



<b>Policy Title:</b>  <b>Practising While Not Registered</b>	<b>Replaces former policy:</b> <input checked="" type="checkbox"/> Title: COTBC Reviewing Applications From Individuals (New Applicants And Former Registrants) Who Have Been Practicing Without Registration <input type="checkbox"/> N/A
	<b>Date Effective:</b> 2024-06-28
	<b>Last Update:</b> Select date
	<b>Contact:</b> Name of Policy Owner

## Policy Statement:

Individuals who have never applied for registration and who are found to be using title

An application in which an Applicant to the Designated Health Profession of Occupational Therapy (an “Applicant”) is found to have been practising prior to registration shall be considered on an individual basis.

Registration may be granted where the Applicant:

- a. Provides the Registration Committee with all necessary documentation and fees, as detailed in Schedule 3 of the CHCPBC Bylaws.
- b. Provides a letter explaining the circumstances for consideration under Schedule 3, 1.1.4, and
- c. Back-pays the applicable registration fees.

**Former Registrants whose registration was cancelled or suspended and who are found to be practising without registration**

An application for reinstatement submitted by a former Registrant of the Designated Health Profession of Occupational Therapy (a “former Registrant”) whose registration was cancelled under HPA Section 21(3)(a–d) or who was suspended under HPA Section 39(1)(e) — and who has been found to be practising without registration — shall be considered on an individual basis.

Reinstatement may occur where the former Registrant:

- a. Applies for reinstatement in the form required by the College;
- b. Pays the applicable fees and any arrears from their prior registration;



- c. Is not in contravention of the HPA, the Occupational Therapists Regulation or the Bylaws for any conduct other than practising without registration;
- d. Continues to meet the requirements for registration and annual renewal, or will meet such requirements at the time of the issuance of the applicable documents;
- e. Is not subject to any reviews, investigations, disciplinary hearings, or proceedings (including criminal proceedings) in any jurisdiction;
- f. Pays the following fees, as applicable:
  - i. The annual fees for the period in which they resumed practice (i.e., for the length of time practising while not registered), and
  - ii. Any arrears (e.g., late fees, NSF fees, etc.); and
- g. Submits a letter that acknowledges that they were practising while not registered, provides an explanation and demonstrates that they understand their responsibility to be registered.

### Referral to Inquiry Committee

The Registration Committee has the discretion to refer any Registrant or former Registrant who applies for registration (initial, renewal or reinstatement) to the Inquiry Committee at any time.

## 1. Policy Rationale and Purpose:

Unless a person is a Registrant of the College, it is unlawful for them to use a name, title, description, or abbreviation in any manner that expresses or implies that they are a Registrant or are associated with the College. The use of the title, description, or abbreviation of Occupational Therapist by an individual who is not a Registrant of the Designated Health Profession of Occupational Therapy constitutes an offence under Section 51(1) of the HPA.

An individual applying for registration with the College must satisfy the Registration Committee that they are of good character, consistent with the responsibilities of a Registrant and the standards of practice and conduct expected of a Registrant.

This policy provides guidance for considering applications from Applicants and former Registrants who are found to be in contravention of the HPA and/or College Bylaws.

## 2. Policy Scope:

This policy applies to individuals who are found to be practising Occupational Therapy



and/or using the title of Occupational Therapist without registration, including individuals who have never applied for registration with the College and former Registrants of the Designated Health Profession of Occupational Therapy.

### 3. Legal Authority:

- *Health Professions Act*, Sections 13(4) and 51(1)
- CHCPBC Bylaws, Schedule 3, 1.1.4, 1.4.3, 7.2.4, and 8.1.5

### 4. Key Partnerships:

N/A

### 5. Definitions:

N/A

### 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>	