

	<b>COTNS</b>  <b>POLICIES &amp; PROCEDURES</b>	<b>DATE APPROVED:</b> DRAFT SEPT 2006
		<b>DATE FOR REVIEW:</b>
		<b>CATEGORY:</b> REGISTRATION
		<b>AUTHORITY:</b>

**POLICY TITLE:** Refresher Education Policy

**POLICY:**

Any applicant for licensure or renewal of licensure who has worked less than 1200 hours in the last five years as an Occupational Therapist or has used occupational skills in a related field, must complete a program of refresher education. The refresher education program must be approved by the Board of the College of Occupational Therapists of Nova Scotia before commencement of the program.

**PROCEDURES:**

- (1) If the applicant has worked at least 600 of the required 1200 hours in the last three years, 400 hours of refresher education will be required.  
  
If the applicant has worked less than 600 hours in the past three years of the required 1200 hours, 600 hours will be required.
- (2) The applicant must obtain a “Refresher Education Package” from the College of Occupational Therapists of Nova Scotia. This package provides guidelines and resource lists to enable the applicant to develop a proposal for refresher education.
- (3) It is the responsibility of the applicant to contact his/her chosen work place/facility and prepare an individual written proposal for refresher education.
- (4) The refresher education program must be completed within one year of the program start date. The candidate must work a minimum of 15 hours per week and the work must be divided between two areas of clinical practice, but no more than four areas.
- (5) Once the written proposal for refresher education is received by the College, it will be reviewed by the Board of Directors against the established guidelines.

- (6) The Board of Directors will respond in writing to the applicant and the involved work place/facility.
- (7) Prior to commencement of the refresher education program, the applicant must obtain proof of liability insurance.
- (8) Evaluation of the applicant's practice during the refresher education program and upon completion will be done by the identified supervisor/preceptor. An evaluation approved by the Board will be used. Evaluation time periods are to be established in the refresher education program.