



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

Policy Statement:

For entry into the Designated Health Profession of Occupational Therapy, the National Occupational Therapy Certification Examination (NOTCE), offered under the auspices of the Canadian Association of Occupational Therapists (CAOT), is the examination approved by the College. Eligibility to challenge the NOTCE is determined by the College, as detailed in Appendix A.

A Registrant of the Designated Health Profession of Occupational Therapy in the registration class of Provisional (a “Provisional Registrant”) is permitted two attempts to pass the NOTCE. This includes any attempts made prior to applying for Provisional registration with the College. An Applicant is required to disclose the results of all of their attempts at the NOTCE before their application may be considered by the Registration Committee.

Second attempt at the NOTCE

A Provisional Registrant who does not pass the NOTCE on their first attempt and is eligible for a second attempt in accordance with Schedule 3, 2.2 of the CHCPBC Bylaws must meet the requirements outlined in Appendix B.

Third attempt at the NOTCE

A Provisional Registrant who does not pass the NOTCE on their second attempt and who still wishes to seek Full registration must be granted permission, in writing, by the Registration Committee to make a third and final attempt. If granted a third attempt, a Provisional Registrant must engage in remediation strategies, as outlined in Appendix C.

A Provisional Registrant permitted a third attempt at the exam may maintain their Provisional registration upon the terms and conditions set by the Registration Committee.



Successful completion of the NOTCE

A Provisional Registrant must provide the College with written verification of successful completion of the NOTCE as soon as possible following the release of exam results from CAOT and, in any event, not later than 60 days after their completion of the NOTCE.

A former Provisional Registrant may apply for Full registration following successful completion of the NOTCE.

Deferral of the NOTCE

A Provisional Registrant who is unable to sit the next available NOTCE due to extenuating circumstances may be granted a deferral to sit a subsequent exam if the following conditions are met:

1. The Provisional Registrant submits to the College a written request to defer sitting the NOTCE as scheduled prior to the sitting of the exam or within 10 days after the date of the exam;
2. Verification of the reason for the deferral request is included, such as a physician's note; and
3. The Provisional Registrant verifies that they are registered for the next available sitting of the exam by providing the College with a copy of their exam registration.

1. Policy Rationale and Purpose:

Successful completion of a College-approved examination is one of the key indicators that a Registrant of the College has adequate entry-level theoretical and applied knowledge to meet entry-to-practice requirements.

This policy outlines the College's requirements for Applicants and Registrants with regard to the National Occupational Therapy Certification Examination.

2. Policy Scope:

This policy applies to Applicants and Registrants of the Designated Health Profession of Occupational Therapy who have not yet successfully completed the approved national examination.

3. Legal Authority:

- *Health Professions Act*, Section 19(1)



- CHCPBC Bylaws, Schedule 3, 2.2 and 6.1

4. Key Partnerships:

- Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)

5. Definitions:

N/A

6. Process Check:

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

7. Resources/References:

- [National Occupational Therapy Certification Examination](#)

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



Appendices

Appendix A

Eligibility Requirements for the National Occupational Therapy Certification Examination

1. A candidate who has successfully completed an approved occupational therapy education program at a Canadian university within the two years preceding the date of an exam administration will be deemed eligible to write the NOTCE upon CAOT receiving confirmation in writing, directly from the university, that the candidate:
 - a. Has convocated; or
 - b. Has successfully completed all requirements of the occupational therapy education program and is recommended for convocation.
2. A candidate who successfully completed an approved occupational therapy education program at a Canadian university more than two years before the date of an exam administration will be deemed eligible to write the NOTCE upon CAOT receiving confirmation in writing, directly from the College, that the candidate is eligible to write the examination.
3. A candidate who has successfully completed an occupational therapy education program that has not been approved by the Registration Committee but has met the College's education requirement will be deemed eligible to write the NOTCE as part of their application to the College. The College will provide confirmation in writing to CAOT that the candidate is eligible to write the examination.



Appendix B

Requirements for a Second Attempt at the National Occupational Therapy Certification Examination

A Provisional Registrant must provide the following to the College in order to be eligible for a second attempt at the NOTCE:

1. A declaration and/or verification that the Provisional Registrant is registered to rewrite the NOTCE at the next sitting of the exam;
2. A declaration that general supervision by a Full Registrant continues to be available in the practice setting;
3. Confirmation from the Provisional Registrant's employer that general supervision remains in place;
4. A letter outlining the nature of the general supervision in place; and
5. A letter outlining how the Provisional Registrant intends to address the areas of difficulty noted in their exam results within their practice prior to sitting the next exam.



Appendix C

Requirements for a Third Attempt at the National Occupational Therapy Certification Examination

A Provisional Registrant granted a third attempt at the NOTCE is required to engage in remediation strategies prior to writing the exam for a third time. These activities may include:

- Education program(s), such as a course audit or independent study.
- Other remedial activities as established by the Registration Committee on such terms as it directs.

In addition, the Provisional Registrant must submit to the College for review by the Registration Committee:

- A supervision agreement signed by the supervising Full Registrant, including a supervision plan verifying the extent and nature of the supervision in place for the Provisional Registrant.
- A copy of a formal review of practice completed in the work setting (i.e., verification of their ability to sustain safe, ethical and competent practice while doing remediation and/or waiting to write the next exam).

Upon receipt and review of the required documentation, the Registration Committee will approve the request for a third attempt at the NOTCE.

The date on which the Provisional Registrant must write their third attempt at the exam will be set at the discretion of the Committee.