



# Prince Edward Island College of Occupational Therapists

## Policy

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**Title:** Registration Requirements for Initial Registration

**No. 3.9**

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**Category:** Registration  
**Applies to:** Initial (new) applicants  
**Authority:** RHPA/Regulations  
**Date Established:** November 25, 2019

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### 1.0 Purpose

To ensure all Occupational Therapists meet the following requirements to be registered to practice on PEI.

### 2.0 Policy

The requirements for initial registration are as follow:

#### 2.1 Education (RHPA 12.(2)(c) and OT Regulations (8.)):

- 2.1.1 Proof for Canadian educated occupational therapists will be transcripts submitted directly to PEICOT from the Canadian university program.
- 2.1.2 Proof for Canadian education occupational therapist transferring to PEI using Labour Mobility Support Agreement will be transcripts submitted from current jurisdiction.
- 2.1.3 Proof for internationally educated occupational therapists, since May 1, 2015, will be documentation of completion of the Association of Canadian Occupational Therapy Regulatory Organizations' (ACOTRO) Substantial Equivalency Assessment System (SEAS) submitted directly from SEAS to PEICOT.

#### 2.2 Examination (RHPA 12.(2)(d) and OT Regulations (9)): proof will be completion of an approved examination (Policy No. 3.1 Approved Examination) and for new graduates and SEAS applicants only, the completion of the PEICOT Jurisprudence Test.

#### 2.3 Currency of Professional Knowledge and Skills (RHPA 12.(2)(f) and OT Regulations (10)):

- 2.3.1 graduation from education program within the 18 months preceding the application.
- 2.3.2 active practice as an OT for at least 600 hours in the three (3) years preceding the date of application, or
- 2.3.3 successful completion of a refresher/re-entry program within the 18 months preceding the date of application as per Policy No.3.5 Currency Hours.

#### 2.4 Not Guilty of an offense that renders applicant unsuitable for practice (RHPA 12.(2)(h)): proof will be provision of a recent criminal records check with vulnerable sector inquiry in compliance with Policy No. 3.3 Criminal Records Check or No. 3.4 Criminal Records Check – Applicant with Criminal Record.

#### 2.5 In Good Standing in another jurisdiction (RHPA 12.(2)(g) & (h)): proof will be a completed regulatory history form from each jurisdiction where the applicant has practiced.

- 2.6 **Holds Professional Liability Insurance (RHPA 12.(2)(j) and OT Regulations (11)):** proof will be provision of the certificate in the applicant's name confirming \$5,000,000 coverage, policy number and expiry date.
- 2.7 **Continuing Education and Competency (RHPA 12.(2)(k) and OT Regulations (12)):** proof will be submitted in compliance with Policy No. 3.2 for Continuing Education Hours.
- 2.8 **Language Proficiency (RHPA 12.(2)(b)):** Applicants to the College who have not graduated from a Canadian occupational therapy education program delivered in English must provide objective evidence of English proficiency as a requirement for registration. See Policy 3.6.
- 2.9 **Payment of Fees (RHPA 12.(2)(l)):** proof will be cheque or e-transfer to PEICOT for administration and registration fees.

#### **Additional Requirements:**

- 2.10 **Identity of Applicant:** proof will be submission of photocopy of birth certificate **and** color photocopy validated picture identification (current passport or driver's license).
- 2.11 **Legal Statement:** proof will be a signed legal statement.
- 2.12 **Competency (RPHA 60.1, and OT Regulations 12(2)):** proof will be completing any programs or methods established by the Council to assess the competency of registrants, as required by the Council (see Appendix A and B).

### **3.0 Procedures**

The requested documents will be submitted to the Registrar and once all documents have been received, the materials will be reviewed and the application processed.

### **4.0 Outcome:**

The applicant will be:

- 4.1 granted registration and registered in the one of the Registers (General, Provisional or Special);
- 4.2 notified that they are required to provide additional information for consideration of their application; or
- 4.3 denied registration because they have not met the requirements.
  - 4.3.1 The applicant may appeal the decision to the Council.

### **5.0 Reference**

The Regulated Health Professions Act, Section 12.(2), and the Occupational Therapists Regulations, Sections (8)-(12), state the eligibility criteria for an applicant to be registered.

Approved By	Established	Last Review	Next Review
Council	February 13, 2018	March 2024 April 2025	April 2027

**Appendix A**  
**Competency Requirements for Initial Applicants**

**New graduates and SEAS registrants registered with the College will be required:**

- 3 months after initial registration to complete:
  1. Jurisprudence Test (located on HMS)
  2. Competencies for Occupational Therapists in Canada (Located on COTO website at <https://www.coto.org/resource/elearning-modules/>).  
*Note: This requirement will no longer be required in September of 2026 as all universities will have incorporated the Competencies into curriculum.*
- To complete the Quality Assurance Program at the next renewal period, February 15<sup>th</sup> to March 15<sup>th</sup>.

**LMSA Transfers registered with the College will be required:**

- To complete the Quality Assurance Program at the next renewal period, February 15<sup>th</sup> to March 15<sup>th</sup>, and are not required to provide proof of Quality Assurance from previous jurisdiction unless requested by PEICOT registrar.

## **Appendix B**

### **Quality Assurance Program**

The Quality Assurance (QA) program helps occupational therapists reflect on their professional roles and responsibilities. The program allows registrants to identify new areas of learning and then participate in learning activities that reflect evolving practice and the expectations for safe, effective and ethical services.

The Council has identified the following domains of professional growth for its members:

- A. Occupational Therapy Expertise
- B. Communication and Collaboration
- C. Culture, Equity, and Justice
- D. Excellence in Practice
- E. Professional Responsibility
- F. Engagement with the Profession

#### **Steps to complete the Quality Assurance Program requirement:**

The QA program is mandatory for all renewal registrants and is to be completed each renewal year (April 1<sup>st</sup> to March 31<sup>st</sup>).

All registrants must identify two (2) professional learning goals each renewal period (February 15 to March 15) and complete learning activities to achieve those two (2) professional learning goals by the end of the following registration year (March 15).

Registrants are required to:

1. Use the Self-Assessment Tool to assess the areas of potential growth for each identified domain. Registrants do not need to provide this document to the College.
2. Use the Professional Learning Goals form to identify two (2) learning goals; upload the two separate documents — one for each goal — to the registrants HMS profile before the renewal information is due (March 15). These are the learning goals for the next registration year.
3. Use the Completed Learning Activities form to record the learning activities registrants have completed to achieve the identified goals; upload the two documents — one for each goal — to the registrants HMS profile by next renewal period.
4. Repeat the steps above each year close to or during the renewal period.