
College of Occupational Therapists of Nova
Scotia

Fair Registration Practices Act (FRPA)
Review Report
June 20, 2022

Province of Nova Scotia

EXECUTIVE SUMMARY

The College of Occupational Therapists of Nova Scotia (COTNS) is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body” as follows:

Duty of regulating body

6 *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on December 1, 2021 and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA and, in particular, the fulfillment of above quoted “Duty” of a regulating body”; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on COTNS’s responses to 12 review questions, as well as corroborating information on COTNS’s website (<https://cotns.ca/>). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, COTNS’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

As required under Subsections 16(8) of the Act, another review will be conducted on COTNS’s registration practices within 5 years of the date of this report.

The collaboration and cooperation of the COTNS throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt
Review Officer, Fair Registration Practices Act (FRPA)

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I: INTRODUCTION

1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 49 [regulatory bodies](#) in Nova Scotia, covering over 62 occupations and 21 designated trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the regulating body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

1.2. OVERVIEW OF THE REGULATING BODY

Name of Regulating Body:	College of Occupational Therapists of Nova Scotia
Review Questions Due:	2022-03-24
Date Submitted:	2022-03-23

Regulatory Organization:

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.

As per section 4(3) of the *Occupational Therapists Act*, the objects of the College are to:

- regulate the practice of occupational therapy and govern its members in accordance with this Act and the regulations;
- establish, maintain and develop standards of knowledge and skill among its members;

- establish, maintain and develop standards of qualifications and practice for the practice of occupational therapy;
- establish, maintain and develop standards of professional ethics among its members; and
- administer this Act and perform such other duties and exercise such other powers as are imposed or conferred on the College by or under any Act

The COTNS is authorized via the [Occupational Therapists Act](#), 1998 and [Registration Regulations](#).

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 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.

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 modifying the home, school, or work environment.

Occupational therapists work in a variety of healthcare settings, including hospitals, 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 health 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.

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 the 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 the supervision of an occupational therapist on the General Register. The College offers a full-year registration or a three-month temporary registration.

Website link: <https://cotns.ca/registration/>

II: QUANTITATIVE DATA - 2021

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is a copy of the information provided by the *College of Occupational Therapists of Nova Scotia*, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

Total Practicing Members*:	672
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* As of December 31, 2021

Applications	Successful ¹	Unsuccessful ¹	In Progress ²	Total ³
New	42	0	0	42
Interprovincial	33	0	0	34
International	2	0	0	2

1. Refers to registration decisions rendered within the reporting year regardless of when the applications were received.

2. Refers to applications, regardless of when they were received, for which registration decisions were still pending on December 31 of the reporting year.

3. Total number of applications received in the reporting year, including withdrawn applications. Does not necessarily equal to the sum of "successful", "unsuccessful" and "In Progress" applications, which may include some received prior to the reporting year.

Provinces of Origin of Interprovincial Applicants:	
Newfoundland and Labrador	4
Prince Edward Island	1
New Brunswick	4
Ontario	15
Alberta	7
British Columbia	3
Total	34

Country of Origin of International Applicants:	
United Kingdom	2
Total	2

Internal Reviews*:	0
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*Reviews of registration decisions conducted at the request of unsuccessful applicants.

III: ANALYSIS OF REGISTRATION PRACTICES

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria and develop an Action Plan to help each organization comply with the Act and improve registration practices, if applicable.

The *College of Occupational Therapists of Nova Scotia* responses to the FRPA Review Survey are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

SECTION I: INFORMATION AND REGISTRATION PROCEDURES

This section asks questions about all practices and policies your organization may use to provide information to the applicant during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted which will be used to assess the applicant's request for registration. Documentation examples could include transcripts, certificates, job descriptions, articles, letters of support, and evaluations. All communication to and from the applicant should be clear and understandable to all individuals, including those who may have received their qualifications outside of Canada.

QUESTION 1, "REGISTRATION OF NEW APPLICANTS":

Explain, in detail, the requirements for registration. Requirements include: 1) qualifications; 2) a list of the documentation an applicant must submit; and 3) the registration process and how requirements are met – from start to final decision. If there are steps (such as an exam or experience requirement) that take place as a part of the registration process, please include. Also, explain how this information is communicated to applicants. Include a link(s) to information published in the public domain.

Alignment with the FRPA: Section 7(c), 9(a), 16(3)(a), (b), (e) and (g)

RESPONDENT ANSWER	Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.	
	A. LICENSE TYPE	Provisional and General
	QUALIFICATIONS (LIST)	See answers below.
	DOCUMENTATION (LIST)	See answers below.
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p><u>Registration process and required documents for Canadian-Educated Applicants</u></p> <p>All process information and required documentation is available here: https://cotns.ca/registration/new-registration/canadian-educated-applicants/</p> <p>1. Establish academic eligibility Completion of an accredited Canadian Occupational Therapy program satisfies this requirement. <u>Evidence required:</u></p> <ul style="list-style-type: none"> • An official transcript from the Canadian accredited program you attended must be sent directly to the College after convocation. • If they have not convocated, an original letter from their occupational therapy program head or designate, which confirms that they have met all the requirements (including fieldwork) for graduating with a degree in occupational therapy, is accepted as interim verification. An official transcript must be forwarded from the university to the College within 30 days of convocation. <p>2. Application for registration Complete an online application form. <u>Evidence Required:</u></p> <ul style="list-style-type: none"> • A completed online application form. Incomplete application forms will not be processed. <p>3. Compile required documentation Applicants for registration must be able to demonstrate that they meet the following registration requirements:</p> <p>a. Proof of Identity The name provided is entered on the College register and must be the same name by which the applicant will be known by clients and colleagues. If a name has changed, all previous names must be listed. <u>Evidence Required:</u></p> <ul style="list-style-type: none"> • A notarized passport-sized photo. The photograph requires a notarized stamp or seal.

- If any of the documents in an application were issued under a previous name, they must include an official document (such as a marriage license) that verifies the name change. This document must be uploaded to the application as a pdf.

b. Eligibility to work in Canada

Legal authorization to work in Canada.

Evidence Required:

- Acceptable documentation includes a copy of a Canadian birth certificate, a Canadian passport, proof of landed immigrant resident status, or a copy of a valid work permit. This documentation must be uploaded to the application as a PDF.

c. Demonstration of professional liability insurance

Every occupational therapist licensed in Nova Scotia must have professional liability insurance coverage to a *minimum of \$5,000,000.00 with a legal expenses' endorsement for investigation of complaints by a regulatory body* prior to engaging in the practice of occupational therapy.

Professional liability insurance for OTs may be purchased through the Canadian Association of Occupational Therapists (CAOT), if a member of CAOT. See the [CAOT website](#) for more information. Liability Insurance may also be purchased directly through an insurer such as [AON Healthcare Advantage](#).

Each insurance certificate is reviewed to ensure it meets registration regulation criteria.

Evidence Required:

- An original insurance certificate must be uploaded to the application as a PDF.

d. Demonstration of good conduct and regulatory history

The College has an obligation to protect the public and needs to be satisfied that registrants do not pose a danger to clients. Applicants are required to declare any of the following:

- Any disciplinary finding as an occupational therapist or in another profession in Nova Scotia or another jurisdiction.
- Conviction of a criminal, drug, or traffic offence, excluding minor traffic offences such as parking or speeding.
- Any finding of liability in a civil proceeding.
- If currently under criminal investigation or have a pending criminal or civil court date.

Evidence Required:

- A self-declaration made on the application form. If they answer yes to any of the declarations, the College will ask you to send more information, such as a transcript of the criminal record. The College will use this information to decide if eligibility for registration and, if applicable, to determine if conditions should be imposed on the license.
- A Regulatory History Report from each OT regulatory organization they have been registered or licensed with in the past 10 years (Including international jurisdictions). If there is an area of concern identified by a previous regulator, that College will be contact the College and more information will be requested regarding the nature and timing of the offence or concern and

how the issue has been managed or resolved. Eligibility for registration will depend on the nature, timing, and severity of the issue. Regulatory History forms must be sent directly from your previous regulatory or licensing organization.

- (Effective September 1, 2021) A Vulnerable Sector Check from the province in which they are residing must be uploaded to the Vulnerable Sector Area of the application as a pdf. If they have lived outside of Canada in the past two years, an International Criminal Record Check, translated by a certified translator (if applicable) is required. The Vulnerable Sector Check will need to be valid within the last 3 months of the registration date. It should be noted that a conduct history does not automatically result in a denial of registration. However, there must be nothing in their previous conduct that will impact your ability to practice occupational therapy safely and ethically. If a Vulnerable Sector Check cannot be obtained in the jurisdiction, please contact the College for further steps to provide alternate documentation. More information on obtaining a vulnerable sector check is available on our [website](#).

e. Currency hours

It is important to practice occupational therapy in order to maintain skills and keep up-to-date with the recent change in practice. Applicants require 1200 hours in the past 5 years or 600 hours in the past 3 years. This requirement is met if they have graduated from an occupational therapy program in the past 18 months.

Evidence Required:

- A curriculum vitae / resumé outlining **employment history with the corresponding currency hours** broken down by year must be uploaded as a PDF. New graduates should include their fieldwork placement experience in their curriculum vitae / resumé.
- If requested by the Registrar, additional documentation may be required, including a letter or record of employment from employers in the past 5 years,

f. Payment of required fees

The annual registration fee is \$490.00 and the application fee for Canadian educated new applicants is \$100.00. The fee may be pro-rated should they wish to practice for 3 months or less in a given registration year (June 1 - May 31). Payment may be made by cheque, EFT (admin@cotns.ca), credit card, or money order, payable to the COTNS, in Canadian funds.

4. Membership with the Nova Scotia Society of Occupational Therapists

The *Occupational Therapists Act* Section 27(2) requires that all registrants with the College pay the membership fees of the Nova Scotia Society of Occupational Therapists within one month of their initial registration and subsequently on the Societies renewal date; however, the College has determined that it does not have the legislative authority to enforce membership with the Society. While the College recommends applicants and registrants maintain membership with the Society, the College will not deny or suspend registration for those applicants and registrants that choose not to pay the annual fee to the Society. Please see this [letter](#) for further details.

Evidence Required:

- Self- declaration on the Application form.

		<p>5. Successfully complete the National Occupational Therapy Certification Examination (NOTCE)</p> <p>The National Occupational Therapy Certification Examination (NOTCE) is a mandatory requirement of registration with the College. The examination ensures that all individuals entering the profession of occupational therapy have met a minimum standard in the written application of academic knowledge and professional behavior. This exam is administered by the Canadian Association of Occupational Therapists (CAOT). You must apply to CAOT to write the NOTCE. Applicants requiring accommodations must submit a request in writing to CAOT; please see CAOT's Accommodation Policy for details. Accommodation Form A and Form B are also linked for your reference. CAOT offers the Trial Occupational Therapy Exam Manual (TOTEM) and the Trial Occupational Therapy Exam (TOTE) to assist exam candidates with preparation for the exam.</p> <p>Applicants may be granted Provisional Registration and will be eligible to practise under supervision while waiting to successfully complete the NOTCE. The College's exam policy outlines a maximum of three (3) attempts to successfully complete the NOTCE. Applicants must provide evidence that they are scheduled to write the next sitting of the NOTCE. Please review the Guide to Supervised Practice for more information.</p> <p>Evidence Required:</p> <ul style="list-style-type: none"> • A copy of the exam result or certificate is required as evidence of successful completion of the exam. Documentation must be uploaded as a PDF. • If not successfully completed the examination they must provide proof that they are scheduled to write in the next sitting and the required documentation for supervised practice.
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>This information is available to applicants via the website. College staff are also available to review registration steps with applicants on the phone or by email.</p> <p>Website link: https://cotns.ca/registration/new-registration/canadian-educated-applicants/</p> <p>Initial application link: https://members.cotns.ca/apply/initial</p> <p>Provisional Registration Policy: https://cotns.ca/assets/Registration-Policies/411.3-Provisional-registration.pdf</p> <p>Vulnerable Sector Check Requirement: https://cotns.ca/registration/vulnerable-sector-check-requirement/</p>

REVIEW FINDINGS	Compliance Criteria:	Compliant? (YES/NO)
(To be completed by the FRPA Review Officer)	Requirement that the regulating body:	
	• provides information about its registration practices in a clear and understandable form;	YES
	• explains the qualifications required for registration;	YES
	• identifies documentation of qualifications that must accompany an application;	YES
	• explains the registration process and how requirements for registration are to be met;	YES
	• explains how information is communicated;	YES
	• provides information in a publicly accessible manner; and	YES

Comments, to be completed by the FRPA Review Officer:
 Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (<https://cotns.ca/>) on May 6, 2022, and with the information provided above.

QUESTION 2, "REGISTRATION OF INTERNATIONAL APPLICANTS":

Do you have a registration process for applicants who have international qualifications? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants with international qualifications? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 7(c), 9(a) and 16(3)(b), (e), (g)*

RESPONDENT ANSWER	Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.						
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1. Establish academic eligibility

The College must confirm that the education is substantially equivalent to that of an occupational therapist educated in Canada. Substantially equivalent means that ~~your~~ qualifications and competence must be equivalent, but not identical, in all essential respects, to those of Canadian-educated occupational therapists.

To determine academic equivalency, the applicant must complete the [Substantial Equivalency Assessment System](#), also known as SEAS. SEAS is administered by the Association of Canadian Occupational Therapy Regulatory Associations (ACOTRO). SEAS is a multi-part assessment consisting of:

- Academic Credential Assessment (ACA)
- SEAS Language Assessment
- Curriculum and Fieldwork - PSCA Review
- Jurisprudence Knowledge Assessment Test (JKAT)
- Competency Assessment Interview

It may take up to one year to complete the SEAS process. Applicants requiring accommodations may submit a request in writing to ACOTRO; more information is available [under the ACOTRO SEAS Policies](#). All steps may be completed outside of Canada.

Evidence Required:

- A SEAS final disposition report must be sent directly to the College from ACOTRO.

2. Application for registration

Complete an [online application form](#).

Evidence Required:

- A completed online application form. Incomplete application forms will not be processed.

3. Compile required documentation

Applicants for registration must be able to demonstrate that they meet the following registration requirements. Please note that any supporting documentation in any language other than English must be sent with a certified translation. The applicant is responsible for all costs associated with the translation of documents:

a. Proof of Identity

The name provided is entered on the College register, and must be the same name by which applicant will be known by clients and colleagues. If a name has changed, all previous names must be listed.

Evidence Required:

- A notarized passport-sized photo. The photograph requires a notarized stamp or seal.
- If any of the documents in an application were issued under a previous name, they must include an official document (such as a marriage license) that verifies the name change. This document must be uploaded to the application as a pdf.

b. Eligibility to work in Canada

Legal authorization to work in Canada.

Evidence Required:

- Acceptable documentation includes a copy of a Canadian birth certificate, a Canadian passport, proof of landed immigrant resident status, or copy of a valid work permit. This documentation must be uploaded to your application as a PDF.

c. English and French language fluency

Applicants must provide proof of your English or French language proficiency.

Evidence Required:

- Graduation from a Canadian University **or**
- English language proficiency must be demonstrated with one of the following tests sent directly to the College:
 - [Test of English as a Foreign Language \(TOEFL\)](#)
 - [International English Language Testing System – Academic \(IELTS AC\)](#)
 - CANTest/TestCan (no longer available for new assessments)
- Applicants applying through the SEAS process do not require language test scores to be sent to the College as these are included in the SEAS disposition letter. Test scores in reading, writing, listening and speaking must be uploaded as a pdf to your application with the original to be available as requested. For the test scores required to demonstrate proficiency please review the [Language Proficiency Policy.](#)

d. Demonstration of professional liability insurance

Every occupational therapist licensed in Nova Scotia must have professional liability insurance coverage to a *minimum of \$5,000,000.00 with a legal expenses endorsement for investigation of complaints by a regulatory body* prior to engaging in the practice of occupational therapy.

Professional liability insurance for OTs may be purchased through the Canadian Association of Occupational Therapists (CAOT), if a member of CAOT. See the [CAOT website](#) for more information. Liability Insurance may also be purchased directly through an insurer such as [AON Healthcare Advantage.](#)

Each insurance certificate is reviewed to ensure it meets registration regulation criteria.

Evidence Required:

- An original insurance certificate must be uploaded to the application as a PDF.

e. Demonstration of good conduct and regulatory history

The College has an obligation to protect the public and needs to be satisfied that registrants do not pose a danger to clients. Applicants are required to declare any of the following:

- Any disciplinary finding as an occupational therapist or in another profession in Nova Scotia or another jurisdiction.
- Conviction of a criminal, drug, or traffic offence, excluding minor traffic offences such as parking or speeding.
- Any finding of liability in a civil proceeding.
- If currently under criminal investigation or have a pending criminal or civil court date.

Evidence Required:

- A self-declaration made on the application form. If they answer yes to any of the declarations, the College will ask you to send more information, such as a transcript of the criminal record. The College will use this information to decide eligibility for registration and, if applicable, to determine if conditions should be imposed on the license.
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- (Effective September 1, 2021) A Vulnerable Sector Check from the province in which they are residing must be uploaded to the Vulnerable Sector Area of the application as a pdf. If they have lived outside of Canada in the past two years, an International Criminal Record Check, translated by a certified translator (if applicable) is required. The Vulnerable Sector Check will need to be valid within the last 3 months of the registration date. It should be noted that a conduct history does not automatically result in a denial of registration. However, there must be nothing in the applicant's previous conduct that will impact their ability to practice occupational therapy safely and ethically. If a Vulnerable Sector Check cannot be obtained in the jurisdiction, please contact the College for further steps to provide alternate documentation. More information on obtaining a vulnerable sector check is available on our [website](#).

f. Currency hours

It is important to practice occupational therapy in order to maintain skills and keep up-to-date with recent change in practice. Applicants require 1200 hours in the past 5 years or 600 hours in the past 3 years. This requirement is met if they have graduated from an occupational therapy program in the past 18 months.

Evidence Required:

- A curriculum vitae / resumé outlining **employment history with the corresponding currency hours** broken down by year must be uploaded as a PDF. New graduates should include their fieldwork placement experience in their curriculum vitae / resumé.
- If requested by the Registrar, additional documentation may be required, including a letter or record of employment from employers in the past 5 years.

g. Payment of required fees

The annual registration fee is \$490.00 and the application fee for internationally-educated applicants is \$150. They must pay this in Canadian funds. The fee is pro-rated should you wish to practice for 3 months or less in a given registration year (June 1 - May 31). Payment may be made by cheque, EFT (admin@cotns.ca), credit card or money order, payable to the College.

4. Membership with the Nova Scotia Society of Occupational Therapists

The *Occupational Therapists Act* Section 27(2) requires that all registrants with the College pay the membership fees of the Nova Scotia Society of Occupational Therapists within one month of their initial registration and subsequently on the Societies renewal date; however, the College has determined that it does not have the legislative authority to enforce membership with the

		<p>Society. While the College recommends applicants and registrants maintain membership with the Society, the College will not deny or suspend registration for those applicants and registrants that choose not to pay the annual fee to the Society. Please see this letter for further details.</p> <p><u>Evidence Required:</u></p> <ul style="list-style-type: none"> • Self-declaration on the Application form. <p>5. Successfully complete the National Occupational Therapy Certification Examination (NOTCE)</p> <p>The National Occupational Therapy Certification Examination (NOTCE) is a mandatory requirement of registration with the College. The examination ensures that all individuals entering the profession of occupational therapy have met a minimum standard in the written application of academic knowledge and professional behavior. This exam is administered by the Canadian Association of Occupational Therapists (CAOT). You must apply to CAOT to write the NOTCE. Applicants requiring accommodations must submit a request in writing to CAOT; please see CAOT's Accommodation Policy for details. Accommodation Form A and Form B are also linked for your reference. The NOTCE can only be completed within Canada. CAOT offers the Trial Occupational Therapy Exam Manual (TOTEM) and the Trial Occupational Therapy Exam (TOTE) to assist exam candidates with preparation for the exam.</p> <p>For Internationally-Educated applicants, each provincial regulator must confirm the applicants eligibility to write the NOTCE. Applicants may be granted Provisional Registration and will be eligible to practise under supervision while waiting to successfully complete the NOTCE. Applicants must provide evidence that they are scheduled to write the next sitting of the NOTCE. The College's exam policy outlines a maximum of three (3) attempts to successfully complete the NOTCE. Please review the Guide to Supervised Practice for more information.</p> <p><u>Evidence Required:</u></p> <ul style="list-style-type: none"> • A copy of the exam result or certificate is required as evidence of success completion of the exam. Documentation must be uploaded as a PDF. • If not successfully completed the examination they must provide proof that they are scheduled to write in the next sitting and the required documentation for supervised practice.
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>This information is available to applicants via the website. College staff are also available to review registration steps with applicants on the phone and/or via e-mail.</p> <p>Website link: https://cotns.ca/registration/new-registration/internationally-educated-applicants/</p> <p>Initial application link: https://members.cotns.ca/apply/initial</p> <p>Provisional Registration Policy: https://cotns.ca/assets/Registration-Policies/411.3-Provisional-registration.pdf</p>

	<p>International Educated Registration Process Map: https://cotns.ca/assets/Uploads/Internationally-Educated-Registration-Process-Map3.pdf</p> <p>Vulnerable Sector Check Requirement: https://cotns.ca/registration/vulnerable-sector-check-requirement/</p>	
	If you do not have a process, please explain.	
REVIEW FINDINGS	Compliance Criteria:	
(To be completed by the FRPA Review Officer)	Requirement that the regulating body:	Compliant? (YES/NO)
	• provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada;	YES
	• identifies documentation of qualifications that must accompany an application;	YES
	• explains the registration process and how requirements for registration are to be met;	YES
	• explains how information is communicated;	YES
	• provides information in a publicly accessible manner; and	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS’s home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.</p>		

QUESTION 3, “REGISTRATION OF INTERPROVINCIAL APPLICANTS”:	
<p>Do you have a registration process for applicants who are registered/licensed in another jurisdiction in Canada (CFTA transfers)? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants who are CFTA transfers? Include a link(s) to information published in the public domain.</p> <p>Alignment with FRPA: <i>Sections 3, 7(c), 9(a) and 16(3)(b), (e), (g)</i></p> <p>CFTA transfers: applicants who are currently registered/licensed in another jurisdiction in Canada, in accordance with the Canadian Free Trade Agreement (CFTA).</p>	
RESPONDENT ANSWER	<p>Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.</p>

A. LICENSE TYPE	Provisional and General
DOCUMENTATION (LIST)	See answers below.
REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p><u>Registration process and required documents for Occupational Therapists from other Canadian Jurisdictions</u> All process information and required documentation is available here: https://cotns.ca/registration/new-registration/occupational-therapists-from-canadian-jurisdictions/</p> <p>1. Complete Labour and Mobility Support Agreement Confirmation Form The applicant will contact their current regulatory organization to complete the Labour Mobility Support Agreement Confirmation Form. That regulatory organization will send a copy of the applicant’s transcript or ACOTRO SEAS Disposition Report, confirmation of completion of the National Occupational Therapy Certification Examination (NOTCE), and a copy of any formal language tests that have been collected. If any of these documents are not available from the current regulatory College, the applicant will be asked to submit the required documentation. Applicants should contact their current regulatory organization to find out if there is a fee for completion of the LMSA Confirmation Form.</p> <p>In summary, applicants from other Canadian jurisdictions have authorized their current regulatory organization (via the top section of the LMSA form) to provide certain required documents for application, rather than being provided by the applicant. This process facilitates the sharing of required documents at application from a single source and eliminates the need for the applicant to locate these documents individually.</p> <p>Applicants are not required to submit documentation that will be sent by their current regulatory organization at application.</p> <p>2. Application for registration Complete an online application form. <u>Evidence Required:</u></p> <ul style="list-style-type: none"> • A completed online application form. Incomplete application forms will not be processed. <p>3. Compile required documentation Applicants for registration must be able to demonstrate that they meet the following registration requirements:</p> <p>a. Proof of Identity The name provided is entered on the College register and must be the same name by which the applicant will be known by clients and colleagues. If a name has changed, all previous names must be listed. <u>Evidence Required:</u></p> <ul style="list-style-type: none"> • A notarized passport-sized photo. The photograph requires a notarized stamp or seal. • If any of the documents in an application were issued under a previous name, they must include an official document (such as a marriage license) that verifies the name change. This document must be uploaded to the application as a pdf. <p>b. Eligibility to work in Canada</p>

Legal authorization to work in Canada.

Evidence Required:

- Acceptable documentation includes a copy of a Canadian birth certificate, a Canadian passport, proof of landed immigrant resident status, or copy of a valid work permit. This documentation must be uploaded to your application as a PDF.

c. Demonstration of professional liability insurance

Every occupational therapist licensed in Nova Scotia must have professional liability insurance coverage to a *minimum of \$5,000,000.00 with a legal expenses endorsement for investigation of complaints by a regulatory body* prior to engaging in the practice of occupational therapy.

Professional liability insurance for OTs may be purchased through the Canadian Association of Occupational Therapists (CAOT), if a member of CAOT. See the [CAOT website](#) for more information. Liability Insurance may also be purchased directly through an insurer such as [AON Healthcare Advantage](#).

Each insurance certificate is reviewed to ensure it meets registration regulation criteria.

Evidence Required:

- An original insurance certificate must be uploaded to the application as a PDF.

d. Demonstration of good conduct and regulatory history

The College has an obligation to protect the public and needs to be satisfied that registrants do not pose a danger to clients. Applicants are required to declare any of the following:

- Any disciplinary finding as an occupational therapist or in another profession in Nova Scotia or another jurisdiction.
- Conviction of a criminal, drug, or traffic offence, excluding minor traffic offences such as parking or speeding.
- Any finding of liability in a civil proceeding.
- If currently under criminal investigation or have a pending criminal or civil court date.

Evidence Required:

- A self-declaration made on the application form. If they answer yes to any of the declarations, the College will ask you to send more information, such as a transcript of the criminal record. The College will use this information to decide if eligibility for registration and, if applicable, to determine if conditions should be imposed on the license.
- A Regulatory History Report from each OT regulatory organization they have been registered or licensed with in the past 10 years (Including international jurisdictions). If there is an area of concern identified by a previous regulator, the applicant will be contacted by the College and more information will be requested regarding the nature and timing of the offense or concern and how the issue has been managed or resolved. Eligibility for registration will depend on the nature, timing, and severity of the issue. Regulatory History forms must be sent directly from the applicant's previous regulatory or licensing organization.
- (Effective September 1, 2021) A Vulnerable Sector Check from the province in which they are residing must be uploaded to the Vulnerable Sector Area of the application as a pdf. If they have lived outside of Canada in the past two years, an International Criminal Record Check, translated by a certified translator (if applicable) is required. The Vulnerable Sector Check will need to be valid within the last 3 months of the registration date. It should be noted that a conduct history does not automatically result in a denial of registration. However, there must be nothing in their previous conduct that will impact your ability to practice occupational therapy safely and ethically. If a Vulnerable Sector Check cannot be obtained in the jurisdiction, please contact the

		<p>College for further steps to provide alternate documentation. More information on obtaining a vulnerable sector check is available on our website.</p> <p>NOTE: Both the LMSA form and Regulatory History Form must be completed by the current regulatory organization. The Regulatory History Form must be completed by any College the applicant has been registered or licensed.</p> <p>e. Currency hours It is important to practice occupational therapy in order to maintain skills and keep up-to-date with recent change in practice. Applicants require 1200 hours in the past 5 years or 600 hours in the past 3 years. This requirement is met if they have graduated from an occupational therapy program in the past 18 months.</p> <p><u>Evidence Required:</u></p> <ul style="list-style-type: none"> • A curriculum vitae / resumé outlining <i>employment history with the corresponding currency hours</i> broken down by year must be uploaded as a PDF. New graduates should include their fieldwork placement experience in their curriculum vitae / resumé. • If requested by the Registrar, additional documentation may be required, including a letter or record of employment from employers in the past 5 years. <p>f. Payment of required fees The annual registration fee is \$490.00 and the application fee for therapists from other jurisdictions under the LMSA is \$50.00. The fee may be pro-rated should they wish to practice for 3 months or less in a given registration year (June 1 - May 31). Payment may be made by cheque, EFT (admin@cotns.ca), credit card, or money order, payable to the COTNS, in Canadian funds.</p> <p>4. Membership with the Nova Scotia Society of Occupational Therapists The <i>Occupational Therapists Act</i> Section 27(2) requires that all registrants with the College pay the membership fees of the Nova Scotia Society of Occupational Therapists within one month of their initial registration and subsequently on the Societies renewal date; however, the College has determined that it does not have the legislative authority to enforce membership with the Society. While the College recommends applicants and registrants maintain membership with the Society, the College will not deny or suspend registration for those applicants and registrants that choose not to pay the annual fee to the Society. Please see this letter for further details.</p> <p><u>Evidence Required:</u> Self-declaration on the Application form.</p>
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>This information is available to applicants via the website. College staff are also available to review registration steps with applicants on the phone and/or by e-mail.</p> <p>Website link: https://cotns.ca/registration/new-registration/occupational-therapists-from-other-jurisdictions/</p> <p>Initial application link: https://members.cotns.ca/apply/initial</p>

	Vulnerable Sector Check Requirement: https://cotns.ca/registration/vulnerable-sector-check-requirement/	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation; 	YES
	<ul style="list-style-type: none"> identifies documentation of qualifications that must accompany an application; 	YES
	<ul style="list-style-type: none"> explains the registration process and how requirements for registration are to be met; 	YES
	<ul style="list-style-type: none"> explains how information is communicated; 	YES
	<ul style="list-style-type: none"> provides information in a publicly accessible manner; and 	YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.		

QUESTION 4, "REGISTRATION PROCESS FEES":		
Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.		
Alignment with the FRPA: <i>Section 7(f) and 16(3)(d)</i>		
RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe and explain: The COTNS charges registration fees for all categories. 1) Canadian Educated Applicants - Application fee: \$100 Annual Registration Fee: \$490.00. (https://cotns.ca/registration/new-registration/canadian-educated-applicants/) 2) Occupational Therapists Registered in other Canadian Jurisdictions (LMSA) - Application fee: \$50 Annual Registration fee: \$490.00 (https://cotns.ca/registration/new-registration/occupational-therapists-from-canadian-jurisdictions/) 3) Internationally-Educated Applicants - Application fee: \$150.00 Annual Registration Fee: \$490.00 (https://cotns.ca/registration/new-registration/internationally-educated-applicants/) This information is available on each of the category's registration page and via PDF at this website link address: https://cotns.ca/assets/New-Fee-Schedule-Jan-2020.pdf	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> provides information setting out any fees for registration in a clear and understandable form; 	YES

	<ul style="list-style-type: none"> describes the fees even if they are not applicable or are \$0; and 	YES
	<ul style="list-style-type: none"> provides information about fees in a publicly accessible manner. 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.</p>		

QUESTION 5, "ALLOWANCE FOR ALTERNATIVE DOCUMENTATION":

When documentation cannot be obtained by an applicant for reasons beyond their control, do you advise the applicant about what alternative documentation could be supplied that may be acceptable to the regulating body? (Example: a sworn statement in lieu of full documentation.) If so, explain. How is this information communicated to applicants? Provide a link to information published in the public domain.

Alignment with the FRPA: *Sections 7, 9 and 16(3)(c)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: Applicants may also submit alternative documentation under our Insufficient Information policy if they cannot reasonably obtain original documentation. Insufficient Information Policy link: https://cotns.ca/assets/Registration-Policies/Insufficient-Information.pdf Some examples of alternate acceptable documentation include: Academic Eligibility: -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. Vulnerable Sector Check requirement: -Applicants from certain Canadian jurisdictions are not able to obtain a Vulnerable Sector Check (For example – Applicants from Ottawa). As a result, the College will accept the highest level of Criminal Record Check available, plus require an Acknowledgement and Undertaking for the applicant to complete.	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body: <ul style="list-style-type: none"> provides clear and understandable information with respect to acceptable alternative documentation; advises applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; and 	Compliant? (YES/NO)
		YES
		YES

	<ul style="list-style-type: none"> provides information about acceptable alternative documentation in a publicly accessible manner. 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.</p>		

QUESTION 6, "SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS":

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link to information published in the public domain.

Alignment with the FRPA: *Sections 7(e) and 16(3)(k)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, describe:</p> <p>The COTNS supports applicants at all points of the application process. Examples of our support to applicants include:</p> <p>1) Website Information: Information is available on our website, including specific information about required documentation, access to registration policies, required forms.</p> <p>2) Telephone: We provide phone support to our applicants by clarifying the registration requirements, required supporting documentation, and their application status.</p> <p>3) Printable Material: PDF copies of College documents including but not limited to policies, Guide to Supervised Practice, LMSA and Regulatory History forms are available and e-mailed to applicants at their request.</p> <p>4) Other: College staff will e-mail applicants that are missing supporting documentation or have an incomplete application to remind them of what they still require. E-mails are sent from College staff directly. Automatic e-mails indicating registration application updates are also sent via our registration database system when reviewed.</p> <p>A statement on how COTNS supports applicants is also located on each specific category registration pages at the links below:</p>
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	<p>Canadian Educated Applicants: https://cotns.ca/registration/new-registration/canadian-educated-applicants/</p> <p>Occupational Therapists from other Canadian Jurisdictions (LMSA): https://cotns.ca/registration/new-registration/occupational-therapists-from-other-jurisdictions/</p> <p>International Educated Applicants: https://cotns.ca/registration/new-registration/internationally-educated-applicants/</p>	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• provides support to the applicant during the registration process;	YES
	• describes the type of support provided to the applicant during the registration process; and	YES
	• provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.</p>		

QUESTION 7, "ACCOMMODATION PRACTICES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY":

Do you have a description of existing accommodation practices for applicants with a physical or mental disability? If so, describe how an applicant would request an accommodation and how requests are considered. How do you make this process available to applicants in a transparent, objective, impartial and procedurally fair manner? Include a link to information published in the public domain.

Alignment with the FRPA: *Section 6, 16(3)(h)*

Reference: [Human Rights Act \(nslegislature.ca\)](https://www.legislation.gov.uk/ukpga/1998/42/section/1/paragraphs/1-3)

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: The COTNS via our third-party providers have processes to allow for accommodations: 1) Substantial Equivalent Assessment System - International Educated Applicants:
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	<p>ACOTRO provides accommodation requests to SEAS applicants upon request; this is communicated on their website under ACOTRO SEAS Policies: (https://acotro-acore.org/seas/acotro-seas-policies/).</p> <p>This information is posted on the International-Educated Applicant registration page: https://cotns.ca/registration/new-registration/internationally-educated-applicants/</p> <p>2) National Occupational Therapy Certification Examination: 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: https://static1.squarespace.com/static/60e4935a9d9e72795e11e49a/t/620e6d31e31afd011202b146/1645112625785/CEC.P.11_NOTCE+Testing+Accommodations.pdf Form A: https://static1.squarespace.com/static/60e4935a9d9e72795e11e49a/t/60f19a14c3cdf46b966c1b9/1626446356843/NOTCE+Form+A+Revised+May+23rd+2019.pdf Form B: https://static1.squarespace.com/static/60e4935a9d9e72795e11e49a/t/620e6dafd84589628f140790/1645112752149/NOTCE+Form+B+Revised+March+2021.pdf</p> <p>This information is all available on the webpage for each registration category with appropriate links cited.</p> <p>Canadian Educated Applicants: https://cotns.ca/registration/new-registration/canadian-educated-applicants/</p> <p>Occupational Therapists from other Canadian Jurisdictions (LMSA): https://cotns.ca/registration/new-registration/occupational-therapists-from-other-jurisdictions/</p> <p>International Educated Applicants: https://cotns.ca/registration/new-registration/internationally-educated-applicants/</p>	
REVIEW FINDINGS	<p>Compliance Criteria: Requirement that the regulating body:</p> <ul style="list-style-type: none"> • has a description of existing accommodation practices for applicants with a physical or mental disability; • has a clear process for applicants to request an accommodation and understand how requests will be considered; and • provides a description of accommodation practices in a publicly accessible manner. 	<p>Compliant? (YES/NO)</p> <p>YES</p> <p>YES</p> <p>YES</p>
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS’s home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.</p>		

QUESTION 8, “ACCESS TO REGISTRATION RECORDS”:

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link to any published information, if available.

Alignment with the FRPA: <i>Sections 12(1) through (5) and 16(3)(j)</i>									
RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: The COTNS provides a process for applicants/registrants to request access to their registration records. Access to Registration Records Policy: https://cotns.ca/assets/Registration-Policies/Access-to-registration-records.pdf This document is available on our website from our Registration Policy page: https://cotns.ca/registration/registration-policies/								
	REVIEW FINDINGS	<table border="1"> <thead> <tr> <th>Compliance Criteria:</th> <th>Compliant? (YES/NO)</th> </tr> </thead> <tbody> <tr> <td>Requirement that the regulating body:</td> <td></td> </tr> <tr> <td>• has an established process by which an applicant can make a request in writing for access to their registration records; and</td> <td>YES</td> </tr> <tr> <td>• describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.</td> <td>YES</td> </tr> </tbody> </table>	Compliance Criteria:	Compliant? (YES/NO)	Requirement that the regulating body:		• has an established process by which an applicant can make a request in writing for access to their registration records; and	YES	• describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.
Compliance Criteria:	Compliant? (YES/NO)								
Requirement that the regulating body:									
• has an established process by which an applicant can make a request in writing for access to their registration records; and	YES								
• describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.	YES								
Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.									

SECTION II: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section will explore assessment practices and how these practices are communicated to an applicant. An assessment measures an applicant's skills, knowledge, qualifications, and credentials against the standard that must be met by your regulating body to be granted a licence/certification. Information on the criteria (Examples: exam material, competency information, work experience, requirements, etc.) used for assessment, how that information is communicated to the applicant, and how final registration/application decisions are provided will be requested in this section.

QUESTION 9, “ASSESSMENT CRITERIA”:

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

Alignment with the FRPA: *Section 7(d), 16(3)(b) and (i)*

RESPONDENT ANSWER

Explain the criteria used for assessment and how the information is communicated:

All aspects of the registration process for the COTNS are outlined via a specific registration policy per requirement. This information is also outlined for each registration category on our website that clearly indicates the specific evidence required for the applicant to meet the requirement.

Canadian Educated Applicants:

<https://cotns.ca/registration/new-registration/canadian-educated-applicants/>

Occupational Therapists from other Canadian Jurisdictions (LMSA):

<https://cotns.ca/registration/new-registration/occupational-therapists-from-canadian-jurisdictions/>

International Educated Applicants:

<https://cotns.ca/registration/new-registration/internationally-educated-applicants/>

College staff review the completed application form and supporting documentation, against the specific registration policy to determine if the applicant has provided sufficient evidence to meet the registration requirement. Applicants that have not submitted required documentation, or documentation that meets our requirements, are contacted to clarify requirements and if applicable, provided with an opportunity to provide alternate acceptable documentation.

All registration policy documents are available on our website from our Registration Policies page:

<https://cotns.ca/registration/registration-policies/>

Is a third party involved in the assessment process?

Yes

No

If yes, name the third-party(s) and describe their role:

1) **Association of Occupational Therapy Regulatory Organizations (ACOTRO)** administers the Substantial Equivalency Assessment System (SEAS) for 9/10 provincial occupational therapist regulators in Canada (minus Quebec). This assessment determines whether the internationally educated applicant meets educational equivalency to that of Canadian-educated applicants. <https://acotro-acore.org/seas/>

	2) Canadian Association of Occupational Therapists (CAOT) administers <u>the National Occupational Therapy Certification Examination (NOTCE)</u> on behalf of all provincial occupational therapist regulators in Canada. https://www.notce-ena.ca/ . All relevant policies and processes with respect to the development, administration and appeal processes for the exam are located at the website above.	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• describes all criteria used to assess whether the requirements for registration have been met;	YES
	• explains how information is communicated;	YES
	• provides information in a publicly accessible manner; and	YES
	• describes the role of third-party assessors (if applicable).	YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.		

QUESTION 10, "COMMUNICATING REGISTRATION DECISIONS":

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include the approximate length of time required to issue a registration decision, who makes the decision, and what information is provided with each type of decision.

Alignment with the FRPA: *Sections 8(b), (c), (d), 16(3)(l) and (m)*

RESPONDENT ANSWER	<p>Explain the registration decision communication process:</p> <p>a) Successful applicants: Successful applicants are notified by multiple methods: 1) Immediate notification via the registration database system on approval, 2) E-mail from College Staff indicating additional details of their new license and registration.</p> <p>Information on the how notification and timelines for decisions is communicated to applicants at the bottom of the webpage for each registration category. Information is also publicly available via our Decision and Timeline Policy: https://cotns.ca/assets/Registration-Policies/409.2-Decision-and-Timeline.pdf</p> <p>Canadian Educated Applicants: https://cotns.ca/registration/new-registration/canadian-educated-applicants/ Occupational Therapists from other Canadian Jurisdictions (LMSA): https://cotns.ca/registration/new-registration/occupational-therapists-from-other-jurisdictions/ International Educated Applicants:</p>
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	https://cotns.ca/registration/new-registration/internationally-educated-applicants/	
	b) Applicants not granted registration: Applicants that are not granted registration/licensure are also notified by multiple methods: 1) Immediate notification via the registration database system, 2) E-mail / Letter from the Registrar will be sent to the applicant with the decisions, reasons and appeal process (via registered mail). Where possible, the Registrar will also notify the applicant of steps that can be taken to obtain registration.	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• explains the process they use to communicate registration decisions, and the timeframe;	YES
	• provides written decisions to all applicants;	YES
	• provides applicants with reasons when registration has not been granted;	YES
	• provides information on programs/services available to support the future success of applicants, if applicable; and	YES
• provides a description of the internal review process to applicants who are not granted registration.	YES	
Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.		

SECTION III: INTERNAL REVIEW/APPEAL PROCESS

Section 10 of the Act states “Where a regulating body does not provide registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.” This section focuses on the internal review/appeal process, including opportunities for an applicant to provide new information for a decision and details surrounding the decision-makers involved in the internal review/appeal process. Additionally, information on the training provided to individuals who make internal review/appeal decisions will be required.

QUESTION 11, “INTERNAL REVIEW PROCESS”:

Do you have a documented internal review process for applicants who disagree with the registration decision? Provide a link to information published in the public domain.

If yes, describe the process including:

- time frames throughout the process; and

- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal reviews decisions are communicated to applicants and what information is included with the decision; and
- who makes internal review decisions.

Alignment with the FRPA: *section 7(a) and 10, 16(3)(m) and (n)*

Internal review: a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: The COTNS provides for an internal review process for applicants who disagree with the registration decision. This process varies according to the circumstance that the applicant or registrant is in and are outlined in the following policies: 1) Review of Registration Decision Policy: https://cotns.ca/assets/Uploads/413.3-Review-of-Registration-Decision.pdf 2) Decision and Timeline Policy: https://cotns.ca/assets/Registration-Policies/409.2-Decision-and-Timeline.pdf These policies are accessible via the Registration Policies pages on our website: https://cotns.ca/registration/registration-policies/ Further, notification of the review process is made available to applicants when a decision is made other than full approval of registration including a link to the relevant policy. The internal review process at the COTNS does not allow for individuals involved in a registration decision to act as a decision maker in an internal review of the decision. For example, should a review of a registration decision made by the Registrar be requested by the applicant/registrant, the Registrar would not be involved as a decision-maker on the internal review. If no, explain why not:												
REVIEW FINDINGS	<table border="1"> <thead> <tr> <th data-bbox="419 1076 2120 1146"> Compliance Criteria: Requirement that the regulating body: </th> <th data-bbox="2120 1076 2507 1146"> Compliant? (YES/NO) </th> </tr> </thead> <tbody> <tr> <td data-bbox="419 1146 2120 1192"> <ul style="list-style-type: none"> • has a documented internal review process; </td> <td data-bbox="2120 1146 2507 1192"> YES </td> </tr> <tr> <td data-bbox="419 1192 2120 1237"> <ul style="list-style-type: none"> • describes time frames associated with the internal review process; </td> <td data-bbox="2120 1192 2507 1237"> YES </td> </tr> <tr> <td data-bbox="419 1237 2120 1282"> <ul style="list-style-type: none"> • describes opportunities the applicant has to provide new information and make submissions with respect to their internal review; </td> <td data-bbox="2120 1237 2507 1282"> YES </td> </tr> <tr> <td data-bbox="419 1282 2120 1328"> <ul style="list-style-type: none"> • describes how internal review decisions are communicated to applicants and what information is included with the decision; </td> <td data-bbox="2120 1282 2507 1328"> YES </td> </tr> <tr> <td data-bbox="419 1328 2120 1409"> <ul style="list-style-type: none"> • ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and </td> <td data-bbox="2120 1328 2507 1409"> YES </td> </tr> </tbody> </table>	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)	<ul style="list-style-type: none"> • has a documented internal review process; 	YES	<ul style="list-style-type: none"> • describes time frames associated with the internal review process; 	YES	<ul style="list-style-type: none"> • describes opportunities the applicant has to provide new information and make submissions with respect to their internal review; 	YES	<ul style="list-style-type: none"> • describes how internal review decisions are communicated to applicants and what information is included with the decision; 	YES	<ul style="list-style-type: none"> • ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and 	YES
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<ul style="list-style-type: none"> provides information on the internal review process in a publicly accessible manner. 	YES
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Comments, to be completed by the FRPA Review Officer:
 Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS’s home page (<https://cotns.ca/>) on May 6, 2022, and with the additional information provided above.

QUESTION 12, “INTERNAL REVIEW TRAINING”:

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

Alignment with the FRPA: *Sections 11 and 16(3)(p)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: <u>Review by the Credentials Committee:</u> All Credentials Committee members have completed mandatory internal review training. The internal review training included the following components: 1) Governing Legislation - Occupational Therapists Act, Fair Registration Practices Act etc. 2) Procedural Fairness <ul style="list-style-type: none"> a) Impartial decision-maker b) Neutral and thorough review process c) Participatory rights d) Whoever hears must decide e) Right to reasons f) Right to review g) Delay h) Legitimate expectations 2) Human Rights and Charter <u>Review by the Board:</u> Due to the infrequent nature of registration appeals at this level and the changing membership of the Board of Directors, training on internal reviews is completed by independent legal counsel on an as-needed basis, prior to the internal review.
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REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> ensures that internal review decision-makers have received training on conducting an internal review; and 	YES
	<ul style="list-style-type: none"> describes the training. 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- COTNS's home page (https://cotns.ca/) on May 6, 2022, and with the information provided above.</p>		

V: ACKNOWLEDGEMENTS:

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

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

X 

**Name (print): Kevin Wong, OT Reg (NS)
Registrar**

DATE: 2022-06-20