

LEVEL 2 RESTRICTED LICENCE HANDBOOK

Produced by the SSOT Credentials Committee

Recommended resource for:

- **Level 2 Restricted Licence applicants**
- **Supervisors, Clinical Mentors & Employers of Level 2 Restricted Licences**

For further information contact the Registrar - 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 Level 2 Restricted Licencee.

A Level 2 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 Level 2 Restricted Licence: is up to twenty months with a maximum of two attempts at sitting the National Occupational Therapy Certification Examination. (see **Appendix A – Policy L2.1**)

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 Level 2 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 Level 2 Restricted Licence.

The following steps need to be taken in order to obtain and practice with a Level 2 Restricted Licence:

Step One: Identify an employer (Select a position or apply for a position)

When approaching employers, the Level 2 Restricted Licence applicant should indicate that they have:

- a. successfully completed a Canadian occupational therapy education program, or



- b. successfully completed the Substantial Equivalency Assessment System (SEAS) through the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).

In order to be able to practice with a Level 2 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 (see Section B.2.) must be identified and approved by the SSOT Registrar prior to submission of the Level 2 Restricted Licence Agreement Form (see **Appendix B**).

Step Two: Application procedure

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

- a. *A completed Level 2 Restricted Licence Agreement Form (see **Appendix C**)*
 - * A key component of this form is the identification and agreement of the Designated OT/Approved Supervisor. (see Section B.2 of this document)
- b. *An electronic SSOT Application Form (see SSOT website)*
- c. *Applicable fees (see fee schedule on SSOT website)*
- d. *Certification of malpractice insurance for a minimum of \$5 million*
- e. *Written confirmation of the applicant's eligibility to sit the NOTCE directly from the Canadian Association of Occupational Therapists (CAOT).*
- f. *In addition, the following documentation is required as determined by the location where the applicant received their occupational therapy education.*

<i>Canadian Educated OT Level 2 Restricted Licence Applicant:</i>	<i>Internationally Educated OT Level 2 Restricted Licence Applicant:</i>
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) disposition report sent directly from the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).
Confirmation of English Language Competency (see Appendix A - Policy G19).	Note: English Language competency is part of the SEAS report.



Step Three: Review application and granting of Level 2 Restricted Licences

- The Registrar or Executive Director will review the completed Level 2 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 Level 2 Restricted Licence

- The Level 2 Restricted Licencee may use the designation O.T. Res. SK.
- The Designated OT/Approved Supervisor Bi-Monthly Report regarding the practice abilities of the Level 2 Restricted Licencee will be signed by both the Designated OT/Approved Supervisor and Level 2 Restricted Licencee and sent to the Registrar (see **Appendix D**).
- 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 Level 2 Restricted Licence until a time in which a new supervisor and/or clinical mentor can be established.

Step Five: Transferring from Level 2 Restricted Licence to Practicing Licence

On receiving notice from CAOT that there has been successful completion of the NOTCE, the Level 2 Restricted Licencee:

- 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.
- 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 Level 2 Restricted Licence Process

The five stakeholders involved in the Level 2 Restricted Licence Process are:

1. The Level 2 Restricted Licencee

- Has been approved for a Level 2 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 Level 2 Restricted Licencee.
- 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 Credentials 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 Level 2 Restricted Licencee, the Approved Supervisor, the employer or SSOT.

3. The Employer

- Provides an organizational structure in which the Level 2 Restricted Licencee can practice.
- Provides for clinical supervision and guidance to the Level 2 Restricted Licencee.

4. The SSOT Registrar

- Is the designated SSOT contact for the Level 2 Restricted Licencee.
- Facilitates both informal and formal communication between the Level 2 Restricted Licencee, the Designated OT (or Approved Supervisor and Clinical Mentor) and the employer.

5. The Credentials 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 Level 2 Restricted Licence Process

All individuals involved in the placement of a Level 2 Restricted Licence situation are responsible for:

- Reading the Level 2 Restricted Licence Handbook and implementing the process, procedures, and policies.



- Accepting the responsibilities of the role to be taken within the Level 2 Restricted Licence Process (see **Appendix C**).
- Maintaining appropriate communication with all individuals who have agreed to participate in the Level 2 Restricted Licence Process.
- Notifying the Registrar immediately of any changes to the Level 2 Restricted Licencee's practice situation including change in employment status, change in supervisor, and/or NOTCE exam results.
- Maintaining confidentiality of information relating to the Level 2 Restricted Licencee.

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

Responsibilities of the Level 2 Restricted Licencee

- 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.
 - Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition.
- 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 Level 2 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 Level 2 Restricted Licencee to the practice of occupational therapy in Saskatchewan.	Orienting the Level 2 Restricted Licencee to the practice of a regulated health profession in Saskatchewan.	Being available and responsive to the Level 2 Restricted Licencee for clinical occupational therapy practice questions.
Assisting the Level 2 Restricted Licencee in developing a network of relevant contacts both within and outside the profession of occupational therapy.	Assisting the Level 2 Restricted Licencee in developing a network of relevant contacts both within and outside the profession of occupational therapy.	Assisting the Level 2 Restricted Licencee 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
<p>Providing Face-to-face contact with the Level 2 Restricted Licencee according to the following schedule:</p> <ul style="list-style-type: none"> • Within the first 5 days of employment of the Level 2 Restricted Licencee. • A minimum of once a week for the first month. • A minimum of once every two weeks after the first month until successful passing of the NOTCE. 	<p>Providing Face-to-face contact with the Level 2 Restricted Licencee according to the following schedule:</p> <ul style="list-style-type: none"> • Within the first 5 days of employment of the Level 2 Restricted Licencee. • A minimum of once a week for the first month. • A minimum of once every two weeks after the first month until successful passing of the NOTCE. 	<p>Within the first 5 days of employment, making an introduction and then being available for contact as needed with the Level 2 Restricted Licencee. Face-to-face contact with the Level 2 Restricted Licencee is not required.</p>
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 (see Appendix D).	Completing and submitting the Designated OT/Approved Supervisor Bi-Monthly Report (see Appendix D).	Has no responsibility for the Bi-Monthly report.
Immediately reporting any unresolved concerns related to the professional practice of the Level 2 Restricted Licencee to the Registrar.	Immediately reporting any unresolved concerns related to the professional practice of the Level 2 Restricted Licencee to the Registrar.	To proactively voice concerns related to practice to the appropriate persons (i.e. Level 2 Restricted Licencee, 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 Level 2 Restricted Licencee'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 Level 2 Restricted Licencee.

Responsibilities of the Registrar

- Responding to any inquiries concerning the Level 2 Restricted Licence Process.
- Reviewing the Bi-Monthly reports on the Level 2 Restricted Licencee as well as any other relevant communications.
- Sharing, as necessary, information relating to the Level 2 Restricted Licencee with the Credentials Committee, upon receiving permission from the Level 2 Restricted Licencee.
- Maintaining a record of all communications with the Level 2 Restricted Licencee or any other person involved in the Level 2 Restricted Licence Process.
- Reporting to SSOT Council as needed.
- Revoking the Level 2 Restricted Licence if the conditions for practicing under such a licence are not met or if the Level 2 Restricted Licencee has two failed attempts at the NOTCE.
- Ensuring there is a formal complaint provided to the Professional Conduct Committee if the Level 2 Restricted Licencee does not adhere to the conditions of the restricted licence or are deemed unsuitable to practice under a Level 2 Restricted Licence.
- Approving the change of the Level 2 Restricted Licencee's status to a Practicing Licence upon receiving all required documents.

Responsibilities of the Credentials 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 Level 2 Restricted Licence process and any additional questions can be directed either to the SSOT Registrar (registrar@ssot.sk.ca) or the SSOT Executive Director (ed@ssot.sk.ca).



APPENDIX A: SSOT Policies

General Policies Applicable to Level 1 & Level 2 Restricted Licences

Policy #RL1: There shall be two levels of Restricted Licences based on an applicant's work experience, educational qualifications, and successful completion of the National Occupational Therapy Certification Examination (NOTCE).

Policy #RL2: All applicants must have successfully completed the NOTCE to be eligible for a practicing Licence with SSOT.

Policy #RL3: Internationally educated applicants must have their post-secondary educational qualifications reviewed by the Substantial Equivalency Assessment System (SEAS) prior to applying for a Restricted Licence.

Policy #RL4: The Registrar may revoke the Restricted Licence if the conditions for practicing under such a Licence are not met.

Policy #RL5: The Registrar must be contacted if there are changes in employment or a loss of Designated Occupational Therapist/Approved Supervisor.

Policy #RL6: If required, the time frame of a Restricted Licence may be dated from the first day of employment in Saskatchewan.

Policy #RL7: The Restricted Licencee must give permission for any information about their past and current professional practice to be shared between the Credentials Committee and the signatories to the terms of the Restricted Licence.

Policy #RL8: The Restricted Licence Member may be reported to the Professional Conduct Committee for not adhering to the conditions of the Restricted Licence, or when deemed by the Registrar to be unsuitable to practice under a Restricted Licence.

Policy #RL9: An appeal of the Registrar's decisions may be submitted to SSOT Council within 30 days of notification including payment of fee and a statement with reasons for appeal. (see fee schedule).

Policy #RL10: Restricted Licence Applicants will pay a non-refundable registration fee. (see fee schedule).

Policies specific to Level 2 Restricted Licence

Policy #L2.1: A Restricted Licence may be granted for up to 20 months for the purpose of writing and passing the National Occupational Therapy Certification Examination (NOTCE). The Level 2 Restricted Licencee may make a maximum of two consecutive attempts to successfully complete the NOTCE. The Registrar may grant an extension of



the Level 2 Restricted Licence in exceptional circumstances. If granted, the writing of the NOTCE will take place at the next consecutive exam date.

Policy #L2.2: The Registrar will revoke the Level 2 Restricted Licence if there are two failed attempts at the NOTCE. The applicant must successfully complete the NOTCE prior to any further application for licensure.

Policy #L2.3: The Registrar must receive confirmation of successful completion of the NOTCE directly from the Canadian Association of Occupational Therapists (CAOT). The Registrar will approve the Level 2 Restricted Licence member's status to a practicing Licence for the remainder of the membership year. The member will be notified in writing of the change in Licence status.

Language Proficiency Policy #G19

1. Policy:

1.1 All applicants applying for a licence are required to provide evidence of English language proficiency.

2. Purpose:

2.1 Effective communication is one of the essential competencies of practice in occupational therapy and is critical for the delivery of safe and effective quality care.

3. Procedure:

3.1 The Registrar will review evidence submitted of English language proficiency to determine if it meets SSOT requirements.

3.2 Applicants are required to provide one of the following forms of evidence of their English language proficiency:

- a transcript and/or degree from an accredited English Canadian occupational therapy program, or
- a Substantial Equivalency Assessment Service (SEAS) report that states successful completion in English, or
- at least a minimum requisite score on a English Proficiency Test as set out in 3.3, with results sent directly from the testing agency to SSOT.

3.3 SSOT approved third-party English language proficiency tests and minimum scores are the following

- **Test of English as a Foreign Language (TOEFL):** TOEFL iBT® (Internet based TOEFL)

Overall: 92 Speaking: 26 Listening: 22 Writing: 22 Reading: 22

For more information on the TOEFL test contact: www.ets.org/toefl



- **International English Language Testing System (IELTS):** IELTS Academic
Overall: 7.0 Speaking: 7.5 Listening: 7.0 Writing: 6.5 Reading: 7.0
For more information on the IELTS test contact: www.ielts.org
In Canada: www.ieltscanada.ca



APPENDIX B:

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 Level 2 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 Level 2 Restricted Licence applicant:

Name:

Position:

Profession:

Licence #:

Brief description of relationship within the organization of the supervisor and the Level 2 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: _____



APPENDIX C:

Agreement to Terms of the Level 2 Restricted Licence Process

Name of Level 2 Restricted Licence Applicant: _____

Intended date of commencement of employment under Restricted Licence*: _____

Employer (Name and Address): _____

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 Level 2 Restricted Licence.

We, the undersigned, have read and understood the terms of the Level 2 Restricted Licence as outlined in the Level 2 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 (Please print): _____

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: _____



APPENDIX D:

Designated Occupational Therapist OR Approved Supervisor Bi-monthly Report

Level 2 Restricted Licencee: _____

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 Level 2 Restricted Licencee 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: _____

Level 2 Restricted Licencee. I acknowledge that I have read and agree with the information in this report.

Signature: _____ Date: _____

Printed Name: _____

Additional Comments (if any):