

## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> November 2020	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> November 2023	<b>AUTHORITY:</b> OT Act 6(3)(a); Registration Regulations 27(d)

<b>POLICY TITLE:</b> 407.3 Currency
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### 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 have met the currency requirements for entry to practice.

### Principles:

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. Currency hours are defined as paid hours of service within the scope of practice of the profession of occupational therapy. Currency hours must include clear and appropriate disclosure and identification to the public that the registrant is an occupational therapist.

### Policies:

1. For the purpose of calculating currency hours, 'prior to the application date' [Registration Regulations 27(d)] is generally considered to be the date on which the applicant submits to the College a completed application form, supporting documentation, and payment of the application fee.

### *Currency Requirements*

2. Applicants seeking registration or renewal must have one of the following:
  - a. Completed a minimum of 1200 hours in the past 5 years or 600 hours in the past 3 years prior to the application date;

- b. Graduated from an approved occupational therapy program with 1000 hours of fieldwork or clinical practicum in the 18 months prior to the application date; or
  - c. Successfully completed a refresher education/re-entry program approved by the board in the 18 months prior to application.
3. However, where the applicant completed the Substantial Equivalency Assessment System (SEAS), the College will consider the applicant's currency hours up to the date of application to SEAS and from completion of the SEAS process. Specific situations such as completion of additional training or education as part of SEAS or SEAS application extensions granted beyond the one-year SEAS application period will be considered on a case-by-case basis by the Credentials Committee. In reviewing the cases, the Committee will keep in mind the College's obligation to protect the public and ensure that registrants possess current knowledge, skills and judgement in order to provide the public with safe, effective, and ethical care.

#### *Demonstrating Currency*

4. Applicants may satisfy the currency requirements by:
  - a. 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;
  - b. Providing additional evidence, satisfactory to the Registrar or the Credentials Committee, of meeting the requirement.
5. 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.
6. At the discretion of the Credentials Committee, volunteer or professional development 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.
7. Applicants for renewal of licensure whose currency is greater than 800 but less than 1200 hours in the past 5 years or greater than 400 but less than 600 hours in the past 3 years 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.

#### Outcome:

1. An applicant who provides evidence to the College of completing the required currency hours will be deemed to 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 re-entry program approved by the board;
3. An applicant who has not completed the required hours or successfully completed a re-entry program will be deemed not to have met the currency requirement and are not eligible for registration.

Established: January 2013

Approved by the Board on ~~May 15<sup>th</sup>, 2019~~

2 | C O T N S

Revised: February 15 2017

Revised: May 15 2019

Revised: November 2020