Currency Requirement for Applicants

8-40

Section:	Registration
Applies to:	Applicants for general and provisional certificates of registration
Approved by:	Registration Committee
Date Established:	August 1998
Date Revised:	July 2001, January 2002, March 2003, May 2003, November 2007, March 2011, October 2011, March 2012, March 2014, February 2016, September 2021

Purpose

This policy explains how applicants to the College can meet the currency and refresher program requirements.

Principles

The College requires applicants to have current knowledge, skills and judgement in occupational therapy practice to provide safe, effective and ethical care..

Policy

Applicants who have graduated from a College-approved occupational therapy program in the last 18 months meet the currency requirement.

If 18 months or more have elapsed since an applicant graduated from an approved occupational therapy program, they must prove to the College that:

1. They have completed at least 600 hours of service within the scope of practice of the profession within the last three years or
2. They must have successfully completed an approved refresher program within the previous 18 months.

Appendix 1 to this policy sets out the length of the approved refresher program based on the date of most recent practice.

The Clinical Re-Entry Program is one component of a refresher program approved by the Registration Committee. The Clinical Re-Entry Program involves supervised clinical practice.

The Clinical Re-Entry Program includes a learning contract and a practice supervisor agreement. The supervisor must:
- Hold a general certificate of registration with the College
- Have at least three years of practice experience
- Meet the requirements of the College's policy on Approval of Supervisors and Other Agents of the College.

Process for declaring currency

Applicants must declare in their application, and provide proof, that they meet the currency requirement For applicants who have graduated within the last 18 months, proof would be an official transcript from their educational program. If the official transcript is not yet available, the College will accept a letter from the occupational therapy program. The letter must state the applicant has successfully completed the program and will graduate,

Applicants who graduated more than 18 months before applying for registration, must submit proof they have completed 600 hours of service within the scope of practice of occupational therapy within the last three years. Proof could take the form of a letter from their employer or a record of employment.

Applicants who declare they do not meet the currency requirement will be asked to provide additional details of all their activities within the scope of practice of occupational therapy within the last ten years. The College will review the information provided by the applicant. The College will inform the applicant within 15 days whether they meet the requirement or whether they need to complete a refresher program.

Timing

The College calculates currency based on the date the applicant submits their complete application and pays their fee.

Referral to the Registration Committee

The Registration Committee must review any application that requests exceptions to this policy. This could happen, for example, if an applicant asked the College to consider practice hours that are not within the scope of practice of the profession, or to accept a refresher program that is not approved.

How the College calculates practice hours

What counts as practice hours

Practise as an occupational therapist while registered in another jurisdiction will generally count towards practice hours. Illegal practice as an occupational therapist (i.e., practising while not being registered in a jurisdiction where registration is required), will not count towards practice

hours.

Practice hours may include clinical and/or non-clinical work as outlined in the Essential Competencies of Practice For Occupational Therapists in Canada.

The College will consider hours spent in other activities that support continuing competence and the delivery of safe, effective and ethical care. These unpaid professional activity hours (such as professional development or participation in other unpaid professional activities) cannot be more than 25% of the applicant's declared hours. However, practice hours and unpaid professional activity hours will only be accepted if they were obtained while the applicant held a certificate of registration to practise as an occupational therapist.

Exception for Substantial Equivalency Assessment System (SEAS)

The SEAS process generally takes one year to complete. To accommodate for this, the College will calculate the "date of application" by subtracting up to 12 months (based on the length of time the applicant spent in SEAS) from the date the applicant submits their complete application and pays their fee to the College.

Completing a refresher program

Applicants who do not meet the currency requirement must complete a refresher program. Appendix 1 to this policy explains the activities that are College-approved for completing the requirement, based on the date of the applicant's most recent practice hours.

Before completing the refresher program

There are other requirements in the registration process that applicants must complete before they can complete their refresher program. These include:

- language fluency in English or French
- meeting the suitability to practise requirement.

After completing the refresher program

Applicants who complete their refresher program must submit proof of completion to the Registrar within the required time frame. Documents and required timeframes are set out in Appendix 1.

If the Registrar has any reason to believe that an applicant has not successfully completed the refresher program, they will be referred to the Registration Committee.

The applicant will meet the currency requirement for a period of 18-months after they have successfully completed the refresher program.

Related policies

Approval of Supervisors and other agents of the College Determining Suitability to Practise at Registration (8-72)
Language Fluency - Requirement (8-81)

Legal Requirements
Ontario Regulation 226/96: General, s. 36(1) and 37(1), under the Occupational Therapy Act,1991

Appendix 1

Applicant's Most Recent Occupational Therapy Practice Hours	Accepted Refresher Program
At least 2/3 of requirement (400 hours in the past 3 years)	**PREP Modules:** review and successfully complete all current College Prescribed Regulatory Education Program (PREP) Modules **Standards Reflection:** review all current College Standards and write a reflection paper detailing individual understanding of the how the Standards apply to one's own practice to the satisfaction of the Registrar **NOTE**: applicant must submit the PREP answer sheets and reflection paper to the attention of the Registrar within six months of being notified of the requirements
Less than 2/3 of required hours but not 0 in the last 3 years	**Clinical Re-entry Program:** 150 hours (the equivalent of 4 weeks full time) of supervised practice within six months of being notified of the requirements **PREP Modules:** review and successfully complete all current PREP Modules
Some hours within the past 4 years	**Clinical Re-entry Program:** 225 hours (the equivalent of 6 weeks full time) of supervised practice within six months of being notified of the requirements **PREP Modules:** review and successfully complete all current PREP Modules
Some hours within the past 5 years	**Clinical Re-entry Program**: 300 hours (the equivalent of 8 weeks full time) of supervised practice within one year of being notified of the requirements **PREP Modules:** review and successfully complete all current PREP Modules
Some hours within the past 6 years	**Clinical Re-entry Program**: 375 hours (the equivalent of 10 weeks full time) of supervised practice within one year of being notified of the requirements **PREP Modules:** review and successfully complete all current College PREP Modules

Some hours within the past 8 years	**Clinical Re-entry Program**: 450 hours (the equivalent of 12 weeks full time) of supervised practice within one year of being notified of the requirements **PREP Modules:** review and successfully complete all current College PREP Modules
Some hours within the past 9 years	**Clinical Re-entry Program**: 525 hours (the equivalent of 14 weeks full time) of supervised practice within one year of being notified of the requirements **PREP Modules:** review and successfully complete all current College PREP Modules
Some hours within the past 10 years	**Clinical Re-entry Program**: 600 hours (the equivalent of 16 weeks full time) of supervised practice within one year of being notified of the requirements **PREP Modules:** review and successfully complete all current College PREP Modules
0 hours within the past 10 years	**Clinical Re-entry Program**: 600 hours (the equivalent of 16 weeks full time) of supervised practice within one year of being notified of the requirements **PREP Modules:** review and successfully complete all current College PREP Modules **Exam**: Must pass the College approved exam. Applicants may be required to pass the exam prior to beginning their placement.
New grads - less than 3 years out	**Clinical Re-entry Program:** 150 hours (the equivalent of 4 weeks full time) of supervised practice within six months of being notified of the re-entry requirements **PREP Modules:** review and successfully complete all current College PREP Modules
New grads - less than 4 years out	**Clinical Re-entry Program**: 225 hours (the equivalent of 6 weeks full time) of supervised practice within six months of being notified of the re-entry requirements **PREP Modules:** review and successfully complete all current College PREP Modules
New grads - less than 5 years out	**Clinical Re-entry Program:** 300 hours (the equivalent of 8 weeks full time) of supervised practice within one year of being notified of the re-entry requirements **PREP Modules:** review and successfully complete all current College PREP Modules