
COLLEGE OF
OCCUPATIONAL
THERAPISTS OF
NOVA SCOTIA
(COTNS)

Fair Registration
Practices Act (FRPA)
Review
July 2018

Province of Nova Scotia

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Executive Summary

The College of Occupational Therapists of Nova Scotia's (COTNS) Action Plan is a progressive response to the recommendations resulting from the Fair Registration Practices Act (FRPA) review process. These actions will support the fairer assessment of applicants to the profession in Nova Scotia and are fully consistent with the FRPA.

Many aspects of COTNS's registration practices are commendable. At the national level, COTNS supported the development of the Substantial Equivalency Assessment System (SEAS), a multi-part assessment that ensures consistency in the assessment of internationally trained professionals' (ITP) qualifications. The SEAS process enables ITPs to demonstrate that their competencies and qualifications are substantially equivalent to the Canadian standards. As signatory to an agreement with the Canadian Association of Occupational Therapists (CAOT) to administer the National Occupational Therapy Certification Examination, COTNS plays an oversight role in the development and implementation of examination policies, ensuring all applicants have access to valid, reliable and fair entry-to-practice examinations.

At the local level, COTNS is a member of the Nova Scotia Regulated Health Professions Network, which enables regulated health professions in the province to collaborate in regulatory processes, address common regulatory concerns and share best practices. COTNS's International Occupational Therapy Internship helps ITPs to gain valuable work experience through the issuance of a temporary restricted license which permits them to work under the supervision of registered occupational therapist and gain exposure to practice in the Nova Scotia context. The College has also developed an Internationally-Educated Registration Process Map, which provides a visual pathway to licensure and clear and consistent messaging to ITPs regarding the registration process. Finally, COTNS's registration policy manual includes a well-developed policy on assessing applications from internationally trained professionals who are unable to obtain original documentation for reasons beyond their control. This measure underscores the College's commitment to both procedural and substantive fairness.

In this context, I expect COTNS to address three important recommendations that resulted from the FRPA Review Process.

- Seek legislative amendments to streamline registration processes and increase transparency of registration requirements as they are currently applied.
- Enhance the Decision and Timeline Policy to provide unsuccessful applicants with information respecting measures or programs that may be available to assist them in obtaining registration at a later day.
- Update the COTNS website to describe what steps of the registration process for internationally educated applicants can be completed pre-arrival.

I truly appreciate COTNS's cooperation and openness during the registration and review process and thank the Registrar, Jonathan Belbin's participation in the review process.

Sincerely,



Cara Spittal, Ph.D.
FRPA Review Officer

Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the Review Officer's understanding of the College of Occupational Therapists of Nova Scotia's (COTNS) practices regarding the fair consideration of individuals applying for registration.¹ During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.²

The analysis is based on the FRPA Review Officer's work with the College of Occupational Therapists of Nova Scotia to date. The *College of Occupational Therapists of Nova Scotia 2018 Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the COTNS accountable for continuous improvement within two years of the review.

Through the 2018 FRPA Review, the FRPA Review Officer aims to build on the progress made by the COTNS to date and identify opportunities to further improve and evolve registration practices.

¹ For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

² The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

Context of the Profession in Nova Scotia

Occupational Profile

Occupational therapists assist people to achieve optimal performance in their day-to-day activities, including self-care, leisure, education, home management, volunteering, and work. Occupational therapists address barriers in participation due to illness, disability, or social, institutional, or physical environment. Occupational therapists assess a client's 'occupational performance' or their ability to choose, organize, and effectively and safely perform everyday activities. Interventions may be focused on:

- Improving physical, cognitive, or emotional abilities;
- Retraining or teaching new methods of doing day-to-day activities;
- Providing training, education, or counselling;
- Providing aids or special equipment, such as a wheelchair; or
- Assessing and modify the home, school, or work environment.

Occupational therapists work in a variety of healthcare settings, including hospital, rehabilitation centres, schools, community health centres, assisted living or long-term care facilities, or in clients' homes. Occupational therapists work with individuals of all ages to address both physical and mental health. Occupational therapists may also work with groups and communities assuming the role of researchers, educators, managers, consultants, advocates and/or program planners.

Occupational therapists are professionals who are university-trained and who have completed a minimum of 1000 hours of supervised fieldwork experience. In most provinces, occupational therapists are required to pass a national certification examination before they are eligible to practise independently. In the province of Nova Scotia, an occupational therapist must be registered with the College of Occupational Therapists of Nova Scotia.

Organizational Description

The College of Occupational Therapists of Nova Scotia (COTNS) is a governing body established by the *Occupational Therapists Act* to regulate the practise of occupational therapy in Nova Scotia. The College's mandate is to ensure the public receives safe, effective, and ethical occupational therapy services. This mandate is achieved by registering only those occupational therapists that meet education and currency requirements, setting standards for practise and ethical conduct, monitoring and supporting registrants' continuing competence, and fairly investigating concerns raised about a registrants' practise.

Active Membership Requirements

To be an active registrant with the College, all applicants must meet the registration requirements of the College as outlined below. To maintain registration with the College, all occupational therapists must complete an annual renewal and demonstrate that they are compliant with the College's continuing competence program and meet the currency and good conduct requirements.

Registration Requirements

As set out in sections 26-27 of the COTNS Registration Regulations and the College's registration policies, an applicant must meet the following requirements to be registered:

1. A completed initial application form available on the College's website and submitted online; includes the required registration fee.
2. Proof of Identity: a notarized passport-sized photograph.
3. Legal Authorization to Work in Canada: a copy of a Canadian passport or birth certificate, proof of landed immigrant status, or a valid work permit.
4. Education: transcripts from a Canadian University school of occupational therapy or completion of an equivalency program approved by the College. Documentation must be received from the applicable institution.
5. Language Fluency: if registrant's occupational therapy program was not in English or French, a copy of language testing from an approved language testing agency. Language fluency may be met through an education equivalency program.
6. Professional Liability Insurance: provide proof of \$5,000,000 liability insurance with a legal expense endorsement for investigation of complaints by a regulatory body.
7. Good Conduct: self-declaration on initial application form and submission of regulatory history form from each jurisdiction previously registered.
8. Currency: report either 600 hours in the past 3 years or 1200 hour in the past 5 years within the scope of occupational therapy. The College may ask for additional documentation to verify practise hours. Applicants who have graduated or completed a re-entry program within the past 18 months are exempt from this requirement.
9. Examination: demonstrate successful completion of the National Occupational Therapy Certification Examination (NOTCE). Applicants waiting to write the NOTCE and who have met all other requirements may practise with a provisional registration with supervision.

Applications for registration are reviewed by the Registrar and the Credentials Committee against policies approved by the Board of Directors.

CFTA Transfers

Occupational therapists currently registered in another Canadian jurisdiction can apply for registration with COTNS under the Labour Mobility Support Agreement (LMSA). Applicants must complete the authorization section of a LMSA Confirmation Form and send to their current regulatory body, who will submit the completed form to the College along with copies of the applicant's examination results, language fluency results, and transcripts or equivalency program results. Applicants must still complete an initial application form and demonstrate that they meet the following registration requirements: proof of identity, legal authorization to work in Canada, professional liability insurance, and good conduct.

International Applicants

Applicants who receive their occupational therapy education outside of Canada must have their education and competencies deemed substantially equivalent to those of occupational therapists educated in Canada. The Substantial Equivalency Assessment System (SEAS) is administered by the Association of Occupational Therapy Regulatory Organizations (ACOTRO) and includes the following components:

1. Academic Credential Assessment Review (ACAR)
2. SEAS Language Assessment
3. Curriculum and Fieldwork - PSCA Review

4. Jurisprudence Knowledge Assessment Test (JKAT)
5. Competency Assessment Interview

All components, with the exception of the Competency Assessment Interview, are available online and may be completed outside of Canada. The Competency Assessment Interview will occur in the Canadian province of the applicant's choosing. Applicants who are not deemed to be substantially equivalent will be informed by ACOTRO including further actions that can be taken. Internationally-educated occupational therapists must meet all other registration requirements upon successful completion of the SEAS process.

Organizational Structure and Staffing

The College of Occupational Therapists of Nova Scotia is governed by a Board of Directors consisting of four elected occupational therapists and three government-appointed public members. The Board is responsible for the governance and strategic planning of the College and delegates activities and responsibilities to committees and the Registrar.

The College currently has two full-time employees, the Registrar and the Administrative Manager. The Registrar is responsible for the planning and implementation of all aspects of the management and operation of the College, including the maintenance of the Registers of the College. The Administrative Manager's primary focus is to efficiently manage the office of the College of Occupational Therapists of Nova Scotia and assist the Registrar to effectively execute the vision of the Board.

The College maintains committees for each regulatory program: Credentials, Investigations, Professional Practise, and Continuing Competence. Members of these committees are occupational therapists in good standing with the College and appointed by the Board. The Investigations Committee includes public representatives appointed by the Board.

Types of Licenses/Certificates Issued

The College currently maintains two classes of registration: General and Provisional. Occupational therapists on the General Register have met all the requirements for registration and are entitled to full practise of occupational therapy. Occupational therapists on the Provisional Register have not met the currency and/or examination registration requirement and must practise under supervision of an occupational therapist on the General Register. The College offers a full-year registration or a three month temporary registration.

Overview of Registration Process

Registration Information

Information about the registration process is available on the College's website (www.cotns.ca) under the Registration tab. The College's website is designed for ease of navigation and readability. Information is provided based on three streams of registration: Canadian-educated applicants, Internationally-educated applicants, and occupational therapists from other jurisdictions. An internationally-educated registration process map provides further description of the registration process and is available on the website. Additional information is provided for occupational therapists that are looking to re-register with the College or to complete a re-entry program. Registration forms, documents, and policies are also available under the Registration tab.

The College provides information to applicants over the telephone, by e-mail, and in person at the office. Contact information is available at the bottom of each webpage and in the Contact Us section which also includes the College’s address, telephone number, e-mail address, office hours, and the names of the Registrar and Administrative Manager.

Registration Process

All applicants must meet the registration requirements outlined above. The registration process for Canadian-educated applicants, internationally-educated applicants, and occupational therapists from other jurisdictions are outlined below.

Canadian-educated applicants

1. Establish Academic Eligibility: successfully complete an accredited Canadian occupational therapy program
2. Complete online registration application form
3. Compile required documentation
4. Register with the Nova Scotia Society of Occupational Therapists (NSSOT) within 30 days of registration
5. Successfully complete the National Occupational Therapy Certification Examination (NOTCE)

Internationally-educated applicants

1. Establish Academic Eligibility: successfully complete the SEAS process
2. Complete online registration application form
3. Compile required documentation
4. Register with the Nova Scotia Society of Occupational Therapists (NSSOT) within 30 days of registration
5. Successfully complete the National Occupational Therapy Certification Examination (NOTCE)

Occupational therapists from other jurisdictions

1. Complete the Labour Mobility Support Agreement Confirmation Form
2. Complete online registration application form
3. Compile required documentation
4. Register with the Nova Scotia Society of Occupational Therapists (NSSOT) within 30 days of registration

All applications are reviewed by the Registrar within 10 business days; the Registrar may grant registration or request additional information. All registration applications are reviewed by the Credentials Committee that typically meets monthly.

Cost of Registration (including payment methods)

Registration and application fees are provide below and are available on our website. All fees are payable by cheque, money order, or credit card.

Registration	
Full year	\$450.00
3 months	\$225.00

Application	
New Canadian Educated	\$50.00
New Internationally Educated	\$75.00
LMSA/Re-registrant	\$25.00
Re-entry Program	\$75.00

2017 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	546
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant. 	18
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	6
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant. 	4
	<ul style="list-style-type: none"> AIT/CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	14
	<ul style="list-style-type: none"> Total number of applicants. 	42
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> General 	42
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	18
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	6
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	1
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	4
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0

	○ <i>File inactive or closed:</i>	0
	● AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	14
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	● Ontario	5
	● Alberta	1
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	● United Kingdom and Colonies	3
	● Austria	1
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	● Received qualifications (training/work experience for trades) in NS, new applicant:	6
	● Received qualifications in Canada, new applicant:	4
	● Received qualifications (training/work experience for trades) internationally, new applicant:	53 (Not including SEAS process)
	● AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	8
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	● Received qualifications (training/work experience for trades) in NS, new applicant:	0 (same day)
	● Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification	3
	● Received qualifications (training/work experience for trades) internationally, new applicant	0 (same day)
	● AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction	0 (same day)
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	● Received qualifications (training/work experience for trades) in NS, new applicant:	Regulatory body costs: \$500 Other: \$638

	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	Regulatory body costs: \$500 Other: \$638
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body costs: \$525 Other: \$4203 (includes SEAS process)
	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$475 Other: \$40
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	0
	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice Rights and Rights to use an Occupational Title

Exemplary Practices

As part of its continuous improvement strategy, the FRPA Review Office identifies the commendable practices of regulated professions in Nova Scotia.

An Exemplary Practice is defined as program, activity or strategy that meets one or more of the following criteria:

- improves transparency, objectivity, impartiality and/or fairness of registration practices
- produces successful outcomes for regulators and/or applicants, and is
- shown to be effective through qualitative and/or quantitative data

The College of Occupational Therapists of Nova Scotia is committed to ensuring that applicants have access to registration practices that are transparent, objective, impartial and procedurally fair. During the FRPA Review Process, the progressive steps that the COTNS has taken to improve registration practices were brought to light, including:

Name of the Exemplary Practice:	Association of Canadian Occupational Therapy Regulatory Organizations
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	<p>The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) is the national organization of occupational therapy regulators in Canada. Our goal is to promote consistency and excellence in regulating occupational therapy across Canada by:</p> <ul style="list-style-type: none"> • Advancing best practices in occupational therapy regulation; • Developing and promoting a national strategy for consistent regulatory practices; • Promoting interprovincial and international mobility among occupational therapists; • Strengthening national and international networking and information sharing. <p>It is recognized that each member has separate provincial jurisdiction, and the diversity of legislative mandates and subsequent operational interpretations is respected.</p>
Value to Applicants:	Consistent occupational therapy regulatory practices between jurisdictions
Value for Regulator:	Consistent occupational therapy regulatory practices between jurisdictions. Sharing of resources to address common areas of concern.
Link to further information:	https://acotro-acore.org/

Name of the Exemplary Practice:	Nova Scotia Regulated Health Professions Network	
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods	<input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	The Network is formed under provincial legislation that enables health profession regulators in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice and review of registration appeals. The Network provides a forum for regulators to collaborate on common regulatory concerns.	
Value to Applicants:	Access to a collaborative registration review process. A provincial perspective to healthcare regulation.	
Value for Regulator:	A provincial perspective to healthcare regulation. Sharing of resources to address common areas of concern.	
Link to further information:	http://www.nsrhpn.ca/	

Name of the Exemplary Practice:	National Occupational Therapy Certification Examination (NOTCE) Oversight	
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods	<input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input checked="" type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	In January 2018, the College of Occupational Therapists of Nova Scotia signed an agreement with the Canadian Association of Occupational Therapists (CAOT) to administer the National Occupational Therapy Certification Examination (NOTCE) on behalf of the College. This agreement ensures the NOTCE is consistent with fair registration requirements and provincial legislation relevant to the assessment of credentials. This agreement also allows the College to review and approve all	

	examination policies. A national Examination Oversight Committee has been established with representation from the College.
Value to Applicants:	Access to valid, reliable, and fair entry-to-practice examinations.
Value for Regulator:	Oversight of the national entry-to-practice examination.
Link to further information:	N/A

Name of the Exemplary Practice:	Substantial Equivalency Assessment System (SEAS)
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input checked="" type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	<p>The Substantial Equivalency Assessment System (SEAS) is a multi-part assessment that determines if internationally-trained applicants' education and competencies are substantially equivalent to those of occupational therapists educated in Canada. Substantially equivalent means that qualifications and competence must be equivalent, but not identical, in all essential respects, to those of Canadian-educated occupational therapists. The SEAS has five main components:</p> <ol style="list-style-type: none"> 1. Academic Credential Assessment Review (ACAR) 2. SEAS Language Assessment 3. Curriculum and Fieldwork - PSCA Review 4. Jurisprudence Knowledge Assessment Test (JKAT) 5. Competency Assessment Interview <p>SEAS applies to anyone who received their occupational therapy education outside of Canada, including Canadians who traveled outside Canada to pursue their OT education.</p>
Value to Applicants:	A fair, impartial, and consistent method to assessment of their education and competencies.
Value for Regulator:	A consistent approach to assessing an internationally-trained applicants' qualifications based on best-practice principles.
Link to further information:	https://acotro-acore.org/seas-introduction

Name of the Exemplary Practice:	Internationally-Educated Registration Process Map
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input checked="" type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	The College of Occupational Therapists of Nova Scotia provides a process map to assist internationally-educated applicants in understanding the pathway to licensure. The process map includes assessment of international qualifications, application to the College, writing the national certification examination, potential outcomes, and applicable fees.
Value to Applicants:	Clear and consistent message regarding the process for registration.
Value for Regulator:	Clear and consistent message regarding the process for registration.
Link to further information:	http://cotns.ca/assets/Internationally-Educated-Registration-Process-Map.pdf

Name of the Exemplary Practice:	International Occupational Therapy Internship
Exemplary Practice Category:	<input checked="" type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	In 2017, the College of Occupational Therapists of Nova Scotia developed a temporary registration process for an international occupational therapist wishing to complete an internship with a Nova Scotia occupational therapist. The College offered a temporary restricted registration under supervision to allow international occupational therapists exposure to innovative occupational therapy services being delivered in Nova Scotia. This approached balance the College’s responsibilities to provide fair and objective registration practices with the College’s mandate to protect the public.
Value to Applicants:	A fair and objective registration process for internationally occupational therapist seeking internship in Nova Scotia.

Value for Regulator:	A fair and objective registration process that protects the public while allowing occupational therapist to share their knowledge and experience.
Link to further information:	N/A

Fair-access Analysis

Overall, the College of Occupational Therapists of Nova Scotia’s registration practices comply with *the Fair Registration Practices Code* as outlined in Sections 6 to 12 of the *Act (FRPA)*.

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below, and develop an Action Plan to help each body improve their practices and comply with the act.

The COTNS’s responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>Email</i> <i>Telephone</i></p> <p><i>Potential applicants can access an application form and information on our registration practices on our website; we also respond to registration questions by e-mail or telephone. We have not had a request for a hard copy application form to date.</i></p> <p><i>Previously, we notified applicants by telephone or e-mail if they were missing any information or documents. We have recently updated to a new database system that has an online application form and a tracking system for applicants.</i></p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed/faxed/mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to</p>	Level 3	16(3)(g)

			track application status		
1b	Can applicant begin the process outside of Canada?	Yes <i>Internationally trained applicants must complete the Substantial Equivalency Assessment System (SEAS), which includes five steps (Academic Credential Assessment Review (ACAR); SEAS Language Assessment; Curriculum and Fieldwork - PSCA Review; Jurisprudence Knowledge Assessment Test (JKAT); Competency Assessment Interview). The initial four steps can be completed outside of Canada. Information is provided on the Association of Canadian Occupational Therapy Regulatory Organizations' (ACOTRO) website and a link is provided on our website.</i> <i>Applicants may complete the College registration process from any location.</i>	Level 1 No Level 2 Yes	Level 2	
2	Please provide a link to your website.	<i>cotns.ca</i>	Level 1 No website Level 2 Website is not up to date Website is not in plain language Website does not have links for international applicants	Level 3	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<i>Strongly Agree</i>	Website does not contain all forms and/or guidelines		
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants Policy Change</i>	Level 3 Website content is reviewed for accuracy and updated annually Website is in plain language		
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last 6 months Our website was extensively reviewed and updated during the summer of 2017. Further modifications were made during March 2018. Our website is also updated whenever we have a policy change that affects registration.</i>			

			<p>Website is easy to navigate (e.g. international applicants)</p> <p>Website contains all forms and/or guidelines</p> <p>Information on pathway to licensure</p>		
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation Regulation Policy</i>	<p>Level 1 Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p>Level 2 Policy exists to describe certain aspect of registration process</p> <p>Available to the applicant</p> <p>Level 3 Policy exist to describe all aspects of the registration practices</p> <p>Available to the applicant</p>	Level 3	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Occupational Therapists Act sections 18-28; Registration Regulations sections 23-32, 38-42.</i>			
3c	Is this information made available to applicants	<i>Yes</i>			
4	Are you waiting for legislation to be passed?	<p><i>Yes</i></p> <p><i>We currently have new regulations submitted to the Department of Health and Wellness and</i></p>	N/A	N/A	

		<i>awaiting review. We are in the process of submitting a request for amendments or replacement of our legislation.</i>			
5a	Is the criteria for meeting the requirements of registration documented?	Yes	<p>Level 1 Criteria is made available to applicants verbally but no supplemental documentation</p> <p>Level 2 Criteria is documented and made available to applicants</p> <p>Limited information about the standard you will be assessed against</p> <p>Level 3 Criteria is documented and made available to applicants</p> <p>Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method</p> <p>Applicants know the required standards that they will be assessed to</p>	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p>Yes</p> <p><i>The criteria used to assess whether the requirements have been met are established in our policies provided on our website. We accept both Bachelor and Master level degrees from an accredited university program in Canada or applicants that have completed the SEAS process. Currently, occupational therapy is a Masters level entry-to-practice degree in Canada.</i></p>			

6	If you require translation of specific documents how is the applicant informed?	<p><i>Web site</i> <i>Email</i> <i>Telephone</i></p> <p><i>For internationally trained applicants, ACOTRO requires the documents to be in either English or French. If it is in another language, they will need to have the documents translated by a certified translator. This is communicated to applicants on the ACOTRO website at the appropriate steps. We also provide this information on request by e-mail or telephone.</i></p>	<p>Level 1 No indication of translation requirements Available to applicants upon request</p> <p>Level 2 Translation requirements indicated but not specific Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction Available to applicants</p>	Level 2	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Canadian Free Trade Agreement)?	<p>Yes</p> <p><i>Our website provides information on three streams for new registration: Canadian-Educated Applicants; Internationally-Educated Applicants; and Occupational Therapists from Other Jurisdictions. The requirements for registration are the same, but how these requirements are met differ.</i></p> <p><i>We have a Labour Mobility Support Agreement (LMSA) signed by the members of ACOTRO that provide a streamlined process for those applicants registered in another jurisdiction. Applicants have their current jurisdiction complete a LMSA Confirmation Form and send it to us with support documentation (transcripts, credentialing assessment, exam results, etc.). Applicants must also send a Regulatory History Form from each jurisdiction that they have been registered with,</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and made public on website Any additional requirements approved by government are explained on website</p>	Level 3	3

		<i>although this may be included in the LMSA package.</i>			
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>ACOTRO provides accommodation requests to SEAS applicants upon request; this is communicated on their website under FAQs (http://www.acotro-acore.org/seas/faq).</i></p> <p><i>The Canadian Association of Occupational Therapists (CAOT) administers the National Occupational Therapy Certification Examination (NOTCE) that is required for all applicants. They provide accommodations for disabilities according to their policy:</i> http://www.caot.ca/site/notce/specialaccommodations?nav=sidebar</p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and available to applicant</p>	Level 3	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p>Level 1 Regulatory body assumes that the certifying organization meets FRPA standards</p> <p>Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p>Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization</p>	Level 3	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>ACOTRO administers the Substantial Equivalency Assessment System (SEAS) for internationally-educated applicants. CAOT administers the National Occupational Therapy Certification Examination (NOTCE).</i>			
9c	Please indicate the types of activities that they assist with.	<p><i>Data collection</i></p> <p><i>Data storage</i></p> <p><i>Credential assessment</i></p> <p><i>Verification of documents</i></p> <p><i>Examinations</i></p>			
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency,	<p><i>MOU</i></p> <p><i>Service level agreement</i></p> <p><i>Participation on board</i></p> <p><i>The College is a member of ACOTRO and the Registrar is a member of ACOTRO's Board of Directors. The College has a Memorandum of</i></p>			

	objectivity, impartiality and procedural fairness?	<p><i>Agreement with ACOTRO for administering the SEAS program.</i></p> <p><i>The College has a signed agreement with CAOT for the administration of the NOTCE and the Registrar is a member of the Exam Oversight Committee.</i></p>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes			
10a	What types of supports do you provide to applicants during the registration process?	<p><i>Internet: Information is available on our website, including forms and information packages.</i></p> <p><i>Telephone: We provide support to our applicants by clarifying the registration requirements, required supporting documentation, and their application status.</i></p> <p><i>Print Material: Applicants that do not meet the currency requirements are provided with a Re-entry Program Guide.</i></p> <p><i>Other: we will e-mail applicants that are missing supporting documentation or have an incomplete application to remind them of what they still need.</i></p>	<p>Level 1 None</p> <p>Level 2 Multiple types of supports exist but not well documented</p> <p>Level 3 Multiple types of support exist, well defined and accessible</p>	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No			
11	Where practical, do you provide unsuccessful applicants with	<p>Yes</p> <p><i>Applicants who do not meet our currency requirements are provided with a Re-entry</i></p>	<p>Level 1 Only upon request</p> <p>Not documented</p>	Level 2	8(d)

	information on programs and services they can participate in to facilitate successful registration in the future?	<i>Program Guide and supporting forms. Applicants who have been unsuccessful with the NOTCE are provided with information available from CAOT to assist with preparing for the exam. ACOTRO provides applicants who are not considered substantially equivalent with information for upgrading to meet the requirements.</i>	<p>Level 2 Yes – not documented</p> <p>Level 3 Yes – documented and available to applicant</p> <p>Applicants are told what their competencies gaps are that need to be addressed</p>		
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<i>Very reasonable - we typically respond to inquiries within 1-2 business days.</i>	<p>Level 1 No policy</p> <p>Level 2 Policy in Place</p> <p>Level 3 Policy in place and accessible</p>	Level 2	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	<p>Yes</p> <p><i>To date, we have only rejected applications for those that do not meet our currency requirements. This is typically identified before the applicant submits an application and therefore is very rare for us to reject an application. We have not had an appeal to date as those that do not meet the currency requirements complete a re-entry program and are granted provisional registration while in the program.</i></p>	<p>Level 1 Upon request, limited documentation and no standard timeline</p> <p>Level 2 Some documentation</p> <p>Level 3 Well-documented process with clearly established timelines</p>	Level 3	8(b), 8(c), 10
13b	Do you have a formal policy for this process?	Yes			
	Do you have a standard timeline	<p>Yes</p> <p><i>Per the Decision and Timeline Policy: Application will be reviewed within 10 business days of submission. Applicant will be notified of Credentials Committee decision within 3 business days of decision being made.</i></p>			
13c	Do you provide applicants who are	Yes			

	not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)		<p>Level 1 Yes – upon request, limited documentation</p> <p>Level 2 Yes – limited documentation</p> <p>Level 3 Yes – well documented process</p>		
13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<p><i>Our proposed legislative amendments will reduce administrative processing by providing greater authority to the Registrar in processing applications.</i></p> <p><i>Upgrading to our new database system will allow us to respond immediately to applicants regarding their requirements and the College's decision.</i></p>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	<p>Yes</p> <p><i>Our website and policies provide information on what documentation must be included with an application; our application form also includes a checklist to remind applicants.</i></p>	<p>Level 1 Documents indicated and communicated verbally</p> <p>Level 2 List of required documents indicated on website</p> <p>Process to verify document authenticity</p> <p>Level 3 N/A</p>	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	<p>Yes</p> <p><i>Transcripts must be sent directly from the University to the College to verify the authenticity of the document. Passport-sized photograph must be notarized to verify the identity of the applicant.</i></p>			
15	Do you provide information on the steps in the registration process including supporting	<p>Yes</p> <p><i>Information is provided on our website based on the appropriate pathway (Canadian-educated Applicants, Internationally-educated Applicants, Occupational Therapists from Other Jurisdictions,</i></p>	<p>Level 1 General information</p> <p>Not broken into steps</p>	Level 3	7(c), 16(3)(a), 16(3)(b)

	documentation required at the various steps?	<i>and Re-registration). Information is also provided by telephone or e-mail if requested.</i>	<p>Level 2 Step by step process indicate where applicant needs to supply information</p> <p>Level 3 Step by step process indicate where applicant needs to supply information</p> <p>Pathway to licensure</p>		
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>Applicants that have completed the course work but have not convocated can have the University program director submit a letter indicating that they have successfully completed the program. Transcripts must be sent within 30 days of convocation.</i></p> <p><i>Applicants may also submit alternative documentation under our Insufficient Information policy if they cannot reasonable obtain original documentation. To date we have not had to use this policy.</i></p>	<p>Level 1 Yes – on a case by case basis</p> <p>Level 2 Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3 Yes – process clearly documented</p>	Level 3	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents</i></p> <p><i>Verification of credentials</i></p> <p><i>Identifying and participating in gap training programs</i></p> <p><i>Access to qualifying exam</i></p> <p><i>Language proficiency or professional technical language</i></p> <p><i>Internationally-educated applicants must complete the SEAS process, which requires obtaining original transcripts, verification of their credentials, and evidence of language proficiency in English or French. Where gaps in competence</i></p>	N/A	N/A	6, 9(b), 16(3)(c)

		<i>are identified, gap training is recommended. Only applicants who have completed the SEAS process will be eligible to write the NOTCE.</i>			
18a	Do you have a process for which requests for access documentation related to registrations are considered?	Yes	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicants	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>No documentation that is maintained by the College is excluded.</i>			
18d	Do you charge a fee?	Yes <i>Our policy allows us to charge a cost-recovery fee for photocopying and mailing documentation.</i>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	Yes <i>Occupational Therapists Act sections 20-21.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	No	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the	<i>Included with a registration decision Upon Request</i> <i>Applicants are notified of the internal review process within 3 business days of the Credentials Committee's decision. This is established in our Decision and Timeline policy. Further information</i>	Level 1 No specific timeline Level 2 Specific timeline Level 3 Not documented	Level 3	7(a), 10(1)

	registration decision?	<i>is available on request and our Review of Registration Decisions policy is available on our website.</i>	Level 3 Specific timeline Documented and communicated		
22a	Do you have an internal review process and procedures document (policy document)?	Yes	Level 1 Yes Not documented Level 2 Yes Documented Level 3 Yes Documented and available to applicant	Level 3	7(a), 10(1)
22b	Does this include time frames for the internal review?	Yes			
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>Within 30 days of receiving notification, applicants may request a reassessment by the Credentials Committee. If the matter is not resolved after a review by the Credentials Committee, the applicant may request a review by the Board. No member of the Board who has previously considered the application may participate in the Board consideration of the application. The same process is followed in a review by the Board. See our Review of Registration Decision policy for further information.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 3	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The applicant may submit additional documentation for review and/or appear before the Committee or Board with or without legal counsel.</i>			
23c	Specify the format for the internal review submission	<i>Written</i>			

23d	What is the timeline for submitted supporting evidence?	<i>Days</i> <i>Applicants are provided 30 days to submit a request for a review. The Committee/Board will meet within 30 days of the request; applicants have until the Committee/Board meets to submit supporting evidence</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes</i> <i>Any documents we request are from within Canada. Applicants who are requiring documents from outside of Canada (i.e. internationally educated) submit their documents directly to SEAS.</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	Level 1 Yes Level 2 Yes Specific timeline Level 3	Level 3	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Less than 1 month</i>	Yes Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated?	<i>Yes</i> <i>We have not had a request for an internal review to date. Our policy provides that the College communicate its decision within 5 business days; our policy is available on our website.</i>			
25	Have individuals who make internal review decisions received appropriate training?	<i>Yes</i> <i>Members of the Credentials Committee receive an orientation binder that includes the legislation, regulations, and our registration policies. A presentation has been prepared for new members of the Committee to provide further education.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in	<i>Yes</i> <i>The first step in our review process involves the Credentials Committee that originally considered the request. The second step involves our Board</i>	Level 1 N/A Level 2 N/A	Level 3	7(a), 10(5), 16(3)(n)

	respect of a registration decision acted as a decision-maker in an internal review?	<i>and has this clause in our policy and subsection 20(5) of the Act.</i>	Level 3 Yes		
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	<i>No</i>	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade / Canadian Free Trade Agreement?	<i>Not to my knowledge.</i>	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the	<i>Yes</i> <i>Registration Regulations section 27A.</i>	N/A	N/A	Chapter 7, CFTA

	requirements in the previous jurisdiction?				
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>As a member of ACOTRO, we meet regularly with other OT regulatory bodies in Canada. During these meetings, we provide updates on any changes occurring within our respective provinces.</i>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	N/A	N/A	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT/CFTA notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No			

FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the COTNS has agreed to work towards before the commencement of its next FRPA Review.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	Seek legislative amendments to streamline registration process and increase transparency of registration requirements as they are currently applied.		7	COTNS legal counsel to finalize request for legislative amendments. COTNS to submit request to Department of Health and Wellness
2	Describe what steps of the registration process for internationally-educated applicants can be completed pre-arrival on the COTNS website.	1	7	Update website
3	Develop a policy/process for regularly reviewing the COTNS website.	2	7	Registrar to develop administrative policy
4	Publish translation requirements for documents on the COTNS website.	6	9	Update website
5	Refer to third party accommodation of applicants with disabilities policies on the COTNS website.	8	16(3)(h)	Update website
6	Enhance the Decision and Timeline policy to provide unsuccessful applicants with information respecting measures or programs that may be available to assist them in obtaining registration at a later date.	11	8(d)	Credentials Committee to review policy and provide proposed amendments to the Board for approval
7	Publish the timeline for responding to inquiries on the COTNS website (e.g. on the "Contact Us" webpage)	12	8(a)	Update website

Disclaimer

The College of Occupational Therapists of Nova Scotia hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar

July 17, 2018
Date

Appendix

- ✓ Registration Application Form
- ✓ Letter of Unsuccessful Registration
- ✓ Assessment of Qualifications Policy
- ✓ Education and Fieldwork Policy
- ✓ Legal Authorization to Work in Canada Policy
- ✓ Language Fluency Policy
- ✓ Liability Insurance Policy
- ✓ Good Conduct Policy
- ✓ Currency Policy
- ✓ Examination Policy
- ✓ Insufficient Information Policy
- ✓ Provisional Registration Policy
- ✓ Access to Registration Records Policy
- ✓ Review of Registration Decision Policy
- ✓ Re-Entry Process Policy
- ✓ Provisional Practising Certificate Policy
- ✓ Labour Mobility Support Agreement Confirmation Form
- ✓ Regulatory History Form
- ✓ Third Party Questionnaire re: SEAS

CREATE YOUR ACCOUNT

Email

Password

Your password must be at least 8 characters long and contain 3 of the following 4 criteria: an upper-case letter, a lower-case letter, a number, a symbol.

Confirm Password

Confirm Password must match Password exactly.

CLASS OF REGISTRATION

Class of Registration

- Full Registration:** Has met basic requirements of the profession and is able to practise in the profession in Nova Scotia.
- Temporary (3 month) Registration:** Will be temporarily working in Nova Scotia.

Date Licence is Needed

	2018-07-04
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To Date

	
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Application Category

- Canadian:** The applicant has graduated with a Canadian Occupational Therapy Degree and has not previously registered for practice.
- LMSA:** The applicant is from another Canadian jurisdiction, transferring under the labour mobility support agreement (LMSA).
- International:** The applicant has graduated with an Occupational Therapy Degree in another country (i.e. outside Canada).

MEMBERS DATA

Given Name(s)

Surname

Previous Name

if applicable.

Country

Province

Postal Code

City

Address Line 1

Address Line 2

Home Phone

Mobile Phone

Date of Birth



Gender

Please select... 

CITIZENSHIP STATUS

Documentation verifying your citizenship status must accompany this application form.

Citizenship

- Canadian Citizen
- Permanent Resident/Landed Immigrant of Canada
- Authorized under the Immigration Act

LANGUAGE PROFICIENCY

If your first language and your language of OT instruction is not English, documentation of fluency is required.

First Language

Please select... 

Language of OT Training

Please select... 

Preferred Language of Correspondence from the College

Please select... 

Will you be able to provide professional services in (Check all that apply)

English

French

Other

NATIONAL OCCUPATIONAL THERAPY CERTIFICATION EXAM (NOTCE)

Formerly CAOT Exam

Exam Status

- Passed:** The applicant passed the exam.
- Failed:** The applicant was not successful writing the exam.
- Registered:** The applicant is registered to write the exam.

Exam Date



OCCUPATIONAL THERAPY EDUCATION

I am declaring education outside of Canada

Name of Institution

Please select... 

Program Type

Please select... 

Year Completed

City

Province

Please select...



Postal Code

Country

Please select...



+ OCCUPATIONAL THERAPY EDUCATION

OTHER EDUCATION

I am declaring education outside of Canada

Name of Institution

Please select...



Field of Study

Please select...



Program Type

Please select...



Year Completed

City

Province

Please select...



Postal Code

Country

Please select... 

+ OTHER EDUCATION

CURRENCY HOURS

Applicants who do not meet currency requirements must complete an approved re-entry program in order to be eligible to practice Occupational Therapy in Nova Scotia.

Professional Currency

- I have graduated from an OT program in the past 18 months.
- I have worked at least 600 hours in the past 3 years.
- I have worked at least 1200 hours in the past 5 years.
- I have completed a re-entry program in the past 18 months.
- I do not meet currency requirements.

PROFESSIONAL LIABILITY INSURANCE

- I understand it is my responsibility to maintain professional liability insurance throughout my registration and I am insured for practice in all places of employment.

Plan Held Through

- CAOT:** Insurance held through the Canadian Association of Occupational Therapists
- Employer:** Insurance held through the applicant's employer
- Private Insurer:** Insurance held through a private insurer

Policy Number

Expiry Date



PAYMENT OF NOVA SCOTIA SOCIETY OF OCCUPATIONAL THERAPISTS (NSSOT) FEES

While the College recommends applicants maintain membership with the Society, the College will not deny registration for those applicants and registrants that choose not to pay the annual fee to the Society.

I have paid my registration fee to NSSOT for this year

Yes No

OCCUPATIONAL THERAPY PROFESSIONAL REGISTRATION

Are you or have you ever been registered/licensed to practice as an occupational therapist in other provinces/states/countries? If YES, provide the information for EACH registration or license below.

I am declaring OT registration outside of Canada

Regulatory/Licensing Body

Province/State

Country

Reg./License No.

Date Registration Held From

Date Registration Held To

+ OCCUPATIONAL THERAPY PROFESSIONAL REGISTRATION

OTHER PROFESSIONAL REGISTRATION

Are you or have you ever been registered/licensed to practice in another regulated profession in Nova Scotia or elsewhere? If YES, provide the information for EACH registration or license below.

Name of Profession

Regulatory/Licensing Body

Province/State

Country

Reg./License No.

Date Registration Held From



Date Registration Held To



+ OTHER PROFESSIONAL REGISTRATION

SELF DECLARATIONS

If your answer is YES to any of the following questions, you MUST provide full details in the text area provided.

Have you been refused registration in an Occupational Therapy Regulatory body? *

Yes No

Have you had a finding of, or are you currently facing a proceeding for professional misconduct, competency, or similar issues as an OT in another jurisdiction? *

Yes No

Have you ever had a finding of, or are you currently facing a proceeding for professional misconduct, incapacity, incompetency or similar issue in another profession in Nova Scotia or elsewhere? *

Yes No

Have you been convicted of a criminal, drug, or traffic offence, excluding minor traffic offenses such as parking or speeding? *

Yes No

Is there anything else in your previous conduct that would afford reasonable grounds for the belief that you lack the knowledge, skill or judgement to practice safely and ethically? *

Yes No

Have you been found liable in any civil proceeding? *

Yes No

Are you currently under criminal investigation or have a pending criminal or civil court date? *

Yes No

EMPLOYMENT

What is your current employment status?

Please select...



Have you recently been offered a position as an Occupational Therapist in Nova Scotia? If your answer is "YES", please complete the following Proposed Employment section:

Yes No

SUPPORTING DOCUMENTS

I will be uploading scanned documents with this application:

Yes No

UPLOAD DOCUMENTS

Proof of Citizenship



Professional Liability Insurance Certificate



Curriculum Vitae (CV)



NOTICE Completion/Registration Verification



PAYMENT OF FEES

Registration Fee:

- Full Registration: \$450.00
- Temporary (3 month) Registration: \$225.00

Application Fee:

- LMSA Applicants: \$25.00
- New Applicants Educated in Canada: \$50.00
- New Applicants Educated Outside of Canada: \$75.00
- Re-Entry Applicants (*i.e. does not meet professional currency requirements*): \$75.00

Choose Your Method of Payment

- Credit Card
- Send a cheque via mail

Upon submission, you will be asked to provide credit card information. On approval of your application by the College of Occupational Therapists of Nova Scotia the registration and/or application fee(s) will be charged to the credit card provided.

- I hereby certify that the statements made by me in this application are complete and correct to the best of my knowledge and belief. I understand that a false or misleading statement may disqualify me from registration or may be cause for revocation of any registration/license which may be granted me. I agree to abide by the Act Respecting the Practice of Occupational Therapy in Nova Scotia, General Regulations, Registration Regulations, and Professional Corporation Regulations.*

SUBMIT!



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

POLICIES & PROCEDURES

DATE APPROVED: February 2017	CATEGORY: Registration
DATE FOR REVIEW: February 2020	AUTHORITY: OT Act 6 (2)(3), Registration Regulations 27

POLICY TITLE: 404.1 Assessment of Qualifications

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 documents that must accompany all applications for new registration.

Principles:

To ensure public protection, applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

New applications may fall under one of three streams: Canadian-trained applicants, Internationally-trained applicants, or applicants from other Canadian jurisdictions under the Labour Mobility Support Agreement (LMSA).

Policy:

Applicants are required to submit a number of documents in order for the College to assess qualifications, including:

1. Copy of education transcripts
 - a. Canadian-trained applicants must arrange to have original transcripts sent directly from their university; or

- b. Internationally-trained applicants must complete the Substantially Equivalent Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO); or
 - c. Occupational therapists from other jurisdictions under the LMSA submit their request to their current regulatory body to send a copy of their transcript or SEAS disposition directly to the College

- 2. Proof of identity
 - a. A notarized passport photo must accompany your application;
 - b. If any of your documentation is under a previous name, you must include an official document that verifies your name change (i.e. marriage license)

- 3. Eligibility to work in Canada
 - a. Applicants must submit one of the following:
 - i. Canadian birth certificate;
 - ii. Canadian passport;
 - iii. Proof of landed immigrant resident status, or
 - iv. Valid work permit
 - b. Documents may be provided as a copy, fax, or electronically as a PDF

- 4. Language fluency
 - a. Applicants from a Canadian university are exempt from this requirement;
 - b. Applicants not from a Canadian university must provide:
 - i. A signed letter from the education institution where their occupational therapy program was completed stating that the language of instruction and clinical placement were in English or French; or
 - ii. A copy of language testing from an approved language testing agency
 - c. Documentation must be sent directly to the College by the institution/agency by hardcopy original, fax, or electronically as a PDF
 - d. Applicants applying through the SEAS process are not required to have documentation sent to the College as this is included in the SEAS disposition letter

- 5. Professional liability insurance
 - a. Applicants must provide one of the following:
 - i. A copy of an insurance certificate if you have purchased private liability insurance; or
 - ii. A letter from your employer stating that they provide you with the proper liability insurance;
 - b. Documents may be provided as a copy, fax, or electronically as a PDF

6. Regulatory history
 - a. Applicants must authorize each OT regulatory organization they have been registered with in the past 10 years to release a regulatory history form directly to the College;
 - b. Occupational therapists applying from other jurisdictions under the LMSA must only submit to their current regulatory organization

7. Evidence of successful completion of the National Occupational Therapy Certification Examination (NOTCE)
 - a. Applicants must submit a copy of their exam results or certificate;
 - b. Documents may be provided as a copy, fax, or electronically as a PDF;
 - c. Occupational therapists applying from other jurisdictions are exempt as their exam results will be forward by their current regulatory organization under the LMSA;
 - d. Applicants who have graduated prior to 1998 from a Canadian Association of Occupational Therapists accredited program and meets the currency requirements are exempt;
 - e. Applicants who are internationally trained and have established their practice in Canada prior to 1994 and meet the currency requirements are exempt;
 - f. Applicants may apply for provincial registration with supervision while awaiting to write the next sitting of the exam

Outcome:

1. Applicant has been deemed by the Credentials Committee to have met the registration requirements and are eligible for registration with the College;
2. Documentation has been called into question by the Credentials Committee and the applicant may provide additional documentation to support registration; or
3. Applicant has been deemed by the Credentials Committee to have not met the registration requirements and are not eligible for registration with the College.

Established: February 15th, 2017

POLICIES & PROCEDURES

DATE APPROVED: February 2017	CATEGORY: Registration
DATE FOR REVIEW: February 2020	AUTHORITY: OT Act 6(2)(j), Registration Regulations 27(c)

POLICY TITLE: 402.1 Education and Fieldwork
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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 education and fieldwork requirements for entry to practice.

Principles:

Successful completion of an approved occupational therapy program provides evidence that applicants possess the required competencies to provide the public with safe, ethical, and effective care.

To ensure public protection, applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

New applications may fall under one of three streams: Canadian-trained applicants, Internationally-trained applicants, or applicants from other Canadian jurisdictions under the Labour Mobility Support Agreement (LMSA).

Policy:

1. Applicants must be a graduate of a school of occupational therapy from an accredited Canadian university that meets the standards considered acceptable by the Credentials Committee; **or**
2. Applicants must demonstrate that their degree in occupational therapy is substantially equivalent to that of a Canadian graduate by applying through the Substantial Equivalent

Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Associations (ACOTRO); **and**

3. Applicants must have completed a minimum of 1000 hours of fieldwork or clinical practicum during their educational program.

Applicants for registration may satisfy the educational requirements by:

Canadian-trained Applicants:

1. Applicants must arrange for a final official transcript, stating the degree granted, to be sent directly from the education institution to the College.
2. Applicants who are awaiting official graduation may submit a letter of confirmation from the Head of the occupational therapy program sent directly to the College by hard-copy, fax or electronically as a signed PDF document, stating that the applicant has successfully completed the occupational therapy program and will be allowed to graduate. A final official transcript must be received by the College within 30 days of convocation.

Internationally-trained Applicants:

1. Applicants completing their occupational therapy program outside of Canada must submit an application for SEAS with ACOTRO and complete all steps required.
2. Applicants must arrange to have ACOTRO send their SEAS disposition letter directly to the College.

Applicants from other Jurisdictions

1. Applicants applying under the LMSA agreement must complete an LMSA confirmation form and send it directly to their current regulatory body.
2. The current regulatory body will forward a copy of your transcript or SEAS disposition letter to the College.

Outcome:

1. An applicant who provides evidence acceptable to the Credentials Committee of having successfully completed a Canadian accredited occupational therapy program will be deemed to have met the Education requirement; **or**
2. An applicant who provides evidence acceptable to the Credentials Committee of having successfully completed SEAS will be deemed to have met the Education requirement; **or**
3. The applicant who is applying under the LMSA will be deemed to have met the Education requirement.
4. An applicant who is unable to provide evidence that they have successfully completed a Canadian accredited occupational therapy program will be deemed not to have met the Education requirement and are not eligible for registration with the College; **or**

5. An applicant who is unable to provide evidence of successful completion of the SEAS program will be deemed to have not met the Education requirement and are not eligible for registration with the College.

Established: February 15th, 2017



POLICIES & PROCEDURES

DATE APPROVED: February 2017	CATEGORY: Registration
DATE FOR REVIEW: February 2020	AUTHORITY: OT Act 6(3)(a), Registration Regulation 27(a)

POLICY TITLE: 403.1 Legal Authorization to Work in Canada

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 are legally authorized to work in Canada.

Principles:

In order to be registered as an occupational therapist in Nova Scotia, applicants must have legal authorization to work in Canada. Only Canadian citizens, permanent residents of Canada, and individuals with a valid Canadian work permit have the right to work in Canada.

Policies:

1. Applicants must provide one of the following:
 - a. Canadian birth certificate;
 - b. Canadian passport;
 - c. Landed immigrant resident status acceptable to the Credentials Committee; or
 - d. A valid work permit acceptable to the Credentials Committee.
2. Documentation may be provided to the College as a photocopy, fax or electronically as a PDF.

Outcome:

1. An applicant who provides official documentation acceptable to the Credentials Committee will be deemed to have met the legal authorization to work in Canada requirement.

2. An applicant who does not provide official documentation acceptable to the Registrar or the Credentials Committee will be notified that they are not eligible for registration until they provide additional documentation.
3. Exemptions will be rare and will generally only be granted in circumstances (if there are any) where practising as an occupational therapist is consistent with immigration law.

NOTE: Once an applicant holding a valid work permit has been registered, they must continue to hold such a work permit, to have applied for a new work permit, or meet the requirement through obtaining permanent residency or citizenship. Members holding valid work permits will generally be sent a letter by the College 30 days prior to the expiry date of their work permit informing them of this requirement. The certificate of registration will be revoked if the member does not provide acceptable official documentation by the work permit expiry date.

Established: October 2014

Revised: February 15th, 2017

POLICIES & PROCEDURES

DATE APPROVED: February 2017	CATEGORY: Registration
DATE FOR REVIEW: February 2020	AUTHORITY: OT Act6(3)(a), Registration Regulations 27(b)

POLICY TITLE: 404.1 Language Fluency

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 language fluency requirements for entry to practice.

Principles:

Effective communication is one of the key essential competencies of practice in occupational therapy and is critical for the delivery of safe, effective, and quality care. For these reasons the College believes that applicants must provide persuasive, objective evidence of language fluency in English or French.

To ensure public protection, applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

Policies:

1. To be eligible for registration, applicants must provide evidence of English or French fluency
2. Applicants who have graduated from a Canadian university are exempt from this policy as their education was completed in English or French
3. In order to demonstrate fluency, applicants who did not attend a Canadian university shall:
 - a. Provide verification in the form of a signed letter from the educational institution where their occupational therapy program was completed indicating the language of instruction and clinical placement was English or French; this must be sent directly to

- the College from the institution as a hardcopy original document, fax or electronically as a PDF; or
- b. Provide evidence that they have achieved the minimum score as indicated below on one of the College approved language fluency tests; this must be sent directly from the language testing agency to the College as a hardcopy original document or a fax.
4. Applicants applying through the SEAS process are not required to have documentation sent to the College as this is included in the SEAS disposition letter

Table 1: Accepted Tests and Minimum Scores:

Test	Details	Minimum Score
1. Test of English as a Foreign Language (TOEFL) http://www.ets.org/toefl	Speaking	26
	Listening	22
	Reading	22
	Writing	22
	Overall score	92
2. International English Language Testing System – Academic (IELTS-AC) http://www.ielts.org	Speaking	7.5
	Listening	7.0
	Reading	7.0
	Writing	6.5
	Overall score	7.0
3. CanTEST http://www.cantest.uottawa.ca/	Speaking	4.5
	Listening	4.5
	Reading	4.5
	Writing	4.0
	Overall score	---
4. TESTCan http://www.testcan.uottawa.ca/	Speaking	4.5
	Listening	4.5
	Reading	4.5
	Writing	4.0
	Overall score	---

Outcome:

1. An applicant who can provide sufficient evidence of fluency will be deemed to have met the Language Fluency requirement;
2. An applicant who cannot provide sufficient evidence of fluency will:
 - a. Be notified that they cannot be registered until they has met this requirement; or
 - b. If they have met all other requirements, under exceptional circumstances may be granted a temporary exemption from the requirement and have Terms, Conditions, and/or Limitations placed on the Certificate. This decision is at the discretion of the Credentials Committee.

Established: October 15th, 2009
Revised: February 15th, 2017

POLICIES & PROCEDURES

DATE APPROVED: February 2017	CATEGORY: Registration
DATE FOR REVIEW: February 2020	AUTHORITY: OT Act 6(3)(n); registration regulations 27(e)(vi), 48

POLICY TITLE: 405.1 Liability Insurance

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 sufficient liability insurance for entry to practice.

Principles:

Registrants are responsible for their own actions and activities. In the event of committing a fault, error, omission or negligent act while practising occupational therapy, professional liability insurance must be in place to ensure adequate resources to protect the public.

Policies:

In keeping with the Registration Regulations section 48, every occupational therapist is required to have a minimum of \$5 million of professional liability insurance with a legal expenses endorsement for investigations of complaints.

1. Applicants may meet the requirement by providing a copy of their certificate to the College which confirms the purchase of the insurance and includes the policy number and expiry date. This should be provided as a hard-copy, a fax or electronically as a PDF. The policy content must demonstrate that it meets the College’s requirement of including a legal expenses endorsement for investigation of complaints by a regulatory body.
2. Where the insurance company has not issued a certificate, applicants may meet the requirement by providing the College with written confirmation that insurance has been

purchased directly from the institution through which the insurance was provided. This confirmation may be in the form of fax, email or electronically as a PDF.

3. Where insurance is provided by the employer, applicants may meet the requirement by providing a letter from the employer stating they have provided proper liability insurance.
4. The College must receive confirmation of malpractice insurance for each area of practice in which clinical services are provided including, regular employment, private practice, contract and volunteer positions.

Outcome:

1. The applicant satisfies the Registrar or the Credentials Committee that they have met this requirement by providing a copy of the professional liability certificate with the New Applicant Form or by signing the declaration on the Annual Renewal Form.
2. A member's certificate of registration may be revoked for failure to maintain professional liability insurance as prescribed by the regulations or if the member fails to provide satisfactory evidence of maintaining such insurance within 30 days of a request in writing from the College.

Established: September 2013

Revised: February 15th, 2017

POLICIES & PROCEDURES

DATE APPROVED: December 2017	CATEGORY: Registration
DATE FOR REVIEW: December 2020	AUTHORITY: OT Act 25(c); Registration Regulation 26, 27(e)(v)

POLICY TITLE: 406.1 Good Conduct

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 good conduct requirements for entry to practice.

Principles:

Registrants are expected to adhere to the values shared by society in general and the profession specifically and to not have demonstrated conduct that would make them unsuitable for practice. The purpose of the good character requirement includes the protection of the public, the maintenance of high ethical standards, and the maintenance of public confidence in the profession.

Policies:

1. Applicants/registrants must provide evidence as to whether they have been convicted of, or pleaded guilty to, any offence arising in any jurisdiction, including:
 - a. Any criminal offence;
 - b. Drug offences that may impact their capacity, competence or character;
 - c. Traffic offences that may impact their capacity, competence or character, excluding minor offenses such as parking or speeding; or
 - d. Any offence relating to the practice of occupational therapy.
2. Applicants/registrants must provide evidence as to whether been found liable in any civil proceeding that may impact their capacity, competence or character.
3. Applicants/registrants who have been or are registered or licensed in occupational therapy or another profession in another jurisdiction, they must provide evidence whether they:

- a. Have a finding of professional misconduct, incompetence, incapacity, or other finding;
or
 - b. Are the subject of any current misconduct, incompetence, or incapacity proceeding or a similar proceeding.
4. Applicants/registrants must notify the College if they have a pending court date or are under criminal investigation; the nature of the offence does not need to be disclosed
 5. Applicants/registrants must demonstrate that nothing in their previous conduct affords reasonable ground for the belief that they will not practice occupational therapy safely

Demonstration of Good Conduct

1. Applicants/registrants may demonstrate good conduct by signing a declaration on their application that they are not currently the subject of a criminal investigation, have a pending court date, or have been convicted of a crime or offence;
2. Applicants/registrants who have worked in other jurisdictions as a regulated health professional must arrange to have a regulatory history form sent directly to the College from every jurisdiction they have practiced in for past 10 years
3. At renewal, registrants must make a declaration that they are not currently the subject of a criminal investigation, have a pending court date, or have been convicted of a crime or offence
4. At renewal, registrants who have worked in other jurisdictions as a regulated health professional must make a declaration that they have not had a finding or are facing a proceeding of professional misconduct, incompetence, incapacity, or other finding

Where Previous Misconduct is Suspected

Any applicant/registrant whose previous conduct affords reasonable grounds for the belief that he or she will not practice occupational therapy safely and ethically may be referred to the Credentials Committee for a conduct review. The applicant will be asked to submit a written explanation to the Committee for their consideration.

Applicants/registrants may meet the good conduct requirement by providing sufficient evidence to the College that the previous conduct will not prevent them from practising occupational therapy safely and ethically. Specifically, applicants/registrants may be required to:

1. Respond in writing to any allegations of poor conduct and provide evidence that they are able to practise occupational therapy safely and ethically;
2. Sign a self-declaration that indicates that they will practice occupational therapy safely and ethically and, if applicable:
 - a. Indicate on the self-declaration any offences of which he or she has been found guilty, findings of professional misconduct, incompetence or incapacity;
 - b. Provide police or other records relevant to the information on the self-declaration for consideration by the Credentials Committee; and
 - c. Have the Committee determine whether or not they afford reasonable grounds for the belief that the applicant will not practice occupational therapy safely and ethically.

3. Enter into an Undertaking with the College, the terms of which may include such things as:
 - a. Requiring the applicant/registrant to submit a letter of explanation and apology to the College for the conduct;
 - b. Requiring the applicant to successfully complete additional training specified by the Committee

Committee Review

In making its decision, the Committee will consider any relevant factors, including such factors as:

- The strength of the evidence that the individual engaged in the conduct;
- Whether the individual made an error in judgment;
- Whether there were mitigating circumstances;
- The nature, duration, and frequency of the conduct, including such things as the degree of dishonesty or breach of trust, the motivation of the individual, whether the conduct was isolated or repeated, any concealment of the conduct, etc.;
- The attitude or remorse expressed by the individual regarding the conduct;
- Any consequences already suffered by the individual for the conduct;
- Any potential risk to the public posed by the conduct;
- Any undertaking with the College agreed to by the individual;
- Rehabilitative efforts taken and the success of such efforts;
- The applicant's conduct since the proven misconduct;
- External verification of remorse.

Outcome:

After considering the evidence, the Committee may:

1. Determine that the evidence provided does not render the applicant/registrant unsuitable to practise, and therefore deem that the applicant has met the good conduct requirement; or
2. Determine that, given the evidence provided, the applicant should be granted registration if terms, conditions, or limitations are imposed on their registration to protect public safety; or
3. Determine that, given the evidence provided, the registrant should have terms, conditions, or limitations imposed on their registration to protect public safety; or
4. Determine that, given the evidence provided, the applicant should be granted registration if the applicant successfully completes additional training specified by the Committee; or
5. Determine that, given the evidence provided, the registrant's registration should be suspended until the registrant successfully completes additional training specified by the Committee; or
6. Determine that, given the evidence provided, the applicant has demonstrated conduct which affords reasonable grounds for the belief that the applicant will not practice occupational therapy safely and ethically. In such a case, the applicant does not meet the good conduct requirement and is not eligible for registration; or

7. Determine that, given the evidence provided, the registrant has demonstrated conduct which affords reasonable grounds for the belief that the registrant will not practice occupational therapy safely and ethically. In such a case, the registrant does not meet the good conduct requirement and their registration will be revoked.

Established: June 2014

Revised: December 20th, 2017

POLICIES & PROCEDURES

DATE APPROVED: February 2017	CATEGORY: Registration
DATE FOR REVIEW: February 2020	AUTHORITY: OT Act 6(3)(a); Registration Regulations 27(d)

POLICY TITLE: 407.1 Currency

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.

Policies:

Applicants seeking registration or renewal must have one of the following:

1. Completed a minimum of 1200 hours in the past 5 years or 600 hours in the past 3 years prior to application;
2. Graduated from an approved occupational therapy program with 1000 hours of fieldwork or clinical practicum in the 18 months prior to application;
3. Successfully completed the Substantial Equivalent Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Associations (ACOTRO) within the past 18 months; or
4. Successfully completed a refresher education/re-entry program approved by the board 18 month prior to application.

Applicants may satisfy the currency requirements by:

1. 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;
2. Providing other evidence, satisfactory to the Registrar or the Credentials Committee, of meeting the requirement;
3. 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.
4. 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.
5. Applicants for renewal of licensure whose currency is greater than 800 but less than 1200 hours 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

Revised: February 15th, 2017



POLICIES & PROCEDURES

DATE APPROVED: April 2017	CATEGORY: Registration
DATE FOR REVIEW: April 2020	AUTHORITY: OT Act 6(2)(m); Registration Regulation 27(e)(vii), 28, 41 (2)

POLICY TITLE: 408.2 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.

Successful Completion

4. 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.
5. 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 **one year**.

Exemptions

6. 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 one year.

Established: January 2013

Revised: April 11th, 2017

Revised: December 20th, 2017

POLICIES & PROCEDURES

DATE APPROVED: May 2016	CATEGORY: Registration
DATE FOR REVIEW: May 2019	AUTHORITY: OT Act 6(2)(p)

POLICY TITLE: 410.1 Insufficient Information

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 and provides the opportunity for alternative evidence when original documentation is not available to an applicant. This policy outlines what additional documents may be considered.

Principles:

Extremely exceptional circumstances, which may include but are not limited to war, natural disaster, or political persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support their application for registration. Applicants who can provide persuasive evidence that they have tried and been unsuccessful in obtaining required documentation may ask the Credentials Committee to consider alternative evidence to meet the requirement.

Policies:

1. If documentation is unavailable from its original source, the application will be referred to the Credentials Committee for review. The applicant may be requested to provide:
 - a. persuasive evidence regarding why they cannot obtain sufficient or adequate documentation from original sources to meet the registration requirements; and
 - b. Alternative documentation/evidence to meet the requirement(s).
2. Alternative evidence that may be considered by the Committee and will be adapted to the individual circumstances of the applicant includes, but is not limited to, an appropriate combination of the following:
 - Copies of documents from the applicant or other available resources;
 - Signed affidavits attesting to requirements completed;

- Professional portfolio;
 - Documentary evidence from an instructor(s);
 - Education and fieldwork reference(s) and or academic referee(s);
 - Interviews, including by registrants with the same background as the applicant;
 - Peer assessment(s);
 - Prior learning or other skills/competency assessment(s).
3. This evidence should ideally be provided from the original source(s) directly to the College, but all evidence the applicant is able to provide will be considered.

An applicant for registration may meet the requirement by:

1. Providing sufficient evidence to satisfy the Credentials Committee that:
 - a. Original documentation could not be obtained; and
 - b. Evidence that the applicant has met the requirement(s) that would otherwise be demonstrated by the original documentation which could not be obtained.

Outcome:

1. If the Committee is satisfied that:
 - a. An applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided, and
 - b. Alternative information provided supports that the applicant has met the requirement(s),

They may be deemed to have met one or more of the requirements.

2. If the Committee:
 - a. is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but
 - b. is not satisfied that alternative information provided supports that the applicant has met the requirement(s) he/she may be directed to:
 - Provide additional information; or
 - Undertake additional education; or
 - Undertake a supervised period of practice (for exemptible requirements); or
 - Provide, as directed by the Committee, other evidence to satisfy the Committee that he/she has met the requirement.
3. If the Committee is not satisfied:
 - a. That an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided, he/she may be requested to make additional efforts and, if he/she does not do so, he/she may be deemed to have not met one or more requirements.

Established: May 25th, 2016

POLICIES & PROCEDURES

DATE APPROVED: April 2017	CATEGORY: Registration
DATE FOR REVIEW: April 2020	AUTHORITY: OT Act 20; Registration Regulations 39-41

POLICY TITLE: 411.1 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 interests.

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 occupational therapists on the General Register who is engaged in a scope of practice that is similar to the applicants;
 - 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 4 months and may be extended by the Registrar. Provisional registrations are valid for a maximum of one year.

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 11th, 2017

POLICIES & PROCEDURES

DATE APPROVED: May 2016	CATEGORY: Registration
DATE FOR REVIEW: May 2019	AUTHORITY: OT Act 6(2)(p)

POLICY TITLE: 412.1 Access to Registration Records

Purpose:

The College aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants for registration may request access to all documents relevant to their application for registration. This policy outlines the process for requesting documentation and possible outcomes.

Principles:

The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application. The Registrar may refuse to give an applicant anything that may be subject to legal privilege or that, in the Registrar's opinion, jeopardizes the safety of any person.

Policies:

1. Applicants who make a written request to the Registrar may receive information and a copy of each document the College holds that is relevant to their application.
2. Records include all the documents that relate to the application, such as, but not limited to:
 - Documents provided by the applicant as part of their application,
 - Documents that describe the College's rationale for its decision,
 - Documents related to any assessment of qualifications completed or received by the College,
 - Documents related to accommodation requests, and
 - Documents related to reviews and appeals.

3. The College reserves the right to charge a cost-recovery fee for photocopying documents and mailing/courier expenses. In these circumstances, the College will inform the individual of the approximate cost to provide the documents and will proceed upon payment of this cost by the individual.
4. Documents released will be clearly stamped "COPY".
5. The College will make every effort to respond to the request within 10 business days and to assist the individual with understanding the information.
6. If the Registrar is of the opinion that the release of any of an applicant's documents may jeopardize the safety of any person the applicant will be provided only those documents that are not considered to jeopardize the safety of any person.
7. If the Registrar is of the opinion that any of the documents are subject to legal privilege, the applicant will be provided only those documents that are not considered to have legal privilege.
8. In the event that the College refuses to provide access to all of the applicant's documents it holds, the College will provide reasons for denying access.

Outcome:

1. Applicant provided with all documents concerning their registration;
2. Applicant provided with documents that do not jeopardize the safety of another person or are subject to legal privilege and the Registrar has provided reasoning for withholding documents.

Established: May 25th, 2016

POLICIES & PROCEDURES

DATE APPROVED: April 2017	CATEGORY: Registration
DATE FOR REVIEW: April 2020	AUTHORITY: OT Act 20(3)-(7), 21(3)

POLICY TITLE: 413.1 Review of Registration Decision
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Purpose:

The College aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants may request a review of their registration decision. This policy outlines the process for the review of a registration decision.

Principles:

To be procedurally fair while protecting the public interests, the College follows an established process for review of registration decisions that is consistent with the Occupational Therapists Act and the Fair Registration Practices Act. A collaborative registration review may be used according to the Regulated Health Professions Network Act if the College and the applicant both agree to use this process.

To ensure public protection, applicants must demonstrate that they meet the requirements for registration as dictated by the Occupational Therapists Act and the Registration Regulations. Applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure impartiality and fairness, all applications for registration are reviewed by the Credentials Committee and/or the Board of the College. To ensure documentation is genuine, some documents must be sent directly to the College by the issuing body.

Policies:

1. Within 30 days of receiving notification that their application has been varied or vacated by the Credentials Committee, the applicant may request a reassessment by the Credentials Committee by providing a written request to the Registrar;
 - a. The applicant may submit additional documentation for the Committee to review;
 - b. The applicant may request to appear before the Committee with or without legal counsel;

2. The Committee will reconvene within 30 days to reassess the registration decision;
3. The Committee will provide a written decision with rationale to the applicant by registered mail within 5 business days;
4. If the matter is not resolved, the applicant can request a review by the Board by submitting a written request to the Registrar within 30 days;
 - a. The applicant may submit additional documentation for the Board to review;
 - b. The applicant may request to appear before the Board with or without legal counsel;
5. The review will be held within 30 days of the request for the review.
 - a. No member of the Board who considered the application as part of the Credentials Committee can participate in the review process.
6. The Board will provide a written decision with rationale to the applicant by registered mail within 5 business days;
 - a. The decision of the Board is final.
7. The applicant's provisional registration will remain valid during the review process if a review is requested.
8. The Committee or the Board are not able to change the registration criteria as determined by the Occupational Therapists Act and the Registration Regulations.
9. Where the College and the applicant agree to use the collaborative registration review under the Regulated Health Professions Network Act, the collaborative registration review will be considered the review process of the College and replaces the above process;
 - a. The applicant must provide written notification of their intent to use the collaborative registration review within 30 days of receiving notification that their application was varied or vacated.

Outcome:

The Board, Credentials Committee, or the collaborative registration review committee, after the review process, may:

1. Direct the Registrar to grant registration where they are satisfied that the applicant meets the requirements for registration;
2. Direct the Registrar to grant registration with conditions, limitations, or restrictions as they consider appropriate;
3. Further consider the application pending the applicant completing further training, upgrading, or other examinations as they consider appropriate;
4. Direct the Registrar to refuse registration where they are not satisfied that the applicant meets the requirements for registration.

Established: April 11th, 2017

POLICIES & PROCEDURES

DATE APPROVED: June 2017	CATEGORY: Registration
DATE FOR REVIEW: June 2020	AUTHORITY: OT Act 6(3)(a); Registration Regulations 30

POLICY TITLE: 414.1 Re-Entry Process

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 re-enter professional practices for applicants who do not meet the currency requirements.

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. Applicants who do not meet the currency requirements undergo the Re-entry Program to ensure they are competent to provide safe, ethical, and effective services to the public. The program aims to balance prior learning and individual learning goals with standard and fair procedures.

Policies:

1. Applicants seeking registration or renewal who do not meet the currency requirements established by the College must complete the Re-entry Program with the following components:
 - a. Complete 600 supervised practice hours. The supervising occupational therapist must meet the following requirements:
 - i. Be registered with the College of Occupational Therapists of Nova Scotia in good standing on the General Register;
 - i. A minimum of three years’ experience working as an occupational therapist with at least one year in the province of Nova Scotia;
 - ii. Not be placed in conflict of interest by providing supervision to the applicant;
 - iii. Have previous experience with supervision or clinical education;

- iv. Be willing to provide appropriate supervision for the duration of the Re-entry Program.

Evidence of completion will be a midterm and final evaluation provided by the College, including completed supervised practice hours, and signed by the applicant and the supervising therapist;

- b. Successfully complete the National Occupational Therapy Certification Examination (NOTCE). The 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;
 - c. Review applicable legislation and College documents. The supervising therapist must indicate on the evaluation form that the applicant is knowledgeable of these documents;
 - d. Successfully complete a learning contract with their supervisor. The applicant will submit the completed learning contract, signed by both the applicant and the supervising therapist, to the College;
2. Applicants applying for the Re-entry Program must arrange their own supervised practice and receive approval from the Credentials Committee before commencement of the program;
 3. Applicants must meet all other registration requirements and be registered in the provisional class before commencement of the program;
 4. The Credentials Committee will review and approve applications for re-entry in a timely manner.

Outcome:

1. Applicant successfully completed a re-entry program approved by the Credentials Committee and will be granted general registration; **or**
2. Applicant does not successfully complete a re-entry program approved by the Credentials Committee and requires additional supervision; **or**
3. Applicant does not successfully complete a re-entry program approved by the Credentials Committee and is not eligible for registration.

Established: September 2006

Revised: June 13th, 2017

PROVISIONAL PRACTISING CERTIFICATE OF REGISTRATION

In accordance with the College of Occupational Therapists of Nova Scotia Registration Regulations, the College may issue a provisional registration to allow occupational therapists to practise when they have not met all the requirements for full registration with the College. There are two categories of provisional registration with the College:

- i. *Provisional Registration without Supervision:* This category is used for those individuals who have met all the requirements for registration with the College; however, not all documentation is available for confirmation but will be provided within a reasonable time period and the Registrar is able to verify the information through another acceptable means; or where the applicant is a visiting occupational therapist currently licensed in another province and is in Nova Scotia to participate in or attend an event or educational course; or for such other reasons as the Board considers appropriate.
- ii. *Provisional Registration with Supervision:* This category is used for individuals who have not yet met the requirements for registration with the College (including, applicants who are enrolled to take the Canadian Association of Occupational Therapists National Certification Examination), who do not meet the continuing competency requirements, and occupational therapists that wish to change their scope of practise. These individuals require supervised practice by a sponsoring therapist in order to be granted a provisional practising certificate.

A provisional registration may be granted subject to terms and conditions that the Registrar considers necessary and appropriate. All provisional registrations are time limited and will expire if the conditions established by the College are not met within the time period indicated.

Extension of a Provisional Certificate

It is the responsibility of the provisional member to ensure that all conditions are met within the time period. In the event that the individual requires an extension of the provisional practise certificate, the individual must inform the College in writing prior to the expiry of the certificate. If the individual did not successfully complete the exam or was unable to sit the exam, documentation in writing is required to be received by the College. This may include a copy of the examination results, a doctor's note, or other relevant documentation as to the missed exam. In order for an extension of supervised practice to be granted, a written report from the sponsoring therapist and new sponsorship acknowledgement form must be received by the College prior to the provisional practise certificate expiry date. The provisional

practise certificate will only be extended once unless the individual is able to demonstrate exceptional circumstances.

Who can act as a sponsor?

In accordance with Section 42(2) of the College Registration Regulations, a sponsor **must**: be registered with the College but not currently practising under a provisional registration or registered in the Defined Register; reside in the province, unless exempted by the Registrar; practise occupational therapy at the same site as the sponsored person; and be engaged in a scope of practice comparable to that of the sponsored person.

The College recognizes that there may be situations in which access to a sponsor may not be possible at the same site or in which access to the sponsor on a regular basis may not be possible. In these cases, the College will work with the applicant in an attempt to arrive at a satisfactory solution.

Responsibilities of the Provisional Practising Registrant

Provisional Practising therapists are responsible and accountable for their conduct and practice. The therapist is responsible for arranging an occupational therapist to act as a sponsor throughout the duration of the provisional practising certificate. A Sponsorship Acknowledgement Form must be completed by the sponsoring therapist and provided to the College prior to the completion of the registration process. The therapist is also responsible for ensuring that the employer is aware of the supervisory requirement of the therapist's registration.

Should any changes occur in the provisional practising therapist's practice, such as a change of employer or a change in supervision, the therapist is required to notify the College in writing. A new Sponsorship Acknowledgement Form must be completed when such a change occurs.

Responsibilities of the Sponsoring Therapist

A member of the College who accepts the responsibility of acting as a sponsor must enter into a written agreement with the College by completing the Sponsorship Acknowledgement Form. The therapist will be expected to develop a supervision plan, which includes regularly scheduled meetings with the provisional registrant in order to provide support and direction as needed. The frequency of these meetings will decrease with time as confidence is established.

The sponsoring therapist is responsible for bringing issues of concern regarding the provisional registrant's performance to the College. The College may request a report in writing on the performance of the provisional registrant at any time. Such requests must be complied with in a timely manner.

Provisional registrants are responsible and accountable for their own conduct and practice. The sponsor is only accountable for the development of a supervision plan and the management of this process. The sponsoring therapist should ensure adequate documentation of this process.

Responsibilities of the College

The College is responsible for setting any terms and conditions on a provisional registrant's license. The College must ensure that provisional registrants are aware of all conditions placed on their license and to monitor provisional registrants in order to ensure that the provisional registrant meets the conditions of licensure.

The College is here to assist and provide information pertaining to the establishment of acceptable sponsorship arrangements at the request of the individual applying for licensure or the sponsoring therapist.

Sample Supervision Plan

Please note: The following is a sample plan only and will vary from situation to situation. The sponsoring therapist is responsible for the development of a supervision plan, which is appropriate for the circumstances involved.

- Employer and Clinical Orientation Process: review of job description, policies and procedures, location of equipment and records, introduction to support staff, etc.
- The provisional therapist may initially job shadow the sponsoring therapist.
- Meetings to discuss caseload, review problem areas, and review client records. These may occur as often as the supervising therapists deems appropriate.
- Two, or more, opportunities for the sponsoring therapist to observe clinical interactions (unless excused by the Registrar).
- Informal supports are identified and easily accessible.
- The sponsoring therapist is not required to co-sign the provisional registrant's reports.



LABOUR MOBILITY SUPPORT AGREEMENT (LMSA) CONFIRMATION FORM

PART I: AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, having reviewed the application information regarding
(Name of Applicant)

the Labour Mobility Support Agreement for occupational therapy in Canada, feel that I qualify to apply from the
Province of _____. I hereby authorize the
(Province)

(Name & address of Occupational Therapy Regulatory Organization – current certifying authority)

to answer the following questions on my registration status for the completion of the Labour Mobility Support Agreement Confirmation Form (below) and forward to the **College of Occupational Therapists of Nova Scotia**.

- I give permission for the current certifying authority (regulatory organization) to provide the receiving regulatory organization:
 - a copy of my occupational therapy degree and/or university transcript or other accepted evidence **OR** a copy of ACOTRO SEAS Disposition Report
 - a copy of confirmation of successful completion of the required examination
 - a copy of regulatory history forms on file
 - a copy of any formal language tests that have been collected.
- I acknowledge that I need to arrange for the current certifying authority to complete the Regulatory History Form of the receiving regulatory organization as a separate process from the Labour Mobility Support Agreement Confirmation Form. (See #2 below for further details.)

While in the current jurisdiction I was registered for these dates:

under the name(s) _____

My registration number was _____ Date of Birth ____/____/____
(month/day/year)

Current contact information: Phone _____ E-mail _____

(Date)

(Signature of Applicant)

(Date)

(Signature of Witness)

Please not the following:

1. You may need to provide the current certifying authority (“regulatory organization”) with a fee to complete the LMSA Confirmation Form on your behalf. Contacting the College directly to confirm the required fee.
2. You must make arrangements to have the regulatory organization complete a current regulatory history form. The LMSA confirmation form only permits sharing the information on file with the regulatory organization collected at the time of your application with them.
3. If you are currently registered in more than one jurisdiction, you should consider the jurisdiction in which you have your primary practice as the current certifying authority (regulatory organization).
4. If the current certifying authority (regulatory organization) does not have documents in your file, you may be asked by the receiving regulatory organization to produce them so that the file created by the receiving regulatory organization is complete. If you are eligible to transfer under the Agreement of Internal Trade / Labour Mobility Support Agreement (LMSA), this does not affect your ability to do so; no additional reassessment will occur.
5. The Labour Mobility Support Agreement can be found at (<http://cotns.ca/assets/documents/LMSA-Confirmation-Form-2017.pdf>)

Part II is completed by current certifying authority (regulatory organization)

Part II: LABOUR MOBILITY SUPPORT AGREEMENT (LMSA) CONFIRMATION

APPLICANT’S NAME: _____ CURRENT CERTIFYING AUTHORITY: _____

1.0 CURRENT REGISTRATION

- 1.1 Current category of registration? _____
- 1.2 There are restrictions or conditions on the registration? Yes (go to 1.3) No (go to 2.0)
- 1.3 Conditions or restrictions?

2.0 PRACTICE IN CURRENT JURISDICTION

- 2.1 This individual has practised in our jurisdiction? Yes (go to 3.0) No (go 3.0)
 Unsure (go to 3.0)

3.0 LABOUR MOBILITY SUPPORT AGREEMENT TRANSFER HISTORY

- 3.1 This individual transferred here under the Labour Mobility Support Agreement or the Mutual Recognition Agreement? Yes (go to 3.2) No (go to 4.0)
- 3.2 Details of transfer (regulatory organization(s), dates):

4.0 EDUCATION

- 4.1 Education equivalence established through ACOTRO SEAS. Yes (go to 5.0) No (go to 4.2) or education equivalence established through OEQ Equivalence Recognition Yes (go to 5.0) No (go to 4.2)
- 4.2 This individual met education requirements? Yes (go to 4.4) No (go to 4.3)
- 4.3 Reason education requirements not met: _____
- 4.4 Specify name of degree, educational institution, date of degree.

- 4.5 Transcript attached. Yes (go to 4.7) No (go to 4.6)
- 4.6 Reason degree or university transcript not attached: _____
- 4.7 Credentialing report attached. Yes (go to 5.0) No (go to 4.8) N/A for candidate
- 4.8 Reason credentialing report not attached: _____

5.0 EXAMINATION

Check the information that best describes this individual’s examination profile:

- Completion of the National OT Certification Examination (NOTCE) is not a registration requirement.
- Completion of the NOTCE was not a registration requirement for this individual. Provide reasons:

- This individual successfully completed the required examination in (Year) _____.
Documentation confirming this is attached. ___ Yes (go to 6.0) ___ No (provide reasons)
If no supporting documentation, provide reasons:

- This individual is scheduled to write the NOTCE on _____.
Documentation confirming this is attached. ___ Yes (go to 6.0) ___ No (provide reasons)
If no supporting documentation, provide reasons:

- This individual has previously written, and has been unsuccessful in passing, the NOTCE.
List all known attempts: _____

6.0 REGULATORY HISTORY

- 6.1 Historical regulatory confirmations are provided with this LMSA Confirmation Form:
___ Yes ___ Not Applicable to this individual ___ Exist but Not Available (proceed to 6.2)
- 6.2 Historical regulatory confirmations exist but are not available for the following reasons:

7.0 LANGUAGE PROFICIENCY

- 7.1 Language proficiency confirmation was a requirement for this person: ___ Yes (go to 7.2 & 7.3)
___ No (go to Disposition)
- 7.2 Language Proficiency was confirmed in: ___ English ___ French
- 7.3 Formal language testing results are attached? ___ Yes ___ Not relevant for this individual.

DISPOSITION: This individual is eligible to transfer from our jurisdiction under the Labour Mobility Support Agreement. The receiving certifying authority will determine if it can register this individual in an equivalent category and / or if additional terms as per S 4.3.2 of the ACOTRO LMSA are needed.

The following documents are enclosed; official signature and/or seal indicate true copies of document on file.

- a copy of occupational therapy degree and/or university transcript or other formal proof OR
- a copy of ACOTRO SEAS Disposition Report / or OEQ Equivalency Recognition Report
- a copy of confirmation of successful completion of the required examination
- a copy of regulatory history forms on file
- a copy of any formal language tests that have been collected.

Name of Registrar or Designate (Please Print)

Affix
Seal

(Signature of Registrar or Designate)

(Date)



COLLEGE of OCCUPATIONAL THERAPISTS of NOVA SCOTIA

380 Bedford Hwy, Suite 203 Halifax, NS B3M 2L4

P: 902-455-0556 | F: 902-455-0621 | www.cotns.ca

Regulatory History Form
AUTHORIZATION FOR RELEASE OF INFORMATION

Applicant's Name: License #
Applicant's Address:
Applicant's Signature: Date:
Witness' Signature: Date:

I am applying for registration to practice as an occupational therapist in the province of Nova Scotia. The College of Occupational Therapists of Nova Scotia requires verification of registration from each province/jurisdiction wherein I hold or have held a licence or have been registered. This is your authority to release any information in your files, favourable or otherwise, directly to the College of Occupational Therapists of Nova Scotia at the address indicated above.

REGULATORY HISTORY

- 1. Within the past ten (10) years, has this person ever been licensed or registered to practice occupational therapy in your jurisdiction?
2. Are or were there any conditions/restrictions to his/her licence or registration to occupational therapy in your jurisdiction?
3. Has this person been the subject of any disciplinary action by your organization within the past five (5) years?
4. Is there any reason why this person would not be entitled to be licensed or registered in your jurisdiction at the present time?

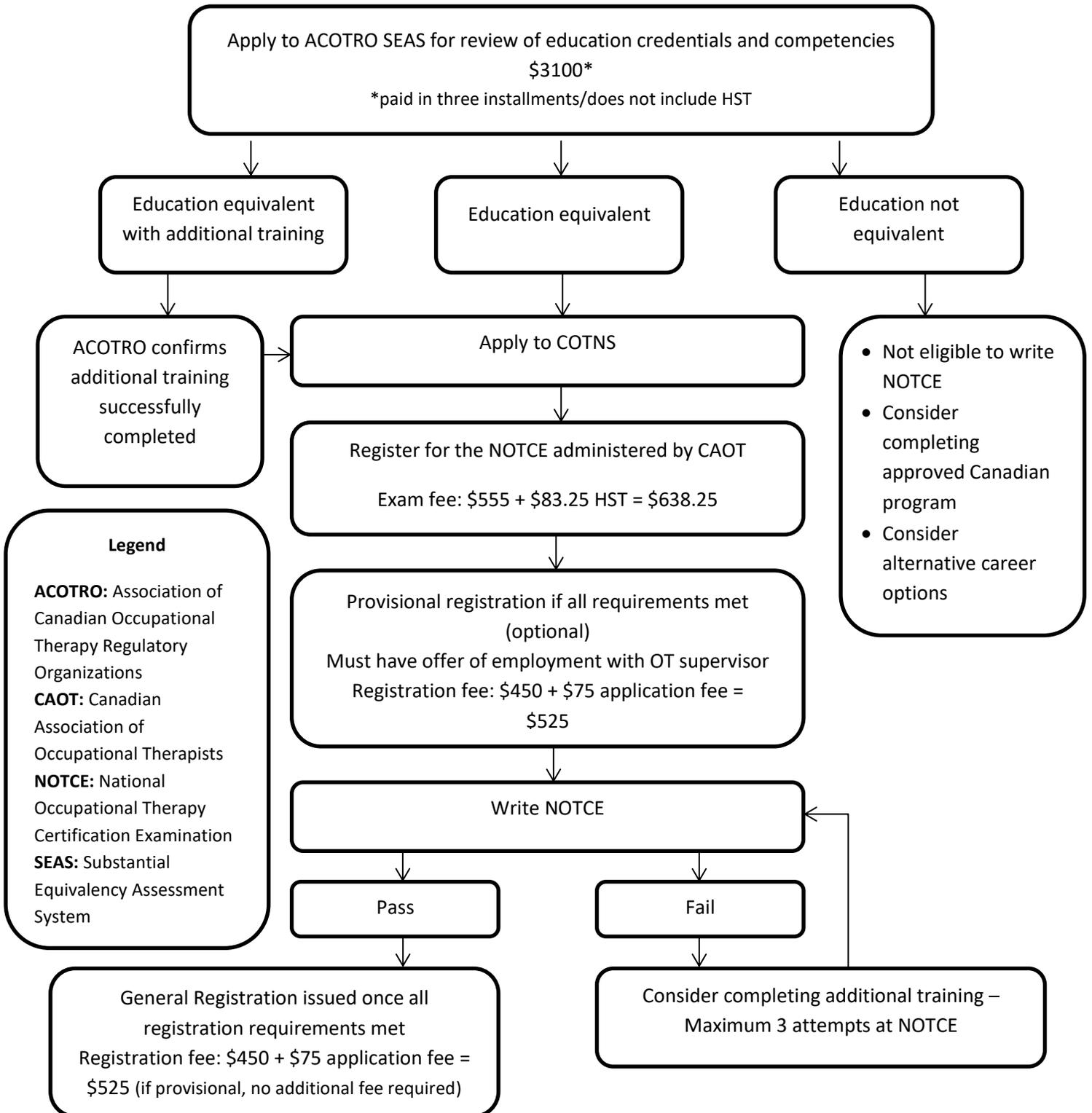
Name of Registrar or Designate (Please Print)

Affix Seal

(Signature of Registrar or Designate)

(Date)

INTERNATIONALLY EDUCATED REGISTRATION PROCESS MAP





Questions for Third Party Organizations

Canadian Association of Occupational Therapists

Provide links to policy where possible

1. Describe the information provided to applicants regarding your assessment practices. By what means is this information provided (e.g. website, downloadable documents, etc.)?

Information is provided on the website with this [introductory page](#) and [general format](#). Further details are found in tabs on the left side of the screen. The website is in large font, and is also compatible with phones and tablets.

2. What is the criteria used for assessing an applicant's credentials?

Internationally Educated Occupational Therapists are assessed for exam eligibility by the Regulator and not by us.

The following is our candidacy policy: "Each provincial college determines the eligibility of each candidate to write the examination. 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:

- i. has convoked; or
- ii. has successfully completed all requirements of the occupational therapy program and is recommended for convocation.

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.

Candidates who have successfully completed an occupational therapy program that has not been approved by the Registration 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."

3. Is the criteria used for assessing applicants documented and publicly accessible? If so, by what means?

The criteria for assessing and examining applicants are described in the [Exam Resource Manual](#). The manual is freely downloadable from the [website](#). It describes the blueprint for the exam, exam experience, special accommodations and how to register. It provides 100 sample questions, and references.

4. Do you screen applicants in advance of a formal assessment process? If so, describe the pre-screening process.
 - a. How many applicants are excluded through the pre-screening process?

No we do not pre-screen applicants. This may be done through the regulator SEAS process.



5. What is your process for verification of documentation authenticity?

We receive documentation about graduation from an approved Canadian university directly from the university. We receive documentation about candidacy for the exam from regulators directly from regulators.

6. Do you have a policy for accepting alternative information when original documentation cannot be obtained by an applicant for reasons beyond their control?

We receive information directly from universities, in the case of Canadian graduates. For international graduates, the process is completed through the regulator.

7. Do you have a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant?

All international documents are sent to the regulator through the SEAS process. We have a policy to accept documents in French and English.

8. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

We could do this if requested, but tends to be completed by the regulator as they determine candidacy.

9. Do you have formal policies in place for:

- a. Accommodating individuals with physical or mental disabilities; [Special Testing Accommodation](#)
- b. Specifying timeframe for responding to applicants and making an assessment decision;
Information described under [“When do I get my exam results?”](#)
- c. Ensuring that a decision-maker on an internal review / appeal was not involved in making the original decision; [Appeals Policy](#) describes decision made by Executive Director (higher level authority than first decision)
- d. Providing access to records related to the assessment of applicants to applicants upon request? This is a clause in the formal signed agreement between the regulator and this third party exam provider.

10. Describe your internal review/appeal process.

Please see our [Appeals policy](#). Candidates may submit an appeal on the grounds of ill health or special circumstances within 14 days of sitting the exam. A decision is provided in writing within 30 days.

11. Do you provide training to individuals making assessments, decisions and/or conducting appeals?

The persons completing these tasks are trained staff who are subject to our association code of conduct, confidentiality and policies/procedures.



12. Do you have a prohibition that states that “no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review”?

We do not currently have a statement that is explicit. We can act to add such a statement to our appeals policy as soon as possible.

13. What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?

We have knowledge only of the examination. It may be difficult for international applicants to navigate between the regulatory body, the SEAS process and the exam because there are different primary contacts for each.

14. Does your organization endorse any international agreements (i.e. reciprocal recognition)? Please list agreements.

No



Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)

Substantial Equivalency Assessment System (SEAS)

BACKGROUND

The Association of Canadian Occupational Therapy Regulatory Organizations—or ACOTRO—is the national organization of occupational therapy regulators in Canada. Our goal is to promote consistency and excellence in regulating occupational therapy across Canada.

ACOTRO’s 10 provincial members protect the public by regulating the practice of occupational therapy in their respective provinces. We also provide guidance to occupational therapists seeking information on how to register in Canada.

Through ACOTRO, regulators collaborate to promote the best regulatory practices, enhance public accountability, build consistency across the country, and support each other in our efforts to respond to changes in occupational therapy practice and regulation.

In practical terms, this means that we work together to streamline processes, advocate, and facilitate change in the regulatory environment.

Most recently, ACOTRO has begun to administer the assessment process for internationally educated occupational therapists. This process assesses the extent to which an occupational therapist’s education obtained internationally is substantially equivalent to education and competencies obtained by occupational therapists educated in Canada.

ABOUT the SUBSTANTIAL EQUIVALENCY ASSESSMENT SYSTEM (“SEAS”)

In November 2010, all 10 ACOTRO members came together to launch the *ACOTRO Harmonization Project*, a five-year initiative funded by Employment and Social Development Canada’s Foreign Credential Recognition Program, aimed at harmonizing the way in which occupational therapy regulators assess internationally educated occupational therapists (IEOTs) applying to practice in Canada. The result of this collaborative project was the Substantial Equivalency Assessment System (SEAS), a four-part, national, competency-based system that assesses the extent to which an IEOT’s education and competencies are substantially equivalent to those of Canadian-educated occupational therapists.

ACOTRO launched SEAS on May 1, 2015, and it is now the first step in the registration assessment process for all IEOTs applying to work anywhere in Canada outside of Quebec.¹ Its main components address both qualification recognition and competence verification:

- Academic Credential Assessment (ACA);
- Profession-Specific Credential Assessment (PSCA);
- Competency Assessment;
- Jurisprudence Knowledge Assessment Test (JKAT); and
- Language Readiness Assessment.

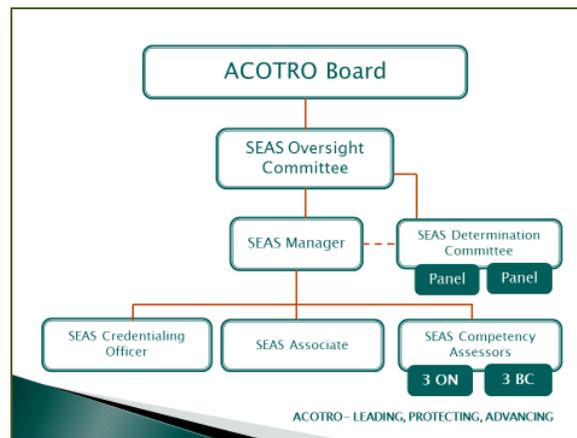
SEAS is the outcome of almost a decade of research and development on the part of ACOTRO and its members. SEAS represents the collaborative efforts not just of all 10 occupational therapy regulatory organizations in Canada, but also of key ACOTRO partners in the educational, regulatory, and governmental communities, as well as several hundred occupational therapists and occupational therapy students from across the country who volunteered their time to this initiative.

The result is a national assessment system that supports labour mobility and labour market success by introducing a fair, transparent, objective, and consistent approach to assessing IEOTs. SEAS ultimately better protects the health of Canadians by ensuring that IEOTs have demonstrated the minimal level of competencies critical for safe, effective, and ethical occupational therapy practice in Canada.

Governance and Operations

SEAS is a program operated by ACOTRO and used by 9 of the 10 occupational therapy regulators to confirm that an applicant in a specific province meets substantial equivalence, and as such is eligible to apply for registration or licensure in that jurisdiction. See Figure 1 for the SEAS governance and operations structure. It is funded through applicant fees, partially subsidized by ACOTRO until applicant numbers achieve the cost recovery model expected in this program. COTNS registrar sits on the Board.

Figure 1: SEAS Governance and Operations Structure



¹ As a full member of ACOTRO, Quebec's regulatory organization, Ordre des ergothérapeutes du Québec, has fully endorsed SEAS and participated in its development. However, Quebec employs its own assessment system for the evaluation of IEOTs registering to practise in that province according to the specific regulations and competencies set out by the Ordre des ergothérapeutes du Québec.

The SEAS process is applicant driven and all but one component can be accomplished without being in Canada. The SEAS Competency Assessment is the only component that requires an applicant to attend in person. SEAS provides fair access to the assessment, with the SEAS Competency Assessors travelling to the province where the applicant is intending to practice to conduct the assessment. This is based on the history of where IETs tend to practice. Three assessors are based in British Columbia and three in Ontario. To date, this set-up remains reasonable because most IETs are applying to practice in either Ontario (48% of applicants) or British Columbia (32% of applicants). For the period January 1, 2016 to October 31, 2017, there were 89 applicants in SEAS, a total of four intended to practice in Nova Scotia. The Competency Assessors conducted the assessments in Nova Scotia.

RESPONSES TO NOVA SCOTIA'S FRPA REVIEW OFFICE QUESTIONS

1. Applicants receive the following information:
 - a. Length of time that all assessment activities must be completed within
 - b. Requirements for registration in the SEAS program
 - c. The program is completed in either English or French
 - d. Minimum requirement for each assessment activity
 - e. Individual applicant assessment results at the completion of each assessment activity
 - f. Description of each assessment activity, and requirements for any information or documentation that the applicant must provide
 - g. Fees required for the SEAS program as well as fees for any third party agencies
 - h. Name of the competency assessor as well as date, time and location of the assessment
 - i. Names of the determination committee panel who will make the final determination
 - j. Contact information for SEAS staff
 - k. Next steps in the registration process after successful completion of the SEAS program
 - l. Preparation guide for the Competency Assessment – provides information about the assessment and the assessment day to help the applicant prepare
 - m. Supportive Learning module resource for the Jurisprudence Knowledge Assessment Test
 - n. Requirements for translation of official documents into English or French

Applicants receive this information through the Applicant Portal, the ACOTRO website, direct email communications, and telephone consultation with SEAS staff.

2. Applicant's credentials are assessed through a series of assessment activities:
 - a. The Academic Credential Assessment confirms that the applicant's credentials are authentic and the applicant has a minimum Bachelor's level degree in Occupational Therapy (WES)
 - b. The Profession-Specific Credential Assessment assesses the content of the applicant's Occupational Therapy education program, as well as the number of fieldwork hours completed in the Occupational Therapy program

- c. The Competency Assessment is a six hour interview which assesses the applicant's ability to apply occupational therapy knowledge, skills and judgment to ensure the applicant has the entry-level occupational therapy competencies required for safe and ethical practice
 - d. Jurisprudence Knowledge Assessment Test (JKAT) is an online assessment that is supported with a JKAT learning module, providing the applicant opportunities to learn about jurisprudence in Canada. (Note: the applicant gets two attempts at the test. However, not passing this component does not impact the overall decision. Regulators are notified if an applicant does not complete the JKAT successfully and the regulator may consider additional local requirements at application to practice such as additional learning).
3. The minimum requirement for each assessment activity is documented in formal policies. Additionally, the minimum requirement for the Academic Credential Assessment, Language Readiness Assessment, Field work requirement, and Jurisprudence Knowledge Assessment Test are publicly accessible on the website. Evaluation of the applicant's educational curriculum is based upon the Canadian Occupational Therapist Education Benchmark, 2012. The applicant completes a self-evaluation of his/her curriculum using a form which outlines each educational criterion. The form is available publicly on the website. The Competency Assessment is measured against the Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition. This resource is available publicly on the website. Each applicant also receives an Applicant Guide prior to participating in the Competency Assessment. The guide provides sample questions and explains the structure of the interview.
4. ACOTRO does not screen applicants in advance of the formal SEAS process.
5. World Education Services (WES) is an academic credentialing agency in Canada. WES receives a copy of the applicant's degree and official transcript directly from the university. WES confirms that the applicant's credentials are authentic, and confirms the level of education and program. Curriculum documents for the review of education content are received at the SEAS office directly from the university.
6. SEAS Assessment Tool Administration Policy: Profession Specific Credential Assessment addresses actions which may be taken in situations where documentation from an original source is not available, such as countries affected by war, natural disasters.
7. Yes, ACOTRO has a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant. If an original document exists in a language other than English or French, the applicant must provide a certified English translation of the document.
8. At completion of the SEAS process, the SEAS Determination Committee makes a final determination of substantial equivalency. The applicant receives a written report which outlines the decision of the committee and any upgrading requirements (and reasons) if it is determined that with some upgrading, the person can meet substantially equivalence. The report provides a

summary of results from each assessment activity and whether the minimum requirement was met. If the applicant is found to be not substantially equivalent, reasons for the decision, and examples from the applicant's assessments, are provided.

9. ACOTRO has policies addressing accommodation for physical and mental disabilities, timeframes for making assessment decisions, ensuring that decision-makers on an internal review/appeal are not involved in making the original decision and providing access to records upon the request of an applicant.
10. All applicants are able to request a reconsideration of the Profession-Specific Credential Assessment (PSCA), SEAS language readiness results, and the final determination. There is no reconsideration of the Competency Assessment result and Jurisprudence Knowledge Assessment result (JKAT), but applicants may request a re-sitting of the each of these assessments. Written request for reconsideration of the PSCA, language readiness and final determination must be received within 30 days of the applicant receiving their result. A request for reconsideration is considered by a panel of the SEAS determination committee. The panel making a PSCA or language readiness decision will not preside over any subsequent decision making with respect to the applicant. Panel members for reconsideration of the final determination will comprise of members who did not preside over the original decision-making process. Decisions of the SEAS Determination Committee reconsideration panel are final.

Request to re-sit the competency assessment must be submitted within 14 calendar days of the posting of the applicant's result. The second assessment must occur after a period of no less than 60 days after the applicant's first sitting of the assessment. The second competency assessment will be conducted by an assessor who did not participate in the initial competency assessment. Only the results of the second competency assessment will be considered by the determination committee.

Request to re-sit the JKAT must be made within 24 hours if the applicant believes that the failed score is a result of procedural irregularities or incidents. Supportive documentation is required. The JKAT is online.

A request for reconsideration of the final determination must be made within 30 days of receiving the determination report. The reconsideration will be completed by a panel of the determination committee with members who did not preside over the original decision-making process. Decisions of the reconsideration panel are final.

11. All competency assessors and determination committee members are provided with extensive training which includes an overview of the SEAS program, development of the assessment tools, decision-making and report writing, procedural fairness and human rights. At the completion of training, assessors and determination committee members are paired with experienced individuals prior to completing assessments or acting as a final decision maker independently. The SEAS credentialing officer receives the same training as above, in addition to training specifically on the Profession Specific Credential Assessment tool.

12. The SEAS program does not make registration decisions. Each provincial regulator has signed a memorandum agreement with ACOTRO to deliver SEAS program for the purpose of determining substantial equivalency only. Applicants are clear that the decision making for registration is made by the provincial regulatory body.
13. At times, applicants have difficulty obtaining official documents from their university in an efficient or timely manner. SEAS staff support applicants by providing template communications to the applicant or by contacting the university directly, on the applicant's behalf.
14. The SEAS program does not have any international recognition agreements. Accreditation of programs and the range of countries from where applicants are coming does not make this feasible or practical.