



## **POLICIES & PROCEDURES**

<b>DATE APPROVED:</b> May 2021	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> May 2024	<b>AUTHORITY:</b> OT Act 20; Registration Regulations 39-41

### **POLICY TITLE: 411.3 Provisional Registration**

#### Purpose:

The College fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. Under the Occupational Therapists Act, applicants require board approval for entry onto the General Register. However, the Registrar may provide a provisional registration to allow the applicant to practice until Board approval. In addition, the Registrar may provide provisional registration with or without supervision when written confirmation of a requirement is temporarily unavailable. This policy outlines the provisional registration category.

#### Principles:

Applicants practicing under a provisional registration require verification of their requirements for entry to practice by the Credentials Committee and the Board. Applicants who are awaiting final documentation have, in effect, not demonstrated entry-level knowledge, skill, and judgment. They are being provided an exceptional right to practice and require measures to ensure protection of the public interest.

#### Policies:

1. Applicants who have provided sufficient documentation to the Registrar to determine they have met the requirements for entry to practice and who wish to start practicing as an occupational therapists will be granted a provisional registration and entitled to practice.
  - a. Applications will be presented at the next Credentials Committee, where the registration will be ratified, varied, or vacated.
2. Applicants who have completed an occupational therapy program from an approved Canadian institution but are awaiting graduation may submit a letter from the head of their occupational

therapy program to satisfy the education requirement. This must be sent directly from the institution to the College.

- a. Such applicants will be granted a provisional license and be entitled to practice;
  - b. An official transcript must be received within 30 days after convocation;
  - c. Upon receiving the official transcript, the application will be ratified, varied, or vacated by the Credentials Committee.
3. Applicants who are awaiting to sit the National Occupational Therapy Certification Examination (NOTCE) may apply for provisional registration;
- a. Such applicants require supervision by an on-site occupational therapist on the General Register, with a minimum of one (1) year full-time experience (1900 hrs), who is engaged in a scope of practice that is similar to the applicant (On-site requirement may be exempted by the Registrar);
  - b. The supervision plan requires approval by the Registrar;
  - c. The applicant must be scheduled to sit the next sitting of the NOTCE;
  - d. The applicant can request by writing a deferral for medical or compassionate reasons or an extension where they were unsuccessful in completing the NOTCE. Supporting documentation (medical note, death certificate, exam results) and a written report from their supervising therapist are required.
4. Provisional registrations are valid for a minimum of six months and may be extended by the Registrar. Provisional registrations are valid for a maximum of 18 months.

Outcome:

1. Applicant meets the requirements for registration but is not planning on engaging in the practice of occupational therapy prior to Board approval; General Registration will be granted when approved by the Board;
2. Applicant meets the requirements for registration and is planning on engaging in the practice of occupational therapy prior to Board approval; the Registrar will grant provisional registration and refer the applicant to the Credentials Committee;
3. Applicant meets the requirements for registration except for the examination requirement and has an approved supervision plan; the Registrar will grant provisional registration and refer the applicant to the Credentials Committee once the applicant has completed the NOTCE;
4. Applicant meets the requirements for registration except for the examination requirement but does not have a supervision plan; the applicant will be informed by the Registrar that they are eligible for registration with a supervision plan;
5. Applicant does not meet the requirements for registration and is not entitled to engage in the practice of occupational therapy.

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

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

Revised: May 26<sup>th</sup>, 2021