



# Request for Second Provisional Certificate of Registration

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<b>Section:</b>	Registration
<b>Applies to:</b>	All applicants applying for a second provisional certificate of registration
<b>Date Established:</b>	July 1998
<b>Date Established:</b>	July 2001, January 2002, March 2003, May 2003, November 2007, May 2009, October 2011, September 2021, January 2026

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## Purpose:

This policy outlines the requirements for applicants seeking to maintain provisional registration following an unsuccessful attempt at the National Occupational Therapy Certification Exam (NOTCE) and describes the process for requesting a second provisional certificate of registration, when applicable.

## Principles

Successful completion of the College-approved examination is a key indicator that an applicant has the entry-level knowledge required to practice occupational therapy safely and effectively. Failure to demonstrate the required entry-to-practice knowledge through the structured examination process raises public interest concerns regarding an applicant's readiness to practice, even under supervision. The College aims to support applicants in meeting entry-to-practice requirements while ensuring protection of the public through transparent and objective registration processes.

## Policy

Individuals are permitted one provisional certificate of registration. In exceptional circumstances, beyond the control of the individual, applicants who have previously held a provisional certificate may request a **second provisional certificate**, subject to review and approval of the Registration Committee.

Registrants who have failed the National Occupational Therapy Certification Exam (NOTCE) once or twice may continue provisional registration under supervision.

After a third unsuccessful attempt, the provisional certificate will expire. The individual may apply to the Registration Committee for a second provisional certificate.

The Registration Committee may require additional evidence of readiness to practice, such as participation in a Registration Competency Assessment and professional development plan under supervision.

## Requesting a second provisional certificate

The individual must reapply to the College and make a written request to the Registration Committee. The request should include evidence such as:

- examination results
- employment history
- performance reviews from occupational therapy employers or supervisors
- a study plan
- a statement of willingness from the employer or supervisor to continue supervision.

## Criteria for issuing for a second provisional certificate

The Registration Committee considers each request on an individual basis. The Committee will only issue a second provisional certificate if the circumstances are exceptional beyond the control of the individual and justify further supervised practice, and issuing the certificate does not pose a risk to safe, effective occupational therapy service delivery.

The Committee will consider factors such as:

- Whether the applicant appears to meet all other entry-to-practice requirements.
- The currency and relevance of the applicant's training and practice experience current.?
- Whether the evidence provided is structured, objective, credible, and related to the entry-to-practice competencies.
- The applicant's diligence in pursuing successful completion of the examination.
- Whether there have been any complaints, mandatory reports, or other concerns during previous registration.
- The nature and outcomes of prior supervisory arrangements.

If the Registration Committee grants the request, it may impose further terms on the second provisional certificate of registration including a Registration Competency Assessment and professional development plan under supervision.

## Legal requirement

[Ontario Regulation 226/96: General, under the Occupational Therapy Act, 1991, 37 \(3\) 2](#)