

## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> April 2017	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> April 2020	<b>AUTHORITY:</b> OT Act 20(3)-(7), 21(3)

### **POLICY TITLE: R13. Review of Registration Decision**

#### Purpose:

The College aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants may request a review of their registration decision. This policy outlines the process for the review of a registration decision.

#### Principles:

To be procedurally fair while protecting the public interests, the College follows an established process for review of registration decisions that is consistent with the Occupational Therapists Act and the Fair Registration Practices Act. A collaborative registration review may be used according to the Regulated Health Professions Network Act if the College and the applicant both agree to use this process.

To ensure public protection, applicants must demonstrate that they meet the requirements for registration as dictated by the Occupational Therapists Act and the Registration Regulations. Applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure impartiality and fairness, all applications for registration are reviewed by the Credentials Committee and/or the Board of the College. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

#### Policies:

1. Within 30 days of receiving notification that their application has been varied or vacated by the Credentials Committee, the applicant may request a reassessment by the Credentials Committee by providing a written request to the Registrar;
  - a. The applicant may submit additional documentation for the Committee to review;
  - b. The applicant may request to appear before the Committee with or without legal counsel;

2. The Committee will reconvene within 30 days to reassess the registration decision;
3. The Committee will provide a written decision with rationale to the applicant by registered mail within 5 business days;
4. If the matter is not resolved, the applicant can request a review by the Board by submitting a written request to the Registrar within 30 days;
  - a. The applicant may submit additional documentation for the Board to review;
  - b. The applicant may request to appear before the Board with or without legal counsel;
5. The review will be held within 30 days of the request for the review.
  - a. No member of the Board who considered the application as part of the Credentials Committee can participate in the review process.
6. The Board will provide a written decision with rationale to the applicant by registered mail within 5 business days;
  - a. The decision of the Board is final.
7. The applicant's provisional registration will remain valid during the review process if a review is requested.
8. The Committee or the Board are not able to change the registration criteria as determined by the Occupational Therapists Act and the Registration Regulations.
9. Where the College and the applicant agree to use the collaborative registration review under the Regulated Health Professions Network Act, the collaborative registration review will be considered the review process of the College and replaces the above process;
  - a. The applicant must provide written notification of their intent to use the collaborative registration review within 30 days of receiving notification that their application was varied or vacated.

Outcome:

The Board, Credentials Committee, or the collaborative registration review committee, after the review process, may:

1. Direct the Registrar to grant registration where they are satisfied that the applicant meets the requirements for registration;
2. Direct the Registrar to grant registration with conditions, limitations, or restrictions as they consider appropriate;
3. Further consider the application pending the applicant completing further training, upgrading, or other examinations as they consider appropriate;
4. Direct the Registrar to refuse registration where they are not satisfied that the applicant meets the requirements for registration.