

Examination Requirement

8-60

Section:	Registration
Applies to:	Applicants for a general or provisional certificate of registration and occupational therapists holding a 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, March 2014, September 2016, November 2017, September 2021

Purpose

This policy explains the examination requirement for applicants applying for a general or provisional certificate of registration and occupational therapists holding a 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.

Policy

The approved examination is the National Occupational Therapy Certification Examination (NOTCE). The examination is administered by the Canadian Association of Occupational Therapists (CAOT).

Consistent with the CAOT policy, no individual is permitted to write the examination more than three times.

All applicants who graduated from a Canadian occupational therapy program after 1993, or who established their practice in Canada after 1993, must successfully complete the examination.

Exceptions and deferrals

- Applicants who graduated from a Canadian occupational therapy program before 1994, or who established their practice in Canada before 1994, may request an exemption from the examination requirement.
- Applicants who are currently registered as occupational therapists in another Canadian jurisdiction will not be required to complete the examination.

- Occupational therapists who hold a provisional certificate of registration may ask the Registrar for a deferral of their scheduled examination in exceptional circumstances (e.g., medical reasons or compassionate grounds, such as a death in the family or other significant hardship). They must submit evidence satisfactory to the Registrar of their reasons. The Registrar may require them to sign an undertaking with a timeline for completing the examination in accordance with section 37(4) of the College's Registration Regulation.

Process for determining if an applicant is eligible to write the exam

To be eligible to write the examination, CAOT must have proof that the applicant has graduated from an approved occupational therapy program.

Canadian university program graduate – graduated less than two years from date of exam: CAOT must receive confirmation in writing, directly from the university, that the candidate:

- has graduated or
- has successfully completed all requirements of the occupational therapy program and is recommended for graduation.

Canadian university program graduate – graduated more than two years from date of exam: CAOT must receive confirmation in writing, directly from the College, that the applicant is eligible to write the examination.

Graduates of other occupational therapy programs: If an applicant has met the College's education requirement, CAOT must receive confirmation in writing, directly from the College, that the applicant is eligible to write the examination.

Applicants who previously failed the examination: If an applicant has previously failed the examination, CAOT must receive confirmation in writing, directly from the College, that the applicant is eligible to rewrite the examination. The Registrar may require a signed declaration from the applicant prior to confirming eligibility to rewrite the exam.

Criteria for deciding if an applicant has met the examination requirement

Applicants meet the examination requirement once CAOT notifies the College that they have passed the examination.

If an Applicant fails the examination three times, they are no longer eligible to write the examination. In rare cases, applicants who do not pass the exam may be granted an exemption with terms imposed by the Registration Committee, such as a requirement for further training.

Legal requirement

[Ontario Regulation 226/96: General, under the Occupational Therapy Act, 1991, 36 \(3\) 1; 37\(3\) 1; and \(4\)](#)