

POLICIES & PROCEDURES

DATE APPROVED: May 2020	CATEGORY: Registration
DATE FOR REVIEW: May 2023	AUTHORITY: OT Act 6(2)(m); Registration Regulation 27(e)(vii), 28, 41 (2)

POLICY TITLE: 408.4 Examination

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 examination requirements for entry to practice.

Principles:

Successful completion of a College-approved examination is one of the key indicators that applicants to the College have demonstrated adequate entry-level knowledge.

Policies:

The National Occupational Therapy Certification Examination (NOTCE) administered by the Canadian Association of Occupational Therapists (CAOT) is the only approved examination as required under the *Occupational Therapists Act*.

Examination Eligibility

The College will determine the eligibility of each candidate to write the examination.

1. Candidates who have successfully completed an approved occupational therapy program at a Canadian university within the two years prior to the date of the exam will be deemed eligible to write the examination upon CAOT receiving confirmation in writing, directly from the university, that the candidate:
 - a. has convocated; or

- b. has successfully completed all requirements of the occupational therapy program and is recommended for convocation.
2. Candidates who have successfully completed an approved occupational therapy program at a Canadian university more than two years before the date of the exam will be deemed eligible to write the examination upon CAOT receiving confirmation in writing, directly from the College, that the candidate is eligible to write the examination.
3. Candidates who have successfully completed an occupational therapy program that has not been approved by the Credentials Committee, but have met the College's education requirement, will be deemed eligible to write the examination as part of their application to the College upon CAOT receiving confirmation in writing, directly from the College, that the candidate is eligible to write the examination.
4. Candidates that are unsuccessful at the exam will be eligible for an additional attempt (up to a maximum of three attempts in total) upon CAOT receiving confirmation in writing, directly from the College, that the candidate is eligible to write the examination.
5. Eligible candidates are permitted a maximum of three written attempts at the examination. The College will refer candidates to CAOT for available resources after each unsuccessful attempt.

Successful Completion

6. An Applicant is required to demonstrate their successful completion of the exam by providing a copy of their NOTCE exam certificate or exam results document to the College. These results may be provided by the applicant to the College as a photocopy, fax or PDF document.
7. An applicant who meets all of the requirements for full registration except for the examination requirement and is eligible to write the College approved examination, will be granted a provisional practising certificate:
 - a. The applicant will be required to practice under a sponsorship arrangement until demonstrating that they have successfully completed the NOTCE;
 - b. The applicant must provide evidence that they are registered to sit the next available examination or provide a letter of undertaking indicating that they are writing the next available examination;
 - c. A provisional practicing certificate is valid for a maximum of **18 months**.

Exemptions

8. Applicants may be exempt from this requirement if:
 - a. The applicant graduated prior to 1998 from a Canadian occupational therapy program accredited by CAOT and has maintained a practice in Canada in accordance with the continuing competency requirements;
 - b. The applicant is an internationally educated therapist who established their practice in Canada prior to 1994 and has maintained a practice in Canada in accordance with the continuing competency requirements; or
 - c. The applicant is applying from another jurisdiction under the Labour Mobility Support Agreement (LMSA).

Outcome:

1. An applicant who can provide satisfactory evidence of having passed the required examination will be deemed to have met this requirement.
2. An applicant who cannot provide satisfactory evidence of having passed the required examination will be deemed to have not met this requirement.
3. An applicant who has met all other requirements for registration is eligible for a provisional registration under the conditions as set by the board for a maximum period of 18 months.

Established: January 2013

Revised: April 11th, 2017

Revised: December 20th, 2017

Revised: May 15th, 2019

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