

# CHECKLIST OF DOCUMENTS TO PROVIDE OR PREPARE: **DIPLOMA AND TRAINING EQUIVALENCE REVIEW APPLICATION**



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## DOCUMENTS TO PROVIDE

**For forms, documentation requirements, and details regarding each of the following documents, please refer to the website in Step 2 of the equivalence review process.**

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|  | <i>“Demande d’étude d’équivalence des diplômes et de la formation”</i> form (Diploma and Training Equivalence Review Application – in French only)   |
|  | Certified true copy of your birth certificate or photocopy of your passport  |
|  | Certified true copy of your diploma in occupational therapy  |
|  | Certified true copy of your official academic transcript pertaining to your diploma in occupational therapy<br><b>(N.B. must be directly submitted by the teaching establishment in a sealed envelope. A form is available for this purpose.)</b>  |
|  | Detailed course descriptions pertaining to your diploma in occupational therapy  |
|  | Detailed official certifications of successful completion of supervised clinical training  |
|  | If you have a Master’s in occupational therapy:<br><ul style="list-style-type: none"> <li>Certified true copy of the diploma leading to your Master’s program</li> <li>Certified true copy of official academic transcripts</li> <li>Detailed descriptions of required courses leading to your Master’s program</li> </ul>   |
|  | Certified true copy of any other diploma related to occupational therapy, as well as official transcripts and detailed course descriptions   |
|  | <i>Comparative evaluation of academic studies outside Quebec</i> , a document issued by the Ministère de l’Immigration, de la Francisation et de l’Intégration ( <a href="https://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/submitted-request/index.html">https://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/submitted-request/index.html</a> ) |
|  | Detailed official certifications for any continuing education and professional training  |
|  | Detailed official certifications of professional experience (a résumé may be included with the certifications)   |
|  | <i>Bilan de l’expérience en ergothérapie</i> (Occupational Therapy Experience Statement, a questionnaire provided by the OEQ—in French only—and available on the website)  |
|  | <i>“Authorization to Release Information (Regulatory History)”</i> duly completed by a professional order or any other regulatory body (if applicable)   |
|  | <i>“Déclaration d’une décision disciplinaire”</i> form (Declaration of a Disciplinary Decision – in French only) (if applicable)   |
|  | <i>“Déclaration d’une condamnation criminelle”</i> form (Declaration of a Criminal Conviction – in French only) (if applicable)  |
|  | <i>“Déclaration d’une décision pénale”</i> form (Declaration of a Penal decision – in French only) (if applicable)   |
|  | Proof of a working knowledge of the French language  |
|  | Payment of the fees required upon submitting the application   |

## DOCUMENTS TO PREPARE

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|  | Official proof of your right to work or study in Canada                |
|  | Document indicating the level of your knowledge of the French language |
|  | Vaccination record   |