

EMERGENCY CLASS OF REGISTRATION POLICY

8-220

Section:	Office of the Registrar
Applicable to:	Occupational Therapists holding an emergency class of registration
Approved by:	Board
Date Established:	September 2023
Date Revised:	January 30, 2025

Purpose:

This policy describes the criteria and circumstances that the Board will consider when deciding to activate or resolve access to the College's Emergency Certificate of Registration.

Principle(s):

In accordance with section 38.1(1) of Ontario Regulation 226/96, under the *Occupational Therapy Act, 1991*, the Minister of Health can request that the College issue emergency certificates of registration under this class.

Alternatively, the College Board may determine, circumstances exist that impact the ability to issue ordinary registration certificates and that it is in the public interest to issue emergency certificates of registration.

Policy:

The College has a responsibility to ensure Ontario has a supply of safe and competent occupational therapists to meet the current and future demand for their services.

Activating the Emergency Class:

When deciding whether to open the Emergency Class, the Board must be satisfied that the below criteria are met:

1. There is a significant interruption of the usual registration pathway leading to a lengthy registration delay. (e.g. a catastrophic impact, technology failures, and/or breach to exam);
2. It would be in the public interest to issue emergency certificates of registration;
3. Immediate action is required to remedy the emergency circumstances;
4. There is a healthcare system emergency for which:
 - There are insufficient occupational therapists to adequately service the needs of the public,
 - In the opinion of the Board, there is a need for the rapid registration of occupational therapists to meet an identified public need,



5. Whether all other possible solutions have been exhausted and issuing certificates of registration in the emergency class is the best solution under the circumstances.

If the Emergency Class is activated, the College must take appropriate measures to inform the public about the emergency circumstances.

Continuous Assessment

Once the Emergency Class is in force, the Registrar will monitor the situation and provide regular updates to the Board of Directors. The status of the emergency circumstances will be assessed at each Board meeting, while the Emergency Certificate of Registration is still active.

Resolving an Emergency

If the Board determines that the criteria set out above are no longer in effect, the Board will pass a motion directing the Registrar to cease issuing Emergency Certificates of Registration.

As stated in section 38.1(5), an Emergency Certificate of Registration expires three months after the date the Board of Directors determines that emergency circumstances no longer exist.