

Request for Second Provisional Certificate of Registration

8-160

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](#)