



Registration and Licensure Policies

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Registration and Licensure Policies

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1 – Completion and Submission of Registration and Licensing Forms

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DEFINITIONS

1. “Form” means the following, depending on the context:
 - an electronic application form;
 - an electronic renewal form;
 - an electronic reinstatement form;
 - an electronic continuing competency program form;
 - a request for a certificate of good standing, Labour Mobility Support Agreement form, or regulatory history form;
 - an electronic profile update form;
 - a supervision agreement;
 - a Re-entry program proposal form;
 - any declaration associated with a form or submission to the Regulator; or
 - any other document, form, or application, whether physical or electronic, which the Regulator provides to the applicant or registrant for completion.

“Electronic form” means a digital form approved by the Registrar and available through the website of the Regulator.

POLICY STATEMENT

2. All information the applicant or registrant provides to the Regulator and registration and licensing decision-maker must be true, accurate, and valid.
3. It is the responsibility of the applicant or registrant to ensure that the information which they submit to the Regulator on a form is true, accurate, and valid.
4. Submission of inappropriate, misleading, or falsified information or failure to disclose relevant information to the Regulator on a form by an applicant or registrant may lead to:
 - 4.1 Suspension of the application or renewal process;
 - 4.2 denial of the application or rejection of the form; and
 - 4.3 an investigation by the Regulator, which may include an assessment of whether applicant or registrant has the character to safely and ethically engage in the

practice of occupational therapy, as specified in Section 10(2)(a)(vii) of the *Occupational Therapy Regulations*. **[See Policy 10 Character]**

5. It is the responsibility of the applicant or registrant to ensure that they do not omit any relevant information on a form.
6. Failure to disclose or the omission of relevant information on a form by an applicant or registrant may result in the denial of their application.
7. When completing a form, the applicant or registrant will acknowledge and accept responsibility for:
 - 7.1 Utilizing a reliable email account as the primary means of communication with the Regulator and accepting the responsibility to monitor, and respond to, emails from the Regulator.
 - i. The applicant or Registrant is responsible for any delays in processing a form that result from the failure of the applicant or Registrant to respond to any communication from the Regulator.
 - 7.2 Ensuring that their form is complete and that they have provided all supporting documentation requested by the Regulator.
 - 7.3 Ensuring their contact information is up to date with the Regulator.
 - i. The applicant or Registrant is responsible for delays in processing a form that result from their failure to keep their contact information up to date with the Regulator.
 - 7.4 Reading, understanding and responding to all the questions presented on all forms carefully and truthfully, in accordance with the wording of the questions.
 - 7.5 Contacting Regulator staff if they require clarification about how to respond to a question on a form.
 - 7.6 Agreeing to the use and disclosure of their personal information for the purposes set out within the Regulator's privacy and confidentiality policies.
 - 7.7 Acknowledging that any information provided by the applicant or Registrant to the Regulator may be used by the Regulator for any regulatory purpose, or shared by the Regulator with stakeholders, including but not limited, to relevant Nova Scotia Government departments or organizations, the Canadian Institute of Health Information, a health authority as defined by the *Health Authorities Act*, and other regulatory authorities, including occupational therapy regulators, as

described in the Regulated Health Professions Act or the Regulator's privacy and confidentiality policies.

- 7.8 Consenting to the Regulator seeking to verify any information contained in the form and seeking that information from other regulatory authorities, institutions, or third parties.

Requirement to Use Electronic Forms When Available

8. If the Regulator establishes a designated electronic form for applications or requests related to registration, licensure, or renewal, registrants and applicants must use that form to submit the corresponding application or requests, unless:
- 8.1 The applicant or registrant cannot access or complete the designated electronic form due to disability; and/or
 - 8.2 The Registrar consents to accept an application from the applicant in a different format.
9. If an electronic form includes the option to upload or attach supporting documentation, the registration and licensing decision maker may require the applicant or registrant to upload or attach that supporting documentation through the online form in an acceptable format. **[See Policy 2 – Supporting Documentation]**
- 9.1 The registration and licensing decision maker may decline to accept documentation from a registrant or applicant which has not been submitted through the electronic form.
 - 9.2 Despite statement 8.1, the registration and licensing decision maker will accept supporting documentation from an applicant or registrant in an alternative format or manner if technical difficulties or extenuating circumstances do not allow the registrant or applicant to submit that documentation through the electronic form.

2 – Supporting Documentation

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DEFINITIONS

1. “Forms” has the same meaning as in **Policy 1 – Completion and Submission of Registration and Licensing Forms.**

“Documentation” means physical and electronic documents, including but not limited to:

- Letters
- e-mails
- certificates
- academic transcripts
- government identification documents
- declarations
- sworn affidavits
- notes or transcripts by NSOTR staff relating to interviews or communication with or concerning a current registrant or applicant for registration and licensure.

“Records” includes all documents that relate to an application, such as, but not limited to:

- Documents provided by the applicant as part of their application or any previous application;
- Documents that describe the Regulator’s rationale for a decision;
- Documents related to any assessment of qualifications completed or received by the Regulator;
- Documents related to accommodation requests; and
- Documents related to reviews and appeals.

POLICY STATEMENT

2. All supporting documentation submitted by a registrant or applicant during registration, licensing, and license renewal processes or through the submission of other forms must be true, accurate, and valid.
3. It is the responsibility of the applicant or registrant to ensure that the information and documentation which they submit to the Regulator or is submitted on their behalf by a third party is true, accurate, and valid.
4. Submission of inappropriate, misleading, or falsified documentation or information or failure to disclose relevant information to the Regulator by an applicant or registrant may lead to:



- 4.1 Rejection of the document and the requirement to submit alternate documentation;
 - 4.2 Suspension of the application or renewal process;
 - 4.3 Denial of the application or rejection of the form; and
 - 4.4 An investigation by the Regulator, which may include an assessment of whether the applicant or registrant has the character to safely and ethically engage in the practice of occupational therapy, as specified at section 10(2)(a)(vii) of the ***Occupational Therapy Regulations***.
5. The official documentation required from a registrant or applicant during any application for registration and licensure or renewal of a licence will be based on the criteria outlined in the ***Occupational Therapy Regulations* sections 10-13 and *Bylaws* section 14, as well as section 61 of the *Regulated Health Professions Act*.**
6. Where specified in the policies of the Regulator or required by the registration and licensing decision maker, documentation must be received directly from the issuing institution or third party via:
- 6.1 a sealed, mailed envelope; or
 - 6.2 a secure electronic means acceptable to the registration and licensing decision maker.
7. The registration and licensing decision maker may contact any individual or organization who provides documentation to an applicant or to the Regulator for the purpose of confirming the authenticity and the validity of the information contained within the documentation.
8. Documents not provided in English and requiring translation must be translated by a certified translator acceptable to the Regulator and submitted directly to the Regulator by that translator, at the applicant's or registrant's cost.

Responsibility of Applicant for Costs Related to Documentation

9. Any costs associated with obtaining and providing official documentation to the Regulator, or for the Regulator to release, or provide, information to a third party on behalf of an applicant or registrant, are that individual's responsibility.

Applications from Current or Former Registrants

10. Current registrants and applicants who were previously registered or licensed with the Regulator do not have to re-submit valid documentation which is on file with the

Regulator and was received as part of a previous application, unless the registration and licensing decision maker directs them to do so.

10.1 Notwithstanding the above, due to changes in the *Registration and Licensure Policies*, the *Occupational Therapy Regulations*, and/or legislation including the *RHPA*, documents which may have previously been considered valid for meeting a requirement may no longer be acceptable.

- i. In this case, the registration and licensing decision maker may require the applicant or registrant to submit new valid documentation.

10.2 This policy applies to any application made or form submitted by an individual to the Regulator.

Expiry of Documentation

11. Certain supporting documents may expire or cease to be valid over time. Where applicable, the validity period of a supporting document is specified in the *Registration and Licensure Policies*.

11.1 The Regulator shall clearly communicate any expiry dates associated with supporting documents on its website and on any application materials.

12. An applicant is expected to track the expiry dates associated with the supporting documentation they submit with their application and to provide updated documentation to the Regulator when necessary.

13. Expired application documents may result in an application being placed on hold until updated documents have been received by the Regulator.

Applicant Not Able to Provide Documentation

14. Exceptional circumstances, which may include but are not limited to war, natural disaster, or political persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support their application for registration and licensure. Applicants who can provide persuasive evidence that they have tried and been unsuccessful in obtaining required documentation or that attempting to obtain this documentation would reasonably place themselves or other individuals at risk may ask the registration and licensing decision maker to consider alternative evidence to meet the requirement.

15. If documentation is unavailable from its original source, the applicant may be requested to provide:

15.1 persuasive evidence regarding why they cannot obtain sufficient or adequate documentation from original sources to meet the registration requirements;

- 15.2 proof of attempts to obtain this documentation; or
 - 15.3 persuasive evidence regarding why attempting to obtain this documentation would reasonably place themselves or other individuals at risk.
16. Alternative documentary evidence that may be considered by the registration and licensing decision maker and will be adapted to the individual circumstances of the applicant includes, but is not limited to, an appropriate combination of the following:
- 16.1 Copies of documents from the applicant or other available resources;
 - 16.2 Signed affidavits attesting to requirements completed;
 - 16.3 Professional portfolio;
 - 16.4 Documentary evidence from an instructor(s);
 - 16.5 Education and fieldwork reference(s) and or academic referee(s);
 - 16.6 Interviews, including by registrants with the same background as the applicant;
 - 16.7 Peer assessment(s);
 - 16.8 Prior learning or other skills/competency assessment(s).
17. Alternative documentary evidence should ideally be provided from the original source(s) directly to the Regulator, but all valid and genuine documentary evidence the applicant is able to provide will be considered by the registration and licensing decision maker.
18. Pursuant to **Policy Statement 15**, the registration and licensing decision maker will review the evidence and alternative documentation submitted by the applicant and determine for each of the requirements in question:
- 18.1 That the applicant has met the requirement in question; or
 - 18.2 That the applicant has not met the requirement in question.
 - i. If the registration and licensing decision maker determines that the applicant has not met the requirement in question, it may
 - (a) direct the applicant to:
 - i. Provide additional information;
 - ii. Undertake additional education;
 - iii. Undertake a supervised period of practice (for exemptible requirements [**See Policy 4 – Conditional Register, Policy 14 Re-Entry Policy**]); or

- iv. Provide, as directed by the registration and licensing decision maker, other evidence to satisfy that they have met the requirement; or

(b) deny the application.

19. In making its decision, the registration and licensing decision maker will consider whether:

- 19.1 The applicant provided persuasive evidence that they made efforts to obtain original documentation but it cannot be provided;
- 19.2 The applicant provided persuasive evidence that they cannot provide original documents because attempting to obtain this documentation would reasonably place themselves or other individuals at risk; and
- 19.3 The alternative information provided by the applicant supports that the applicant has met the requirement in question.

3 – Assessment of Qualifications for Registration and Licensure

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DEFINITIONS

“applicant” means an individual seeking registration or licensure with NSOTR;

“Canadian-educated applicant” means an applicant who completed their entry-to-practice education in Occupational Therapy at an education program approved for registration and licensing in Canada;

“Internationally-educated applicant” means an applicant who completed their entry-to-practice education in Occupational Therapy outside of Canada;

“New applicant” means an individual never previously registered or licensed with the Regulator;

“Re-licensure applicant” means an applicant who was previously registered and licensed with the Regulator.

POLICY STATEMENT

General Principles for Assessment of Qualifications

1. A Registration and Licensing Decision-Maker will assess all registration, licensing, and renewal applications to determine if the applicant or Registrant meets the criteria for the practicing or conditional register and licence as outlined in the Regulated Health Professions Act (RHPA), RHPA General Regulations, RHPA Occupational Therapy Regulations and Nova Scotia Occupational Therapy Regulator Bylaws.
 - 1.1 When the applicant is an individual authorized to practice in another Canadian jurisdiction, the assessment will also consider the registration and licensing requirements under the Canadian Free Trade Agreement (CFTA), the Nova Scotia Patient Access to Care Act (PACA), and the PACA Definition Regulations.
 - 1.2 In addition to the documents mentioned in the *Registration and Licensing Policies*, the registration and licensing decision maker may request any other documents or information which they judge necessary to assess whether the applicant meets the criteria for registration and licensure under ***Occupational Therapy Regulations Sections 10(2)(a), 11(1)(a), 12(1), and 13(1), Bylaws sections 12 and 13 and CFTA Article 705(3).***

Categories of Applicant

2. New applicants and re-licensure applicants fall under one of three categories:
 - 2.1 Canadian-educated applicants;
 - 2.2 Internationally-educated applicants; and
 - 2.3 Applicants who are licensed in another Canadian jurisdictions and are applying for registration and licensure in Nova Scotia under **section 3 of the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) Labour Mobility Support Agreement**, regardless of the location of their occupational therapy education.
3. Applicants who were previously registered and licensed with the Regulator must apply for re-licensure. The Regulator will assess the qualifications of applicants according to the current policies, regulations, and legislation.
4. Applicants must provide supporting documentation to prove that they meet the criteria for registration and licensure under ***Occupational Therapy Regulations* subsections 10(2)(a), 11(1)(a), 12(1), and 13(1)**. [See Policy 2 – Supporting Documentation]

Requirements for Canadian-educated applicants and Internationally-educated applicants

5. Documentation requirements vary by applicant category. The following documentation is required to demonstrate that an applicant meets the criteria for registration and licensure on the practicing register:
 - 5.1 An application fee [See Schedule 3 – Fees]
 - 5.2 The Registration and Licensing fee [See Schedule 3 – Fees]
 - 5.3 A completed and submitted electronic application form corresponding to their applicant type [See Policy 1 – Completion and Submission of Registration and Licensing Forms]
 - 5.4 Proof of identity [See Policy 6 – Proof of Identity and Legal Authorization to Work in Canada]
 - i. Proof of legal name, if necessary.
 - 5.5 Proof of Canadian Citizenship or Legal Entitlement to live and work in Canada [See Policy 6 – Proof of Identity and Legal Authorization to Work in Canada]

- 5.6 Criminal Record Check with Vulnerable Sector Check and/or an International Criminal Record Check **[See Policy 9 – Criminal Record Check with Vulnerable Sector Check]**
- 5.7 Proof of Professional Liability Insurance **[See Policy 8 – Professional Liability Insurance Requirements]**
- 5.8 Proof of Meeting the Regulator’s Currency of Practice requirements **[See Policy 11 – Currency]**
- 5.9 A Regulatory History Form from all professional regulatory bodies with which the applicant has ever been registered or licensed. **[See Policy 10 – Character]**
- 5.10 Proof of academic qualification **[See Policy 5 – Academic Qualification]**
- 5.11 Proof of passing an entry-to-practice examination. **[See Policy 12 – Entry to Practice Examinations and Assessments]**
- 5.12 Proof of English Language Proficiency, if required. **[See Policy 7 Language Fluency]**

Requirements for applicants licensed in another Canadian jurisdiction

- 6. The following documentation is required to demonstrate that an applicant licensed in another Canadian jurisdiction meets the criteria for registration and licensure on the practicing register:
 - 6.1 The Registration and Licensing fee. **[See Schedule 3 – Fees]**
 - 6.2 A completed and submitted electronic application form corresponding to their applicant type. **[See Policy 1 – Completion and Submission of Registration and Licensing Forms]**
 - 6.3 Proof of identity. **[See Policy 6 – Proof of Identity and Legal Authorization to Work in Canada]**
 - i. Proof of legal name, if necessary.
 - 6.4 Proof of Canadian Citizenship or Legal Entitlement to live and work in Canada. **[See Policy 6 – Proof of Identity and Legal Authorization to Work in Canada]**
 - 6.5 Criminal Record Check with Vulnerable Sector Check. **[See Policy 9 – Criminal Record Check with Vulnerable Sector Check]**
 - 6.6 Proof of Professional Liability Insurance. **[See Policy 8 – Professional Liability Insurance Requirements]**

- 6.7 Proof of Meeting the Regulator's Currency of Practice requirements [**See Policy 11 – Currency**]
- 6.8 A Regulatory History Form from all professional regulatory bodies with which the applicant is currently licensed. [**See Policy 10 – Character**]
- 6.9 A Labour Mobility Support Agreement (LMSA) Form, or equivalent, from a Canadian Occupational Therapy regulatory body with which they are currently licensed. [**See Policy 10 – Character**]
- 6.10 Proof of English Language Proficiency if no equivalent language proficiency requirement was imposed by the applicant's home jurisdiction. [**See Policy 7 – Language Fluency**]

Additional Requirements:

- 7. All applicants for registration and licensing are required to provide any additional information or documentation requested by the Registration and Licensing Decision-maker, including, but not limited to:
 - 7.1 The results of a competence assessment, as directed by the Registration and Licensing Decision-maker. [**See Policy 14 – Re-Entry Program**]
 - 7.2 Proof of successfully completing any bridging education as directed by the Registration and Licensing Decision-Maker. [**See Policy 14 – Re-Entry Program**]
 - 7.3 Proof of the applicant's capacity, competence and character to safely and ethically practice Occupational Therapy without conditions or restrictions.
 - 7.4 Proof of the applicant has no outstanding complaints, prohibitions, conditions, agreements or restrictions from the Regulator or any other registration and licensing authority that would preclude registration or licensure.
 - 7.5 Proof of meeting any additional criteria for registration and licensing set out in the bylaws.

Conditional Register

- 8. Registrants and applicants who do not provide evidence that they satisfy certain criteria for practicing licensure on the practicing register, specified in **Policy 4 – Conditional Register** and **Occupational Therapy Regulations sections 12(1) and 13(1)**, may be eligible for conditional licensure on the conditional register.

Decision and Timeline

9. An application will be considered “complete” when the Regulator has received all the information necessary to render a decision on the application.
10. Upon receiving a completed application, the registration and licensing decision maker will review the application and supporting documentation within 5 business days.
 - 10.1 If, upon review, an application is found not to be complete and/or additional information is required to assess whether the applicant meets all the criteria for registration and licensure, the registration and licensing decision maker will notify the applicant of what information and documentation is required for the application to be complete.
11. If the applicant meets all requirements for registration and licensure on the practicing register, the registration and licensing decision maker may license that applicant on the practicing register.
12. If the applicant does not meet all requirements for registration and licensure on the practicing register, the registration and licensing decision maker may:
 - 12.1 inform the applicant of steps that can be taken to meet the requirements and obtain eligibility for registration and licensure;
 - 12.2 deny the application;
 - 12.3 license that applicant on the conditional register with practice restrictions or conditions or with a limited term until the applicant has satisfied the registration and licensing decision maker that they meet all requirements for registration and licensure on the practicing register, in accordance with **Policy 4 – Conditional Register**; or
 - 12.4 refer the application to the registration and licensing committee if the Registrar determines that there is an issue regarding whether the applicant meets the criteria for registration, licensing or renewal of licence or whether conditions or restrictions should be imposed. **RHPA, section 36(1)**
13. Once a decision has been made, the registration and licensing decision maker will notify the applicant within 3 business days by e-mail and mail.
14. If the Registrar or the Registration and Licensing Committee denies an application or imposes conditions or restrictions, they shall notify the applicant within 14 days by providing the applicant with a written decision with reasons and informing the applicant of their right of review of the decision by the Registration and Licensing Review

Committee, pursuant to **Policy 13 – Review of Registration and Licensing Decisions. RHPA, section 36(4)**

Decision by the Registration and Licensing Committee

15. Where an application is referred to the Registration and Licensing Committee by the Registrar, the Registration and Licensing Committee shall review the application and such other information as the Registrar provides. **RHPA, section 37(1)**
16. When considering an application for registration, licensing or the renewal of a licence, the Registration and Licensing Committee may:
 - 16.1 request that the Registrar obtain additional information;
 - 16.2 require an applicant to satisfactorily complete such competence assessments and bridging education as determined by the committee; and
 - 16.3 extend the term of an applicant's existing registration or licence until it has made a decision. **RHPA, section 37(2)**
17. Where the Registration and Licensing Committee determines an applicant meets the criteria for registration, licensing or renewal of a licence, the Committee shall approve the application and direct the Registrar to register the applicant or issue or renew the licence and to record the name of the applicant in the appropriate register and in the record for the licensing category and designation. **RHPA, section 38(1)**
18. Where the Registration and Licensing Committee determines that an applicant does not meet the criteria for registration, licensing or renewal of a licence, the Committee shall deny the application or impose conditions or restrictions on the licence and notify the applicant by:
 - 18.1 providing the applicant with a written decision with reasons; and
 - 18.2 informing the applicant of the applicant's right to have the decision reviewed by the Registration and Licensing Review Committee. **RHPA, section 38(2)**
19. A Registration and Licensing Committee may direct publication or disclosure of the outcome or a summary of the outcome of the denial of a registration. Publication must not include information related to the incapacity of an applicant. **RHPA, section 39**

Waiver of criteria for registration, licensing or renewal

20. The Registrar, the Registration and Licensing Committee, and the Registration and Licensing Review Committee may waive any of the criteria for registration, licensing or renewal of a licence if

20.1 it is required by law; or

20.2 it is consistent with the objects of NSOTR. **RHPA, section 59**

4 – Conditional Register

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DEFINITIONS

“Conditional registrant” means a person who holds a conditional license on the conditional register.

“Committee” means a statutory committee of the Regulator.

POLICY STATEMENT

Eligibility for Conditional Registration and Licensure

1. Conditional licensure is an exceptional right to practice under terms, conditions, limitations, or restrictions to protect the public interest.
2. If a registrant or applicant is not able to provide evidence that they satisfy one or more of the following requirements for registration and licensure on the practicing register, they may be eligible for conditional licensure on the conditional register:
 - 2.1 The requirement that they have the capacity, competence and character to safely and ethically engage in the practice of the profession in which they seek to be registered without conditions or restrictions; **[See Policy 10 –Character]**
 - 2.2 The requirement that they meet the Currency requirement outlined in Bylaws **[see Policy 11 – Currency and Policy 14 – Re-Entry Program] Bylaws section 12 and 15, *Occupational Therapy Regulations* subclauses 10(2)(a)(vii).**
 - 2.3 The requirement that they meet the requirements of the continuing competence program.
 - 2.4 The requirement that they have provided proof of successful completion of the entry-to-practice examination **[See Policy 12 – Entry to Practice Examinations and Assessments] *Occupational Therapy Regulations* subsection 13(4).**
 - 2.5 The requirement that they have provided proof of Academic Qualification; **[See Policy 5 – Academic Qualification]**
 - 2.6 The requirement that they have no outstanding complaints, prohibitions, conditions, agreements or restrictions originating from the Regulator or any other

registration or licensing authority that would preclude registration in a register other than a conditional register. [See Policy 10 – Character]

3. To be licensed on the conditional register, a registrant or applicant must meet the required criteria for conditional licensure on the conditional register in the ***Occupational Therapy Regulations sections 12 and 13*** and **CFTA, Article 705(3)**.
4. In accordance with the ***RHPA and Occupational Therapy Regulations sections 12(1)(a) and 13(1)(a)***, an existing registrant licensed on the practicing register must be placed on the conditional register if:
 - 4.1 The registrant has agreed or consented to a term, condition, limitation, or restriction on their registration or license.
 - 4.2 The registration and licensing decision maker or an authorized committee of the Regulator imposes a term, condition, limitation or restriction on a registrant's registration or license.
5. If a conditional registrant was required to meet the requirements for licensure on the practicing register within a specified time and has failed to do so, the registration and licensing decision maker may:
 - 5.1 suspend the registrant's licensure on the conditional register until they meet the requirements for licensure on the practicing register; or
 - 5.2 extend the time limit for the registrant to meet the requirements for licensure on the practicing register.
 - i. If a condition, term, restriction, or limitation was imposed on a conditional licence by a committee, the registrant may be referred to that committee to determine if the time limit for that registrant to meet the requirements for licensure on the practicing register should be extended. The committee may use the following factors in their determination:
 - (a) whether the continued licensure of the registrant on the conditional register is in the public interest;
 - (b) whether the registrant's failure to meet all requirements for licensure on the practicing register risks the health, safety, or well-being of the public, a client, or a colleague;

- (c) whether the registrant's continued licensure on the conditional register would undermine the integrity of the profession of Occupational Therapy;
- (d) any extenuating circumstances which could have prevented the registrant from meeting all requirements for licensure on the practicing register; and
- (e) whether the registrant has acted in such a way that indicates an unwillingness to act in accordance with standards and ethical principles of the profession of Occupational Therapy or in such a way that indicates an unwillingness to be governed by NSOTR.

Applicant Awaiting Official Transcript

6. Applicants who cannot provide proof that they have met the Academic Eligibility requirement [**See Policy 5 – Academic Qualification**] may be granted a conditional license on the conditional register if the applicant:
 - 6.1 has completed an approved Canadian occupational therapy program listed in Schedule 1;
 - 6.2 meets the requirements for conditional registration and conditional licensure under ***Occupational Therapy Regulations* section 12(1)(b) and 13(1)(b)**; and

provides a letter from the head of their occupational therapy program as described in **Policy 5 – Academic Qualification, policy statement 4.1.2.**
7. The conditional registrant must arrange for their institution to send an official transcript to the Regulator within 30 days after convocation.
8. Upon receiving a copy of the official transcript which indicates conferral of the student's occupational therapy degree, the registration and licensing decision maker may approve the conditional registrant for licensure on the practicing register.
9. Where the Regulator does not receive the official transcript within 30 days of the conditional registrant's convocation, the registration and licensing decision maker may vary, vacate, or suspend that conditional registrant's license.

Applicant Has Not Passed NOTCE

10. Applicants who are waiting to sit the National Occupational Therapy Certification Examination and who meet the requirements for conditional registration and conditional licensure under ***Occupational Therapy Regulations* section 12(1)(b) and 13(1)(b)** may be granted a provisional license on the conditional register and be entitled to practice under the following conditions: **[See Policy 12 – Entry to Practice Examinations and Assessments]**
 - 10.1 The applicant must be scheduled to sit the next available sitting of the National Occupational Therapy Certification Examination.
 - i. A receipt from the Canadian Association of Occupational Therapists for the National Occupational Therapy Certification Examination registration fees is sufficient proof that the applicant is scheduled to sit the National Occupational Therapy Certification Examination.
 - 10.2 Must be supervised by an on-site occupational therapist licensed on the practicing register, with preferably three (3) years and a minimum of one (1) year of full-time experience or 1900 hours of practice experience, who is engaged in a scope of employment similar to the scope of employment in which the conditional registrant intends to practice. **[See NSOTR Practice Guideline – Scope of Practice]**
 - i. The requirement that the supervising occupational therapist be on-site may be exempted at the discretion of the Registrar;
 - 10.3 Use the following titles only:
 - i. Provisional Occupational Therapist
 - ii. Provisional OT
 - 10.4 Prior to approval of their Conditional license on the Conditional Register, the applicant must submit a Supervision Acknowledgement Form signed by their supervising occupational therapist and receive approval from the Registrar for their supervision arrangement.
 - i. The Registrar may request further information or documentation from the applicant or proposed supervising occupational therapist before approving the supervision arrangement.

- 10.5 Upon receipt of proof that the conditional registrant has successfully completed the National Occupational Therapy Certification Examination within the duration of the conditional licensure, the registration and licensing decision maker may approve the conditional registrant for licensure on the practicing register and remove the condition of supervised practice from their license.
- 10.6 Where the conditional registrant fails to complete the National Occupational Therapy Certification Examination on their first or second attempt and within the duration of their conditional license, the Registrar may extend their conditional licensure on the conditional register.

UNSUCCESSFUL COMPLETION OF THE NOTCE

11. An applicant or conditional registrant who fails on their first sitting of the National Occupational Therapy Certification Examination must:
- i. enroll to sit the next available NOTCE and provide proof of same to the Regulator; and
 - ii. sign a new supervision agreement at Level 2 Supervision subject to the approval of the Registrar prior to continuing to practice occupational therapy.
- 11.2 An applicant who previously failed on their first sitting of the National Occupational Therapy Certification Examination and is awaiting their second sitting must sign a supervision agreement at Level 2 Supervision subject to the approval of the Registrar prior to approval of their conditional license.
- 11.3 A conditional registrant who fails the National Occupational Therapy Certification Examination on their second attempt must:
- i. enrol to sit the next available NOTICE and provide proof of same to the Regulator; and
 - ii. receive approval of their Level 2 Supervision agreement from the Registration and Licensing Committee prior to continuing to practice occupational therapy
- 11.4 An applicant who previously failed the National Occupational Therapy Certification Examination on their second attempt must receive approval of their Level 2 Supervision agreement from the Registration and Licensing Committee prior to approval of their conditional license.

- 11.5 The conditional licence of an individual who fails the NOTCE on three successive attempts will expire immediately upon notification of the unsuccessful attempt. An individual who fails the NOTCE on three successive attempts is not eligible for conditional licensure on the Conditional Register.
- 11.6 A conditional licence issued to a registrant who has not yet passed the National Occupational Therapy Certification Examination will be initially valid for up to six months and may be extended by the Registrar for a maximum of 18 months.

Other Situations

12. A visiting occupational therapist currently licensed in another province and is in Nova Scotia to participate in or attend an event or an educational course may be required to obtain registration and licensure for the purposes of participating in that event or educational course.

5 – Academic Qualification

Policy Number: Registration and Licensure – 5

Version Number: 2

Date first Approved: February 1, 2017

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POLICY STATEMENT

1. Successful completion of an approved occupational therapy education program is one piece of evidence to support that an applicant possesses the required competencies to provide the public with safe, ethical, and effective care. ***Occupational Therapy Regulations* section 10(2)(a)(i) and (vii)**
2. Applicants must meet one of the following requirements to be eligible for registration and licensure:
 - 2.1 The applicant is a graduate of an education program approved for registration in the practising register in which they seek to be registered. Currently acceptable university programs are listed in **Schedule 1: Accredited Canadian Occupational Therapy Programs**.
 - 2.2 The applicant is a graduate of an education program that, in the opinion of the registration and licensing decision maker, is equivalent to an education program approved for registration in the practising register in which they seek to be registered.
 - 2.3 The applicant is a graduate of an education program that, together with the applicant's additional education and experience and in the opinion of the registration and licensing decision maker, provides the applicant with the competencies to practise in the scope of practice of registrants in the practising register in which they seek to be registered.
 - 2.4 The applicant is licensed to practice Occupational Therapy another Canadian Jurisdiction.
 - 2.5 The applicant has received a disposition report from the Substantial Equivalent Assessment System (SEAS) administered by the Association of Canadian Occupational Therapy Regulatory Associations (ACOTRO) which states that their degree in occupational therapy is substantially equivalent to that of a graduate of an accredited Canadian occupational therapy program.
3. Applicants must have completed a minimum of 1000 hours of fieldwork or clinical practicum during their educational program.

4. Applicants must provide the following documents as proof that they satisfy the academic eligibility requirements, according to their category:

4.1 Canadian-educated applicants

- i. A final official transcript, stating the degree granted, sent directly from the education institution to the Regulator via mail or e-mail; or
- ii. For new graduates who are awaiting formal graduation, a letter of confirmation from the Head of the occupational therapy program sent directly to the Regulator by mail or by e-mail as a signed PDF document, stating that the applicant has successfully completed the occupational therapy program and will be allowed to graduate.
 - (a) An applicant who provides this document to meet the Academic Qualification requirement must be licensed on the conditional register as described in **Policy 4 – Conditional Register, policy statement 4** until they provide a final official transcript.

4.2 Internationally-educated applicants

- i. Applicants who completed their education in occupational therapy outside of Canada must apply through the SEAS with ACOTRO and complete all steps required in the SEAS process.
- ii. Upon completion of the SEAS process, applicants must arrange to have ACOTRO send their SEAS disposition letter directly to the Regulator.

4.3 Canadian-licensed applicants

- i. A Labour Mobility Support Agreement Confirmation Form or acceptable alternative Certificate of Standing document, completed by their current regulatory body.
- ii. The current regulatory body may forward a copy of the applicant's final official transcript or SEAS disposition letter to the Regulator along with the completed Confirmation Form; however, these documents are not required for Canadian-licensed applicants to meet the Academic Eligibility requirement.

6 – Proof of Identity and Legal Authorization to Work in Canada

Policy Number:	Registration and Licensure – 6	
Version Number:	2	Date first Approved: February 1, 2017
Approved by:	Board	Effective Date: February 1, 2017
Version Date:	May 31, 2025	Next Review Date: May 31, 2026

POLICY STATEMENT:

Proof of Identity

1. Pursuant to its mandate to protect the public and to ensure the integrity of the registration and licensing process, the Regulator requires that applicants submit documentation verifying their identity:
 - 1.1 A notarized copy of a valid passport or government-issued photo identification document, certifying that the image of on the identification document is a true likeness of the applicant.
 - i. The Regulator will accept a scanned electronic copy of the original notarized document in place of the physical document.
2. The applicant's current full legal name as listed on their identification document will be published on the public directory of occupational therapists once they are registered and licensed with the Regulator.
 - 2.1 The Registrar may list a registrant on the public directory under a different name than their current full legal name if the Registrar is of the opinion that it is in the public interest to do so.
3. If any of the applicant's documentation is under a previous name, the applicant must include an official government-issued document such as a marriage certificate, certificate of name change, divorce certificate, or valid photo identification which verifies the name change.

Legal Authorization to Work in Canada

4. Applicants must have legal authorization to work in Canada to be eligible for registration and licensure with the Regulator. Only Canadian citizens, permanent residents of Canada, and individuals with a valid Canadian work permit have the right to work in Canada.
5. Applicants may demonstrate that they have a legal authorization to work in Canada by providing a copy of:
 - 5.1 A Canadian birth certificate;

- 5.2 Valid Canadian passport;
 - 5.3 Permanent Resident Card; or
 - 5.4 A valid work permit.
- 6. If an applicant is approved for registration and licensure based on permanent residency, they must continue to hold permanent residency or otherwise meet the requirement for legal authorization to work in Canada through obtaining a valid work permit or citizenship.
 - 7. If an applicant is approved for registration and licensure based on a valid work permit, they must continue to hold such a work permit, obtain a new work permit, or otherwise meet the requirement for legal authorization to work in Canada through obtaining permanent residency or citizenship.
 - 8. Registrants holding permanent residency or valid work permits are required to show proof to the Regulator of continued authorization to work in Canada. If a registrant does not provide acceptable official documentation to the Regulator by the expiry date of their permanent residency or work permit, their licensure will be suspended until they do so.

Change of Legal Name

- 9. During an application process, or while an individual is a registrant, if an individual's legal name changes for any reason they must:
 - 9.1 immediately notify the Regulator, and
 - 9.2 provide the Regulator with up-to-date proof of their legal name or identity in line with **policy statements 1.1 and 5.**

7 – Language Fluency

Policy Number: Registration and Licensure – 7

Version Number: 2

Date first Approved: February 1, 2017

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POLICY STATEMENT

1. Effective communication is one of the key essential competencies of practice in occupational therapy and is critical for the delivery of safe, effective, and quality care. For these reasons applicants must provide persuasive, objective evidence of language fluency in English.
2. Canadian-educated applicants who graduated from an accredited Canadian occupational therapy education program provided in English are not required to provide proof that they meet this requirement.
3. Canadian-educated applicants who graduated from an accredited Canadian occupational therapy education program provided in French may demonstrate that they meet the Language Fluency requirement by providing:
 - 3.1 Proof, in the form of a formal academic transcript, that they attended the equivalent of at least one year of full-time studies in English at the post-secondary level; or
 - 3.2 Proof, in the form of a diploma, that they completed a secondary education program delivered in English; or
 - 3.3 Completion of the Employer Confirmation of English Language Proficiency Form and a declaration from the applicant that they are able to speak, read, write and understand spoken and written English at a level necessary to provide safe and effective occupational therapy services to clients in English; or
 - 3.4 Exam results from an approved language fluency test showing that the applicant has achieved a minimum score as indicated in **Schedule 2: Accepted Language Fluency Tests and Minimum Scores**.
4. Internationally-educated applicants may demonstrate that they meet the Language Fluency requirement by providing:
 - 4.1 A signed letter from the educational institution where their occupational therapy program was completed indicating the language of instruction and clinical placement was English; or

- 4.2 Exam results from an approved language fluency test showing that the applicant has achieved a minimum score as indicated in **Schedule 2: Accepted Language Fluency Tests and Minimum Scores**.
5. An applicant licensed in another Canadian jurisdiction must only demonstrate proficiency in the English language if no equivalent language proficiency requirement was imposed on, and satisfied by, the applicant in their current licensing jurisdiction. **CFTA, Article 705(4)(c)**
6. English Language Proficiency Testing scores are valid for the period of time during in which the testing organization does not recommend retesting, up to a maximum of five (5) years.
7. Internationally-educated applicants applying through the SEAS process are not required to submit language fluency documentation to the Regulator, since this information is included in the SEAS disposition letter.
8. Language fluency documentation must be sent directly to the Regulator from the issuing institution as a hardcopy original document or electronically as a PDF.

8 – Professional Liability Insurance Requirements

Policy Number:	Registration and Licensure – 8	
Version Number:	4	Date first Approved: May 31, 2023
Approved by:	Board	Effective Date: May 31, 2023
Version Date:	May 31, 2025	Next Review Date: May 31, 2026

POLICY STATEMENT

1. Registrants are responsible for their own actions and activities. Individual professional liability insurance may:
 - 1.1 provide clients with the ability to seek financial compensation in the event of damages caused by a Registrant through the provision of occupational therapy services; and
 - 1.2 protect registrants from personally bearing the costs of any damages a client may suffer through the provision of occupational therapy services, as well as cover costs associated with any regulatory or civil procedures.
2. All NSOTR registrants holding a licence within Nova Scotia must be covered by a professional liability insurance policy on which they are the named insured that provides a minimum of:
 - 2.1 An amount of \$5,000,000 coverage per claim or occurrence;
 - 2.2 An amount of \$5,000,000 coverage per policy year; and
 - 2.3 a legal expenses endorsement for the investigations of complaints by a regulatory body. **RHPA section 60(1)(e)**
3. A registrant must hold the required professional liability insurance coverage in the specified amount for each area of practice in which occupational therapy services are provided including regular employment, private practice, contract and volunteer positions, prior to engaging in that practice.
4. Registrants are responsible for all costs associated with obtaining, maintaining and providing proof of professional liability insurance to the Regulator.

Maintaining Professional Liability Insurance

5. Registrants must demonstrate continuous professional liability insurance coverage licensed with the Regulator regardless of whether they are engaged in the active practice of occupational therapy. **RHPA section 60(1)(e)**

6. Failure to maintain continuous professional liability insurance coverage may constitute professional misconduct and may result in suspension of the registrant's license, investigation, or disciplinary action.
7. Registrants must inform the Regulator of any change to their professional liability insurance coverage, including insurer name, start date, expiry date and policy number, within thirty (30) days of the change occurring.
8. Registrants must provide proof of continued professional liability insurance coverage within thirty (30) days of the expiry of their previous insurance policy. Failure by a registrant to provide this proof will result in the suspension of the registrant's license and notification of the suspension being sent to their employer.

Acceptable Proof of Professional Liability Insurance Coverage

9. An applicant or NSOTR registrant may provide the following information to satisfy applicable registration, licensure, or renewal requirements regarding proof of professional liability insurance:
 - 9.1 A copy of the professional liability insurance policy certificate. The certificate must:
 - i. Confirm that the registrant or applicant is the named insured on the policy;
 - ii. Include the policy number, expiry date, and policy content;
 - iii. Demonstrate that the policy content meets the minimum requirements outlined in policy statement 2; and
 - iv. Be uploaded as a PDF to the registrant or applicant's NSOTR online profile or electronic application form.
10. Additional evidence, satisfactory to the registration and licensing decision maker, may be requested from applicants or registrants to ensure compliance with the professional liability insurance requirement. Failure by a registrant or applicant to provide additional evidence upon request may result in the suspension of the registrant's license or the denial of an application.

9 – Criminal Record Check with Vulnerable Sector Check

Policy Number:	Registration and Licensure – 9	
Version Number:	1	Date first Approved: May 31, 2025
Approved by:	Board	Effective Date: May 31, 2025
Version Date:	May 31, 2025	Next Review Date: May 31, 2026

POLICY STATEMENT

1. Concerns regarding an applicant's character to safely and ethically engage in the practice of occupational therapy may arise where the applicant:
 - 1.1 has been charged with, pleaded guilty to or been convicted of any offence in or outside Canada that is inconsistent with the proper professional behaviour of a registrant, including an offence under:
 - i. the Criminal Code (Canada),
 - ii. the Controlled Drugs and Substances Act (Canada),
 - iii. such other legislation as prescribed, or
 - iv. any offence under any statute or legislation.
 - 1.2 has been charged with, pleaded guilty to, or been convicted of a motor vehicle or traffic offence in or outside Canada that is inconsistent with the proper professional behaviour, capacity, or competence of a registrant, excluding minor offenses such as parking or speeding.
2. An applicant or registrant must submit a criminal record with vulnerable sector check when they are seeking:
 - 2.1 registration;
 - 2.2 licensure;
 - 2.3 renewal of their license, every fifth year following their initial registration and licensure or most recent re-licensure;
 - i. NSOTR will notify registrants when an updated criminal record check with Vulnerable Sector Check is required at renewal, no less than two months prior to the date on which it is due.
 - 2.4 restoration of their licence;
 - 2.5 reinstatement; or

- 2.6 upon request of NSOTR.
3. An applicant may be exempted from the requirement to submit a criminal record with vulnerable sector check under **policy statement 2** if they have never resided in Canada. In this case, they must submit an international criminal record check acceptable to the Registrar.
 4. If an applicant has resided in a jurisdiction outside of Canada within the past two years, an International Criminal Record Check from that jurisdiction, translated by a certified translator (if in a language other than English or French) at the expense of the applicant, may be required by the registration and licensing decision maker.
 5. An original criminal record with vulnerable sector check or international criminal record check must be:
 - 5.1 paid for by the applicant or by a third-party on behalf of the applicant;
 - 5.2 requested under all names and aliases the applicant or registrant has ever used or held; and
 - 5.3 issued within the three months prior to the date that an application to NSOTR for registration and licensure becomes complete.
 6. Criminal Record Checks with Vulnerable Sector Checks may be obtained from:
 - 6.1 local police forces and/or the RCMP; or
 - 6.2 a criminal record search company, capable of conducting vulnerable sector checks, acceptable to NSOTR.
 7. NSOTR may request an updated Criminal Record Check with Vulnerable Sector Check if the submitted document does not meet the criteria under **policy statement 5**.

Expiry and Validity of Criminal Record Check Documents

8. NSOTR will consider criminal record with vulnerable sector check to be expired if it is issued more than three months prior to the date that an application for registration and licensure becomes complete.
9. If the criminal record with vulnerable sector check is valid at the date on which an application is submitted, but expires prior to completion of the application, the applicant or registrant may be required to submit a new criminal record check with vulnerable sector that meets the validity requirement before their application can be approved.
10. The registration and licensing decision maker may accept an International Criminal Record Check document directly from the applicant or registrant at their discretion.

Review of Criminal Record Check Document

11. NSOTR will not issue a licence until an applicant's criminal record has been assessed.
12. The registration and licensing decision maker shall conduct an initial review of the applicant's or registrant's Criminal Record Check with Vulnerable Sector Check. If positive findings including a criminal record are identified, the applicant or registrant may be required to provide further details of the conviction including but not limited to court and legal documents.
13. In rendering a decision regarding an application, the registration and licensing decision maker must consider the circumstances related to any of the situations set out in **policy statement 1**. Circumstances to be considered include but are not limited to:
 - 13.1 the applicant's age at the time of the incident or offence;
 - 13.2 recency of the incident or offence involving the applicant;
 - 13.3 reliability of the information;
 - 13.4 the number of incidents, or offences;
 - 13.5 the severity of the incident or offence including whether the offence was an indictable, summary or hybrid offence;
 - 13.6 any factors underlying the conduct (as an example of health issues);
 - 13.7 evidence of rehabilitation or positive social contribution since the incident or offence;
 - 13.8 the applicant's candor during the application process;
 - 13.9 any omission or misrepresentation of material during the application process; and
 - 13.10 the relevance of the incident or offence to the practice of Occupational Therapy.

Requirement to Self-Report

14. Applicants and registrants must notify the Regulator in writing immediately after being charged or found guilty of any offence mentioned in **policy statement 1**.
15. Registrants who are registered or licensed in occupational therapy in another jurisdiction or in another regulated profession in Nova Scotia or another jurisdiction must notify the Regulator in writing within 10 days of:

- 15.1 voluntarily agreeing to remove themselves from practice or voluntarily agreeing to practice under conditions or restrictions as the result of a complaint or investigation;
- 15.2 being subject to a licensing sanction; or
- 15.3 being found to have engaged in professional misconduct, conduct unbecoming, incompetence, incapacity.

10 – Character

Policy Number: Registration and Licensure – 10

Version Number: 4

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POLICY STATEMENT:

1. Occupational Therapists, as health care professionals, have a special relationship with members of the public rooted in mutual trust, confidence and respect that is critical to effective practice.
2. Applicants and registrants are expected to adhere to the values shared by society in general and the occupational therapy profession specifically.
3. All applicants must provide proof satisfactory to the registration and licensing decision maker that they have the character to safely and ethically engage in the practice of Occupational Therapy.
4. The purpose of the character requirement includes the protection of the public, as well as the maintenance of high ethical standards and public confidence in the profession.

Declaration Questions on Application Form

5. An applicant must complete NSOTR's declaration questions on their application form.
6. When completing NSOTR's declaration questions,
 - 6.1 the applicant must:
 - i. read the questions carefully and answer them truthfully and accurately; and
 - ii. contact NSOTR for clarification if they have any questions regarding the declaration questions or how to respond to them.
7. Failure to respond to the declaration questions truthfully and accurately may result in the immediate suspension of the application process for any initial applicant or registrant renewing their licence or in the denial of the application. **[See Policy 1 – Completion and Submission of Registration and Licensing Forms]**

Regulatory History Form from Other Regulators

8. In addition to the concerns referenced in **Policy 1 - Criminal Record Check with Vulnerable Sector Check**, concerns regarding an applicant's character to safely and ethically engage in the practice occupational therapy may arise where the applicant:



- 8.1 has been found to have engaged in professional misconduct, conduct unbecoming, incompetence, incapacity, or any similar finding, in another profession or in another jurisdiction,
 - 8.2 has had a licensing sanction imposed by another profession or another jurisdiction, or
 - 8.3 is the subject of an investigation or disciplinary process in any profession or in any jurisdiction.
9. Applicants who are not licensed in another Canadian jurisdiction must arrange to have a regulatory history form sent directly to the Regulator from every professional regulatory body with which they are or have ever been registered and/or licensed. This includes regulators in international jurisdictions and for other regulated professions.
10. Applicants who are currently licensed in another Canadian jurisdiction must arrange to have a regulatory history form sent directly to the Regulator from every professional regulatory body with which they are currently registered and/or licensed. This includes regulators in international jurisdictions and for other regulated professions.
11. Subject to legislative restrictions in the issuing jurisdiction, the regulatory history form must include:
- 11.1 The dates during which the applicant was registered and/or licensed;
 - 11.2 Whether there were or are any terms, conditions or limitations to the applicant's license or registration;
 - 11.3 Whether the applicant has ever had their registration or licence suspended or cancelled;
 - 11.4 Whether the applicant has had any findings of, or is facing a regulatory proceeding for, professional misconduct or unskilled practice or incompetence;
 - 11.5 Whether the applicant has been the subject of any disciplinary action by the regulatory body;

- 11.6 Whether the applicant has ever been the subject of a formal regulatory complaint or investigation where the outcome was anything other than a decision to take no action;
 - 11.7 Whether the applicant is subject to any acknowledgement and undertaking;
 - 11.8 Whether the applicant has been compliant with all registration requirements, including the quality assurance program and continuing competence requirements;
 - 11.9 Whether the applicant has any outstanding or unfulfilled obligations to the regulatory body;
 - 11.10 Whether there is any reason the applicant would not be entitled to be licensed or registered with the regulatory body at the present time;
 - 11.11 The signature and contact information of the registrar or designate of the regulatory body.
12. For applicants who are licensed to practice occupational therapy in another Canadian jurisdiction, a *Labour Mobility Support Agreement Confirmation Form* or acceptable alternative Certificate of Standing document satisfies the requirement for a regulatory history form from that regulator.

Assessment of Character

- 13. An applicant must not provide any inaccurate, false, or misleading information or omit any pertinent information.
- 14. The registration and licensing decision maker will assess character based on the past and present conduct of an applicant.
- 15. The responsibility to satisfy the registration and licensing decision maker that an applicant possesses the character to safely and ethically engage in the practice of Occupational Therapy rests with the applicant.
- 16. Character assessments may focus on whether an applicant has acted, or there is reason to believe they are liable to in the future act:
 - 16.1 in such a way that puts at risk the health, safety, or well-being of the public, a client, or a colleague;

- 16.2 in such a way that their registration or licence would undermine the integrity of the profession of Occupational Therapy;
 - 16.3 in such a way that their registration or licensure would undermine public confidence in the ability of the NSOTR to regulate the profession of Occupational Therapy;
 - 16.4 in such a way that indicates an unwillingness to act in accordance with standards and ethical principles of the profession of Occupational Therapy;
 - 16.5 in such a way that indicates an unwillingness to be governed by NSOTR; and/or
 - 16.6 in a dishonest manner.
17. Traits of an applicant who possesses the character to safely and ethically engage in the practice of Occupational Therapy may include:
- 17.1 trustworthiness;
 - 17.2 integrity;
 - 17.3 honesty;
 - 17.4 reliability;
 - 17.5 governability;
 - 17.6 respect for others; and
 - 17.7 refraining from discriminatory conduct.
18. Circumstances that may lead a registration and licensing decision maker to inquire about an applicant's character include:
- 18.1 charges or findings of guilt related to conduct involving dishonesty or breach of public trust;
 - 18.2 academic penalties, findings or actions of any kind made by an academic institution arising from academic misconduct or unprofessional behaviour;
 - 18.3 conduct that demonstrates disregard for honesty, integrity, and trustworthiness, including providing inaccurate, untruthful, or misleading information in the application process for registration, licensure, or renewal;
 - 18.4 behaviour which demonstrates a lack of respect for others, including conduct which demeans others based upon sex, race or colour, religious beliefs, or any

prohibited ground of discrimination pursuant to the Nova Scotia Human Rights Act;

- 18.5 disciplinary findings made by a regulatory authority;
- 18.6 suspension or termination of employment;
- 18.7 denial of registration and/or licensure in another jurisdiction or in another profession.

Requirements of Applicant

- 19. The registration and licensing decision maker or the responsible committee may require additional evidence from the applicant or registrant to demonstrate that their previous conduct will not prevent them from practising occupational therapy safely and ethically. The applicant or registrant may be required to:
 - 19.1 Respond in writing to any allegations of professional misconduct, conduct unbecoming, incompetence, or incapacity, and provide evidence that they are able to practice occupational therapy safely and ethically;
 - 19.2 Sign a self-declaration that indicates that they will practice occupational therapy safely and ethically and, if applicable:
 - i. Indicate on the self-declaration:
 - (a) any matters referenced at clause 1 of Policy 9 - Criminal Record Check with Vulnerable Sector Check;
 - (b) any findings of professional misconduct, conduct unbecoming, incompetence or incapacity;
 - (c) any findings of academic misconduct or dishonesty; and
 - (d) any incidences of poor conduct that led to discipline by an employer or termination of an employment contract.
 - ii. Provide police or other records relevant to the information on the self-declaration for consideration by the registration and licensing decision maker or responsible committee; and
 - 19.3 Enter into an Undertaking with the NSOTR, the terms of which may include, but are not limited to:

- i. Requiring the applicant or registrant to submit a letter of explanation and apology to NSOTR for the conduct at issue;
 - ii. Requiring the applicant or registrant to undertake not to repeat the poor conduct and/or take specific actions to avoid repeating the poor conduct, to be specified by the registration and licensing decision maker.
 - iii. Requiring the applicant or registrant to successfully complete additional training to be specified by the registration and licensing decision maker.
20. If an applicant declines or fails to provide the additional evidence required by the responsible committee or registration and licensing decision maker, they may be found to not have satisfied the character requirement.

Decision by Registration and Licensing Decision Maker

21. When assessing whether an applicant or registrant satisfies the character requirement, the registration and licensing decision maker may make the following determinations:
- 21.1 The registrant or applicant satisfies the character requirement.
 - 21.2 The registrant or applicant does not satisfy the character requirement.
 - 21.3 If the registration or applicant does not satisfy the character requirement, the registration and licensing decision maker may:
 - (a) deny the application; or
 - (b) grant the application with conditions or restrictions.
22. If the registration and licensing decision maker imposes conditions or restrictions on a registrant or applicant's license, that registrant or applicant must be licensed on the conditional register. **[See Policy 4 – Conditional Register]**

11 – Currency

Policy Number:	Registration and Licensure – 11	
Version Number:	5	Date first Approved: May 31, 2023
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Version Date:	May 31, 2025	Next Review Date: May 31, 2026

DEFINITIONS:

1. “Currency Hours” are defined as paid hours of service within the scope of practice of the profession of occupational therapy, subject to the following conditions:
 - 1.1 Hours are only eligible towards currency if the registrant provided clear and appropriate disclosure and identification to the public and their clients that the registrant is an occupational therapist. If a registrant does not provide clear and appropriate disclosure and identification to the public and their clients that they are an occupational therapist while providing paid services, the hours in which they provided those services are not eligible as currency hours.
 - 1.2 For the purpose of calculating Currency Hours, ‘prior to application’ [**Bylaws section 12**] is considered to be calculated from the date on which the applicant submits to the Regulator a completed application form, all required supporting documentation, and payment of the required fees.
 - i. An exception exists for internationally-educated applicants who must complete the SEAS process. The SEAS process generally takes one year to complete. To accommodate for this, for the purposes of determining if an applicant meets the currency requirements, the registration and licensing decision maker 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 on which the applicant submits their complete application form, all required supporting documentation, and pays their application fee to the Regulator.

POLICY STATEMENT:

2. Recent graduation or recent practice within the scope of practice of the occupational therapy profession serves as evidence that applicants for registration or renewal possess current knowledge, skills, and judgment to provide the public with safe, effective, and ethical care.

3. Applicants seeking registration and licensure and registrants applying to renew their license must meet one of the following criteria:
 - 3.1 Current licensure to practice occupational therapy in an equivalent category of licence in another Canadian jurisdiction;
 - 3.2 Engaged in practice for a minimum of 600 Currency Hours in the 3 year period prior to application for a licence or renewal of a licence;
 - 3.3 Graduated from an approved occupational therapy program with 1000 hours of fieldwork or clinical practicum in the 18 months prior to application for a licence or renewal of a licence; or
 - 3.4 Successfully completed a competence assessment and/or bridging education within the previous 18 months prior to application for a licence or renewal of a licence. **[See Policy 14 – Re-Entry Program]**
4. As required by **Bylaws section 12.2**, before changing to a clinical area of practice after an absence of 3 years or longer from clinical practice, a registrant must:
 - 4.1 notify the Registrar of their intention to change between a non-clinical area of practice and a clinical area of practice by:
 - i. sending an e-mail to the Registrar
 - ii. recording the change through the NSOTR's online portal
 - 4.2 satisfy the Registrar or registration and licensing decision maker that they have the competence to practise in the clinical area of practice.

Proof of Currency

5. Applicants must provide evidence that they satisfy the Currency requirement by:
 - 5.1 Signing the declaration statement on the electronic application form and if requested, providing adequate documentation;

- 5.2 Providing a record of their employment history in the form of a resumé or CV, clearly listing the number of Currency Hours they obtained in each position over the past three years; and
 - 5.3 Providing additional documentation of paid hours within the scope of occupational therapy satisfactory to the registration and licensing decision maker, if requested.
6. Registrants must provide evidence that they satisfy the Currency requirement by:
- 6.1 Signing the declaration statement on the electronic renewal form and if requested, providing adequate documentation of Currency Hours within the scope of occupational therapy; and
 - 6.2 Providing additional documentation of paid hours within the scope of occupational therapy satisfactory to the registration and licensing decision maker, if requested.
7. Applicants and registrants whose currency hours fall below the minimum requirements can provide additional information to the Regulator which demonstrates the details of all activities within the scope of practice of occupational therapy.
- 7.1 At the discretion of the registration and licensing decision maker, if an applicant's currency hours fall below the minimum requirements, volunteer or professional development hours by the applicant may be counted for up to a maximum of 25% of the Currency requirement as those hours usually do not have the same level of accountability and responsibility as paid employment.
8. A registrant or an applicant who is unable to demonstrate that they satisfy the Currency requirement will be required to successfully complete a Re-Entry process as described in **Policy 14 – Re-Entry Program**
- 8.1 If a registrant or an applicant is unable to demonstrate that they satisfy the Currency requirement and is not approved for licensure on the Conditional Register as described in **Policy 4 – Conditional Register and Policy 14 - Re-Entry Program**, they are not eligible for registration and licensure.

12 – Entry to Practice Examinations and Assessments

Policy Number: Registration and Licensure – 12

Version Number: 5

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POLICY STATEMENT

1. Successful completion of a Board-approved examination is one of the key indicators that applicants to the Regulator have demonstrated adequate entry-level knowledge in occupational therapy.
2. As required under ***Occupational Therapy Regulations section 10(2)(a)(ii)*** an applicant for registration and licensure in the practicing register must complete any examinations required by the Board.
3. The National Occupational Therapy Certification Examination (NOTCE) administered by the Canadian Association of Occupational Therapists (CAOT) is required by the Board under ***Occupational Therapy Regulations section 10(2)(a)(ii)*** for registration in the Practicing Register.
4. Nothing in this policy restricts the registration and licensing decision maker from requiring an applicant or registrant to complete additional examinations or assessments before they are eligible for licensure in the Practicing or Conditional register.

Eligibility to Write NOTCE

5. Individuals who have successfully completed an approved occupational therapy program at a Canadian university within the two years prior to the date of a sitting of the NOTCE will be deemed eligible to write the NOTCE upon CAOT receiving confirmation in writing, directly from the university, that the individual:
 - 5.1 has convoked; or
 - 5.2 has successfully completed all requirements of the occupational therapy program and is recommended for convocation.
6. Individuals who have successfully completed an approved occupational therapy program at a Canadian university more than two years before the date of a sitting of

the NOTCE will be deemed eligible to write the NOTCE upon CAOT receiving confirmation in writing, directly from the Regulator, that the individual is eligible to write the NOTCE.

- 6.1 NSOTR will provide confirmation to CAOT that such an individual is eligible to write the NOTCE if that individual:
 - i. is enrolled in the NSOTR Re-Entry Process; or
 - ii. has indicated in writing their intention to complete the NSOTR Re-entry Process after completion of the NOTCE.
7. Individuals who successfully completed an occupational therapy program outside of Canada, but who have met the Regulator's Academic Eligibility requirement, will be deemed eligible to write the NOTCE upon CAOT receiving confirmation in writing, directly from the Regulator, that the individual is eligible to write the NOTCE.
8. Candidates that are unsuccessful at the NOTCE will be eligible for an additional attempt (up to a maximum of three attempts in total) upon CAOT receiving confirmation in writing, directly from the Regulator, that the candidate is eligible to write the NOTCE.
9. In order for the Regulator to provide authorization to an individual to write the NOTCE, the individual must:
 - 9.1 have an active application for registration and licensure with the Regulator and has paid the application fee OR have a conditional licence on the conditional register.
 - 9.2 meet the Academic Qualification requirement as outlined in Policy 5 – Academic Qualification;
 - 9.3 have not failed the NOTCE on three or more attempts.
10. A written authorization to CAOT for an individual to write the NOTCE does not represent an assessment of the individual's qualifications or eligibility for registration and licensure.

11. If an individual has been previously unsuccessful in one or more attempts at the NOTCE, they must disclose this to the Regulator prior to requesting that the Regulator send a letter to the CAOT authorizing them to re-take the NOTCE.

Proof of Completion of Examination

12. An applicant for registration and licensure who can demonstrate that they have successfully completed the NOTCE will be deemed to have satisfied the Certification Examinations requirement.
13. An applicant for registration and licensure is required to demonstrate their successful completion of the NOTCE by uploading a copy of their exam certificate or exam results document to the Regulator as a PDF document through the electronic application form.
 - 13.1 Applicants who are certified in another Canadian jurisdiction are not required to provide these documents to the Regulator to meet the requirements of this policy. Their exam results may be forwarded to the Regulator by their current regulatory body under the Labour Mobility Support Agreement, but lack of these documents will not prevent or delay registration and licensure.
14. Applicants may be exempted from the requirement to complete the NOTCE at the discretion of the registration and licensing decision maker if:
 - 14.1 The applicant graduated prior to 1998 from a Canadian occupational therapy program accredited by CAOT and has maintained a practice in Canada in accordance with the continuing competency requirements; or
 - 14.2 The applicant is an internationally-educated therapist who established their practice in Canada prior to 1994 and has maintained a practice in Canada in accordance with the continuing competency requirements; or
 - 14.3 The applicant is applying from another jurisdiction under the Labour Mobility Support Agreement.

13 – Review of Registration & Licensure Decisions

Policy Number:	Registration and Licensure – 13	
Version Number:	4	Date first Approved: January 22, 2020
Approved by:	Board	Effective Date: January 22, 2020
Version Date:	May 31, 2025	Next Review Date: May 31, 2026

POLICY STATEMENT

1. This policy applies to an applicant or registrant seeking a review of a decision made by the Registrar or Registration and Licensing Committee, where the applicant or registrant has:
 - 1.1 been refused registration;
 - 1.2 been refused a licence;
 - 1.3 been refused the renewal of a licence; or
 - 1.4 conditions or restrictions imposed on a registration or licence.
2. An applicant or registrant who falls into one of the categories of clause 1 of this policy, may within 30 days of receipt of the Registrar's or Registration and Licensing Committees written reasons, provide written notice to the Registrar seeking a review of that decision by the Registration and Licensing Review Committee. **RHPA, section 50(1)**
3. An applicant or registrant requesting a review shall:
 - 3.1 stipulate the grounds for review; and
 - 3.2 pay the Registration and Licensing Review Fee described in **Schedule 3 - Fees. RHPA, section 50(2)**
 - i. The Registration and Licensing Review Fee must be refunded to the applicant if the review results in the granting of registration or the issuing of a licence. **RHPA, section 50(2)**
4. Within thirty (30) business days after receipt of a request for a review, the Registrar shall provide the Registration and Licensing Review Committee and the applicant with:
 - 4.1 a copy of the written decision being reviewed;
 - 4.2 a copy of all records relating to the application in the possession of the regulatory body, subject to any lawful restrictions; and
 - 4.3 any additional written information the Registrar considers necessary. **RHPA, section 51**

5. The parties to a review are the Regulator and the applicant. **RHPA, section 55(1)**
6. The Registration and Licensing Review Committee will initially meet as soon as practicable and no more than ninety (90) business days from the date the Registrar received the request to review the Registration and/or Licensing decision.
7. The Registration and Licensing Review Committee may determine its own procedure in accordance with Section 52(1) of the RHPA. **RHPA, section 52(1)**
8. The Registration and Licensing Review Committee may determine whether a review is to be conducted through written submissions or whether the parties have a right of attendance before the committee for the presentation of evidence or to make submissions. **RHPA, section 52(2)**
9. Where a Registration and Licensing Review Committee determines to grant a right of attendance, the committee shall fix a reasonable time and place for the review and determine whether the right of attendance will be for submissions only or for the presentation of evidence. **RHPA, section 53**
10. The Registrar shall provide written notice of a review process that requires the applicant's attendance at least 14 days before the date set for the review. **RHPA, section 54**
11. In proceedings before a Registration and Licensing Review Committee, the parties have the right to:
 - 11.1 representation by legal counsel at their own expense;
 - 11.2 where the committee has determined to grant a right of attendance, the opportunity to present evidence, if the right of attendance is for the presentation of evidence, and make submissions; and
 - 11.3 disclosure of all relevant information and documents. **RHPA, section 55(2)**
12. The applicant is a compellable witness in a review. **RHPA, section 55(3)**
13. The Registration and Licensing Review Committee and each member of the committee have all of the powers, privileges and immunities of a commissioner appointed under

the Public Inquiries Act, with the exception of the powers of contempt, arrest and imprisonment. **RHPA, section 33**

14. Where an applicant fails to attend a review, the Registration and Licensing Review Committee may proceed with the review in the applicant's absence and take any action authorized under the Act and the Regulations. **RHPA, section 57**
15. Subject to **Section 33 of the RHPA**, evidence is not admissible at a review unless the opposing party has been given, at least 10 days before the date of the review,
 - 15.1 for written or documentary evidence, an opportunity to examine the evidence;
 - 15.2 for expert evidence, the expert's qualifications and a copy of the expert's written report or, where there is no written report, a written summary of the evidence; and
 - 15.3 the identity of any other witness and a summary of the witness's anticipated evidence. **RHPA, section 56(1)**
16. The Registration and Licensing Review Committee may allow the introduction of evidence that would be otherwise inadmissible and may make any directions it considers necessary to ensure that a party is not prejudiced by the admission of that evidence. **RHPA, section 56(2)**
17. Where evidence or submissions are presented during a review, the proceedings must be electronically recorded. **RHPA, section 55(4)**
18. Where requested by a party, the Registration and Licensing Review Committee may impose a publication ban at any time during a review, or on some or all of its decision, subject to such terms and conditions as determined by the committee. **RHPA, section 55(5)**
19. A Registration and Licensing Review Committee shall render its decision with reasons within ninety (90) business days, or as soon as practicable after:
 - 19.1 the completion of an oral review; or
 - 19.2 where no oral review is held, completion of its review of the written evidence and written submissions. **RHPA, section 58(1)**

20. The Registration and Licensing Review Committee may make any decision the Registrar or the Registration and Licensing Committee could have made with respect to the application, and may:
- 20.1 order the imposition of conditions or restrictions on the registration or licence of the applicant; and
 - 20.2 assess costs to be paid by the applicant if the application for review is denied.
- RHPA, section 58(2)**
- i. "Costs" include:
 - (a) expenses incurred by a regulatory body for investigating and deciding a matter;
 - (b) costs of competence assessments and other assessments, audits, examinations and practice reviews conducted by a regulatory body in the course of addressing a matter;
 - (c) a regulatory body's solicitor and client costs, including disbursements and goods and services tax, and including those of counsel for the regulatory body and counsel for a committee;
 - (d) fees for retaining a court reporter and preparing transcripts;
 - (e) travel costs and reasonable expenses of a witness, including an expert witness;
 - (f) honoraria for committee members and travel costs and reasonable expenses of committee members; and
 - (g) such other costs as may be prescribed. **RHPA, section 2**
21. The Registration and Licensing Review Committee may direct publication or disclosure of the outcome or a summary of the outcome of the denial of a registration. Publication must not include information related to the incapacity of an applicant. **RHPA, section 39**
22. The Registration and Licensing Review Committee may waive any of the criteria for registration, licensing or renewal of a licence if:
- 22.1 it is required by law; or
 - 22.2 it is consistent with the objects of the Regulator. **RHPA, section 59**
23. A determination of the Registration and Licensing Review committee is final.

14 – Re-Entry Program

Policy Number: Registration and Licensure – 14

Version Number: 2

Date first Approved: June 1, 2017

Approved by: Board

Effective Date: June 1, 2017

Version Date: May 31, 2025

Next Review Date: May 31, 2026

1. Applicants seeking registration, licensure or renewal who do not meet the currency requirements established by the Regulator must complete the Re-entry Program which may include the following components at the discretion of the Registration and Licensing Committee:
 - 1.1 Completion of a determined number of supervised practice hours. Evidence of completion will be a midterm and final evaluation provided to the applicant by the Regulator, including an attestation of the completion of the required supervised practice hours, and signed by the applicant and the supervising occupational therapist. The supervising occupational therapist must meet the following requirements:
 - i. Be licensed with the NSOTR in good standing on the Practicing Register;
 - ii. A minimum of three years' experience working as an occupational therapist with at least one year in the province of Nova Scotia;
 - iii. Not be placed in conflict of interest by providing supervision to the applicant;
 - iv. Have previous experience with supervision or clinical education;
 - v. Be willing to provide appropriate supervision for the duration of the Re-entry Program.
 - 1.2 Re-write the National Occupational Therapy Certification Examination (NOTCE). The applicant is required to demonstrate their successful completion of the re-write of the exam by providing a copy of their NOTCE exam certificate to the Regulator as a PDF document;
 - 1.3 Undergo a Competence Assessment as described in and in compliance with the Continuing Competence Policy.

- 1.4 Complete learning activities at the applicant's expense related to any identified areas of practice in which the registrant requires further education, including but not limited to:
 - i. Formal academic programming;
 - ii. Position-specific training and workshops; and/or
 - iii. a review of applicable legislation and NSOTR documents, as specified. The supervising occupational therapist must indicate on the final evaluation form that the applicant is knowledgeable of the specified areas of practice or documents.
- 1.5 Successful completion of a learning contract with their supervisor. The applicant will submit the completed learning contract, signed by both the applicant and the supervising therapist, to the Regulator.
2. The Registration and Licensing Committee may approve a supervising occupational therapist who does not meet the requirements under **policy statement 1.1** if it is in the public interest to do so.
3. Applicants applying for the Re-entry Program must:
 - 3.1 arrange their own supervised practice and receive approval from the registration and licensing decision maker before commencement of the program; and
 - 3.2 submit a Re-Entry Program application form and any additional supporting forms established by the Registrar for this purpose.
4. Applicants who are approved for the Re-Entry Program will be licensed on the conditional register until they meet all components of the Re-Entry Program and all other requirements for licensure on the practicing register.
5. Applicants must meet all other requirements for licensure on the conditional register before commencement of the Re-Entry Program.

15 – Licensing Term, Licence Renewal, and Failure to Renew

Policy Number:	Registration and Licensure – 15	
Version Number:	1	Date first Approved: May 31, 2025
Approved by:	Board	Effective Date: May 31, 2025
Version Date:	May 31, 2025	Next Review Date: May 31, 2026

DEFINITIONS

1. “licensing term” means the period of time established under this policy for the term of a licence per **RHPA section 1, 41, 45.**

POLICY STATEMENT

Expiry of License

2. A practising or conditional licence issued by the NSOTR will remain in effect until the end of the licensing term in which it is issued, unless:
 - 2.1 the registration and licensing decision maker approving the licence has specified an earlier expiry date than the end of the licensing term, in which case the licence will expire on the earlier date. **RHPA, section 41(1)**
 - 2.2 it ceases to be valid under **RHPA, sections 41(2) and 45(2)**
3. Regardless of the licensing term, a practising licence ceases to be valid if:
 - 3.1 it is suspended or revoked;
 - 3.2 the registrant’s registration is revoked;
 - 3.3 there are conditions or restrictions placed on the registrant through agreement or as the result of a decision under a regulatory process under the RHPA; or **[See Policy 10 – Good Character and Policy 4 – Conditional Register]**
 - 3.4 the licence is surrendered in accordance with the *Occupational Therapy Regulations* and **Policy 18 – Surrender of Licence. RHPA, section 41(2)**
4. Regardless of the licensing term, a conditional licence ceases to be valid if:
 - 4.1 the licence is suspended or revoked;

- 4.2 the registrant's registration is revoked;
 - 4.3 the registrant fails to comply with the conditions or restrictions on the registrant's licence;
 - 4.4 the licence is changed through the imposition of different conditions or restrictions;
 - 4.5 the licence is surrendered in accordance with the *Occupational Therapy Regulations* and **Policy 18 – Surrender of Licence. RHPA, section 45(2); or**
 - 4.6 the registrant is transferred to the practising register and issued a practising licence.
5. A licence that is issued to an applicant or registrant after the start of a licensing term comes into effect on the date specified by the registration and licensing decision maker rather than the first day of the licensing term.

Full Licensing Term

6. The licensing term established by the Board for the purposes of registration and licensure on the practicing and conditional registers will be from June 1st of one year to May 31st of the next year. **RHPA section 1**

Option for 3-month Licensing Period

7. Upon approval of their application for registration and licensure, re-licensure, or renewal, a registrant may request and consent that their license expire on a specific date no later than three (3) months from the start of the licensing term or the date their licence comes into effect, as applicable. Such a registrant:
- 7.1 is eligible to pay the 3-month registration fee established in **Schedule 3 – Fees;**
 - 7.2 may extend the expiry date of their licence to the end of the full licensing term (May 31) by paying any difference between the 3-month registration fee and the full registration fee while their licence is valid; and

- 7.3 may be subject to the penalties described in policy statements 15-19 if they fail to renew or surrender their licence prior to the expiry date of their licence or if they engage in unlicensed practice.

Requirements for Renewal of a Licence

8. A registrant applying to renew a practicing or conditional licence must submit all of the following to the Registrar: **RHPA, sections 42 and 46**
- 8.1 a completed electronic renewal application form;
 - 8.2 the applicable renewal fee;
 - 8.3 any applicable penalties incurred for late application for renewal;
 - 8.4 proof of professional liability insurance; **[See Policy 8 – Professional Liability Insurance Requirements]**
 - 8.5 proof of meeting the requirements of NSOTR's Continuing Competence program;
 - 8.6 a valid Criminal Record Check with Vulnerable Sector Check, every fifth year following initial registration and licensure or relicensure, **[See Policy 9 – Criminal Record Check with Vulnerable Sector Check]**
 - 8.7 proof of meeting the NSOTR's currency of practice requirements; and **[See Policy 11 – Currency]**
 - 8.8 additional supporting documentation or evidence satisfactory to the registration and licensing decision maker to demonstrate that the registrant continues to meet the licensing criteria set out in regulations, when requested by the registration and licensing decision maker. **[See Policy 10 – Good Character]**

Renewal of a Licence

9. The registration and licensing decision maker shall approve an application for renewal of a licence if they are satisfied that the registrant meets all of the criteria for renewal under the **RHPA, Regulations, Bylaws and this policy.**

Renewal of a Conditional Licence



10. Conditions or restrictions agreed upon or ordered by the complaints committee, the professional conduct committee, the fitness-to-practise committee or the reinstatement committee may not be reviewed or appealed when a registrant applies for the renewal of the registrant's conditional licence, and the relevant committee retains jurisdiction over any conditions or restrictions imposed by it. **RHPA, section 47**
11. Restrictions or conditions imposed on a conditional licence that have not expired remain in effect on any new licence issued to the registrant. **RHPA, section 48**

Renewal Period

12. A registrant applying for renewal of a practising or conditional licence shall submit a complete application for renewal, together with all applicable fees and supporting documents, no earlier than April 1 and no later than May 31 of the licensing year.
13. Any registrant who submits a complete application for renewal between May 16 and May 31 of the licensing year will be subject to a late renewal fee as established in **Schedule 3 – Fees**.

Requirement to Notify Regulator of Intent to Surrender Licence

14. A registrant who does not intend to renew their license or continue practicing occupational therapy in Nova Scotia after the end of the licensing year must notify the Regulator in writing that they wish to surrender their licence, prior to the expiry date of their licence. **[See Policy 18 – Surrender of Licence]**

Failure to renew or surrender

15. If a registrant does not submit a complete application to renew their licence or notify the Regulator in writing of their intent to surrender their licence prior to the expiry date of their licence, their licence will expire.
 - 15.1 For clarity, a registrant whose licence expires will not be considered in good standing with the Regulator, and will not be entitled to practise occupational therapy, use title, or hold themselves out as an occupational therapist until or unless they receive a new licence from NSOTR.
16. A registrant whose licence is expired because they failed to renew or surrender before the expiry date of their licence must apply for re-licensure following the procedures in **Policy 3 – Assessment of Qualifications for Registration and Licensure**.

- 16.1 In addition to the re-licensure application fee and any other applicable fees, a registrant whose licence expired due to failure to renew or surrender by the expiry date of their licence must pay any additional applicable late fees established by the Board in **Schedule 3 – Fees** at the time of their application for re-licensure.
- 16.2 If a registrant whose licence has expired wished to surrender their licence but was unable to notify the Regulator in writing before the expiry date of their licence due to extenuating circumstances, they may submit an exemption from any applicable fees to the Regulator.
- i. The decision to exempt the registrant from any applicable fees related to the expiration of their licence due to failure to renew or surrender is at the discretion of the registration and licensing decision maker.

Unlicensed Practice

17. Where the Registrar is satisfied that a registrant has engaged in practice without a valid licence, the Registrar may fine the registrant. The fine that may be imposed by the Registrar for a registrant who has practised without a licence for a period less than one year, shall be half of the annual licensing fee for each month, or a portion thereof, the registrant practised without a licence, but not to exceed in total double the amount of a registrant's annual licence fees. **Bylaws section 15.**
18. A fine imposed on a registrant under policy statement 17 is not a licensing sanction against the registrant and may not be reported on a certificate of standing sent to other regulatory bodies. **RHPA section 74(2)**
19. Where a registrant fails to pay a fine imposed under policy statement 17, the Registrar shall refer the matter to the Complaints Committee. **RHPA section 74(3)**

Registration and Licensing Decision Maker May Submit Complaint

20. Nothing in this policy restricts or prevents the registration and licensing decision maker from submitting a complaint against a registrant if they have reason to believe the registrant has engaged in conduct that may constitute or indicate:
- 20.1 Professional misconduct

20.2 Conduct unbecoming

20.3 Incompetence; or

20.4 Incapacity

16 – Applicant and Registrant Fees & Refunds

Policy Number: Registration and Licensure – 16

Version Number: 2

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POLICY STATEMENT

1. As a not-for-profit organization, the Regulator is supported in fulfilling its mandate through the collection of mandatory registration, licensing and administrative fees. As per **RHPA sections 42 and 46; Occupational Therapy Regulations sections 11(1)(b) and 13(1)(c)**, registrants must annually pay to the Regulator the licensing fee set by the Board. Funds are gathered to support the day-to-day governance and administration of the Regulator.

Payment of fees:

2. Registrants and applicants shall pay all applicable fees prior to the issuance or renewal of any licence, pursuant to **Schedule 3: Fees**
3. NSOTR does not accept cash payments, but will accept payment via:
 - 3.1 credit card;
 - 3.2 certified or personal cheque; or
 - 3.3 electronic transfer.
4. Where payment is made by personal cheque, the application will not be processed until the payment has been cleared and deposited within NSOTR's account.
5. Payment via certified cheque or personal cheque must be payable to the Nova Scotia Occupational Therapy Regulator and mailed or hand-delivered to the office of the regulator.

Refunds:

6. The Regulator does not issue a refund on administrative, application, or initial registration fees.



7. The Regulator does not refund licensure fees on a prorated basis.
8. Despite clause 7, the Registrar will consider requests for a refund of licensing fees for registrants who wish to:

- 8.1 Opt for a 3-month licensing period instead of the full licensing term, within the first three months of that licensing term; or
- 8.2 surrender their licence within the first three months of the licensing term, in order to pay the lower 3-month licensure fee. **[Schedule 3 – Fees]**

Any request received after the three-month period following the start of the licensing term will be declined.

9. Where the Registrar approves a request for a refund, the Regulator will impose an administrative fee, as established by the Board, to cover any costs related to issuing the refund. The Regulator will initiate refunds within ten (10) business days of the approval of the refund decision to the original payment method.
10. The decision by the Registrar is considered final.

17 – Application Expiry

Policy Number:	Registration and Licensure – 17		
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POLICY STATEMENT

1. An application for registration and licensure expires when the applicant has not been in contact with the Regulator for six months.
 - 1.1 When an application expires, the applicant’s file will be closed and retained for one year from the original application date, at which time the application and all supporting documentation may be destroyed by the Regulator.
2. An application may be closed by an applicant at any time upon their request.
 - 2.1 When an applicant closes their file, it will be retained for one year from the original application date, at which time the application and all supporting documentation may be destroyed by the Regulator, if no decision has been rendered by the Regulator.
 - 2.2 If a decision has been rendered by the Regulator, that decision and the supporting documentation will be retained on file for future registration and licensing decisions.
3. When an application expires, or any applicant closes their application, and the applicant later wishes to seek registration and licensure with the Regulator, they are required to reapply by completing a new application as outlined in **Policy 3 – Assessment of Qualifications** and pay the appropriate application fee. **[See Schedule 3 - Fees]**

18 – Surrender of Licence

Policy Number:	Registration and Licensure – 18		
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Approved by:	Board	Effective Date:	May 31, 2025
Version Date:	May 31, 2025	Next Review Date:	May 31, 2026

POLICY STATEMENT:

1. A registrant may choose to expire their licence by surrendering it. **RHPA Section 41(2)**
2. A registrant who surrenders their license will no longer be licensed with the Regulator and is not able to work as an occupational therapist or use the title of occupational therapist, nor any abbreviation, in Nova Scotia until they are issued a new licence by the Regulator.
3. An individual who has surrendered their license will need to apply for re-licensure if they wish to become licensed again, following the process outlined for re-licensure applicants in **Policy 2 – Supporting Documentation** and **Policy 3 – Assessment of Qualifications for Registration and Licensure**.
4. A registrant may surrender their licence by submitting a request to the Regulator which clearly communicates:
 - 4.1 Their clear intention to surrender their licence; and
 - 4.2 The specific date they wish to surrender their licence, which will be no later than the end of the current licensing term.
5. A registrant shall submit a request to surrender their licence before the date that their licence expires.

Review of Request to Surrender Licence

6. The registration and licensing decision maker will review all requests to surrender a licence within five (5) business days.
7. Upon review of a request by a registrant to surrender their licence, the registration and licensing decision maker may:
 - 7.1 Approve the registrant's request to surrender their licence effective the date specified in their request; or

- 7.2 Approve the registrant's request to surrender their licence effective the date of approval; or
 - 7.3 Decline the registrant's request to surrender their licence, if they believe it is in the public interest to do so.
- 8. If the registration and licensing decision maker declines to accept the surrender of a licence by a registrant, they will communicate the reasons for their decision to the registrant within five (5) business days.
 - 9. If a registrant requests to surrender their licence effective a specific date, but that date is in the past when the request to surrender is approved by the registration and licensing decision maker, the surrender will be effective the date of approval.
 - 10. If the resignation of a registrant is authorized under the Act or regulations, the registrant is deemed to have surrendered their licence on the date the resignation is approved. ***RHPA General Regulations section 46***
 - 11. The surrendering of a licence does not impact the Regulator's ability to investigate and prosecute allegations of professional misconduct, conduct unbecoming, incompetence, or incapacity.

19 – Registration Category and Public Register

Policy Number: Registration and Licensure – 19

Version Number: 1

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POLICY STATEMENT:

Licence Categories:

1. The Regulator will use the following terms to categorize registrants and former registrants:
 - 1.1 General (Practicing)
 - i. Registrant holds a practicing licence on the practicing register.
 - 1.2 Conditional
 - i. Registrant holds a conditional licence on the conditional register.
 - 1.3 Suspended
 - i. Registrant is not in good standing with the Regulator and is not entitled to practice occupational therapy, use title, or hold themselves out as an occupational therapist.
 - ii. A licence may be suspended under the following circumstances:
 - (a) Failure to comply with a regulatory requirement
 - (b) A decision, sanction, or penalty imposed by an authorized statutory committee
 - (c) On consent of the registrant
 - (d) In the case of a conditional licence, the failure of registrant to meet required conditions to be eligible for renewal or to qualify for a practicing licence within the period set by the registration and licensing decision maker
 - 1.4 Surrendered
 - i. Regulator approved the voluntary surrender of the registrant's licence.
Registrant is not entitled to practice occupational therapy, use title, or hold themselves out as an occupational therapist.
 - 1.5 Expired

- i. Failure to renew licence prior to the expiry date of that licence. Registrant is not entitled to practice occupational therapy, use title, or hold themselves out as an occupational therapist.

1.6 Revoked

- i. The Professional Conduct Committee of the Regulator revoked the licence and/or registration of this individual. This individual is not in good standing with the Regulator and is not entitled to practice occupational therapy, use title, or hold themselves out as an occupational therapist.

Public Register

- 2. The Registrar will publish all the following information in a public register on the Regulator's website:
 - 2.1 the full name, including the preferred name, of each registrant as specified on their licence application or renewal form;
 - 2.2 the registration number of each registrant;
 - 2.3 for each registrant,
 - i. the name of the register in which they are registered,
 - ii. the category of licence they hold, if any, or a notation of their licence status,
 - iii. any current conditions or restrictions on their licence or registration that are not covered by a publication ban,
 - iv. any licensing sanctions that are not covered by a publication ban, but not including any expired conditions or restrictions;
 - 2.4 a record of each registrant who has current approval issued by the registrar to engage in a professional activity, procedure or service which has been designated as Reserved Practice by the Board of the Regulator [**Bylaws section 42**] including all of the following information:
 - i. the nature of the approved activity, procedure or service,

- ii. any titles or permits authorized by the registrar to signify approval to engage in the approved activity, procedure or service,
 - iii. any conditions or restrictions respecting the approved activity, procedure, or service;
 - iv. a reserved practice authorization;
 - v. any other information that is required under the *Bylaws* to be in the register or the record, if the registrar determines it is in the public interest to make that information publicly available. **RHPA General Regulations, section 7(1)**
3. The Registrar will maintain the following information in the public register on the Regulator's website for a minimum of 25 years following the date a registrant last held a licence:
- 3.1 the name, including the preferred name, of the registrant as specified on their licence application or last renewal form,
 - 3.2 the registration number of the registrant,
 - 3.3 the date the registrant last held a licence,
 - 3.4 the category of licence the registrant last held,
 - 3.5 the reason the registrant no longer holds a licence,
 - 3.6 any conditions or restrictions active as of the date the registrant last held a licence that are not covered by a publication ban,
 - 3.7 any licensing sanctions that are not covered by a publication ban, but not including any expired conditions or restrictions.
4. The Registrar will permanently maintain the information set out in policy statements 2 and 3 in the public register on its public website where a registrant no longer holds a licence due to their suitability to practise.

5. Despite policy statements 2-4 the Registrar may redact publicly available information in the public register on the public website if the Registrar has reasonable grounds to believe it is in the public interest to do so. **RHPA General Regulations, section 7(4)**
6. The Regulator will include a statement on its website encouraging members of the public to contact the regulator for information related to a registrant whose information may not be available in the public register.

20 – Access to Registration Records

Policy Number: Registration and Licensure – 20

Version Number: 2

Date first Approved: May 1, 2016

Approved by: Board

Effective Date: May 1, 2016

Version Date: May 31, 2025

Next Review Date: May 31, 2026

POLICY STATEMENT:

1. Past and present applicants for registration and licensure may request access to all records held by the Regulator which are relevant to their application for registration and licensure.
2. The Regulator shall give an applicant for registration and licensure, at their written request, all the information and a copy of each record the Regulator has that is relevant to the application. The Regulator may refuse to give an applicant anything that may be subject to deliberative secrecy or solicitor-client privilege or that, in the Regulator's opinion, jeopardizes the safety of any person.
3. The Regulator reserves the right to charge a cost-recovery fee for retrieving and sending records. In these circumstances, the Regulator will inform the applicant of the approximate cost to provide the documents and will proceed upon payment of this cost by the applicant.
4. The Regulator shall provide the records to the applicant electronically as a secure PDF document or via a secure file-sharing service.
5. The Regulator will make every effort to respond to the request within 10 business days and to assist the individual with understanding the information provided by the Regulator.
6. If the Regulator refuses to provide access to all of the applicant's records it holds, the Regulator will provide reasons to the applicant for denying access.

SCHEDULE 1: Accredited Canadian Occupational Therapy University Programs

Dalhousie University – M. Sc. (OT)

Queen's University – M. Sc. (OT)

Université Laval – Maîtrise en ergothérapie (M.Erg.)

University of Toronto – MscOT

Université de Montréal – M. Sc.

McMaster University – M. Sc. (OT)

Université du Québec à Trois-Rivières – B.Sc. en sciences de la santé (ergothérapie), M.Sc. en ergothérapie

University of Ottawa – M. Sc. Health (OT)

University of Alberta – M. Sc. (OT)

University of British Columbia – MOT

University of Western Ontario – M.Sc. (OT)

Université Sherbrooke – M. (erg)

McGill University – M.Sc. A. (OT)

University of Manitoba – M.O.T.

SCHEDULE 2: Accepted Language Fluency Tests and Minimum Scores

Test	Details	Minimum Score
1. Test of English as a Foreign Language (TOEFL) http://www.ets.org/toefl	Speaking	26
	Listening	22
	Reading	22
	Writing	22
	Overall score	92
2. International English Language Testing System – Academic (IELTS-AC) http://www.ielts.org	Speaking	7.5
	Listening	7.0
	Reading	7.0
	Writing	6.5
	Overall score	7.0
3. Canadian English Language Proficiency Index Program (CELPIP General)	Speaking	8
	Listening	8
	Reading	9
	Writing	8
	Overall score	-

SCHEDULE 3: Fees

Licensure		
New Registration - Full Year		\$575
New Registration - 3 months		\$300
Renewal - Full Year		\$575
Renewal - 3 months		\$300
Application		
New Canadian Educated		\$125
Licensed in Another Canadian Jurisdiction		\$125
New Internationally-Educated		\$150
Re-licensure		\$50
Re-Entry Program		\$200
Administrative		
Late Renewal Fee / Standing Restoration Fee		\$100
Physical Certificate of Licensure		\$10
Reversal of Payment		\$30
LMSA Confirmation Form		\$40
Non-sufficient Funds (NSF) Fee		\$30
Professional Liability Insurance Lapse Fine	Lapse of <u>less</u> than 1 week	\$250
	Lapse of <u>more</u> than 1 week	\$500
Corporations		
Initial Application for Corporate Permit		\$150
Renewal		\$100