

SUPERVISED PRACTICE (RE-ENTRY)

What basic information do I need to know?

The Regulations provide for supervised practice in three levels. Level III is described as Mandatory Supervised Practice. This level of supervised practice is used for those who fail the examination and those requiring Re-entry. This document is specific to Re-entry.

Where can I find information about Re-entry?

There are a number of FACT SHEETS and a guide that cover the area of currency and supervised practice – you are urged to review them in addition to this document; they include:

Guide to Supervised Practice

FACTS: Currency

FACTS: Supervised Practice

FACTS: Certification Examination – this may only be relevant to those who have been away from practice for greater than 10 years

Why are recent hours of practice important?

Recent practice is one of the factors that allows an occupational therapist to maintain practice skills. The requirement can be found in the OT Regulation 5(2).

How many hours of practice are needed for registration?

You must have worked 600 hours in the 3 years immediately prior to the date that you apply for professional eligibility (Phase 2 of the registration process), unless you have

- graduated from an OT education program within the past 12 months or
- completed a re-entry program within the past 12 months.

If you are on the Non-Practising Register and wish to convert to the Practising Register, your currency status will be evaluated at that time.

What happens if I have not worked 600 hours in the past 3 years?

If you are unable to meet the COTM currency requirement at date of initial application or conversion of registration, you must complete a re-entry program that will allow you to demonstrate that you have the essential competencies of practice. This will involve a period of supervised practice, and may also involve refresher education and/or completion of the National Occupational Therapy Certification Examination (NOTCE). The duration of the supervised practice period is based on the length of time you have been away from practice:

- 150 hrs (4 weeks) if there have been some practice hours in the past 3 years
- 300 hrs (8 weeks) if there have been no practice hours in the past 3 years
- 450 hrs (12 weeks) if there have been no practice hours in the past 7 years
- *600 hrs (16 weeks) + exam if there have been no practice hours in the past 10 years

Can I complete the Re-entry Program at my own pace?

Supervised practice can be completed on a full time or part time basis (however not less than half-time), and must be completed in the time frame established by COTM.

If you complete the period of supervised practice as part of your Re-entry Program but have not yet completed the *NOTCE, then you must continue to work under supervision.

I am enrolled in the Occupational Therapy Examination and Practice Preparation project (OTEpp) at McMaster University. Can I use the supervised practicum hours that are part of this program towards my currency requirement?

Maybe. If you are required to complete 12 or 16 weeks of supervised practice for re-entry, and you have successfully completed the OTEpp program including the supervised practicum module, credit will be given credit for the supervised practice hours on a 2:1 ratio. For example, two OTEpp practicum hours will be counted as 1 hour towards the COTM re-entry hours requirement.

Will COTM find a location for me to complete Re-entry?

You are responsible to find a facility which will accommodate you to carry out the Re-entry program.

Does my supervisor have to be onsite?

You will find this information in the *Guide to Supervised Practice*.

What documents must I complete as part of my Re-entry Program?

Three key documents are specific to Supervised Practice with two of these used by COTM to monitor demonstration of competencies:

	COTM Form / Timing of Submission	Who Completes the Form?
Mandatory supervised practice (Level 3)	<ul style="list-style-type: none">• Supervision Confirmation Form (prior to commencement of Re-entry)	<ul style="list-style-type: none">• Candidate completes with supervisor / employer and submits to COTM
	<ul style="list-style-type: none">• Learning contract (to be submitted to COTM no later than 2 weeks after beginning supervised practice)	<ul style="list-style-type: none">• Candidate (form prepared with assistance of supervisor)• Final learning contract is submitted by candidate as part of final evaluation
	<ul style="list-style-type: none">• Competence Confirmation Evaluation (this written performance evaluation is submitted at the midway point and at the conclusion of the Re-entry Program)	<ul style="list-style-type: none">• Supervisor will complete, review with candidate, and submit the mid- and final Competence Confirmation Form

For more information, please contact COTM at (204) 957-1214 or by email at 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