

# **The Saskatchewan Society of Occupational Therapists**

## **RESTRICTED LICENSE HANDBOOK**

**(Levels One – Three)**

**Produced by the SSOT  
Credentials Committee**

**Revised March 2010**

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## INTRODUCTION

This handbook is intended as a guide and resource for all those involved in setting up a practice structure for a Restricted License Member.

Restricted License Members come from many different backgrounds and have a corresponding wide range of different needs while under Restricted License. Some will be individuals who have not practiced for many years and want to be closely supervised by a practicing occupational therapist and instructed in the current developments of the profession. Others will come from different cultures and may have English as their second language. There will be those who have received their education as an occupational therapist in educational institutions which are not university based. In rare cases, a member may be fulfilling some recommendations relating to disciplinary proceedings. It is difficult in such circumstances to create a handbook which will meet everyone's needs, but the Credentials Committee hopes that every Restricted License Member and those involved in the process will find some use from it.

Restricted Licenses are granted to those individuals who meet certain criteria but who do not qualify for full licensure. There are three levels of Restricted License that may be granted (Level 1 being the most restrictive and Level 3 being the least restrictive). The background and needs of the applicant determine the level of Restricted License.

Level 1 - These individuals must be directly supervised by a registered occupational therapist. The exact form of supervision is determined on a case by case basis. This level of Restricted License will usually be required for individuals returning to the profession after a lengthy absence or following disciplinary proceedings.

Level 2 - These individuals require indirect supervision by a registered occupational therapist. This level of Restricted License is generally given to individuals who are waiting to successfully pass the Canadian Certification Exam.

Level 3 - These individuals may practice with no supervision. This level of Restricted License is used for individuals whose educational background is deficient and requires upgrading but who have otherwise fulfilled all requirements for a full license. They must report annually concerning their progress in upgrading their educational qualifications.

Note: An individual may be required to change levels depending on a number of factors which are set out in this handbook.

## **READER'S GUIDE TO THE MANUAL**

The handbook has been divided into five parts. Part I describes all the policies relating to restricted practice. These policies have been developed on the basis of three main principles:

1. The protection of the public
2. The mentoring and support of occupational therapy practitioners who are in the process of attaining their full licensure or returning to the profession after a significant leave.
3. The maintenance of standards of professional practice.

Part II covers procedures relating to restricted practice. It is subdivided into the four phases of the restricted license process ranging from making inquiries to actual practice.

Part III focuses on the terms and conditions of a Restricted License. It includes information about the roles and responsibilities for everyone involved in the Restricted License Process.

Part IV consists of a series of appendices which give details about some of the policies and procedures which are outlined earlier in the manual. It also contains copies of some documentation that a Restricted Member and others involved in the process will need to use.

Part V consists of a resource list which newcomers to Saskatchewan should try and obtain on their arrival in the province. These resources will assist newcomers in finding their way around the health care structure and in becoming familiar with some of the occupational therapy literature that is in common use in this country.

Our best wishes to you, and remember that members of the Credentials Committee are always available to assist you with any concerns you have about the process of applying for and holding a Restricted License, or working with a Restricted License holder.

## PART I: POLICIES

This section of the handbook outlines the policies that have been developed to guide the work of the Credentials Committee when dealing with applicants who require a Restricted License. These policies can be divided into two types: general policies and policies relating to the different levels of Restricted Licenses

### General Policies

**Policy #RL1:** Conditions for a Restricted License shall be determined by the Credentials Committee based on an applicant's background, educational qualifications, and status in regards to the CAOT Certification Examination. There shall be three levels of conditions under which an individual may practice with a Restricted License (see Appendix A: Requirements of Levels of Restricted License).

**Policy #RL2:** All applicants must have successfully completed the SSOT Council approved national certification examination to be eligible for full licensure with SSOT.

**Policy #RL3:** Some applicants may be required to progress through several levels of Restricted License in addition to other requirements as determined by the Credentials Committee.

**Policy #RL4:** In most circumstances, applicants must have their post-secondary educational qualifications reviewed by the SSOT Designated Credentialing Service. This must be done prior to commencing employment with a Restricted License. This policy does NOT apply to applicants who either:

- a) hold a Canadian diploma in Occupational Therapy and are currently a licensed practicing member in good standing in another Canadian jurisdiction  
or
- b) have a Canadian degree in Occupational Therapy.

**Policy #RL5:** In certain circumstances, the level of conditions for restricted practice may be changed immediately if information received by the Credentials Committee indicates such a change is required. All parties will be informed.

**Policy #RL6:** Approval must be obtained from the Registrar for the termination or extension of a Restricted License in the event that the employment circumstances of the Restricted License Member or the Designated Occupational Therapist change.

**Policy #RL7:** All time restrictions shall be dated from the first day of employment in Saskatchewan under a Restricted License.

**Policy #RL8:** If a Restricted License member is delayed entering Canada and/or commencing employment as an Occupational Therapist and there has been no contact with the registrar, their license will be current for 6 months or the remainder of the membership year, whichever comes first.

**Policy #RL9:** The Restricted License Member by accepting the terms of such a license gives permission for any information about their past and current professional practice to be exchanged between the members of the Credentials Committee and those individuals who are signatories to the terms of the Restricted License Process.

**Policy#RL10:** Restricted License Members who do not abide by the conditions of the Restricted License, whose performance is unsatisfactory, or who the Credentials Committee deem to be unsuitable to practice under a Restricted License, shall have such licenses revoked effective upon notification by the Registrar.

**Policy #RL11 :** Applicants or Restricted License Members who are not satisfied with the decisions of the Credentials Committee, may upon payment of a fee determined by council, have such decisions reviewed by the SSOT Council. Any appeal of the Credentials Committee decisions must be made within 30 days of notification of such decisions with a statement giving the reasons for the appeal.

**Policy#RL12:** Restricted License Members shall have the same options available to them to register for a full year or three month period.

**Policy#RL13:** If an applicant does not start practicing but has completed the credentialing process the practice fees will be returned but the registration fees will be retained.

## Level 1 Restricted License Policies

**Policy #L1.1:** Those applicants who have not worked in activities requiring the skills of an occupational therapist as approved by Council for at least 1000 hours in the last five-year period or 600 hours in the last three year period immediately preceding the date of application, may apply to undertake a program of supervised practice under a Level 1 Restricted License for a minimum of 3 months or 450 hours.

**Policy#L1.2:** Those applicants who have been subject to a disciplinary action which has resulted in a requirement for supervised practice shall practice under a Level 1 Restricted License.

**Policy#L1.3:** The duration of a Level 1 Restricted License shall be determined on a case by case basis.

**Policy L1.4:** Level 1 Restricted License members may undertake the program on a full or part-time basis (subject to a minimum of 20 hours per week). These weeks shall run consecutively, except under special circumstances.

**Policy L1.5:** No leave will normally be granted during the program of supervised practice. Under special circumstances the Credentials Committee will consider an exception to this policy but the time must be made up.

**Policy#L1.6:** Extensions to previously determined duration of Level 1 Restricted Licenses shall be at the discretion of the Credentials Committee.

**Policy #L1.7:** A Level 1 Restricted License member must carry malpractice/liability insurance prior to any clinical practice.

**Policy#L1.8:** The performance of a Level 1 Restricted License member will be evaluated at regular intervals as determined by the Credentials Committee.

**Policy#L1.9:** Level 1 Restricted License members who successfully complete the required program of supervised practice and who have met all other eligibility requirements for full licensure, shall, upon notification by the Registrar, have their status changed to that of a full license for the remainder of the membership year.

## Level 2 Restricted License Policies

**Policy #:L2.1:** Applicants may be granted a Restricted License for up to twenty months for the purpose of writing and passing the CAOT Certification Examination. During this period of time, they may make a maximum of two attempts. In exceptional circumstances, where the Restricted License Member has been unable to write the examination (e.g. illness, death of a person close to the applicant), an extension of the Restricted License may be granted by the Credentials Committee to permit the opportunity of writing the CAOT examination on two occasions out of three possible occasions.

**Policy #:L2.2:** Restricted License Members who fail the CAOT Certification Examination for a second time shall have their licenses revoked effective upon notification by the Registrar and must have passed the CAOT Certification Examination prior to any further application for licensure.

**Policy #:L2.3:** Restricted License Members submit an original or notarized copy of the CAOT letter to indicate they have successfully completed the National Certification Examination and who have already met the degree equivalency requirements shall, upon notification by the Registrar, have their status changed to that of a full license for the remainder of the membership year.



## Level 3 Restricted License Policies

**Policy #L3.1:** Applicants who do not meet the degree equivalency requirements will need to undertake a program of studies which, when combined with any existing coursework completed outside of the requirements of the occupational therapy program, is equivalent to one academic year of full-time post-secondary study (i.e. 30 Credit Units).

**Policy #L3.2:** Credit units must satisfy certain elements which are considered to be deficient in an individual with a three-year program in occupational therapy and shall include: research methodology; statistical procedures; principles of management and administration; and a certain number of elective courses (see Appendix B).

**Policy #L3.3:** Attaining degree equivalency for the purpose of registration is not the same as attaining a degree. However, individuals are encouraged to pursue the attainment of a university conferred degree through whatever avenues they can access.

**Policy #L3.4:** Diploma level occupational therapists with masters or doctoral degrees will be reviewed on a case by case basis as rigid adherence to the split of credits amongst the elements would not be appropriate. Determination of satisfactory completion of the equivalency requirements will be left to the discretion of the Credentials Committee.

**Policy #L3.5:** At this time, SSOT will only consider coursework from an accredited university in determining the degree equivalency requirements and for remedying any deficiencies.

**Policy #L3.6:** Restricted License Members who need to establish degree equivalency have, subject to the successful passing of the CAOT Certification Examination, up to five years of practice in which to complete their program of studies. In extenuating circumstances (e.g. health problems, sudden cancellation of a course), an extension may be granted.

**Policy #L3.7:** Restricted License Members who establish degree equivalency and (where applicable) have successfully passed the CAOT Certification Examination, shall, upon notification by the Registrar, have their status changed to that of a full license for the remainder of the year.

## PART II: PROCEDURES

This section outlines the procedures for implementing the Restricted License policies. These procedures take place during four phases

- Phase 1: Initial contact
- Phase 2: Application process
- Phase 3: Review process and granting of Restricted License
- Phase 4: Practicing under a Restricted License

### Phase One: Initial contact

Applicants making inquiries about registering to practice occupational therapy in Saskatchewan who do not meet the requirements for registration under the terms of the 1997 Occupational Therapy Act will be sent:

- an application form for registration (plus addendum form for Level 1 applicants - see Appendix C)
- a copy of *The Restricted License Handbook*
- a letter outlining the initial steps that need to be taken
- information concerning the fees involved
- Designated Credentialing Service application forms and instructions

### Phase Two: Application process

#### Level 1 Applicant (Practice hours deficiency):

Applicants who do not meet the practice hour criteria for registration will submit:

- a completed application form and addendum (see Appendix D)
- applicable fees
- original or notarized copy of their occupational therapy degree or diploma
- an original or notarized copy of CAOT letter to indicate they have successfully completed the National Certification Examination
- a current resume

#### Level 1 Applicant (Disciplinary case):

Applicants who have been ordered to practice under supervision by the Disciplinary Committee will submit:

- a completed application form
- applicable fees
- a copy of the recommendations of the Disciplinary Committee
- a cover letter providing evidence of follow through (where applicable) in regards to the Discipline Committee's other recommendations (e.g. upgrading course work etc.).

Level 2 Applicants:

Canadian Graduates who have not written the council approved national certification exam will submit:

- a completed application form
- applicable fees
- original or notarized copy of their occupational therapy degree or diploma
- a completed Restricted License Agreement Form (see Appendix E)
- an original or notarized copy of CAOT letter to indicate eligibility to sit the CAOT Certification Examination

Applicants whose degree equivalency has yet to be determined will submit, in addition to the above requirements:

- a report sent by the Designated Credentialing Service directly to SSOT. The applicant is responsible for any costs associated with this process. (Note: Credentialing Reports normally take at least 6-8 weeks to acquire.)
- Restricted Licence applicants are responsible to contact the Canadian Association of Occupational Therapists (CAOT) in order to determine when and where they will write the national certification examination.

Level 3 Applicants:

Applicants whose degree equivalency has yet to be determined will submit:

- a completed application form
- applicable fees
- a completed Restricted License Agreement Form (see Appendix E)
- an original or notarized copy of CAOT letter to indicate they have successfully completed the National Certification Examination
- a report sent by the Designated Credentialing Service directly to SSOT. The applicant is responsible for any costs associated with this process. (Note: Credentialing Reports normally take at least 6-8 weeks to acquire.)

## **Phase Three: Review process and granting of Restricted Licenses**

1. The Credentials Committee will review all completed Restricted License applications and determine the Level of Restricted License under which applicants will practice.

2. Level 1 Restricted License applicants

2.1 All applicants who are applying for Level 1 Restricted License will have their individual needs reviewed. The requirements of a program of supervised practice will be determined with consideration of:

- number of hours
- number of placements

- goals and objectives of each placement

2.2 A letter is sent to the Level 1 Restricted License applicant outlining the program requirements. At this time, a Credentials Committee Contact Person will be appointed.

2.3 The completed Level 1 Restricted License Agreement Form (see Appendix D) and proposed program of supervised clinical experience will be submitted to the Credentials Committee.

2.4 The completed application and proposed program of supervised clinical experience will be reviewed by the Credentials Committee who will determine whether the criteria for the program has been followed or if further information or modification is required.

### 3. Level 2 and 3 Restricted License applicants

3.1 The Registrar communicates (by phone or letter) with the Level 2 and 3 Restricted License applicants and the employer to indicate whether the submission for Restricted License is satisfactory or whether any further information or modification is required. At this time, a Credentials Committee Contact Person will be appointed.

## **Phase Four: Practicing under a Restricted License**

1. The Registrar shall communicate to the Restricted License Member and the employer (by phone) any changes to the conditions of the Restricted License. This will be followed by mail, with copies to all involved in the agreement. Such changes shall be deemed to be effective from the date of phone contact with the Restricted License member and employer.

2. The Registrar shall communicate (by phone) to the Restricted License Member and employer any revoking of the Restricted License. This will be followed by mail with copies to all involved in the agreement. The Restricted License shall be deemed to be revoked from the date of phone contact with the Restricted License member and employer.

3. The Registrar shall report on a regular basis to the SSOT Council the status of all SSOT members under Restricted License.

### 4. Level 1 Restricted License member

4.1 An evaluation process will be determined by the Credentials Committee and carried out on a regular basis during the period of clinical placements (for Re-entry Level 1) or supervised practice (for Disciplinary Level 1).

4.2 Upon completion of the agreed terms of Level 1 Restricted License, the Credentials Committee will make recommendations to SSOT Council indicating one of three courses of action:

- Eligibility for full licensure
- Provision of an extension
- Termination of the Restricted License

#### 5. Level 2 Restricted License member

5.1 Reports regarding the practice abilities of the Level 2 Restricted License Member shall be sent every two months to the Credentials Committee Contact person (see Appendix I).

5.2 The SSOT Registrar will request that the Restricted License member have a copy of the CAOT Certification Examination results sent to SSOT.

#### 6. Level 3 Restricted License member

6.1 Level 3 Restricted License Members must submit a plan of studies for approval to the Credentials Committee within the first year of their Restricted License.

6.2 Level 3 Restricted License Members shall submit proof of progress in their studies at the time of their annual application for renewal of their license countersigned by their supporting Designated Occupational Therapist (see Appendix J).

## **PART III: Terms and Conditions of a Restricted License**

### **Introduction:**

Effective practice of occupational therapy under Restricted License is dependent upon the professional integrity of all involved in the process. The terms and conditions of the Restricted License have been developed with the following principles in mind:

1. The protection of the public
2. The mentoring and support of occupational therapy practitioners who are in the process of attaining their full licensure or returning to practice after a significant leave.
3. The maintenance of standards of professional practice.

### **Roles of individuals involved:**

The two key people within the Restricted License Process are the Restricted License Member and the Designated Occupational Therapist. The level of Restricted License will determine the level of interaction between these two individuals (see Appendix A). For Level 1 Restricted License Members who are re-entering practice there will also be a Designated Placement Coordinator.

The employer has the role of providing an organizational structure in which the Restricted License Member can practice and ensuring adequate clinical supervision is provided for Level 1 and 2 Restricted License Members.

In circumstances where there is no Designated Occupational Therapist in a position to clinically supervise the practice of the Restricted License Member (this option is not available for Level 1 cases), then an Approved Supervisor shall take on the responsibility of clinical supervision. This person must be a licensed health care professional approved by the Credentials Committee.

Each Restricted License Member will be assigned a Credentials Committee contact person. This individual will facilitate both informal and formal communication between the Member and those involved in the Restricted Practice process.

### **Responsibilities for those involved in the Restricted License Process**

#### A. Responsibilities of all individuals

It is expected that all individuals involved in the Restricted License Process will be responsible for:

1. Reading the policies and procedures relating to Restricted Licenses
2. Understanding and accepting the responsibilities of the role to be taken within the Restricted License Process (see Appendix E)

3. Maintaining appropriate communication with all individuals who have agreed to participate in the Restricted License Process and with the Credentials Committee contact person
4. Notifying the Registrar immediately of any change to the Restricted License Member's practice situation if it impacts upon the conditions and responsibilities under which the Restricted License was granted
5. Providing feedback in any evaluation of the Restricted License Process
6. Maintaining confidentiality of information relating to the Restricted License Member

#### **B. Responsibilities of the Restricted License Member**

It is expected that the Restricted License Member shall be responsible for:

1. Abiding by the code of ethics and practice of occupational therapy in Saskatchewan
2. Ensuring a professional image of occupational therapy is demonstrated at all times and reflects the standards set by the profession
3. Practicing only in areas of occupational therapy where the individual feels in possession of the appropriate educational preparation and experience unless in the process of acquiring such skills under the direct supervision of a registered member
4. Seeking out assistance from the Designated Occupational Therapist to upgrade knowledge and/or skills in practice areas where there is a demand for service but for which the individual does not have the required competency
5. Drawing on resources, either written or with other individuals, as required
6. Must obtain malpractice/liability insurance
7. Level 1 Restricted License Members will (excluding disciplinary cases):
  - update their theoretical knowledge by utilizing the recommended resources prior to commencing and during the program of supervised practice
  - determine any requirements (e.g. CPR qualifications, immunizations etc.) necessary at each facility where practice will take place and have the necessary proof available for the supervising therapist on the first day of practice

8. Level 2 Restricted License Members will:
  - make arrangements to sit the CAOT Certification Examination within the time requirements set out in the policies and procedures and to pay for any costs incurred
9. Level 3 Restricted License Members will:
  - set up a program of studies to establish degree equivalency
  - inform the SSOT Registrar on an annual basis of progress made towards completion of the degree equivalency requirements (see Appendix I)

C. Responsibilities for the **Designated Occupational Therapist**:

It is expected that the Designated Occupational Therapist will be responsible for:

1. Orienting the Restricted License Member to the practice of occupational therapy in Saskatchewan
2. Assisting the Restricted License Member in developing a network of relevant contacts both within and outside the profession
3. Face-to-face contact with the Restricted License Member according to the minimum requirements of the following schedule:
  - Level 1 Restricted License:
    - as determined on a case-by-case basis by the Credentials Committee
  - Level 2 Restricted License:
    - within the first 5 days of employment of the Restricted License Member
    - once a week for the first month
    - once every two weeks after the first month until successful passing of the CAOT Certification Examination
  - Level 3 Restricted License:
    - within the first 30 days of a Restricted License Member receiving a Level 3 Restricted License
    - as needed during the course of the Restricted License
4. Being available through telephone/fax/E-mail during normal working hours
5. Providing written reports to the Credentials Committee Contact person according to the requirements of the Level of Restricted License (see Appendix A).
6. Reporting immediately to the Contact Member of the Credentials Committee of any unresolved concerns relating to the professional practice of the Restricted License Member and suggestions (if any) for changes to the conditions of the Restricted License.



**D. Responsibilities of the Employer:**

It is expected that the Employer will be responsible for:

1. Identifying and making arrangements to obtain the services of a licensed practicing member of SSOT who is prepared to take on the role of Designated Occupational Therapist
2. Providing the Designated Occupational Therapist with access to relevant patient records and other documentation to allow for a review of the Restricted License Member's professional practice
3. Providing any additional remuneration if required by a Designated Occupational Therapist for the supervision and/or mentoring of the Restricted License Member
4. Communicating the mission and objectives of the agency/facility to the Designated Occupational Therapist and the role and scope of practice that the Restricted License Member will be expected to undertake

**E. Responsibilities of the Approved Supervisor** (Only applicable in Level 2 Restricted Licenses where there is no Designated Occupational Therapist in a position to clinically supervise):

It is expected that the Approved Supervisor will be responsible for:

1. Reporting immediately to the Credentials Committee Contact Person any unresolved concerns relating to the professional practice of the Restricted License Member and suggestions (if any) for changes to the conditions of the Restricted License.
2. Implementing any recommendations that the Credentials Committee Contact Person makes relating to the practice of occupational therapy by the Restricted License Member

**F. Responsibilities of the Designated Placement Coordinator** (Only applicable in the case of Level 1 Restricted License clinical experience programs to be done by a Credentials Committee Member)

Working with the applicant and the Credentials Committee the Designated Placement Coordinator will:

1. Set up a schedule of approved clinical experiences, by establishing the timeline for the program, placement sites and appropriate supervisors.
2. Assist in establishing the goals and objectives of the program

3. Assist the Restricted License Member in completing pre-placement requirements for the various facilities where the placement will take place (e.g. malpractice and disability insurance, immunizations, police checks etc.)
4. Provide on-going support to the Restricted License Member
5. Monitor the clinical program and report any issues or concerns to the Credentials Committee Contact person
6. Communicate as needed with the Restricted License Member, the Designated Occupational Therapist, and the Credentials Committee Contact Person.

#### **G. Responsibilities of the Credentials Committee Contact Person**

Each Restricted License Member will have a designated Credentials Committee Contact Person who will:

1. Respond to any inquiries concerning the Restricted License Process
2. Receive and share the written reports (i.e., Bi-monthly reports etc.) with the Credentials Committee on the Restricted License Member as well as any other relevant communications that have been received
3. Draw the Credentials Committee's attention to non-adherence to the Restricted License reporting requirements
4. Keep a record of all contacts with the Restricted License Member or any other person involved in the Restricted License Process.
5. In the case of the Level 1 Restricted License Members, the Credentials Committee Contact person will:
  - Facilitate suitable placements with the assistance of the Designated Placement Coordinator and finalize goals and objectives for each placement
  - Communicate on a regular basis with all individuals involved in the supervised program

## APPENDIX A: Requirements of Levels of Restricted License

Level	Maximum duration for Restricted License	Type of applicant	Direct on-site supervision by Saskatchewan licensed occupational therapist	Direct supervision by a licensed health care professional approved by the Credentials Committee	Monitoring and support by a Saskatchewan licensed occupational therapist
1	<b>Dependent on circumstances</b>	<b>Re-Entry applicants and those members meeting supervisory requirements of the disciplinary committee</b>	<b>Required Exact form and type and frequency of written report to be determined by the Credentials Committee</b>	<b>Not applicable as individual being directly supervised by an occupational therapist</b>	<b>Not applicable as direct on-site supervision required</b>
2	<b>Up to twenty months depending on month of commencement of Restricted License (see Table 2)</b>	<b>Individuals waiting to sit the CAOT Certification Examination</b>	<b>Not required</b>	<b>Required if not direct on-site contact available by a Saskatchewan licensed occupational therapist</b>	<b>Required with bimonthly written reports to the Credential Committee Contact Person</b>
3	<b>Not to exceed five years (which includes any time spent within other levels of Restricted License)</b>	<b>Individuals who need to establish degree equivalency</b>	<b>Not required</b>	<b>Not required</b>	<b>Required with annual written reports to the Credential committee Contact Person</b>

Omitted level 4 – which was for instructors – these applicants can be processed as a regular application for a 3 month FT license

## APPENDIX B: Degree Equivalency Requirements

Elements	Equivalency criteria*	Examples of distance education courses from the University of Athabasca in Alberta **(course outlines attached)	Examples of distance education courses from the Open University in British Columbia **(course outlines attached)	Rationale
Research methodology	3 credit units in research methodology	SOSC 366: Research methods in the social sciences	APST 452: Understanding research in nursing and physiotherapy	“All occupational therapists have the responsibility to become knowledgeable consumers of research so that they can evaluate the research literature relevant to their practice arenas. It is the professional responsibility of therapists to be able to read, understand, and critically review the research literature in journal articles, newsletters, and test manuals. To do this, therapists must have a basic understanding of statistics and the different types of research, including their respective strengths and weaknesses.” (Hopkins & Smith, p. 415)***
Statistical procedures	3 credit units in statistical procedures	MATH 215: Introduction to statistics	MATH 102: Introduction to probability and statistics	(see above)
Principles of management and administration	3 credit units relating to principles required in administration and/or management	ADMIN 232: Administrative principles	ADMN 312: Principles of Administration: Concepts and Process or ADMN 320: Organizational behaviour I: The individual and work groups	“An understanding of the principles of management and administration and the ability to implement them are fundamental to successful practice in occupational therapy.” (Hopkins & Smith, p. 375)***
Elective courses	Courses equivalent to 21 credit units	There are many varied courses offered	There are many varied courses offered	“These courses provide students with a breadth of learning experience to increase their understanding of the world in which we live.” (1997 University of Toronto Calendar, p.9)

\* All courses will be acceptable at the introductory 100-level, if available.

\*\* The status of these courses in regards to equivalency is still under review

\*\*\*Hopkins, H.L., & Smith, H.D. (Eds.). (1993). *Willard and Spackman's occupational therapy* (8<sup>th</sup> ed.). Philadelphia: Lippincott.

**APPENDIX C:**  
**LEVEL 1 RESTRICTED LICENSE**  
**ADDENDUM TO SSOT APPLICATION FORM**

---

Name: \_\_\_\_\_

1.Total number of years as an OT: \_\_\_\_\_

2.Date last employed as an OT: \_\_\_\_\_

3.Since date last practiced, indicate below the different activities you have been involved in which has some connection to occupational therapy:

Type of activity	Dates of involvement	Approximate time spent	Description of activity	Relation to occupational therapy
<b><i>VOLUNTEER ACTIVITIES</i></b>				
1.				
2.				
3.				
<b><i>PAID EMPLOYMENT</i></b>				
1.				
2.				
<b><i>SELF-DIRECTED ACTIVITES (IE. WRITING, ETC.)</i></b>				
1.				
2.				

4. List ways and dates you have maintained contact with the profession and/or health care field since you were last employed as an OT:
  - a. conferences attended
  - b. Internet professional lists subscribed to
  - c. professional journals and/or books read
  - d. workshops attended
  - e. professional committees you have worked on
  - f. organizations you currently belong to

**APPENDIX D:**

**Agreement To Terms Of The Restricted License Process**

Name of Applicant for a Restricted License:

Level of Restricted License requested:

\*Intended date of commencement of employment under Restricted License:

Employer (Name and Address):

Health Care District:

\*[This is to give the Credentials Committee an idea of the degree of urgency of the application. Under no circumstances may any applicant commence to hold themselves out to others as an occupational therapist or commence employment until they have received notification by the Registrar of the success of their application for a Restricted License.]

**We the undersigned have read and understood the terms of the Restricted License as outlined in the Information Manual for Applicants and agree to abide by them.**

**Date:** \_\_\_\_\_ **Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of employer:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name of Designated Occupational Therapist or Approved Supervisor**

**Name (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Credential's Committee Contact:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\*\*\*\*\*

(Space below this line for office use only)

**This agreement to the terms and conditions of the Restricted License Level has been accepted and confirmed by the SSOT Credentials Committee. ....is permitted to practice under a Restricted License Level within the time requirements set out in the Policies and Procedures relating to Restricted Practice licenses or until further notification by the SSOT Registrar.**

**Date:** \_\_\_\_\_ **Signed: (SSOT Registrar)**

**APPENDIX E:**

**Designated Occupational Therapist Bimonthly Report**

**Restricted License Member:** \_\_\_\_\_

**Contact Telephone #:** \_\_\_\_\_

**Date Restricted License Issued:** \_\_\_\_\_

**Designated Occupational Therapist:** \_\_\_\_\_

**Contact Telephone #:** \_\_\_\_\_

**Bimonthly Report for the Period** \_\_\_\_\_ **to** \_\_\_\_\_.

**1. Indicate the type of activities and contacts that have been made with the Restricted License Member since the last report:**

- Telephone/E-mail/Fax
- Direct personal contact
- Review of documentation
- Contact with Employer/Approved Supervisor

**2. Describe any difficulties that have arisen during this reporting period and the steps that have been taken to resolve these difficulties (use additional pages if necessary):**

**3. Describe any unresolved difficulties that have arisen during the reporting period and the plans that have been made to resolve them (use additional pages if necessary):**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_  
(Designated Occupational Therapist or Approved Supervisor)



**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_  
(Restricted License Member to indicate the Report has been read)

**Comments (if any):**

**APPENDIX F:  
Annual Renewal Form for Level 3 Restricted License**

**Restricted License Member:** \_\_\_\_\_

**Date Restricted License Issued:** \_\_\_\_\_

**During the past year I have completed the following requirements towards establishing degree equivalency and have attached a notarized copy of the results or original transcripts directly from institution:**

University   Course number and title

**Currently I am enrolled in the following courses:**

University   Course number and title

**In the upcoming membership year I plan to take the following courses:**

University   Course number and title

**Signed:**..... **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ (Restricted License Member)

**I, the Designated Occupational Therapist, have been kept informed of the above Restricted License Member’s progress in completing the degree equivalency requirements and have no concerns about the rate of progress.**

**Signed:**..... **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_  
(Designated Occupational Therapist)

## **PART V: RESOURCE LIST**

### **Saskatchewan Society of Occupational Therapists (SSOT)**

Box 9089  
Saskatoon, SK  
S7K 7E7  
www.ssot.sk.ca

Telephone: (306) 956-7768

### **Canadian Association of Occupational Therapists (CAOT)**

CTTC Building  
Suite 3400, 1125 Colonel By Drive  
Ottawa, ON  
K1S 5R1  
www.caot.ca

Telephone: 1- 800- 434-CAOT (2268)

(613) 523-CAOT (2268)

Fax: (613) 523-2552

### **Internationally Educated Occupational Therapists Portal**

<http://www.gocanadaot.com/>

Government of Canada