



# SCOT

Saskatchewan College of  
Occupational Therapists

## R04 EXAMINATION POLICY

<b>CATEGORY:</b>	REGISTRATION
<b>DATE APPROVED:</b>	October 25, 2024
<b>APPROVED BY:</b>	SCOT COUNCIL

### **PURPOSE AND PRINCIPLES**

Successful completion of a high-quality certification examination is one of the key indicators that applicants have demonstrated entry-level competency to meet entry-to-practice requirements, as part of the initial registration requirements of SCOT.

### **AUTHORITY**

#### ***The Occupational Therapists Act, 1997***

In accordance with clause 19(1)(d) of *The Occupational Therapists Act, 1997*, the council may register as a member, and issue a licence to, a person who produces evidence establishing to the satisfaction of the council that the person: successfully passed the examinations prescribed or recognized by the council pursuant to the bylaws.

#### ***SCOT Regulatory Bylaws, 2022***

The SCOT Regulatory Bylaws, 2022 defines “prescribed examination” to mean the National Occupational Therapy Certification Examination administered by the Canadian Association of Occupational Therapists.

As per section 5(1)(a), a practising membership in the SCOT is available to a person who has passed the prescribed examination.

Section 11(1) allows a restricted licence to be issued to a restricted practising member who provides evidence of eligibility to write the prescribed examination.

Section 6(2)(b) indicates that a restricted practising membership expires if and when the member fails for a second time to successfully complete the prescribed examination.

### **POLICIES AND PROCEDURES**

#### *Examination Criteria*

1. SCOT Council will approve an examination that is:
  - 1.1. evidence-based, externally reviewed, and amended on a regular basis to ensure relevancy and currency.

- 1.2. based on content from the *Essential Competencies of Practice for Occupational Therapists in Canada, 3<sup>rd</sup> Edition* or the *Competencies for Occupational Therapists in Canada, 2021*.

#### *Prescribed Examination*

2. Presently, the Canadian Association of Occupational Therapy's (CAOT) National Occupational Therapy Certification Examination (NOTCE) has been designated as the prescribed or recognized examination.

#### *Examination Eligibility*

3. SCOT will determine the eligibility of each candidate to write the examination.
  - 3.1. Candidates who have successfully completed a prescribed occupational therapy program at a Canadian university *within* the two years prior to the date of the exam will be deemed eligible to write the examination upon CAOT receiving confirmation in writing, directly from the university, that the candidate:
    - 3.1.1. has convocated; or
    - 3.1.2. has successfully completed all requirements of the occupational therapy program and is recommended for convocation.
  - 3.2. SCOT will provide written confirmation of eligibility directly to CAOT for candidates that have successfully completed a prescribed occupational therapy program at a Canadian university *more than* two years prior to the date of the examination. The following steps must occur:
    - 3.2.1. Candidate initiates the restricted practising membership application process with SCOT and pays the initial application fee.
    - 3.2.2. Registrar reviews the application.
    - 3.2.3. SCOT provides written confirmation to CAOT that the candidate is eligible to write the examination.
  - 3.3. Candidates who have successfully completed an occupational therapy program that has not been prescribed by the SCOT Council, but have met SCOT's education requirement as determined through successful completion of the Substantial Equivalency Assessment System (SEAS), will be eligible to write the examination upon completion of the following steps:
    - 3.3.1. Candidate initiates the membership application process with SCOT and pays the initial application fee.
    - 3.3.2. SCOT receives the SEAS disposition report directly from the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).
    - 3.3.3. Registrar reviews the SCOT application and the SEAS disposition report
    - 3.3.4. SCOT provides written confirmation directly to CAOT that the candidate is eligible to write the examination.

#### *Unsuccessful Completion*

4. Candidates that are unsuccessful at their initial exam sitting will be eligible for two more attempts (maximum three attempts in total), upon CAOT receiving confirmation in writing, directly from SCOT, that the candidate is eligible to write the examination. SCOT will refer candidates to CAOT for available resources after each unsuccessful attempt.

5. Prior to the third and final examination attempt, the candidate will sign a declaration acknowledging the final examination attempt.

*Successful Completion*

6. Applicants will be deemed to have met the examination requirement when SCOT receives evidence that the applicant has successfully passed the NOTCE directly from CAOT.
  - 6.1. For applicants who have successfully passed the examination, administered by CAOT, prior to July 9, 2016, SCOT will require the applicant to contact CAOT and request a copy of their examination results to be sent directly to the College. SCOT will provide the applicant with the *SCOT Authorization for Release of Information* form to fill out, sign, and send to CAOT for this request.

*Examination Exemptions*

7. Applicants who apply for registration with SCOT through the *Labour Mobility Support Agreement (LMSA)* and who have not successfully completed the National Occupational Therapy Certification Examination (NOTCE) are exempt from needing to successfully complete the NOTCE.
  - 7.1. Applicants must have unrestricted authorization to practice the profession as recognized in the *LMSA* in order to be exempt from writing the NOTCE.
8. Applicants who are inactive SCOT members or those that have previously resigned their practising membership with SCOT will not be required to successfully complete the NOTCE if the exam was not a registration requirement at the time of their initial registration.

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
January 2010	October 22, 2010 November 19, 2021 October 25, 2024	October 2027