

Alternative Documents for Registration

8-110

Section:	Registration
Applies to:	All applicants for all classes of registration
Approved by:	Registration Committee
Date Established:	May 2009
Date Revised:	October 2011, March 2015, October 2021

Purpose

This policy explains the process that the College follows when an applicant cannot meet the requirement that supporting documents be sent to the College directly from the original source (such as a school or government).

Principles

Normally, the College requires that original documents be sent to the College directly from the source of the documents to support an application for registration. This may include transcripts or proof of registration in another jurisdiction. In exceptional situations, such as war, natural disaster, or political persecution, this may be extremely difficult or impossible.

Policy

When applicants can provide persuasive evidence that they have made reasonable efforts and been unsuccessful in obtaining required documents in the required manner, they may be allowed to provide alternative proof that they have fulfilled a particular registration requirement.

This policy is consistent with the policies of the [Association of Canadian Occupational Therapy Regulatory Organizations](#), which administers the Substantial Equivalency Assessment System (SEAS) and [World Education Services](#).

Process for providing alternative evidence

If an internationally educated applicant cannot provide documents required by SEAS or by World Education Services, they must contact these organizations directly and follow their policies.

If applicants cannot provide documents required by the College in the manner required by the College, they must provide persuasive evidence to show why they were not able to obtain the required documents.

The Registrar will request alternative evidence proving that the applicant has met the registration requirement. Depending on each case, the evidence might include one or more of the following:

- Copies of documents, provided by the applicant or directly from the appropriate sources
- Signed affidavits (sworn statements) attesting to requirements completed and attesting to the fact that the document is a copy of an original
- A professional portfolio
- Documents from an instructor or employer
- Education and fieldwork references or academic references
- Interviews with relevant individuals
- Peer assessments
- Competency assessments of prior learning or other skills.

Criteria for deciding if an applicant has met a requirement

To decide if an applicant has met a registration requirement when normally required documentation is missing, the Registrar must decide two things:

1. Did the applicant provide persuasive evidence that they made every effort to obtain the documents? If not, the Registrar will ask the applicant to make additional efforts.
2. After satisfying the Registrar that the applicant is unable to obtain the missing documentation in the required form, the Registrar must decide whether the alternative evidence shows that the applicant has met the relevant registration requirement. If yes, the Registrar will issue a certificate of registration. If no, the Registrar will refer the application to the Registration Committee, which could do any one or more of the:
 - direct the Registrar to issue a certificate of registration,
 - direct the Registrar to issue a certificate of registration if the applicant successfully completes approved examinations
 - direct the Registrar to issue a certificate of registration if the applicant successfully completes additional specified training
 - Impose terms, conditions or limitations such as requiring a supervised period of practice (for exemptible requirements only)
 - refuse to register the applicant.