



Nova Scotia
Occupational Therapy
Regulator

Newsletter



New Website, New Look

We are pleased to announce the launch of our updated website (www.nsotr.ca). Our website layout and content have been re-designed and modernized to be more accessible, easy to navigate, and follow plain language principles. The design shows off our new name, logo, and branding. Last but not least, the website is adapted for use on mobile devices and small screens.

We continue to update all of our forms, documents, and Standards of Practice to reflect our new name and branding. In the meantime, documents that use the old COTNS logo and name continue to be valid. The most up-to-date versions of any document can be found on our website, but if you would like confirmation or are curious when a revised document will be available, please do reach out to us at info@nsotr.ca.

Summer 2025

AUG 15, 2025

Newsletter Highlights

**Corporate Permit
Reminder**

**New Culture, Equity,
and Justice E-
Learning Module**

**Updated Guides
and Policies**

**Continuing
Competence
Program Update**

**New Penalties for
Lapses in Liability
Insurance Coverage**

**Board and Committee
Opportunities**

Updated Guides

With the launch of the new website, we have also updated our resources, including the **Guide to Supervised Practice**. The new Guide:

- more clearly defines the expectations of supervised OTs and supervising therapists;
- answers common questions; and
- includes revised application forms and direction on how to write a supervision plan.

NSOTR has also created a **New Registrant Guide**, which includes information about your responsibilities as a regulated health professional, including the Continuing Competence Program, as well as the resources available through the Regulator to support your practice. Although created with new registrants in mind, this Guide may be useful for everyone and is available on our website.



Policy Changes

On May 31, 2025, the Board adopted revisions to the *Registration and Licensure Policies* and *Professional Conduct Policies* to align with the new *Regulated Health Professions Act* (RHPA) and regulations.

This included 6 new Registration and Licensure policies (for a total of 20) that document our procedures for completion of online forms, licence renewal, licence surrender, expiry of applications, and registration categories, among others.

Registrants can view these policies on our website:

- [Registration and Licensure Policies](#)
- [Professional Conduct Policies](#)

These policies are reviewed regularly to ensure they remain fair, effective, and up-to-date.

Corporate Permit Reminder

Do you practice occupational therapy through a corporation?

Does your corporation has a permit to offer occupational therapy services?

NSOTR has recently become aware of several corporations which offer occupational therapy services without a permit, as required by NSOTR *Bylaws* sections 20-41.

Therefore, we remind all registrants of the rules for practicing through a professional corporation:

- A corporation cannot offer occupational therapy services unless it is a professional corporation which has a permit from NSOTR.
- Occupational Therapists cannot provide occupational therapy services through a professional corporation unless it has a permit from NSOTR.
- “Occupational therapy services” include any activities within the scope of practice of occupational therapy or any services provided under an occupational therapy license.

As this is a regulatory requirement, we encourage all registrants to take this opportunity to bring themselves into compliance.

How to apply for a Permit

To apply for a corporate permit, please complete the Corporate Permit Application Form, and submit via mail or e-mail to registration@nsotr.ca. The application fee for a corporate permit is \$150.



Sample of an NSOTR Corporate Permit

Multi-disciplinary Corporations

Some corporations which offer services from multiple professions (for example physiotherapy and occupational therapy) may be exempted from this requirement if they hold a corporate permit with another professional regulator. If your corporation is in this situation, you *must still contact NSOTR* to ensure the corporation does not require a permit to offer occupational therapy services.

Consequences for Non-Compliance

If an Occupational Therapist practices through a corporation which is not an approved professional corporation and which does not have permission from NSOTR to offer occupational therapy services, they may face consequences up to and including restrictions on their ability to practice through a professional corporation.

Serious or repeated non-compliance will be referred to professional conduct.

New Penalties for Lapses in Liability Insurance Coverage

An important way that NSOTR protects the public is by ensuring occupational therapists hold liability insurance coverage at all times while they are licensed. Liability insurance allows clients to receive compensation for an injury or loss due to services you provide them.

Unfortunately, NSOTR has recently seen an increase in the number of registrants who have allowed lapses in their liability insurance coverage and/or practiced without liability insurance coverage.

Liability Insurance Requirements

An occupational therapist:

- must maintain continuous personal professional liability insurance while licensed with NSOTR.*
- cannot engage in the practise of occupational therapy unless they are insured.*
- has the responsibility to ensure that they have liability insurance coverage while they are licensed.*

When your liability insurance policy expires, you have **30 days** to upload your new liability insurance certificate through the Profile Update form in your NSOTR Portal. Likewise, if there are any changes to your liability insurance policy, you must tell us within 30 days of the change.

Failure to Update Insurance Documents or Renew Insurance

If you do not provide a copy of your new liability insurance certificate to NSOTR within 30 days of your previous policy expiring, your licence will be immediately **suspended**, because NSOTR is not able to confirm that you are correctly insured. You may need to pay a fee and submit additional documents to restore your licence.

New Financial Penalties

Effective May 31, 2025, registrants who fail to maintain liability insurance coverage while licensed **may be fined according to the length of the lapse:**

- **\$250** for a lapse of less than one week
- **\$500** for a lapse of more than one week

The new fines allow NSOTR to adjust the penalty according to the length and severity of the lapse. You may still be fined even if:

- Your lapse was only for 1-2 days
- You did not practice occupational therapy during the period you were not covered by liability insurance

Other potential consequences include:

- legal undertakings not to allow a lapse in the future
- in the case of serious or repeated lapses, referral to professional conduct

* Regulated Health Professions Act Section 60(e)
and NSOTR Registration and Licensure Policy 8

Continuing Competence Update

Competence Review

NSOTR introduced the Competence Review process in February 2025 as a method to assess the continuing competence of registrants. We can report that the first cohort of registrants have all completed the individualized competence assessment, and the results are currently being reviewed by the Continuing Competence Committee.

A second cohort is planned for later this year, and registrants will be selected for participation in the coming months.



Competence Maintenance Audit

A randomly selected group of registrants have also completed a **Competence Maintenance Audit**. The audit involved a review of the selected registrants' learning plans from the 2024/2025 registration year. Common areas for improvement noted in the audit included:

- Selecting the appropriate competency for the learning goal
- Completing reflections that include impact on practice, and don't just summarize the learning activity
- Writing goals in the SMART format

How Registrants are Selected

Our randomized Risk-Based Selection (RBSA) process balances two goals:

- focusing resources on registrants with more risk indicators in their practice
- assessing the competence of the profession as a whole

Therefore, registrants with more risk indicators are more likely to be selected to participate in Competence Review.

However, all registrants are eligible to be selected, even if they have very few or no risk indicators associated with their practice. This random selection allows us to improve and update our risk indicators and selection process over time.

We are developing further resources to support registrants in creating and completing their learning plans. Registrants can access and edit their goals throughout the registration year, and are encouraged to review these resources once released to adjust their learning plans accordingly.

NSOTR will perform regular Competence Maintenance Audits in the future. All registrants who hold a licence, *even those currently not practicing*, are eligible to be selected, and participation is mandatory. Registrants are reminded they must retain documentation related to their continuing competency requirements for a minimum of 5 years, and must provide this documentation to NSOTR when requested.

Serving on the Board and Committees



There are two vacancies for registrant members on the NSOTR Board of Directors. We invite all interested registrants to apply!

The NSOTR Board is responsible for strategic governance the Regulator. The Board governs and regulates in the public interest, not the interest of the profession. It is made up of volunteers: four licensed occupational therapists and three public members who are appointed by government.

How to Apply for the Board

All NSOTR registrants in good standing* may apply to be a director of the NSOTR Board by completing a [Board Appointment Application Form](#) and submitting it to registrar@nsotr.ca. This form helps the Appointments Committee understand the competencies, qualities, knowledge, and perspectives a candidate can offer the Board. The application deadline is **September 8, 2025**.



NSOTR uses an intentional and targeted approach to Board selection. A diverse Board with a balance of skills, competencies, and perspectives better serves the public interest. Using a Board Composition Matrix, the Committee will recommend eligible candidates to the Board who best support our goal of a diverse and balanced Board composition. As a result, the competencies, skills, and perspectives the Committee prioritizes in candidates may change over time with the composition of the Board.



Committee Recruitment

The work of the Regulator is supported by volunteer committees of occupational therapists and public representatives. Committees play an essential role in the regulation of occupational therapy. Serving on a committee of the Regulator is a valuable way to contribute to the development of the profession and the protection of the public. The time commitment varies depending on the committee and the matters that committee is considering. Committee members receive an honorarium and reimbursement for expenses related to their service.

If you are interested in serving on a Committee of the Regulator, please answer “yes” to the *Committee Interest* question in the Profile Update section of your Portal. NSOTR will share information soon on the committee application process to registrants who have expressed interest. If you have any questions, please reach out to registrar@nsotr.ca.

2025 National eLearning Module

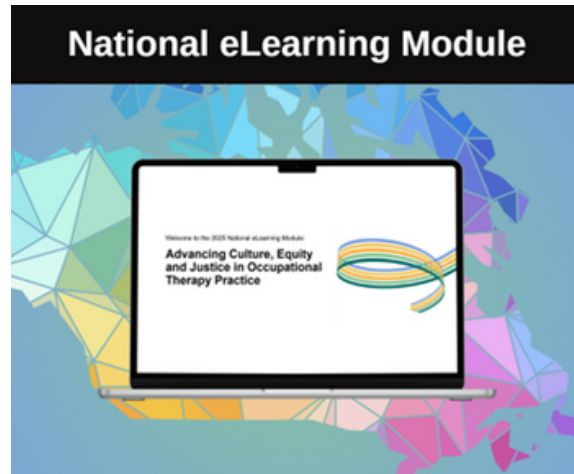
The 2025 National eLearning Module on Advancing Culture, Equity and Justice in Occupational Therapy Practice is now available in both English and French. The module was developed by occupational therapists, for occupational therapists.

Occupational therapists from advisory groups, including those representing Indigenous and other equity-deserving communities, as well as OTs with specific knowledge in culture, equity, and justice, generously contributed their perspectives to shape this module. A diverse group of caregivers and clients that have used occupational therapy services shared their experiences and formed the foundation of the strategies that are presented.

All Nova Scotia occupational therapists are required to complete this module as part of their Competence Maintenance activities for the 2025-2026 licensing year.

The deadline to complete the eLearning module and report completion to the Regulator is **Dec 31, 2025**.

Instructions on how to access the module, as well as frequently asked questions, can be found here: <https://nsotr.ca/2025-national-elearning-module/>



**Advancing Culture, Equity, & Justice
in Occupational Therapy Practice**

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