

# **RESTRICTED LICENCE HANDBOOK**

**Produced by the SSOT Registration and Licensing Committee**

**Recommended resource for:**

- **Restricted licence applicants**
- **Supervisors, clinical mentors & employers of restricted licensees**

For further information contact the Registrar - [Registrar@ssot.sk.ca](mailto:Registrar@ssot.sk.ca)

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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 licensee.

***A restricted licence is granted:*** *to those individuals who meet all requirements for a practicing licence except that they are waiting to successfully pass the National Occupational Therapy Certification Examination (NOTCE).*

***The Time Restriction on holding a Restricted Licence:*** *is up to twenty months with a maximum of two attempts at sitting the National Occupational Therapy Certification Examination.*

This handbook is divided into the following sections:

- A. Steps in the process
- B. Roles and qualifications of those involved
- C. Responsibilities of those involved
- D. Appendix covering the policies and required forms

Applicants are expected to read through the whole handbook before attempting to start the application process, as most questions are addressed within the document.

The process, procedures, and conditions for holding a restricted licence described in this handbook have been developed with the following principles in mind:

- Protection of the public
- Mentoring and support to new practitioners
- Adherence to the standards of professional practice

### **A: Steps in the Process**

**Under no circumstances may any applicant call themselves an occupational therapist or commence employment as an occupational therapist in Saskatchewan (including employee orientation) until they have received notification by the registrar of the success of their application for a restricted licence.**

The following steps need to be taken in order to obtain and practice with a restricted licence:

#### **Step One:**

##### **A. Graduates of a Canadian occupational therapy education program:**

- Identify an employer (Select a position or apply for a position)

When approaching employers, the restricted licence applicant should indicate that they have successfully completed a Canadian occupational therapy education program.



## **B. Internationally Educated Occupational Therapists**

- successfully complete the Substantial Equivalency Assessment System (SEAS) through the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).
- Apply to SSOT to be able to access the National Occupational Therapy Certification Exam (NOTCE).
- Decide whether to obtain a restricted licence and secure employment then write the NOTCE, or write and pass then NOTCE and then obtain a practising licence.

In order to be able to practice with a restricted licence, the employer must identify a designated occupational therapist to provide direct supervision. If this is not possible, an alternative supervision model consisting of an approved supervisor and a clinical mentor must be identified and approved by the SSOT registrar prior to submission of the Restricted Licence Agreement Form.

### **Step Two: Application procedure**

All applicants will ensure the following are submitted to the SSOT registrar:

- A completed Restricted Licence Agreement Form*  
\* A key component of this form is the identification and agreement of the designated OT/approved supervisor.
- An electronic SSOT Application Form (see SSOT website)*
- Applicable fees (see fee schedule on SSOT website)*
- Certification of malpractice insurance for a minimum of \$5 million*
- Receipt to the NOTCE as proof of registration.*
- In addition, the following documentation is required as determined by the location where the applicant received their occupational therapy education.*

<b><i>Canadian Educated OT Restricted Licence Applicant:</i></b>	<b><i>Internationally Educated OT Restricted Licence Applicant:</i></b>
An original or notarized copy of their occupational therapy degree OR official transcripts sent directly from the educational institution. If not available at the time of application, a letter sent directly from the educational institution indicating completion of course requirements will be accepted in the interim.	A Substantial Equivalency Assessment System (SEAS) Determination report sent directly from the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).
Confirmation of English Language Competency.	Note: English Language competency is part of the SEAS report.



### **Step Three: Review application and granting of restricted licences**

- The registrar or executive director will review the completed restricted licence application and determine if the requirements for this type of licence are met.
- If the application has been approved, the registrar will communicate by email with both the applicant and the employer. The registrar will request further information if needed.

### **Step Four: Practicing under a restricted licence**

- The restricted licensee may use the designation O.T. Res. SK.
- The designated OT/approved supervisor bi-monthly report regarding the practice abilities of the restricted licensee will be signed by both the designated OT/approved supervisor and restricted licensee and sent to the registrar.
- SSOT is to be notified if there is a change in employment or licence status of the designated OT/approved supervisor/clinical mentor. This may require a temporary suspension of the restricted licence until a time in which a new supervisor and/or clinical mentor can be established.

### **Step Five: Transferring from restricted licence to practicing licence**

On receiving notice from CAOT that there has been successful completion of the NOTCE, the restricted licensee:

- Ensures that a minimum of one designated OT/approved supervisor bi-monthly report has been submitted to SSOT.
- Contacts SSOT and requests their status be changed to a practicing member with a practising licence.
- Arranges for an official transcript to be sent directly from the educational institution or a notarized copy of OT degree if not already provided.

**\*\*\* Only when the member receives written confirmation of the upgrade to their licence from SSOT may they use the designation O.T. Reg. (SK) rather than O.T. Res. (SK). \*\*\***

## **B. Roles and Qualifications of Those Involved in the Restricted Licence Process**

The five stakeholders involved in the restricted licence process are:

### **1. The restricted licensee**

- Has been approved for a Restricted Licence.



- Is responsible for their own learning and for articulating their needs.
- 2. The designated occupational therapist**
- Provides clinical supervision and mentorship to the restricted licensee.
  - Must have a practicing licence with SSOT and a minimum of one year of full-time clinical experience.

#### Alternative Supervision Model

Note: In circumstances where there is no designated occupational therapist to supervise, an approved supervisor **and** clinical mentor are required.

#### **Approved supervisor:**

- Shall take on the responsibility of clinical supervision.
- Must be a licenced health care professional approved by the registration and licensing committee with a minimum of one year of full-time clinical experience.

#### **Clinical mentor:**

- Shall take on the responsibility of providing clinical guidance with respect to occupational therapy practice.
- Must have a practicing licence with SSOT and a minimum of one year of full-time clinical experience
- Can be ascertained by the restricted licensee, the approved supervisor, the employer or SSOT.

**3. The employer**

- Provides an organizational structure in which the restricted licensee can practice.
- Provides for clinical supervision and guidance to the restricted licensee.

**4. The SSOT registrar**

- Is the designated SSOT contact for the restricted licensee.
- Facilitates both informal and formal communication between the restricted licensee, the designated OT (or approved supervisor and clinical mentor) and the employer.

**5. The registration and licensing committee**

- Is a committee of members approved by SSOT council and chaired by the registrar.
- Provides approval for the approved supervisor when applicable.

## **C. Responsibilities of those involved in the restricted licence process**

All individuals involved in the supervised practice of a restricted licence situation are responsible for:

- Reading the restricted licence handbook and implementing the process, procedures, and policies.



- Accepting the responsibilities of the role to be taken within the restricted licence process.
- Maintaining appropriate communication with all individuals who have agreed to participate in the restricted licence process.
- Notifying the registrar immediately of any changes to the restricted licensee's practice situation including change in employment status, change in supervisor, and/or NOTCE exam results.
- Maintaining confidentiality of information relating to the restricted licensee.

As well as the above responsibilities, each individual has additional responsibilities according to their role:

**Responsibilities of the restricted licensee**

- Abiding by the legislation that governs the practice of occupational therapy in Saskatchewan including but not limited to:
  - Occupational Therapists' Act, 1997.
  - SSOT Bylaws.
  - SSOT Code of Ethics.
  - Competencies for Occupational Therapists in Canada.
- Practicing within the standards set by the profession.
- Seeking out assistance from the designated occupational therapist/clinical mentor to enhance practice knowledge and/or skills.
- Accessing resources as required.
- Making arrangements to write the NOTCE within 20 months of commencing the restricted licence and paying for any associated costs.
- Immediately ceasing practice if the required supervision is not available and notifying SSOT.

Responsibilities of the designated occupational therapist	Alternative supervision model (No designated occupational therapist available)	
	Responsibilities of the approved supervisor	Responsibilities of the clinical mentor
Orienting the restricted licensee to the practice of occupational therapy in Saskatchewan.	Orienting the restricted licensee to the practice of a regulated health profession in Saskatchewan.	Being available and responsive to the restricted licensee for clinical occupational therapy practice questions.
Assisting the restricted licensee in developing a network of relevant contacts both within and outside the profession of occupational therapy.	Assisting the restricted licensee in developing a network of relevant contacts both within and outside the profession of occupational therapy.	Assisting the restricted licensee in developing a network of relevant contacts both within and outside the profession of occupational therapy.



Responsibilities of the designated occupational therapist	Alternative supervision model (No designated occupational therapist available)	
	Responsibilities of the approved supervisor	Responsibilities of the clinical mentor
Providing Face-to-face contact with the restricted licensee according to the following schedule: <ul style="list-style-type: none"> <li>• Within the first 5 days of employment of the restricted licensee.</li> <li>• A minimum of once a week for the first month.</li> <li>• A minimum of once every two weeks after the first month until successful passing of the NOTCE.</li> </ul>	Providing face-to-face contact with the restricted licensee according to the following schedule: <ul style="list-style-type: none"> <li>• Within the first 5 days of employment of the restricted licensee.</li> <li>• A minimum of once a week for the first month.</li> <li>• A minimum of once every two weeks after the first month until successful passing of the NOTCE.</li> </ul>	Within the first 5 days of employment, making an introduction and then being available for contact as needed with the restricted licensee. Face-to-face contact with the restricted licensee is <b><u>not</u></b> required.
Being available through telephone/e-mail during normal working hours.	Being available through telephone/e-mail during normal working hours.	Being available through telephone/e-mail during normal working hours.
Completing and submitting the designated OT/approved supervisor bi-monthly report.	Completing and submitting the designated OT/approved supervisor bi-monthly report.	Has <b><u>no</u></b> responsibility for the bi-monthly report.
Immediately reporting any unresolved concerns related to the professional practice of the restricted licensee to the registrar.	Immediately reporting any unresolved concerns related to the professional practice of the restricted licensee to the registrar.	To proactively voice concerns related to practice to the appropriate persons (i.e. restricted licensee, approved supervisor, the employer, or the registrar).

### **Responsibilities of the employer**

- Obtaining the services of a practicing member of SSOT who is prepared to accept the role of designated occupational therapist.
- In circumstances where there is no designated occupational therapist, making arrangements for an approved supervisor **and** a clinical mentor.



- Providing the designated occupational therapist (or approved supervisor/clinical mentor) with access to relevant clinical documentation to allow for a review of the restricted licensee's professional practice.
- Providing any additional compensation to a designated occupational therapist (or approved supervisor or clinical mentor) for the supervision and/or mentoring of the restricted licensee.

### **Responsibilities of the registrar**

- Responding to any inquiries concerning the restricted licence process.
- Reviewing the bi-monthly reports on the restricted licensee as well as any other relevant communications.
- Sharing, as necessary, information relating to the restricted licensee with the registration and licensing committee, upon receiving permission from the restricted licensee.
- Maintaining a record of all communications with the restricted licensee or any other person involved in the restricted licence process.
- Reporting to SSOT council as needed.
- Revoking the restricted licence if the conditions for practicing under such a licence are not met or if the restricted licensee has two failed attempts at the NOTCE.
- Ensuring there is a formal complaint provided to the professional conduct committee if the restricted licensee does not adhere to the conditions of the restricted licence or are deemed unsuitable to practice under a restricted licence.
- Approving the change of the restricted licensee's status to a practicing licence upon receiving all required documents.

### **Responsibilities of the registration and licensing committee**

- Provides guidance, advice, and support to the SSOT registrar, when required, regarding registration matters.
- Monitors and makes recommendations to SSOT council regarding all policies relating to membership and licensing.

## **Conclusion**

This handbook is intended to provide a basic understanding of the restricted licence process and any additional questions can be directed either to the SSOT registrar ([registrar@ssot.sk.ca](mailto:registrar@ssot.sk.ca)) or the SSOT executive director ([ed@ssot.sk.ca](mailto:ed@ssot.sk.ca)).





**Application for Approval of Alternative Supervision Model:  
supervisor AND clinical mentor  
(designated occupational therapist is not available)**

**Employer:**

**Address:**

At the current time, there is no designated occupational therapist available to supervise restricted licence applicant (**Insert name**): \_\_\_\_\_. Therefore, we request that the individuals listed below be approved for the position of approved supervisor **and** clinical mentor:

1. Proposed supervisor for restricted licence applicant:

Name:

Position:

Profession:

Licence #:

Brief description of relationship within the organization of the supervisor and the restricted licence applicant:

2. Clinical Mentor

Name:

Position:

SSOT practicing licence #

Signature:

Date:

\*\*\*\*\*

**(Space below this line for office use only)**

Completed form received in SSOT Office. Date: \_\_\_\_\_

Approval granted for:

[    ] proposed supervisor    [    ] clinical mentor

Registrar/executive director signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Agreement to Terms of the Restricted Licence Process

Name of restricted licence applicant: \_\_\_\_\_

Intended date of commencement of employment under restricted licence\*: \_\_\_\_\_

Employer (name, address and phone number): \_\_\_\_\_

Under no circumstances may any applicant call themselves an occupational therapist or commence employment as an occupational therapist in Saskatchewan (including employee orientation) until they have received notification by the registrar of the success of their application for a restricted licence.

**We, the undersigned, have read and understood the terms of the restricted licence as outlined in the restricted licence handbook and agree to abide by them. We understand that the licence will be revoked by the registrar if the terms are not adhered to.**

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

Name of employer: \_\_\_\_\_

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

Name of Designated OT: \_\_\_\_\_ SSOT licence # \_\_\_\_\_

Signature and professional designation: \_\_\_\_\_

Name of approved supervisor (if designated OT not available): \_\_\_\_\_

Signature and professional designation: \_\_\_\_\_

Name of clinical mentor (if designated OT not available): \_\_\_\_\_

Signature and professional designation: \_\_\_\_\_

\*\*\*\*\*

(Space below this line for office use only)

Completed form received in SSOT office. Date: \_\_\_\_\_

Notified registrar/executive director that completed form received.

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



## Designated Occupational Therapist OR Approved Supervisor Bi-monthly Report

Restricted licensee: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Designated OT or approved supervisor: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Bi-monthly report for the period (Month/Day/Year) of \_\_\_\_\_ to \_\_\_\_\_

1. Indicate the type of activities and contacts that have been made with the restricted licensee since the last report:  
 Telephone/e-mail/fax  
 Direct/virtual personal contact  
 Review of documentation
2. Were there any practice concerns that have arisen during this reporting period?  
 Yes  No If yes, please describe and explain the steps that have been taken to resolve these concerns (use additional pages if necessary):
3. Have these concerns been resolved?  Yes  No. If no, please comment.

Designated occupational therapist or approved supervisor

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

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

Restricted licensee. I acknowledge that I have read and agree with the information in this report.

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

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

Additional Comments (if any):