
 - i. Be registered with the College of Occupational Therapists of Nova Scotia in good standing on the General Register;
 - i. A minimum of three years’ experience working as an occupational therapist with at least one year in the province of Nova Scotia;
 - ii. Not be placed in conflict of interest by providing supervision to the applicant;

- iii. Have previous experience with supervision or clinical education;
- iv. Be willing to provide appropriate supervision for the duration of the Re-entry Program.

Evidence of completion will be a midterm and final evaluation provided by the College, including completed supervised practice hours, and signed by the applicant and the supervising therapist;

- b. Successfully complete the National Occupational Therapy Certification Examination (NOTCE). The applicant is required to demonstrate their successful completion of the exam by providing a copy of their NOTCE exam certificate or exam results document to the College. These results may be provided by the applicant to the College as a photocopy, fax or PDF document;
 - c. Review applicable legislation and College documents. The supervising therapist must indicate on the evaluation form that the applicant is knowledgeable of these documents;
 - d. Successfully complete a learning contract with their supervisor. The applicant will submit the completed learning contract, signed by both the applicant and the supervising therapist, to the College;
2. Applicants applying for the Re-entry Program must arrange their own supervised practice and receive approval from the Credentials Committee before commencement of the program;
 3. Applicants must meet all other registration requirements and be registered in the provisional class before commencement of the program;
 4. The Credentials Committee will review and approve applications for re-entry in a timely manner.

Outcome:

1. Applicant successfully completed a re-entry program approved by the Credentials Committee and will be granted general registration; **or**
2. Applicant does not successfully complete a re-entry program approved by the Credentials Committee and requires additional supervision; **or**
3. Applicant does not successfully complete a re-entry program approved by the Credentials Committee and is not eligible for registration.