



## Assessment of Qualifications

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### Assessment of Qualifications

# 8-181

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**Established:** March 2015  
**Effective:** May 1, 2015  
**Most Recent Revision:** February, 2016

**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 by the College or agencies conducting assessment as service providers to the College directly from the issuing body (e.g. university, employer, testing agency).

As of May 1, 2015 all internationally educated applicants applying for a general or provisional certificate of registration (other than applicants who are currently registered in Canada who are applying via the labour mobility provisions) will be required to begin the registration process by applying directly to the Association of Canadian Occupational Therapy



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Regulatory Organizations (ACOTRO) in order to complete the Substantial Equivalency Assessment System (SEAS).

#### General and Provisional Certificates

##### Decision Criteria:

Applicants for a general or provisional certificate of registration are required to submit a number of documents (1-9 below) in order for the College or agencies conducting assessment as service providers to the College to assess qualifications, including education and fieldwork, language fluency, currency, and completion of the certification examination.

Documents required by the College or third-party agencies that provide assessment services on behalf of the College must be provided in the forms and manner described below.

##### Documents to be provided to ACOTRO to complete the SEAS assessment:

Applicants will be required to send the documents indicated in 1. - 4. below directly to ACOTRO, not to the College. See the ACOTRO website at: [www.acotro-acore.org](http://www.acotro-acore.org) for more information.

1. Copy of education transcript(s):
  - a. must originate from the educational institution where the applicant completed his/her education;
  - b. may be provided by the applicant to the ACOTRO; 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 World Education Services (WES);
  - b. must be sent directly from WES to ACOTRO;
  - c. must be a document-by-document credential assessment report; and
  - d. must indicate:
    - i. whether the program completed was accredited;



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- ii. the length of the program (number of years);
  - iii. the level of education completed (e.g. bachelor's or master's degree);
  - iv. whether the focus of the program was occupational therapy; and
  - v. the language of instruction.
3. Course Descriptions/Syllabus:
- a. must be sent directly from the educational institution to ACOTRO.
4. Proof of English or French Language Fluency:
- a. must be completed by a testing agency approved by the ACOTRO;
  - b. must be sent directly from the language testing agency to ACOTRO;
  - c. must be sent as original hard-copy documents,; and
  - d. must indicate:
    - i. name of testing agency;
    - ii. type of test(s) completed;
    - iii. scores on test(s) completed; and
    - iv. date(s) language assessment(s) completed.

#### **Documents to be provided to the College as part of the registration process:**

5. SEAS Disposition Report:
- a. must be submitted by ACOTRO directly to the College.
6. 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 regulatory authority; and
    - ii. information, completed by the regulatory authority, regarding the applicant's regulatory history.



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7. Evidence of successful completion of the National Occupational Therapy Certification Examination:
  - a. must 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.
8. 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.

#### **Possible Outcomes:**

1. An applicant who provides the documents required in the form and manner indicated to ACOTRO will have their SEAS assessment completed without delay.
2. An applicant who does not provide the documents in the form and manner indicated will be advised by ACOTRO of the requirements and will have the opportunity to re-submit required documents.
3. An applicant who provides the documents required in the form and manner indicated to the College will have their application for registration completed without delay.



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4. An applicant who does not provide the documents in the form and manner indicated will be advised by College of the requirements and will have the opportunity to re-submit required documents.
5. An applicant who, due to extremely exceptional circumstances, is unable to provide documentation required for SEAS in the manner and/or forms described in this policy may ask ACOTRO to consider alternative evidence to meet the requirement(s). (Please see ACOTRO's policy regarding required documentation.)
6. An applicant who, due to extremely exceptional circumstances, is unable to provide documentation required by the College 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.

#### Temporary Certificates of Registration:

##### Decision Criteria

Applicants for a temporary certificate of registration are required to submit a number of documents (1-5 below) in order for the College or agencies conducting assessment as service providers to the College to assess qualifications, including: education and fieldwork, language fluency, currency, and completion of the certification examination.

Documents required by the College or third-party agencies that provide assessment services on behalf of the College must be provided in the forms and manner described below.

1. Copy of education transcript(s):
  - a. must originate from the educational institution where the applicant completed his/her education;
  - b. may be provided by the applicant to the College; and



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- 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 World Education Services (WES);
  - b. must be sent directly from WES 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's or Master's degree);
    - iv. whether the focus of the program was Occupational Therapy; and
    - v. the language of instruction.
3. 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 documents; and
  - d. must indicate:
    - i. name of testing agency;
    - ii. type of test(s) completed;
    - iii. scores on test(s) completed; and
    - iv. date(s) language assessment(s) completed.
4. 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 regulatory authority; and



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- ii. information, completed by the regulatory authority, regarding the applicant's regulatory history.
5. 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.

#### **Possible Outcomes:**

1. An applicant who provides the documents required in the form and manner indicated to the College will have their application for registration processed without delay.
2. An applicant who does not provide the documents in the form and manner indicated will be advised by 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 required by the College 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.



College of Occupational Therapists of Ontario  
Ordre des ergothérapeutes de l'Ontario

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NOTE: Applicants who have been deemed to meet the education and fieldwork requirement for a temporary certificate of registration will be required to complete the SEAS process should they wish, at some point in the future, to apply for a general or provisional certificate of registration.

Occupational therapists holding temporary registration are not eligible to apply to other provinces via labour mobility provisions.