

## THE NATIONAL OCCUPATIONAL THERAPY CERTIFICATION EXAMINATION (NOTCE)

### **What is the National Occupational Therapy Certification Exam?**

The National Occupational Therapy Certification Examination (NOTCE) is a mandatory registration requirement with the College of Occupational Therapists of Manitoba (COTM). This exam is administered by the Canadian Association of Occupational Therapists (CAOT).

See [The National Occupational Therapy Certification Examination \(NOTCE\) \(notce-ena.ca\)](http://notce-ena.ca) for more information on examination fees, examination preparation resources, accommodations and appeals.

The purpose for requiring successful completion of the NOTCE supports that all individuals entering the profession of occupational therapy have met a minimum standard in the written application of academic knowledge and professional behavior.

Successfully completing the CAOT NOTCE is one of several requirements that contributes to your eligibility to be registered with COTM and have your name added to the COTM Register of Practising Members.

### **Can I begin working as an occupational therapist before I write the exam?**

You must be registered with the COTM before you begin any type of occupational therapy practice.

If you have applied to CAOT to write the exam or you are waiting for your exam results, you may be eligible for registration on the COTM *Register of Provisional Members* as an Examination Candidate. Exam candidates who have met all the other requirements of registration must practise with Level 1 supervision if their education was in Canada or Level 2 supervision if their education was outside of Canada (For more information see the Supervised Practice Fact Sheet).

A confirmation email from CAOT is the evidence you will need to submit to COTM confirming that you have applied to write the examination or have written the examination but are awaiting results. This email provides COTM with the date you are / were scheduled to write.

If you are unable to provide evidence of your intention to write the exam, your name will not be added to any COTM register and therefore are unable to begin OT practice in Manitoba.

### **When should I write the exam?**

You are required to write the examination on the first available opportunity after you become provisionally registered. If there is a very good reason, you may be able to receive permission from COTM to defer writing the exam until a more suitable time. In that case, your written request for deferral along

with verification (e.g. a doctor's note) must be received by COTM before you write the exam or within ten days after the exam date.

### **How can I apply to write the NOTCE?**

If you have recently completed your occupational therapy education in Canada and will be writing the examination for the first time, then CAOT will directly accept your application to write the NOTCE.

If you are applying to write the examination for a second or third time then you will need COTM to confirm your eligibility to write the NOTCE to CAOT.

If you have recently completed the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) Substantial Equivalency Assessment System (SEAS) with a determination of substantial equivalency, you will need COTM to confirm your eligibility to write the NOTCE to CAOT.

### **What happens if I fail the NOTCE? Can I still work as an occupational therapist?**

Consistent with CAOT policy, no individual is permitted to write the examination more than three times. You can write the exam up to three times in the two-year period following the start of your provisional registration. If you fail the NOTCE on the first attempt, you must practise with Level 3 supervision for the remainder of the time you are provisionally registered with COTM. You must develop a learning contract with your supervisor and have a plan to work on the areas of difficulty identified in your exam results. You will also need to be evaluated by your supervisor using the COTM Competence Confirmation Form. You must apply to re-write the exam at the next available opportunity.

### **What happens if I fail the NOTCE more than once?**

If you fail a second time, you can continue to practise with supervision and attempt to write the exam one more time. You will be required to sign a Declaration Form with COTM confirming your understanding that the third attempt is your final attempt and acknowledging that a failure will result in a cancellation of your registration. If you fail the exam for a third time, your provisional registration with COTM will be cancelled as soon as COTM receives notification of the failure. After that, you cannot practise occupational therapy in Manitoba.

### **I wrote the exam while living in another province. Does this count as one of my three attempts?**

Yes. You must report all previous exam attempts to COTM when you apply for registration with COTM. If you failed the exam while living in another province, you may be eligible for provisional registration until you either pass the exam or reach the maximum number of attempts.

### **How does COTM access my exam results?**

As of July 2018, exam results are provided directly to COTM from CAOT. If you passed the exam prior to July 2018, you may submit either a copy of the exam results or a CAOT Examination Certificate to COTM.

### **What resources are there for preparing to write the NOTCE?**

A variety of different NOTCE preparation materials are available on the CAOT NOTCE website: [The National Occupational Therapy Certification Examination \(NOTCE\) \(notce-ena.ca\)](http://www.caot.ca/notce)

For more information, please contact COTM at (204) 957-1214 or by email at [registration@cotm.ca](mailto:registration@cotm.ca)

This publication is provided for general information. For more specific information see  
*The Occupational Therapists Act and Regulation.*

COTM publications are available on our website at [www.cotm.ca](http://www.cotm.ca)