



College of Occupational  
Therapists of Ontario

## Responsibilities of the Supervising OT

The General Practising Registrant who accepts the supervisory responsibility will be expected to meet with the Provisional Registrant on a regular basis in order to provide support and direction as needed. Generally, the amount of supervision required will decrease with time as confidence is established. Issues of concern related to the Provisional Registrant's performance should be brought to the attention of the employer and the College.

The Provisional Registrant is accountable for their practice; the General Practising Registrant is only accountable for management of the supervision process, and should maintain relevant records pertaining to this. Client documentation does not require the co-signature of the supervising therapist.

## Responsibilities of the College

The College is responsible for reviewing the Provisional Registrant's application, for issuing a certificate and for setting any conditions, within 30 days of receipt of the application. It is also there to assist and provide information to applicants regarding the establishment of acceptable supervisory arrangements.

The College is expected to monitor and track Registrants issued a Provisional Practising certificate to ensure that their certificate is issued only for the permitted time period.

### For more information, contact:

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College of Occupational Therapists of Ontario

Provisional  
Practising

CERTIFICATE OF REGISTRATION

## The Provisional Practising Certificate

The Provisional Practising certificate of registration was established by the College of Occupational Therapists of Ontario to enable occupational therapists (OTs) to practise when they have not met all of the requirements for General Practising registration with the College. Often, the category applies to those OTs who have not yet met the examination requirements of the College, or who require minimal educational upgrading to meet equivalency standards for education.

Provisional Registrants can only practise under specific conditions and for a restricted length of time. This brochure is intended to clarify these conditions, and the roles and responsibilities of Provisional Registrants, their supervising therapist, employers and the College.

The College requires that a Provisional Practising Registrant be supervised during the period for which the certificate is issued or until all outstanding requirements have been met and have been documented with the College. The supervisor must hold a General Practising certificate of registration with the College and have at least one year of practice experience.

The College recognizes that there may be situations in which access to a General Practising Registrant 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.



## Requirements of the Provisional Practising Certificate

Applicants for a Provisional certificate must fully register with the College prior to commencing employment and/or orientation and training. College fees for Provisional registration are the same as for a General Practising certificate. Annual registration applies to all certificates active at May 31.

Provisional Registrants are required to write the first available CAOT exam following their date of registration with the College. Their certificate of registration will be valid until sixty days after the exam date. During this period, documentation must be provided to the College, demonstrating successful completion of the exam. Upon acceptance, the College will issue the Registrant a General Practising certificate within thirty days, provided all other requirements for registration continue to be met.

The Provisional Practising Registrant's certificate will expire if the conditions established by the College are not met within the required time period.

### Extension of a Provisional Certificate

In the event that the exam is not successfully completed, the Provisional certificate may be extended once. To receive an extension the College must receive results of the CAOT exam and a new Employer Acknowledgment Form from the Provisional Registrant, verifying continued supervision, within sixty days of the exam date. The extended certificate will be valid until sixty days following the next available exam. If this sitting of the exam is successfully completed, a General Practising certificate will be issued. If unsuccessful, the certificate will expire and a Provisional Practising certificate may not be issued again.

### Deferral of Exam Requirements

A Provisional Practising Registrant who is unable to meet the exam requirements due to personal circumstances, may be granted a deferral to sit the next exam provided that their request for a deferral is submitted in writing, prior to the exam, or within ten days following the exam. Deferral requests must be verified (e.g., doctor's note) and are subject to approval. If a deferral is granted, the certificate will be extended until sixty days following the next available exam and all other requirements will apply.

## Responsibilities of the Provisional Practising Registrant

The Provisional Practising Registrant is responsible for advising the prospective employer of the supervision requirement of the College. An *Employer Acknowledgment Form* must be signed by the employer and returned to the College prior to completing the registration process. The form can be found in the *Registration Documents* section of the College website.

The OT is also responsible for advising the College of any change in employment and ensuring a new *Employer Acknowledgment Form* is submitted for the new place of employment.

OTs with Provisional Practising certificates are fully responsible and accountable for their conduct and practice.

## Responsibilities of the Employer

Although the employer is expected to establish a satisfactory supervision arrangement in conjunction with the member, the Provisional Practising Registrant must ensure that the supervision plan is in place. A written plan placed on the OTs personnel file is recommended. If the employer requires clarification or assistance with this matter, it is appropriate to contact the College.

### Sample Supervision Plan

- Employee orientation (review of job description, policies and procedures, and safety practices)
- Clinical orientation by supervising OT (clinical site, equipment, support staff, location of records, etc.)
- Weekly meetings with supervising OT to discuss assigned cases, review problem areas, and review written records

### Supervision can decrease as the supervising OTs confidence in the Provisional Registrant's level of competence increases.

- At least two opportunities for observing the Provisional Registrant's client interactions (more if required)
- Identified informal support mechanisms that are easily accessed
- Written supervision plan, discussed, signed, and kept in the employee's file
- As with all other employees, the employer is expected to ensure that the OT is meeting the requirements and standards that have been established within that particular workplace