



Prince Edward Island College of Occupational Therapists

Policy

Title: Requirements for Renewal of Certificate of Registration

No. 3.11

Category: Registration

Applies to: Renewal applicants

Authority: RHPA/Regulations

Date Established: November 4, 2020

1.0 Purpose

To ensure renewal applicants complete the necessary requirements for registration renewal.

2.0 Policy

The requirements for renewal are as follow:

- 2.1 Fulfill continuing education and competency requirements (RHPA 22 (2)(a)(i) and OT Regulations 12):** proof will be providing required information in compliance with PEICOT Policy No 3.2 Continuing Education Hours.
- 2.2 Fulfill currency of professional knowledge and skills (RHPA 22 (2)(a)(iii) and OT Regulations 10.(1)(b) 600 hours within the three (3) years preceding the date of the application:** proof will be completing the section on currency hours in the online registration database and if required, confirmation from an employer of hours worked in a fiscal year as described in PEICOT Policy No. 3.5.
- 2.3 Has not been found guilty of an offense that, in the Council's opinion, renders the applicant unsuitable to practice the health profession (RHPA 22 (2)(a)(iii):** proof will be signing off on the annual declaration in the online registration database and providing an updated criminal records check in compliance with Policy No. 3.3 Criminal Records Check or No. 3.4 Criminal Records Check – Applicant with Criminal Record every five (5) years.
- 2.4 Has not been disciplined by a professional regulatory body for conduct that, in the council's opinion, renders the applicant unsuitable to practice the regulated health profession (RHPA 22 (2)(a)(iv):** proof will be signing off on the annual declaration in the online registration database
- 2.5 Holds Professional Liability Insurance (RHPA 22.(2)(a)(v) and OT Regulations (11)):** proof will be provision of a current certificate in the applicant's name confirming \$5,000,000 coverage, policy number and expiry date.
- 2.6 Pay Fees (RHPA 22.(2)(a)(vi)):** proof will be payment rendered (cheque, etransfer, money order, etc.) to PEICOT for renewal of registration fee as per PEICOT Annual Schedule of Fees.

Additional Requirements:

- 2.7 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).

Expiration of Certificate of registration occurs:

2.8 midnight of PEICOT end of fiscal year (e.g. March 31st) or

2.9 midnight of the expiration date of registrant's professional liability insurance (date varies); or

2.10 midnight of the expiration of the Criminal Record and Vulnerable Sector Check which must be updated every 5 years after the initial submission.

Reinstatement of Certificate of Registration occurs:

2.11 If a Certificate of Registration expires, a registrant must be reinstated which means paying a reinstatement fee, prorated registration fee and submitting a new criminal record and vulnerable sector check, and current professional liability insurance.

3.0 Procedures

The requested documents will be submitted to the Registrar via the HMS database; 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 General Register; or

4.2 granted registration and registered in the General Register with "Terms and Conditions" for example
- must complete education/hours of practice within a certain date; or

4.3 denied renewal of registration because they have not met the requirements.

4.3.1 The applicant may appeal the decision to the Council.

4.4 Registrants on the Provisional or Special (Temporary) Register cannot renew their registration. They must apply to the College as if they are a new applicant (OT Regulations 6.(4) and 7.(2)).

5.0 Reference

The Regulated Health Professions Act, Section 22.(2), and the Occupational Therapists Regulations, Sections (8)-(12),

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

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 1st to March 31st).

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.