

## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> May 2019	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> May 2022	<b>AUTHORITY:</b> OT Act 19-21

### **POLICY TITLE: 409.2 Decision and Timeline**

#### Purpose:

The College aims to be transparent, objective, impartial, and procedurally fair with its registration process. This includes providing information publicly regarding the registration process and timelines. This policy outlines the process for decision making, informing applicants, and applicable timelines.

#### Principles:

To be procedurally fair while protecting the public interests, the College follows an established process for registration requests that is consistent with the Occupational Therapists Act and the Fair Registration Practices Act.

#### Policies:

1. Upon receiving a completed application, the Registrar will review the application and required documentation within 10 business days. The applicant will be notified if further documentation is required.
2. If the applicant meets the requirements for registration, the Registrar may issue a provisional license to allow the applicant to practice. If the applicant does not meet the requirements for registration, the Registrar will inform the applicant of steps that can be taken to obtain registration.
3. Completed applications will be reviewed by the Credentials Committee; the committee will meet at a minimum once every 3 months.
4. The credentials committee will review the application to ensure the applicant demonstrates sufficient qualifications for entry to practice occupational therapy.
5. The Credentials Committee may ratify, vary, or vacate any application that does not meet the requirements for registration or may request further information.

6. Where an application was varied or vacated, the Registrar will notify the applicant within 3 business days by registered mail. Notification will be by a standard letter that includes the decision, reasons, and appeal process. Where possible, the Registrar will notify the applicant of steps that can be taken to obtain registration.
7. Applications that have been ratified will be approved at the next Board meeting.
8. Applications that have been ratified by the Credentials Committee and approved by the Board will be notified within 15 business days.

Outcome:

1. Applicant has been ratified by the Credentials Committee and is entered into the General Register and issued a membership card;
2. Applicant has been varied or vacated by the Credentials Committee and is not eligible for registration; means to obtain license provided to applicant; or
3. Applicant has been varied and vacated by the Credentials Committee and is not eligible for registration; applicant provided with options for appeal.

Established: April 11<sup>th</sup>, 2017

Revised: May 15<sup>th</sup>, 2019

## Letter of Unsuccessful Registration

[Full Name]

[Address]

[City, Province, Postal Code]

Dear [Enter Name],

The Credentials Committee has reviewed your application and has deemed that you do not meet the following criteria for registration:

- Education and fieldwork
- Legal authorization to work in Canada
- Language fluency
- Good conduct

Reasons:

In accordance with the Occupational Therapists Act, you can request a reassessment by the Credentials Committee within 30 days of receiving this letter by providing a written request to the Registrar. You may provide any additional documentation and/or appear before the committee with or without legal counsel.

If you require further information, please contact the office for assistance.

Sincerely,

Registrar  
College of Occupational Therapists of Nova Scotia