Request for Second Provisional Certificate of Registration

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| **Section:** | Registration |
| **Applies to:** | Applicants applying for a second provisional certificate of registration |
| **Approved by**: | Registration Committee |
| **Date Established:** | July 1998 |
| **Date Revised:** | July 2001, January 2002, March 2003, May 2003, November 2007, May 2009, October 2011, September 2021 |

# Purpose

# This policy explains the requirements for applicants who want to obtain a second provisional certificate of registration.

# Principles

# Successful completion of the College-approved examination is a key indicator that an applicant has the entry-level knowledge required to practice. Failure to objectively demonstrate the required entry-to-practice knowledge through the structured examination process raises serious public interest concerns as to whether the applicant should continue to practice, even under supervision.

# Policy

Individuals are permitted one provisional certificate of registration. In exceptional circumstances, applicants who have previously held a provisional certificate may request a second provisional certificate.

**Requesting a second provisional certificate**

The individual must reapply to the College and make a request in writing to the Registration Committee. The request should include evidence such as:

* exam results
* employment history
* performance reviews from their occupational therapy employers
* a study plan
* statement of willingness from the employer to continue supervising.

**Criteria for issuing for a second provisional certificate**

The Committee considers each request on an individual basis. The Committee will only issue a second provisional certificate if circumstances are exceptional and issuing the certificate will not pose a risk to safe, effective occupational therapy service delivery.

The following are examples of factors that the Committee considers:

* Does the applicant appear to meet all other entry-to-practice requirements?
* Is the applicant’s training and practice experience current?
* Is the evidence presented structured, objective, credible, and related to entry-to-practice level competencies?
* Has the applicant diligently pursued successful completion of the examination in the past?
* Have there been any complaints, mandatory reports, or other concerns about the applicant during a previous registration with the College?
* What were the previous supervisory arrangements for this applicant? What was the feedback from the supervisor?

# If the Registration Committee grants the request, it may impose further terms on the second provisional certificate of registration.

# Legal requirement

# [Ontario Regulation 226/96: General, under the Occupational Therapy Act, 1991, 37 (3) 2](https://www.ontario.ca/laws/regulation/960226)