



PEICOT

POLICY TITLE: REQUIREMENTS FOR RENEWAL OF CERTIFICATE OF REGISTRATION

No: 3.11

DATE ESTABLISHED: November 4, 2020

CATEGORY: Registration

AUTHORITY: RHPA/Regulations

One of the main roles of the Prince Edward Island (PEI) College of Occupational Therapists (PEICOT) is to protect the public by registering qualified occupational therapists on PEI. The Regulated Health Professions Act, Section 22.(2), and the Occupational Therapists Regulations, Sections (8)-(12), state the eligibility criteria for an applicant to have their certificate of registration renewed. The annual renewal period will be held from February 15th to March 15th.

The requirements for renewal are as follow:

- a) **Fulfilled any applicable 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.
- b) **Fulfilled any applicable requirements for 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.
- c) **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.
- d) **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
- e) **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.
- f) **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.

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.

Outcome:

The applicant will be –

- i) granted registration and registered in the General Register; or
- ii) 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
- iii) denied renewal of registration because they have not met the requirements.

The applicant may appeal the decision to the Council.

NOTE* Registrants on the Provisional or Special 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))

Expiration of Certificate of Registration

There are three possible occasions when a registrant's Certificate of Registration may expire:

- a) midnight March 31st (PEICOT's fiscal year is April 1 to March 31);
- b) midnight of the expiration date of registrant's professional liability insurance (date varies); or
- c) 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

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, current professional liability insurance and completing a jurisprudence test.

Approved By	Established	Reviewed/Revised	Next Review
PEICOT Council	November 4, 2020	February 2, 2022	February 2023