



SCOT

Saskatchewan College of
Occupational Therapists

R11 CURRENCY POLICY

CATEGORY:	REGISTRATION
DATE APPROVED:	December 20, 2024
APPROVED BY:	SCOT COUNCIL

PURPOSE AND PRINCIPLES

This policy describes how the College oversees the currency requirement for occupational therapists, identifies the criteria for the eligibility of hours claimed to be worked or hold title as a practising occupational therapist, and provides procedures regarding the collection and review of practice hours to determine if an occupational therapist meets the currency requirement at time of application or at renewal.

Recent graduation or recent practice of the occupational therapy profession are ways occupational therapists show they possess the current knowledge, skills, and judgement to provide safe, effective, and ethical care.

Currency hours are defined as paid or unpaid hours of service within the scope of practice of the profession of occupational therapy. Currency hours must include clear and appropriate disclosure and identification to the public that the registrant is an occupational therapist.

AUTHORITY

As per *The Saskatchewan College of Occupational Therapists (SCOT) Regulatory Bylaws*, in order to obtain renewal of a licence to practice, a practising member shall provide evidence of completion of at least 600 hours of occupational therapist activities recognized by council, in the three years immediately preceding the date of application for renewal or successful completion of the SCOT re-entry program or a re-entry program administered by another province that is recognized by council within the 18 months immediately preceding the date of the application for renewal.

POLICIES AND PROCEDURES

Timing

1. The College calculates currency based on the date the College receives the applicant's completed application and submitted fees.
2. At the date of application for renewal, practising members will declare their annual practice hours from the previous three years. Annual practice hours are those from January 1 to December 31 of each year.

Currency Requirements

3. Applicants applying for registration with SCOT must meet the SCOT currency requirements, in addition to other registration requirements, before they are provided with a practising membership and licence.
4. Non-practising members applying for a practising licence must meet the SCOT currency requirements, in addition to other registration requirements, before they are provided with a practising membership and licence.
5. Practising members applying for renewal of licensure with SCOT must meet the SCOT currency requirements, in addition to other registration requirements, before they are able to renew their practising membership and licence.
6. Applicants seeking registration or renewal must meet one of the following criteria:
 - a) Completed 600 hours in the past 3 years prior to the application date;
 - b) Graduated from an approved occupational therapy program with 1000 hours of fieldwork or clinical practicum within the 18 months prior to the application date; or
 - c) Successfully completed the SCOT re-entry program or a re-entry program administered by another province that is recognized by council within the 18 months immediately preceding the date of the application for renewal.
7. Applicants who are currently registered to practice occupational therapy in another Canadian jurisdiction and are transferring through the *Labour Mobility Support Agreement* will not need to meet currency requirements until their next licence renewal with SCOT.
8. For applicants who have successfully completed the Substantially Equivalency Assessment System (SEAS) the College will subtract up to 12 months, depending on the length of time they spent in the SEAS process, from the date the applicant submits their completed application and pays their fee to the College when determining the currency within the past three years. Applicants who completed additional training or education as part of the SEAS process will be considered on a case-by-case basis by the Registrar.

Currency Not Met

9. Applicants who are unable to meet the SCOT currency requirements are required to successfully complete a re-entry program recognized by SCOT Council.
10. SCOT members who do not meet the currency requirement at renewal are not eligible to renew their practising licence and are required to successfully complete a re-entry program recognized by SCOT Council.

Currency Criteria

11. Practice hours will only be accepted if they were obtained while the applicant/member was registered to practice as an occupational therapist.
12. Practice hours may include paid worked hours, education hours, and volunteer hours.

1) Paid Worked Hours

- Paid worked hours are inclusive of the hours related to occupational therapy practice as a Licensed Occupational Therapist.
- Paid worked hours includes clinical paid work hours and non-clinical paid work hours.
 - **Clinical Paid Work Hours:**
 - Clinical practice hours include:
 - Direct care provision;
 - Performing client assessment, treatment, and follow-up;
 - Providing education to family and other care providers in which skills are taught specifically regarding an individual client;
 - Report writing;
 - Documentation activities;
 - Case discussions;
 - Session preparation;
 - Communication and correspondence with clients and other professionals involved in case discussion;
 - Supervision/mentorship of occupational therapy students, occupational therapist assistants/support personnel, restricted practising occupational therapists, and/or practising occupational therapists requiring supervision as a condition of their licence;
 - Classroom interventions, consultations, observations; and
 - Paid travel time.
 - **Non-Clinical Paid Work Hours:**
 - Non-clinical work hours include settings where the skills and training of an occupational therapist are utilized and constitute the basis for the job responsibilities.
 - Non-clinical work hours include:
 - Hours worked in occupational therapy practice (including paid breaks during the workday and overtime hours);
 - Administration;
 - Education;
 - Teaching;
 - Project design, data collection and analysis, and writing;
 - Management;
 - Consultation;
 - Research/Academia/Authorship;
 - Occupational Therapy related businesses;
 - Hours related to travel time, preparation, etc.;
 - Infection Control; and
 - Health Promotion.
- Paid Worked Hours excludes the following:
 - Vacation hours;
 - Any type of leave (vacation, sick, family, parental, education, disability, etc.);
 - Unworked statutory holidays;
 - Unpaid breaks during the workday (example: lunch break);

- On call or stand by hours;
- Hours related to travel times which are not part of the job;
- Professional activity hours;
- Volunteer hours; and
- Professional association/committee activity hours.

2) Unpaid Education Hours

- Education/professional development hours may be counted towards the hours required to maintain an active practising licence if they are related to the occupational therapy profession.
- Unpaid education hours include the following:
 - Conferences;
 - Formal continuing education courses, workshops, and seminars;
 - Interest group activities;
 - In-service educational courses;
 - Continuing competency practice activities; and
 - Post graduate education related to occupational therapy resulting in a recognized degree or certification.
- In a 3-year period, no more than 120 unpaid education hours will be accepted towards the 600 hours requirement for licensure, unless approved by the Registrar or SCOT Council.

3) Unpaid Volunteer Hours

- Unpaid volunteer hours may be counted towards the hours required to maintain an active licence if the provision of services requires the professional skills of an occupational therapist.
- Unpaid volunteer hours includes activities that are outside of regular paid employment and where an honorarium, gift in kind, or stipend may be provided.
- Unpaid volunteer hours includes the following:
 - Research or authorship directly related to occupational therapy practice;
 - Educational (teaching/lectures) or consultation activities outside of regular paid employment;
 - Any unpaid occupational therapy related activity/service hours where an individual is compensated for expenses incurred (e.g. meal, travel, etc.) but not for time spent in the activity/service itself that require the skills and/or qualifications of an occupational therapist; and
 - Meetings, activities, and events associated with an occupational therapy college or professional association (e.g. SCOT, ACOTRO, CAOT-SK, CAOT).
- In a 3-year period, no more than 100 unpaid volunteer hours will be accepted towards the 600 hours requirement for licensure, unless approved by the Registrar or SCOT Council.

13. Practice hours arising from positions with a different job title other than occupational therapist, but requiring the professional skills of an occupational therapist, are eligible as currency hours. The Registrar may request documentation on this requirement.

14. It is the responsibility of the members to contact the Registrar if they are uncertain whether activities qualify for occupational therapy practice hours. If the member is not satisfied with the Registrar's decision, the member may appeal to the Council as per the SCOT Appeal policy.

15. Individuals with a non-practising membership cannot accumulate any type of practice hours in Saskatchewan.
 - SCOT will recognize practice hours accumulated by non-practising members that hold a practising licence in another jurisdiction and have accumulated practice hours in that other jurisdiction.
16. SCOT will recognize practice hours accumulated in unregulated Canadian jurisdictions. However, SCOT encourages occupational therapists in unregulated Canadian jurisdictions to hold a practising licence with a Canadian occupational therapy regulator.
17. Illegal practice as an occupational therapist (practising while not registered in a jurisdiction where registration is required) will not count towards practice hours.

Demonstrating Currency

18. It is the responsibility of the individual occupational therapist to maintain a record of all practice hours and sufficient documentation for verification of the information which should include, as a minimum, the following:
 - Agency(ies) involved;
 - Description of the activities completed;
 - How the activity is directly related to occupational therapy practice; and
 - Proof of attendance.
19. Applicants are required to self-report practice hours at the time of initial application. Applicants may be asked to provide proof of practice hours. Proof can be in the form of a letter from their employer or a record of employment.
20. Registrants are required to self-report practice hours at the time of licence renewal. Members may be asked to provide proof of practice hours. Proof can be in the form of a letter from their employer or a record of employment.
21. Members who provide satisfactory evidence to the College of completing the required currency hours will be deemed to have met the currency requirement.
22. Applicants whose currency hours fall below the minimum requirements can provide additional information to the College, demonstrating the details of all activities within the scope of practice of occupational therapy.

Review & Verification

23. The Registrar or the Council reserves the right to ask for verification of an individual's reported practice hours in order to determine the extent to which the hours claimed constitutes eligible occupational therapy practice hours.

24. In situations where hours may have been unwittingly missed from past renewals, the member may submit a request to the Registrar for consideration of amendment to previous practice hour submissions.
25. The Registrar will review at the time of membership application and/or renewal, hours which do not appear to fall into a standard pattern of practice and/or any situation where the claimed practice hours might be questionable, in order to determine whether further review or verification is necessary.
26. Verification of hours can be provided through the following methods:
- Employer statements;
 - Detailed description of hours (dates, activities, relevance to OT practice);
 - Random audit of practice hours;
 - Billing details;
 - Agency confirmation of an individual’s volunteer services; or
 - Affidavit or other mechanisms acceptable to the Registrar.

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
March 1992	July 2011 November 2012 November 2021 November 2023 December 2024	December, 2027