



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

## Policy Statement:

For former Registrants of the Designated Health Profession of Occupational Therapy who are seeking re-entry (“Re-Entry candidates”), Re-Entry Programs consist of a supervised Competence Confirmation Practicum, further described in Appendix A, and may also include refresher education and the College-approved entry-to-practice examination.

Supervised practice for all Re-Entry Programs must be provided by a Registrant with at least one year of practice experience.

Prior to commencing an approved Re-Entry Program, a Re-Entry candidate must register in the class of Provisional, with registration limited to the Re-Entry Program.

### Documentation requirements

A Re-Entry candidate must submit a Competence Confirmation Practicum Proposal (Appendix B) for approval by the Registration Committee.

Once the practicum is complete, the Competence Confirmation Practicum Evaluation (Appendix C) must be completed and submitted to the College.

### Full registration requirements

Successful completion of the Re-Entry Program is required prior to a Re-Entry candidate becoming eligible for Full registration. To maintain that registration, the individual must meet their currency hour requirement within 18 months of completing the supervised Competence Confirmation Practicum.

## 1. Policy Rationale and Purpose:

Former Registrants and recent graduates from occupational therapy education programs who have been out of practice and/or do not meet the currency hours



requirement of 600 hours within the last three years are required to complete Re-Entry Programs. This policy outlines the elements and requirements of a Re-Entry Program.

## 2. Policy Scope:

This policy applies to Applicants to the Designated Health Profession of Occupational Therapy, including former Registrants, who have not met the currency hours requirement.

## 3. Legal Authority:

- CHCPBC Bylaws, Schedule 3, 1.2 and 2.1

## 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:

- Example of Competence Confirmation Practicum Proposal
- [Competencies for Occupational Therapists in Canada \(2021\)](#)



<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>



# Appendices

## Appendix 1

### Re-Entry Programs

#### New graduates

New graduates who have not established practice within 18 months of graduation must complete a minimum of 300 hours (or the equivalent of eight weeks) of a supervised Competence Confirmation Practicum within a 180-day period and must participate in refresher education as deemed necessary by the Registration Committee.

#### Out of practice less than three years, with less than 600 hours of practice

A Re-Entry candidate with 1–599 currency hours within the last three years must complete a minimum of 150 hours (or the equivalent of four weeks) of a supervised Competence Confirmation Practicum within a 90-day period and must participate in refresher education as deemed necessary by the Registration Committee.

#### Out of practice less than five years, with some practice hours

A Re-Entry candidate with *some* currency hours within the last five years but less than 600 hours in the last three years must complete 300 hours (or the equivalent of eight weeks) of a supervised Competence Confirmation Practicum within a 180-day period and must participate in refresher education as deemed necessary by the Registration Committee.

#### Out of practice between 5 and 10 years

A Re-Entry candidate who has not practised within the past five years but has practised within the past 10 years must complete 600 hours of a supervised Competence Confirmation Practicum within the College-dictated timeframe of one year and must participate in refresher education as deemed necessary by the Registration Committee.

#### Out of practice for over 10 years

A Re-Entry candidate who has not practised within the past 10 years must complete 600 hours of a supervised Competence Confirmation Practicum within the College-dictated timeframe of one year, must participate in refresher education as deemed necessary by the Registration Committee, and must pass a College-approved examination.





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<b>Practicum Progression</b>
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<p>A description of Practicum progression should include a chronological timeline of what the Competence Confirmation Practicum will look like. It should demonstrate that the Applicant is gradually working toward more independent practice with a full caseload. For clarity, it is suggested that percentage of caseload or workload be indicated. Use additional space if required.</p>
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### Supervision Plan

A description of the supervision plan should include:

- How the supervisor will assess the progress of the Applicant throughout the Practicum.
- The frequency and duration of contact between the supervisor and the Applicant.
- The accessibility of the supervisor to the Applicant outside of planned contacts.

The supervision plan should clearly demonstrate that there is an opportunity for the Applicant to assume increased responsibility for their professional practice throughout the Practicum, so that the Applicant can demonstrate competence to practice independently. Use additional space if required.



## Appendix 3

### Re-Entry Program Competence Confirmation Practicum Evaluation

**Today's date:** \_\_\_\_\_

**Provisional Registrant:**

**Supervising Occupational Therapist(s):**

**Facility or site:**

\_\_\_\_\_

**Dates of practicum:**

**Total number of hours (to date):**

**Summary of Competence Confirmation Practicum:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervising Occupational Therapist(s) are asked to assess the Provisional Registrant at the competency level (see next page). For more information, please see the indicators for





each competency, based on the [Competencies for Occupational Therapists in Canada \(2021\)](#).

Domain	Competencies	Competent at Entry Level (y/n)	Examples / Comments
<b>A.</b>	<b>Occupational Therapy Expertise</b> <i>The unique expertise of occupational therapists is to analyze what people do and what they want or need to do and help them to do it. Occupational therapists co-create approaches with their clients. They are mindful of people’s rights, needs, preferences, values, abilities, and environments. They work with clients to support their health and well-being.</i>		
A.1	Establish trusted professional relationships with <i>clients</i>		
A.2	Use <i>occupational analysis</i> throughout practice		
A.3	Determine clients’ needs and goals for occupational therapy services		
A.4	Assess occupational participation		
A.5	Develop plans with clients to facilitate <i>occupational participation</i>		
A.6	Implement the occupational therapy plan		
A.7	Manage the assignment of services to assistants and others		

Domain	Competencies	Competent at Entry Level (y/n)	Examples / Comments
<b>B.</b>	<b>Communication and Collaboration</b> <i>Occupational therapy practice relates to people. Occupational therapists build respectful relationships with clients, team members, and others involved in the systems in which they work.</i>		



B.1	Communicate in a respectful and effective manner		
B.2	Maintain professional documentation		
B.3	Collaborate with clients, other professionals, and stakeholders		

Domain	Competencies	Competent at Entry Level (y/n)	Examples / Comments
<b>C.</b>	<p><b>Culture, Equity, and Justice</b>  <i>Inequities exist in our society, and therefore in occupational therapy. Occupational therapists acknowledge and respond to the history, cultures, and social structures that influence health and occupation. They recognize the social, structural, political, and ecological determinants of health. Competent occupational therapists are conscious of personal identity and privilege. They keep building their understanding of human diversity. They create culturally safer relationships and anti-racist, ethical spaces. They act on situations and systems of inequity and oppression within their spheres of influence.</i></p>		
C.1	Promote equity in practice		
C.2	Promote anti-oppressive behaviour and culturally safer, inclusive relationships		
C.3	Contribute to equitable access to occupational participation and occupational therapy		

Domain	Competencies	Competent at Entry Level (y/n)	Examples / Comments
<b>D.</b>	<p><b>Excellence in Practice</b>  <i>Occupational therapists take responsibility for their own continuing competence. They strive for excellence in the quality of their practice. They are aware of and manage influences on their practice. They show a commitment to ongoing reflection and learning.</i></p>		
D.1	Engage in ongoing learning and professional development		
D.2	Improve practice through self-assessment and reflection		



D.3	Monitor developments in practice		
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Domain	Competencies	Competent at Entry Level (y/n)	Examples / Comments
<b>E.</b>	<b>Professional Responsibility</b> <i>Occupational therapists are responsible for safe, ethical, and effective practice. They maintain high standards of professionalism and work in the best interests of clients and society.</i>		
E.1	Meet legislative and regulatory requirements		
E.2	Demonstrate a commitment to minimizing risk		

Domain	Competencies	Competent at Entry Level (y/n)	Examples / Comments
<b>F.</b>	<b>Engagement with the Profession</b> <i>Occupational therapists sustain the profession and its contribution to health and social systems. They remain current, respond to change, help to develop others, and contribute to practice based on evidence and research. They show leadership in all practice contexts and career stages.</i>		
F.1	Contribute to the learning of occupational therapists and others		
F.2	Show leadership in the workplace		
F.3	Contribute to the development of occupational therapy		
F.4	Show leadership in the profession throughout career		



**EVALUATION SUMMARY:**

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**This report was presented and discussed.**

Name(s) of Supervising OT(s)

\_\_\_\_\_ *(Please Print)*

\_\_\_\_\_ *(Please Print)*

Signature(s) of Supervising OT(s)

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Provisional Registrant

\_\_\_\_\_

Date: \_\_\_\_\_