



**PEICOT**

**Policies & Procedures**

**DATE CREATED:** January 29, 2018

**DATE APPROVED:** February 13, 2018

**DATE REVISED:**

**Provisional Registration –  
Prior to Successful  
Completion of Approved  
Examination**

**CATEGORY:** Registration

**AUTHORITY:** RHPA/Regulations

**POLICY TITLE: PROVISIONAL REGISTRATION – Prior to Successful Completion of Approved Examination**

Successful completion of a college-approved examination is a requirement to practice on PEI. It is one of the indicators that applicants to the college have adequate entry-level knowledge.

Applicants to the College who are registered to write the exam or are awaiting the results of the exam and have met all other registration requirements may be registered under the Provisional Register as stated in Section 6 of the Occupational Therapist Regulations.

Provisional registration is not renewable; if necessary, an applicant may reapply as an initial registrant for up to an additional year.

- 1) Applicants must provide proof that a) they are registered for the approved examination or b) they have written the approved examination and are awaiting the results i.e. confirmation email from CAOT, etc.
- 2) Applicants may have three attempts to successfully complete the approved examination over a period of two years.
- 3) Applicants are required to be supervised during their period of provisional registration.
- 4) There are three levels of supervision: Level 1 - occasional contact for information, support and clinical consultation; Level 2 – supervision of some practice components based on learning contract; and Level 3 - supervision of all practice components based on a learning contract and completion of written evaluation by supervisor. The type of supervision will be determined by the Registration Committee and will be dependent upon the situation e.g. number of failed attempts of the approved examination.
- 5) Supervision must be provided by a registered occupational therapist who a) has a minimum of one year of practice experience as an occupational therapist and b) be



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practicing within a similar area of practice as the provisional registrant, ideally at the same site or by the same employer.

- 6) The Provisional applicant is responsible for locating an occupational therapist to act as a supervisor throughout the duration of their provisional registration.
- 7) A Supervisor Confirmation Form must be completed by the supervising therapist and provided to the Registrar prior to the completion of the initial registration process. Should any changes occur in the provisional registrant's practice e.g. change of employer or a change of supervisor, the registrant is required to notify the Registrar. A new Supervisor Confirmation Form must be completed when such a change occurs.
- 8) The supervising therapist will be expected to meet with the provisional registrant on a regular basis in order to provide support and direction as needed for the level of supervision required. Performance issues should first be discussed with the applicant, then the employer.
- 9) The Registrar should be contacted if competency problems directly relating to occupational therapy professional practice issues arise, that cannot be solved through additional supervision and mentoring.
- 10) If an evaluation is required as part of the supervision process, this must be submitted to the Registrar prior to consideration for moving to the general register.

Once the registration requirement of successful completion of the approved examination has been met, the registrant's name will be moved to the General Register.



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## SUPERVISOR CONFIRMATION FORM

### Provisional Registrant – Supervision

*This form must be signed by the supervising therapist and returned to the Registrar prior to completing the registration process and prior to commencing work. Completion of this form does not imply registration with the College is complete.*

I, \_\_\_\_\_ (name of supervisor) confirm that I will provide supervision for \_\_\_\_\_ (name of provisional member) commensurate with the provisional member's skills and experience. I confirm that I will provide the following: **(choose one)**

- Level 1** - information, support and clinical consultation
- Level 2** - supervision of some practice components based on learning contract developed by provisional registrant
- Level 3** - supervision of all practice components based on learning contract developed by provisional registrant and complete a written evaluation of the registrant

will be provided throughout the registrant's work period while registered with the College as a provisional member.

#### Supervising therapist's information:

Name: \_\_\_\_\_

PEICOT Membership #: \_\_\_\_\_

#### Employment Information:

Place of work: \_\_\_\_\_

(Facility Name and Address)

Telephone: \_\_\_\_\_

Start date for Provisional Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Return Form to:

Registrar  
PEI College of Occupational Therapists  
PO Box 2248, Charlottetown, PE C1A 8B9

OR [hkcutcliffe@gmail.com](mailto:hkcutcliffe@gmail.com)