



## ASSESSMENT OF QUALIFICATIONS

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### Assessment of Qualifications

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**Established:** August 2011

**Most recent revision:** October 2011

**Applicable Categories of Registration:**

1. General Practising Certificate
2. Provisional Practising Certificate
3. Temporary Certificate

**Type of Requirement:** Non-exemptible

**Applicable Legislation:**

Regulated Health Professions Act, 1991, Schedule 2:

**Qualifications**

22.4 (1) The College shall make information publicly available on what documentation of qualifications must accompany an application and what alternatives may be acceptable to the College if an applicant cannot obtain the required documentation for reasons beyond his or her control. 2006, c. 31, s. 35 (3).

**Principle(s):**

To ensure public protection, applicants must provide appropriate and genuine documentation in order that qualifications may be accurately assessed. To ensure that documentation is genuine, some documents must be received directly from the issuing body (e.g. university, employer, testing agency).

**Decision Criteria**

Applicants are required to submit a number of documents in order for the College to assess qualifications, including education and fieldwork, language fluency, currency and completion of the certification examination.

- Documents required by the College must be provided in the forms and manner described below.
- In order to complete assessment of an applicant's qualifications, all applicants are required to submit the documents indicated in section 1. - 4.
- Proof of language fluency (5.) is required if an applicant's first language is not English or French, or if the language of occupational therapy instruction was not English or French.
- A record of employment (6.) may be required to provide evidence that an applicant is current in practice, if the applicant has graduated more than 18 months prior to their application to the College.
- A completed Academic Review Tool (ART) (7.) and course description/syllabus (8.) are required of those applicants who have not graduated from an approved occupational therapy program.



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1. Copy of education transcript(s):
  - a) must originate from the school where the applicant completed his/her education;
  - b) may be provided by the applicant to the College; and
  - c) must be provided as notarized English translations, paid for by the applicant, if the original documents are not in French or English.
  
2. Original credential assessment documents:
  - a) must have been completed by a College-approved credentialing agency (e.g. World Education Services) or another credentialing agency in Canada that is a member of the Alliance of Credential Evaluation Services of Canada (ACESC);
  - b) must be sent directly from the credential assessment agency to the College;
  - c) must be a document-by-document credential assessment report; and
  - d) must indicate:
    - i. whether the program completed was accredited;
    - ii. the length of the program (number of years);
    - iii. the level of education completed (e.g. Bachelor or Master's degree); and
    - iv. whether the focus of the program was Occupational Therapy.
  
3. Regulatory History Form(s):
  - a) must be completed by the regulatory authority in each jurisdiction where the applicant holds (or has held) a registration(s) or license(s);
  - b) must be sent from the regulatory authority directly to the College;
  - c) may be provided as an original hard-copy; and
  - d) must include:
    - i. the signed Authorization for Release of Information Regulatory History portion of the form, first signed by the applicant, then sent to the employer; and
    - ii. information, completed by the regulatory authority, regarding the applicant's regulatory history.
  
4. Evidence of successful completion of the National Occupational Therapy Certification Examination:
  - a) may be submitted by the applicant to the College;
  - b) may be in the form of a photocopy, fax or PDF document; and
  - c) must be either a Canadian Association of Occupational Therapists' certificate or exam results document.
  
5. Proof of English or French Language Fluency:
  - a) must be completed by a testing agency approved by the College;
  - b) must be sent directly from the language testing agency to the College;
  - c) must be sent as original hard-copy documents, or faxes; and
  - d) must indicate:
    - i. name of testing agency;
    - ii. type of test(s) completed;



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- iii. scores on test(s) completed; and
  - iv. date(s) language assessment(s) completed.
6. Record of employment:
- a) may be provided to the College by the applicant or employer;
  - b) must be provided in the form of a letter from the employer;
  - c) may be provided as an original document, photocopy, fax or PDF; and
  - d) must include information regarding:
    - i. the applicant's dates of work;
    - ii. the hours worked by the applicant per week;
    - iii. the applicant's work hours, including direct service hours, planning and development hours, and administrative hours usually recognized in standard workload measurement systems; and
    - iv. the employer's name and contact information, in order to allow for verification of the record by the College.
7. Academic Review Tool (ART):
- a) must be completed by the applicant;
  - b) must be provided to the College by the applicant; and
  - c) must be provided as an original, completed ART form.
8. Course Descriptions/Syllabus:
- a) must be sent directly from the educational institution to the College.

### Possible Outcomes

1. An applicant who provides the documents required in the form and manner indicated will have their application processed without delay.
2. An applicant who does not provide the documents in the form and manner indicated will be advised by the College of the requirements and will have the opportunity to re-submit required documents.
3. An applicant who, due to extremely exceptional circumstances, is unable to provide documentation in the manner and/or forms described in this policy may ask the Registration Committee to consider alternative evidence to meet the requirement(s). Please see **Registration Policy 8-110: Insufficient and/or Inadequate Documentation**