



**PEICOT**

**POLICY TITLE: REGISTRATION  
REQUIREMENTS FOR INITIAL REGISTRATION**

**No: 3.9**

**DATE ESTABLISHED: November 25, 2019**

**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 12.(2), and the Occupational Therapists Regulations, Sections (8)-(12), state the eligibility criteria for an applicant to be registered. These are as follow:

- a) **Education (RHPA 12.(2)(c) and OT Regulations (8.)):** proof for Canadian educated occupational therapists will be transcripts submitted directly from the Canadian university program and a copy of the degree (provided by the applicant); since May 1, 2015, proof for internationally educated occupational therapists will be documentation of completion of the Association of Canadian Occupational Therapy Regulatory Organizations’ (ACOTRO) Substantial Equivalency Assessment System (SEAS).
- b) **Examination (RHPA 12.(2)(d) and OT Regulations (9)):** proof will be completion of an Approved Examination (Policy No. 3.1 Approved Examination) and completion of the PEICOT Jurisprudence Test.
- c) **Currency of Professional Knowledge and Skills (RHPA 12.(2)(f) and OT Regulations (10):** proof will be 1) graduation from education program within the 18 months preceding the application, or 2) active practice as an OT for at least 600 hours in the three (3) years preceding the date of application, or 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.
- d) **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 in compliance with Policy No. 3.3 Criminal Records Check or No. 3.4 Criminal Records Check – Applicant with Criminal Record.
- e) **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 as well as proof of participation in that jurisdiction’s continuing competency/quality assurance program.
- f) **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.
- g) **Continuing Education and Competency (RHPA 12.(2)(k) and OT Regulations (12)):** proof will submitted information in compliance with Policy No. 3.2 Continuing Education Hours.
- h) **Payment of Fees (RHPA 12.(2)(l)):** proof will be cheque, money order or etransfer to PEICOT for administration and registration fees.

**Additional Requirements:**

- i) **Identity of Applicant:** proof will be submission of photocopy of birth certificate **and** color photocopy of validated picture identification (current passport or driver’s license)
- j) **Registration form:** proof will be submission of completed, signed and initialed registration form.

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.

**Outcome:**

The applicant will be –

- i) granted registration and registered in the one of the Registers (General, Provisional or Special);
- ii) notified that they are required to provide additional information for consideration of their application; or
- iii) denied registration because they have not met the requirements.

The applicant may appeal the decision to the Council.

Approved By	Established	Reviewed/Revised	Next Review
Council	November 25, 2019		September 2021