

**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(3)(a), Registration Regulation 27(a)

**POLICY TITLE:** R3. Legal Authorization to Work in Canada

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 are legally authorized to work in Canada.

Principles:

In order to be registered as an occupational therapist in Nova Scotia, applicants must have legal authorization to work in Canada. Only Canadian citizens, permanent residents of Canada, and individuals with a valid Canadian work permit have the right to work in Canada.

Policies:

1. Applicants must provide one of the following:
  - a. Canadian birth certificate;
  - b. Canadian passport;
  - c. Landed immigrant resident status acceptable to the Credential Committee; or
  - d. A valid work permit acceptable to the Credentials Committee.
2. Documentation may be provided to the College as a photocopy, fax or electronically as a PDF.

Outcome:

1. An applicant who provides official documentation acceptable to the Credentials Committee will be deemed to have met the legal authorization to work in Canada requirement.

2. An applicant who does not provide official documentation acceptable to the Registrar or the Credentials Committee will be notified that they are not eligible for registration until they provide additional documentation.
3. Exemptions will be rare and will generally only be granted in circumstances (if there are any) where practising as an occupational therapist is consistent with immigration law.

**NOTE:** Once an applicant holding a valid work permit has been registered, they must continue to hold such a work permit, to have applied for a new work permit, or meet the requirement through obtaining permanent residency or citizenship. Members holding valid work permits will generally be sent a letter by the College 30 days prior to the expiry date of their work permit informing them of this requirement. The certificate of registration will be revoked if the member does not provide acceptable official documentation by the work permit expiry date.