



## PROVISIONAL REGISTRATION

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### Request for Deferral of the Examination requirement

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**Established:** July 1998

**Revised:** July 2001, January 2002, March 2003, May 2003, November 2007, May 2009

**Most Recent Revision:** October 2011

**Applicable Category of Registration:**

1. Provisional practising certificate

**Type of Requirement:** Non-exemptible

**Applicable Regulation:**

37(3) The following are registration requirements for a provisional practising certificate of registration:

1. The applicant must have registered to take the examination referred to in paragraph 1 of subsection 36(3) at the next available sitting.

37(4) The following are conditions of a provisional practising certificate of registration:

1. The member must practise the profession only under the supervision of an occupational therapist who holds a general practising certificate of registration and who has filed an employer acknowledgement form with the College.
2. The member must take the examination referred to in paragraph 1 of subsection 36 (3) at the first available sitting unless the member obtains the Registrar's written consent to defer taking it because of exceptional circumstances.
3. If the member fails to take the examination at the first available sitting and has not obtained the Registrar's consent to defer taking it before the examination, the member's certificate of registration automatically expires unless,
  - i. the member obtains the consent within 10 days after the examination, and
  - ii. the member files with the College a fresh employer acknowledgement form and any undertakings requested by the Registrar within 10 days after the examination.
4. If the member satisfies the requirements in paragraph 3, the member shall take the examination at the next available sitting unless the Registrar directs otherwise, and this sitting is considered to be the first available sitting.
5. If the member takes the examination at the first available sitting and does not successfully complete it, the member's certificate of registration automatically expires unless the member files with the College a fresh employer acknowledgement form and any undertakings requested by the Registrar within 60 days after the examination.



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6. If the member files the acknowledgement form and the undertakings, if any, under paragraph 5, the member shall take the examination at the next available sitting unless the Registrar directs otherwise in writing, and this sitting is considered to be the second available sitting.
7. If the member fails to take the examination at the second available sitting in accordance with paragraph 6, the member's certificate automatically expires unless the member obtains the Registrar's written consent to defer because of exceptional circumstances within 10 days after the examination.
8. If the Registrar's consent is given under paragraph 7, the member shall take the examination at the next available sitting unless the Registrar directs otherwise in writing, and this sitting is considered to be the second sitting.
9. If the member takes the examination at the sitting referred to in paragraphs 6 and 8 and does not successfully complete it, the member's certificate of registration automatically expires upon the release of the result indicating that the member has failed.
10. If, at any time, the member passes the examination required under paragraph 2, the member's certificate of registration expires 60 days after the examination unless the member obtains the Registrar's consent in writing to maintain the certificate for a longer period of time.

#### **Principles(s):**

Successful completion of a College-approved examination is one of the indicators that applicants to the College have demonstrated adequate entry-level knowledge, skill and judgment to meet entry to practise requirements. Provisional Practising certificate holders are, in effect, being given an exceptional right to practise without having demonstrated entry-level knowledge, skill and judgment. Thus Provisional Practising certificate holders have an obligation to diligently pursue successful completion of the examination. Under exceptional circumstances, members holding a Provisional Practising certificate of registration may obtain a deferral to writing the examination, as long as the reasons for the deferral are persuasive and this deferral does not affect public safety.

#### **Decision Criteria**

1. A deferral will generally only be granted if it is permitted under subsection 37(4) of the registration regulation and:
  - a. The registrant can provide, in writing, sufficient evidence of medical reasons as to why the obligation was not successfully completed on time. Such information must be provided to the College in writing, as an original hard-copy, fax or as a PDF. Such a document should include a note signed by a health-care professional; or
  - b. The registrant can provide sufficient evidence on compassionate grounds (e.g. a death in the



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family or other significant hardship), as to why the obligation was not successfully completed on time. Such information must be provided to the College in writing, as an original hard-copy, fax or electronically as a PDF document. Such a document may include a death certificate or a note signed by a health-care or other professional.

2. All requests for deferral will be left to the discretion of the Registrar unless,
  - a. A registrant requests two consecutive deferrals; or
  - b. The Registrar has any concerns about the request.

In both of the above cases, the request will go to the Registration Committee for review and recommendation.

#### **Possible Outcomes**

1. The Registrar may grant the deferral. The Registrar may ask for an Undertaking from the registrant (e.g., a timeline for steps to take to ensure there is no undue delay) for granting a deferral in appropriate cases.

The Registrar may deny the deferral. In this case, the member's Provisional certificate will expire.