



<b>Policy Title:</b>  <b>Currency Hours Requirement</b>	<b>Replaces former policy:</b> <input checked="" type="checkbox"/> Title: COTBC Currency <input type="checkbox"/> N/A
	<b>Date Effective:</b> 2024-06-28
<b>Applies to: Occupational Therapy</b>	<b>Last Update:</b> Select date
<b>Contact:</b> Name of Policy Owner	

## Policy Statement:

For the Designated Health Profession of Occupational Therapy, currency (service) hours may include a combination of worked hours and hours spent in activities that support continuing competence, including formal and informal education/study and volunteer hours.

A minimum of 75% of required hours must be worked hours; with the approval of the College, a maximum of 25% of required hours may be made up of a combination of activities that support continuing competence.

Volunteer activities that do not incorporate the formal, structured components of occupational therapy practice will not be considered hours of service within the scope of practice of the profession.

### Confirmation of number of currency hours

Signing the declaration statement on the initial or annual registration form and completing the “currency hours” section of the application form will be accepted as documentation of currency hours.

### Insufficient currency hours – Applicants

An Applicant to the Designated Health Profession of Occupational Therapy (an “Applicant”) who has insufficient currency hours will be required to successfully complete a supervised practice review (Re-Entry Program) in order to fulfill the currency requirements of the Bylaws.

It is the responsibility of the Registration Committee to determine the nature and length of the practice review required. Supervised practice, in all cases, must be provided by a Registrant of the Designated Health Profession of Occupational Therapy (a “Registrant”)



with at least one year of practice experience. An evaluation of the Applicant's performance during the review is required.

### **Insufficient currency hours – Registrants**

Every Registrant is required to complete a minimum of 600 hours of service over a period of three years. A Registrant applying for registration renewal whose currency hours fall short of the requirement for the three years immediately preceding the date of their application may submit a request for a currency (practice) hours review. This request, submitted in a manner acceptable to the College, should detail activities they have completed during the applicable period that fall within the practice of Occupational Therapy or contribute to their competence in the practice of Occupational Therapy — including formal study, informal study and applicable volunteer work.

### **Internationally educated Applicants**

The College will consider an internationally educated Applicant's currency hours on the date of their application to the Substantial Equivalency Assessment System (SEAS), provided the Applicant completes the SEAS process within one year of applying to SEAS.

Specific situations — such as completion of additional training or education as part of SEAS, SEAS application extensions granted beyond the one-year SEAS application period, and applications received by the College more than one year from the date of application to SEAS — will be considered on a case-by-case basis by the Registration Committee.

In reviewing cases, the Committee will keep in mind the College's obligation to protect the public and ensure that Registrants possess current knowledge, skills and attitudes to provide safe, effective and ethical occupational therapy service.

## **1. Policy Rationale and Purpose:**

Recent completion of an approved education program and recent hours of practice within the scope of practice of a health-care professional are both indicators that an Applicant or Registrant has the knowledge, skills and attitudes to provide safe, effective and ethical care.

In the Designated Health Profession of Occupational Therapy, Registrants applying for annual renewal — as well as Applicants seeking registration who graduated more than 18 months before the date their application is received by the College — must provide evidence of one of the following:

- a. Successful completion of at least 600 hours of service within the scope of practice of the profession in the three years immediately preceding the date of the application, or



- b. Successful completion of a refresher or upgrading program approved by the Registration Committee within the 18 months immediately preceding the date of the application.

This policy provides additional guidelines as to how the practice hours requirement can be met and how deficiencies are managed.

## 2. Policy Scope:

This policy applies to Applicants and Registrants of the Designated Health Profession of Occupational Therapy.

## 3. Legal Authority:

- *Health Professions Act*, Section 19(1)
- Occupational Therapists Regulation
- CHCPBC Bylaw, Schedule 3, 1.2 and 7.2.2

## 4. Key Partnerships:

- Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)

## 5. Definitions:

**Worked hours** – Hours during which a Registrant was engaged in activities of employment for which they are entitled to payment and/or activities necessary to support the delivery of occupational therapy services; includes paid coffee breaks, paid overtime hours, paid back hours, paid or unpaid education leave, worked statutory holidays, and the like; *excludes* vacation, lunch break time, standby or on-call hours, unpaid leaves of absence, and extended sick leave

**Formal education/study** – A period of structured study that is provided by a person or organization; can be any type of course or program that is relevant to the practice of occupational therapy; can be delivered at a distance (e-learning) or face-to-face; examples include (but are not limited to):

- Post-graduate education resulting in a recognized degree from an accredited program (e.g., Graduate certificate, Master's or PhD)
- Advanced certifications from recognized institutions (e.g., sensory integration, hand therapy)
- Modules, courses or elements currently included in programs run by educational institutions
- Programs offered by regulatory organizations

**Informal education/study** – A period of study that is structured by an individual themselves; examples include (but are not limited to):

- Review of College webinars and podcasts
- Completion of learning modules



- Review of Occupational Therapist Practice Standards/Guidelines and Advisory Statements
- Critical appraisal of articles in practice publications, blogs and scholarly journals
- Participation in journal clubs
- Participation in study groups, practice networks, etc.

**Volunteer occupational therapy work** – Unpaid work that falls within the definition of Occupational Therapy, as outlined in the *Occupational Therapists Regulation*; may be clinical or non-clinical, depending on the Occupational Therapist’s role; must incorporate the formal, structured components of occupational work in order to be considered for currency requirements

## 6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other: Click or tap here to enter text.

## 7. Resources/References:

N/A

<b>Reviewed by the Board on:</b>		Select date	<input type="checkbox"/> N/A
<b>Reviewed by the Registrar/Deputy Registrar on:</b>		Select date	<input type="checkbox"/> N/A
<b>Date Approved</b> Select date	<b>Approved By</b> <input type="checkbox"/> Board <input type="checkbox"/> Committee ( <i>Name of Committee</i> ) OR Name <i>Full Name</i> Title <i>Title</i>		
<b>Date Effective</b> Select date	<b>Revision history</b>	<b>Last Updated:</b>	Select date
<b>Next Review</b> Select date		<b>Previous Update:</b>	Select date
<b>Drafted by:</b>		Name <i>Name</i>	Title <i>Title</i>