

	<b>COTNS</b>  <b>POLICIES &amp; PROCEDURES</b>	<b>DATE APPROVED:</b> January 2013
		<b>DATE FOR REVIEW:</b> January 2016
		<b>CATEGORY:</b> REGISTRATION
		<b>AUTHORITY:</b> OT Act 6(2)(m) Registration Regulation 27(e)(vii)
<b>POLICY TITLE:</b> Examination		
<p><b>Principle:</b> Successful completion of a College-approved examination is one of the key indicators that applicants to the College have demonstrated adequate entry-level knowledge to meet entry to practise requirements.</p> <p><b>Policy:</b></p> <ol style="list-style-type: none"> <li>1. The National Occupational Therapy Certification Examination (NOTCE) administered by the Canadian Association of Occupational Therapists (CAOT) is the only approved examination as required under Section 6 (2)(i) of the Occupational Therapists Act.</li> <li>2. An 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.</li> <li>3. An applicant may be deemed to have satisfied the registration requirement set out in Registration Regulation 27(e)(vii) in accordance with Registration Regulation 28 and thereby exempt from the examination, if they provide documentary evidence to the Board that: <ol style="list-style-type: none"> <li>3.1 The applicant graduated prior to 1998 from a Canadian occupational therapy program accredited by the Canadian Association of Occupational Therapists and has maintained a practice in Canada in accordance with Continuing Competence Requirements, or the applicant is an internationally educated therapist who established their practice in Canada prior to 1994 and who has maintained a practice in Canada in accordance with Continuing Competence Requirements</li> <li>3.2 The applicant is applying for registration under Labour Mobility Support Agreement.</li> </ol> </li> <li>4. An applicant, who meets all of the requirements for full registration except</li> </ol>		

for the examination requirement, and are eligible to write the College approved examination, will be granted a provisional practising certificate.

The applicant will be required to practice under a sponsorship arrangement until demonstrating that they have successfully completed the NOTCE.

An applicant, granted a provisional practising certificate pending successful completion of the required examination, must provide evidence that he/she is registered to sit the next available examination or provide a letter of undertaking indicating that he/she is writing the next available examination.

A provisional practicing certificate is valid for a maximum of **one year**.

**Possible Outcomes:**

1. An applicant who can provide satisfactory evidence of having passed the required examination will be deemed to have met this requirement.
2. An applicant who cannot provide satisfactory evidence of having passed the required examination will be deemed to have not met this requirement.
3. An applicant who has met all other requirements for registration is eligible for a provisional registration under the conditions as set by the board for a maximum period of one year.