



SSOT

Saskatchewan Society of
Occupational Therapists

R04 EXAMINATION POLICY

CATEGORY:	REGISTRATION
DATE APPROVED:	November 19, 2021
APPROVED BY:	SSOT 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 registration requirements by SSOT.

AUTHORITY

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.

In accordance with SSOT Bylaw XIII Registration Section 2.1, any person applying for registration as a practising member of the society or applying to renew their registration as a practising member must have passed an examination as approved by council.

POLICIES AND PROCEDURES

Examination Criteria

1. SSOT 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 document entitled: Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition.

Approved 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. SSOT 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. SSOT 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 SSOT and pays the membership registration fee.
 - 3.2.2. registrar reviews the application.
 - 3.2.3. SSOT 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 SSOT Council, but have met SSOT's education requirement as determined through successful completion of SEAS, will be eligible to write the examination upon completion of the following steps:
 - 3.3.1. Candidate initiates the membership application process with SSOT and pays membership registration fee.
 - 3.3.2. SSOT receives the SEAS disposition report.
 - 3.3.3. Registrar reviews the SSOT application and SEAS disposition report.
 - 3.3.4. SSOT provides written confirmation 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 3 attempts in total), upon CAOT receiving confirmation in writing, directly from SSOT, that the candidate is eligible to write the examination. SSOT 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 SSOT receives evidence that the applicant has successfully passed the NOTCE directly from CAOT. For applicants who have successfully passed the examination, administered by CAOT, prior to July 9, 2016, SSOT will require the applicant to contact CAOT and request a copy of their examination results to be sent directly to the Society.

Examination Exemptions

7. SSOT members who have been a registered practising SSOT member prior to April 1, 2010, and have continued to hold a practising licence since then, but have not successfully completed the approved certification examination, will be grandfathered in and will not be required to successfully complete the approved examination.

8. Occupational therapists who hold a current practising licence in another Canadian jurisdiction at the time they apply for registration with SSOT through the Labour Mobility Support Agreement (LMSA), including those who were grandfathered by another Canadian occupational therapy regulatory organization, will not be required to successfully complete the approved examination.

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
January 2010	October 22, 2010 November 19, 2021	September 2023