



**COTNS**  
**POLICIES & PROCEDURES**

**DATE APPROVED:** DRAFT January 2013

**DATE FOR REVIEW:** Under Review – application to reduce hours to 600 hours in 3 years has been submitted to government

**CATEGORY:** REGISTRATION

**AUTHORITY:** OT Act 6(2)(j)  
Registration Regulation 27(d)

**POLICY TITLE:** Currency

**POLICY:**

**Principle:**

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.

**Requirement:**

An applicant for registration or renewal must provide evidence that they have

- (i) completed a minimum of 1200 currency hours in the 5 year period prior to the application date, or
- (ii) graduated from an occupational therapy program approved by the Board in the 18 months prior to the application date and have completed a minimum of 1000 hours of fieldwork or clinical practicum approved by the College, or
- (iii) successfully completed a refresher education/re-entry program approved by the Board in the 18 months prior to the application date;

Currency hours are defined as paid hours of service within the scope of practice of the profession of occupational therapy;

**Policy:**

**An applicant may meet the Currency Requirement by:**

1. Providing evidence by signing the declaration statement on the application or renewal form and if requested, providing adequate documentation of paid hours within the scope of occupational

- therapy.
2. Providing other evidence, satisfactory to the Registrar of meeting the requirement.

Applicants whose currency hours fall below the minimum requirements can provide additional information to the College which demonstrates the details of all activities within the scope of practice of occupational therapy.

Volunteer hours may be counted for up to a maximum of 25% of this requirement as those hours usually do not have the same level of accountability and responsibility as paid employment.

Applicants for renewal of licensure whose currency is greater than 800 but less than 1200 hours may apply for an extension if they are able to demonstrate that they are likely to achieve currency within three months of the annual registration date. The applicant will be provided a form to complete, sign and return once the hours are complete.

**Possible Outcomes:**

1. An applicant satisfies the Registrar by providing evidence that they have met the currency requirement
2. An applicant who is unable to demonstrate that they have sufficient currency hours will be required to successfully complete a refresher education program approved by the board.
3. An applicant who has not completed the required hours or successfully completed a refresher education program will be deemed not to have met the currency requirement.

