
Effective Date:	13 February 2025
Date Last Updated:	13 February 2025
Policy:	Re-Entry to Practice Policy
Applicable Legislation:	The <i>Health Professions Act (HPA)</i> Part 2, and the <i>Occupational Therapy Profession Regulation</i> Sections 3,4,5,6,11 & 22(2)
Applicable Bylaws:	ACOT Bylaws, Sections 11, 12, 13, 14 & 15
Persons Affected:	Applicants, Renewing Registrants, CEO & Registrar.

1.0 Purpose

The Re-Entry to Practice Policy explains how applicants to the College can meet re-entry to practice requirements including currency. The College requires applicants to have current knowledge, skills and judgement in occupational therapy practice to provide safe, effective and ethical care.

2.0 Definitions:

Currency: Service hours the applicant has completed within the scope of practice of the profession to maintain current knowledge, skills and abilities.

Re-Entry Program: Required professional development activities to support successful re-entry to practice which can include any supervised practice to gain currency, a learning contract, Quality Assurance Competency Assessment, and successful completion of the National Occupational Therapy Certification Exam.

3.0 Policy Statement:

An occupational therapist seeking registration or practice permit renewal to practice occupational therapy in Alberta, whose practice hour currency has lapsed, and they no longer meet the minimum practice hour requirements for registration on the General Register, is required to apply for a practice permit in accordance with the Re-Entry Program. This policy document outlines the policy and procedures of the Re-Entry Program which is overseen by the CEO & Registrar.

4.0 Policy Requirements and Procedures

Application Requirements

Applicants must declare in their application and provide proof that they meet the requirements as follows.

- 1) **Currency:** applicants who have convocated from a College-approved occupational therapy program in the last 24 months meet the currency requirement. If 24 months or more have elapsed since an applicant convocated from an approved occupational therapy program, they must prove to the College that they have completed:
 - a. 400 hours of service within the scope of practice of the profession within the last year, or
 - b. 800 hours of service within the scope of practice of the profession within the last two years, or
 - c. 1200 hours of service within the scope of practice of the profession within the last three years, or
 - d. 1550 hours of service within the scope of the profession within the last five years, or
 - e. Successfully completed an approved Re-Entry Program within the previous 24 months

- 2) **Other Application Requirements:** applicants must complete the following components of the registration process before a currency ruling can be made:
- Language fluency in English or French
 - Suitability to Practice requirement
 - Successful completion of the National Occupational Therapy Certification Examination (NOTCE).

Calculation of Currency Hours

- 3) Calculation of Currency Hours by the College:
- Practice as an occupational therapist while registered in another jurisdiction will generally count towards practice hours. Illegal practice as an occupational therapist (i.e., practicing while not being registered in a jurisdiction where registration is required), will not count towards practice hours.
 - Practice hours may include clinical and/or non-clinical work as outlined in the *Competencies for Occupational Therapists in Canada (2021)*.
 - The College will consider hours spent in other activities that support continuing competence and the delivery of safe, effective and ethical care. These unpaid professional activity hours (such as professional development or participation in other unpaid professional activities) will only be accepted if they were obtained while the applicant held a permit to practice as an occupational therapist.
- 4) Exception for Substantial Equivalency Assessment System (SEAS)
- The SEAS process generally takes one year to complete. To accommodate for this, the College will calculate the “date of application” by subtracting up to 12 months (based on the length of time the applicant spent in SEAS) from the date the applicant submits their complete application and pays their fee to the College.
- 5) Applicants who declare they do not meet the currency requirement will be asked to provide additional details of all their activities within the scope of practice of occupational therapy within the last ten years.

- 6) The information provided by the applicant will inform the Registration Competency Assessment.
- 7) The applicant completes the Registration Competency Assessment (RCA) interview and competency-based learning needs are identified for inclusion in a learning contract.

Currency Hours Ruling

- 8) Based on 1) through 7) a ruling is provided to the applicant, setting out the CEO & Registrar's decision and the terms of re-entry to practice based upon completion of the RCA. The Re-Entry to Practice Schedule, "the Schedule" in Appendix A sets out terms of a Refresher Program which can include the following requirements:
 - a. Currency hours required
 - b. Supervised Practice,
 - c. Learning Contract,
 - d. Quality Assurance Competency Assessment, and
 - e. Successful completion of the National Occupational Therapy Certification Exam.
- 9) The length of time for the supervised practice period is determined by the number of hours of service the applicant has completed within the scope of practice of the profession within the last ten or more years. Refer to Appendix A.

Provisional Permit to Meet Currency Requirement

- 10) Applicants who have met all the requirements of registration except for currency hours must register for a Provisional practice permit before starting a supervised practice period.
- 11) To be eligible for Provisional registration to meet the currency requirement, applicants must:

- a. Meet the language fluency, examination, suitability to practice, professional liability and work eligibility requirements; and
 - b. Have an occupational therapist who has been a General registrant in Alberta for at least one year who agrees to supervise and be responsible for ensuring provision of appropriate care for clients.
- 12) Registrants holding a Provisional permit to meet the currency requirement will be:
- a. Registered with the College and appear on its public register with a condition which states they must practice under supervision.
 - b. Entitled to use the title “Provisional Occupational Therapist” or “Provisional OT” and designation of Provisional OT Reg. (AB).
- 13) The Provisional permit is time limited to the duration of the Re-Entry Program but is not to exceed more than 6 months in a 12-month period.
- 14) If the provisionally registered OT successfully completes the Re-Entry Program, they can request transfer to the General Register and if granted, supervision is no longer required.
- 15) If an applicant meets the currency requirement and chooses not to obtain a practice permit, they are not an occupational therapist as they have not been issued a certificate of registration by the College and cannot use any of the protected titles.

Practice Supervision

- 16) Supervised practice involves practicing under the supervision of a registered occupational therapist and a learning contract with specific learning needs identified through completion of the RCA.
- a. Finding a practice site:
 - i. The applicant is responsible for finding a practice site with an appropriate supervisor.
 - ii. The Re-Entry Program can be completed in a paid or unpaid position.
 - b. Finding a supervisor:
 - i. The applicant is responsible for finding a suitable supervisor in their chosen area of practice.
- 17) The supervisor must sign a memorandum of understanding with the Re-Entry applicant and:
- a. Hold a general practice permit with the College
 - b. Have at least one year of practice experience

Learning Contract

- 18) A Learning Contract is developed by the applicant, in consultation with the practice supervisor, based on the learning needs identified in the RCA and is approved by the CEO & Registrar within the first week of the supervised practice period.

Completion of the Supervised Practice Period

- 19) Applicants who complete the Supervised Practice period must have their supervising therapist submit proof of completion to the CEO & Registrar for review.
- 20) The CEO & Registrar will determine next steps if they have any reason that an applicant has not successfully completed the Re-Entry Program.

21) The applicant will meet the currency requirement for a period of 24 months after they have successfully completed a Supervised Practice Period.

Exceptions

22) The CEO & Registrar must review any requests for exceptions to this policy. For example, if an applicant asked the College to consider practice hours that are not within the scope of practice of the profession, or to extend a Re-Entry Program beyond 6 months in a 12-month period.

5.0 Approval

1) This policy requires approval by the CEO & Registrar and ACOT Council.

6.0 Related Resources

- Health Professions Act, RSA 2000, Chapter H-7
- Occupational Therapy Profession Regulation, AR 217/2006
- Competencies of Occupational Therapists in Canada (ACOTRO, ACOTUP, CAOT, 2021)

Appendix 1

Note: The number of hours required for currency may be adjusted based on learning needs identified through the Registration Competency Assessment.

Applicant's Most Recent Occupational Therapy Practice Hours	Approved Re-Entry to Practice Requirements
<p>At least 2/3 of requirement (either of: 267 hrs. in the past 1 year 533 hrs. in the past 2 years 800 hrs. in the past 3 years 1033 hrs. in the past 5 years)</p>	<p>Annual E-Learning Modules: review and successfully complete all current College selected learning modules</p> <p>Standards Reflection: Review all current College Standards of Practice and Code of Ethics and write a reflection paper detailing individual understanding of the how the Standards and Code apply to one's own practice to the satisfaction of the CEO & Registrar</p> <p>NOTE: Applicant must submit evidence of completion of the learning modules and their reflection paper to the attention of the CEO & Registrar within six months of being notified of the requirements</p>
<p>Less than 2/3 of required hours but not 0 in the last 3 years</p>	<p>Supervised Practice: 150 hours (the equivalent of 4 weeks full-time) of supervised practice within six months of being notified of the requirements</p> <p>Annual E-Learning Modules: Review and successfully complete all current College selected learning modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>

Applicant's Most Recent Occupational Therapy Practice Hours	Approved Re-Entry to Practice Requirements
<p>Some hours within the past 4 years</p>	<p>Re-Entry Program: 225 hours (the equivalent of 6 weeks full-time) of supervised practice within six months of being notified of the requirements</p> <p>Annual E-Learning Modules: Review and successfully complete all current College selected learning modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>
<p>Some hours within the past 5 years</p>	<p>Re-Entry Program: 300 hours (the equivalent of 8 weeks full time) of supervised practice within one year of being notified of the requirements</p> <p>Annual E-Learning Modules: Review and successfully complete all current College selected learning modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>
<p>0 hours within the past 6-10 years</p>	<p>Re-Entry Program: 300 hours (the equivalent of 8 weeks full-time) of supervised practice within one year of being notified of the requirements.</p> <p>Annual E-Learning Modules: Review and successfully complete all current College selected learning modules</p> <p>Learning Contract: Completion of a learning contract based on</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>

Applicant's Most Recent Occupational Therapy Practice Hours	Approved Re-Entry to Practice Requirements
0 hours within the past 10 years or more	<p>Re-Entry Program: 300 - 450 hours (the equivalent of 8 - 12 weeks full time) of supervised practice within one year of being notified of the requirements</p> <p>Annual E-Learning Modules: Review and successfully complete all current College selected learning modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p> <p>National Occupational Therapy Certification Examination: When approved by the CEO & Registrar</p>
New Graduates - less than 3 years out	<p>Re-Entry Program: 150 hours (the equivalent of 4 weeks full time) of supervised practice within six months of being notified of the Re-Entry requirements.</p> <p>Annual E-Learning Modules: Review and successfully complete all current College Annual E-Learning Modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>

Applicant's Most Recent Occupational Therapy Practice Hours	Approved Re-Entry to Practice Requirements
New Graduates - less than 4 years out	<p>Re-Entry Program: 225 hours (the equivalent of 6 weeks full time) of supervised practice within six months of being notified of the Re-Entry requirements</p> <p>Annual E-Learning Modules: Review and successfully complete all current College Annual E-Learning Modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>
New Graduates - less than 5 years out	<p>Re-Entry Program: 300 hours (the equivalent of 8 weeks full time) of supervised practice within six months of being notified of the Re-Entry requirements</p> <p>Annual E-Learning Modules: Review and successfully complete all current College Annual E-Learning Modules</p> <p>Learning Contract: Completion of a learning contract based on Registration Competency Assessment</p> <p>Practice Competency Assessment: Complete a Competency Assessment based on performance during supervised practice</p>