

REGULATION RESPECTING EQUIVALENCE STANDARDS FOR THE ISSUE OF A PERMIT BY THE ORDRE DES ERGOTHÉRAPEUTES DU QUÉBEC

Professional Code

(R.S.Q., c. C-26, s. 93, par. c)

DIVISION I

GENERAL

1. The secretary of the Ordre des ergothérapeutes du Québec shall forward a copy of this Regulation to a person applying for a diploma or training equivalence for the purposes of obtaining a permit from the Order.

In this regulation

“diploma giving access to the permit” means a diploma recognized by regulation of the Government as giving access to the permit of the Order, made under the first paragraph of section 184 of the Professional Code (R.S.Q., c. C-26);

“diploma equivalence” means the recognition by the Order that a diploma in occupational therapy issued by an educational institution situated outside Québec certifies that the candidate has attained skills equivalent to those of a person who holds a diploma giving access to the permit;

“training equivalence” means the recognition by the Order that the person’s training has enabled him to attain a level of proficiency equivalent to the level attained by the holder of a diploma giving access to the permit;

“secretary” means the secretary of the Order or the person designated by the Order for the purposes of this Regulation;

“credit” means the quantitative value attributed to a student’s activities within a university program; when the activity is a formal course, a credit represents 45 hours of learning activity in the form of lectures, practical work and directed study (individual or group), including any individual work hours required to meet course objectives.

DIVISION II

STANDARDS FOR EQUIVALENCE OF DIPLOMAS

2. Diploma equivalence shall be granted to the following persons:
 - 1° A person holding a master’s degree in occupational therapy issued by a Canadian university situated outside Québec upon completion of a training program accredited by the Canadian Association of Occupational Therapists on the date the diploma was issued;
 - 2° A person holding a diploma in occupational therapy issued by an educational institution situated outside Québec upon completion of university studies, if the diploma is of a level that is equivalent to the level attained by a diploma recognized as giving access to the permit. These studies must comprise a minimum of 97 course credits, of which at least 28 credits are at the master’s level; and 1,000 hours of supervised clinical training in occupational therapy, of which at least 300 hours are at the master’s level. The

knowledge and skills to attain through these studies shall be broken down as follows:

- **The discipline of occupational therapy and other related fields** (including conceptual models and theoretical approaches related to occupational therapy, the concepts of activity and occupation; assessment methods; measuring instruments; means of intervention and protocols used in occupational therapy; technical aids; environment adaptation; the therapeutic relationship; ethics; ergonomics; prevention of deficiencies and incapacities; the disability creation process; health promotion): a minimum of 69 credits; and
- **Sciences related to occupational therapy** (including occupational science; the scientific method; anatomy; human physiology and pathology; human neuroanatomy and neurophysiology; human development; psychology; psychopathology; andragogy; kinesiology; sociology): a minimum of 28 credits.

Together, these studies must lead to the acquisition of skills recognized by the Order to practice the profession of occupational therapist.

Furthermore, the candidate must demonstrate his knowledge and understanding of:

- Québec's healthcare system and all applicable legislation, regulations, and standards;
- Québec's professional system and all applicable legislation, regulations and standards.

3. Notwithstanding section 2, where the diploma for which equivalence is applied was obtained more than three years prior to the application, a diploma equivalence shall be denied if the skills acquired by the person no longer correspond, due to developments in the profession, to the skills which, at the time of the application, are being taught in a program of study leading to a diploma giving access to the permit.

In such a case, training may be recognized as equivalent in accordance with section 4, if the training received by the person since then has enabled him to attain the required level of proficiency.

DIVISION III
STANDARDS FOR EQUIVALENCE OF TRAINING

4. A person shall be granted a training equivalence if he has, at the end of relevant training and work experience in the practice of occupational therapy, the skills equivalent to those of a person who holds a diploma giving access to the permit.
5. In appraising the training presented in support of an application for training equivalence, the Order shall take the following factors into account, in particular:
 - 1° the fact that the candidate holds one or more diplomas issued in Québec or elsewhere;
 - 2° the type and content of courses taken, as submitted in support of the application, including the results obtained;
 - 3° the type and content of the clinical practicum served in occupational therapy under supervision;
 - 4° the type and length of relevant work experience in the practice of occupational therapy;
 - 5° the type and content of any relevant continuing education activities followed for the practice of occupational therapy.

DIVISION IV
PROCEDURE FOR RECOGNITION OF EQUIVALENCE

6. A person, who, for the purpose of obtaining a permit of the Order, wishes to be granted an equivalence, shall provide the secretary of the Order with the documents and information that may be requested among the following:
 - 1° an application in writing to that effect, along with the filing of study fees prescribed pursuant to paragraph 8 of section 86.0.1 of the Professional Code;
 - 2° a true copy of the diplomas he holds, and for each, his academic record including:
 - a) detailed descriptions of the courses taken, the number of course hours completed and credits obtained, and an official transcript of the marks obtained;
 - b) an official document issued by the educational institution or competent authority, attesting to the candidate's participation in and successful completion of any supervised clinical practicum in occupational therapy, including a description of the practicum, which makes note of the period in which it was carried out, the number of hours completed, the location, the clientele, and the main activities carried out;
 - 3° an official document attesting to his relevant work experience in occupational therapy with a description of the duties performed and responsibilities assumed, the type of services offered, the clientele served, and the number of hours worked;

- 4° an official document and a description of any relevant continuing education activities followed in occupational therapy during the last five years;
- 5° a true copy of his birth certificate or, failing that, a copy of his passport;
- 6° a comparative assessment of studies carried out outside Québec, issued by the body designated by the Government of Québec for any diploma obtained upon completion of these studies;
- 7° any information or document related to the factors that the Order may take into account pursuant to section 5.

Where documents submitted in support of an application for recognition of an equivalence are written in a language other than French or English, they shall be accompanied by a translation into French or English. The translation shall be certified true to the original by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or by an authorized consular or diplomatic representative.

- 7. The secretary sends the documents and information prescribed in section 6 to a committee formed by the board of directors of the Order, in accordance with paragraph 2 of section 86.0.1 of the Professional Code, for the purpose of examining applications for equivalence and deciding, as the case may be,
 - 1° to recognize a diploma or training equivalence; or
 - 2° not to recognize a diploma or training equivalence.

The committee is composed of persons other than members of the board of directors of the Order.

For the purpose of making an appropriate decision, the committee may require that the applicant undergo an assessment of proficiency, including an interview, a situation scenario, an examination, a training period or a combination of those measures.

- 8. The committee informs the person concerned in writing of its decision by sending the decision by registered mail, within 30 days of the date on which the decision was made.

Where the committee decides not to recognize the equivalence applied for, it must inform the person in writing of the programs of study leading to a diploma giving access to the permit or any complementary training, supervised clinical training sessions or examinations which if successfully completed within the allotted time would enable the person to be granted the equivalence.

- 9. The person informed of the committee's decision not to recognize the equivalence applied for may apply for a review by the board of directors of the Order.

The person must apply for a review in writing to the secretary within 30 days of receipt of the decision. The board of directors of the Order must, before making a decision regarding the application, allow the person to make submissions.

For that purpose, the secretary informs the person of the date, place and time of the meeting of the board of directors of the Order where the application will be examined, by means of a written notice sent by registered mail at least 15 days before the date set for the meeting.

A person who wishes to make submissions in person at the meeting must notify the secretary in writing at least 10 days before the date scheduled for the meeting. The person may also send written submissions to the secretary at any time before the date scheduled for the meeting.

The board of directors of the Order has 90 days from the date of receipt of the application for review to make its decision.

10. The decision of the board of directors of the Order made pursuant to section 9 is final and must be sent to the person by registered mail within 30 days of the date on which the decision was made.

DIVISION V FINAL PROVISIONS

11. This Regulation replaces the Regulation respecting the standards for diploma equivalence or training equivalence for the issue of a permit by the Ordre des ergothérapeutes du Québec.
12. This Regulation comes into force 15 days after the date of publication in the *Gazette officielle du Québec*.