

	<b>COTNS</b>  <b>POLICIES &amp; PROCEDURES</b>	<b>DATE APPROVED:</b> March 2015
		<b>DATE FOR REVIEW:</b> March 2018
		<b>CATEGORY:</b> REGISTRATION
		<b>AUTHORITY:</b> OT Act 6(2)(p)

**POLICY TITLE:** Insufficient or Inadequate documentation

**Principle:**

Extremely exceptional circumstances, which may include but are not limited to: war; natural disaster; or political persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support his/her application for registration. Applicants who can provide persuasive evidence that he/she has tried and been unsuccessful in obtaining required documentation may ask the Committee to consider alternative evidence to meet the requirement.

**Decision Criteria:**

1. If documentation is unavailable from its original source, the application will be referred to the Credentials Committee for review. The applicant may be requested to provide:
  - a. persuasive evidence regarding why they cannot obtain sufficient or adequate documentation from original sources to meet the registration requirements; and
  - b. alternative documentation/evidence to meet the requirement(s).

Alternative evidence that may be considered by the Committee and will be adapted to the individual circumstances of the applicant includes, but is not limited to an appropriate combination of the following:

- Copies of documents from the applicant or other available resources;
- Signed affidavits attesting to requirements completed;
- Professional portfolio;
- Documentary evidence from an instructor(s);
- Education and fieldwork reference(s) and or academic referee(s);
- Interviews, including by registrants with the same background as the applicant;
- Peer assessment(s);
- Prior learning or other skills/competency assessment(s).

This evidence should ideally be provided from the original source(s) directly to the College, but all evidence the applicant is able to provide will be considered.

An applicant may meet the requirement by:

1. Providing sufficient evidence to satisfy the Credentials Committee that:
  - a. original documentation could not be obtained; and
  - b. evidence that the applicant has met the requirement(s) that would otherwise be demonstrated by the original documentation which could not be obtained.

**Possible Outcomes:**

1. If the Committee is satisfied that:
  - a. an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided, and
  - b. alternative information provided supports that the applicant has met the requirement(s)he/she may be deemed to have met one or more of the requirements.
2. If the Committee is:
  - a. is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but
  - b. is not satisfied that alternative information provided supports that the applicant has met the requirement(s) he/she may be directed to:
    - provide additional information; or
    - undertake additional education; or
    - undertake a supervised period of practice (for exemptible requirements); or
    - provide, as directed by the Committee, other evidence to satisfy the Committee that he/she has met the requirement.
3. If the Committee is not satisfied:
  - a. that an applicant has made efforts and can provide persuasive evidence that original
  - b. documentation cannot be provided, he/she may be requested to make additional efforts and, if he/she does not do so, he/she may be deemed to have not met one or more requirements.