

## GENERAL REGISTRATION AND LICENSURE INFORMATION

Registration and licensure with the SCPT is mandatory to work as a physical therapist in Saskatchewan. This is a two step process.

### The Registration Process

#### A. Determine what type of Registration category you want

There are four registration categories that you can be eligible for. These are:

1. Practicing (Independent practice)
2. Restricted (Issued when an applicant has successfully passed the written but not the clinical component of the Physiotherapy National Examination)
3. Non-practicing (Not working as a physical therapist in Saskatchewan)
4. Temporary license (Practice authorized for a specific event for a short term period during which you will be treating clients)

#### B. Determine if you are eligible for Registration

Current regulations allow for the full registration of all physical therapists that can establish they:

- a) are graduates from a Canadian university degree in physical therapy program or whose education is deemed equivalent. (Currently, the determination of equivalency is determined by the Canadian Alliance of Physiotherapy Regulators) OR
- b) have successfully passed the Physiotherapy Competency Examination OR
- c) are currently registered and in good standing with a Canadian regulatory body and have completed 1200 hours of practice anywhere in the world within the past five years

### The Licensing Process

Each person who practices physical therapy in Saskatchewan is required to have a licence.

#### A. Determine if you have the prerequisites for Licensure

Prerequisites for licensure are:

- (A) Have completed 1200 hours of physical therapy practice anywhere in the world within the five year period immediately preceding the date of application AND have
- (B) Professional liability Insurance of \$5,000,000 or more.

NOTE: A person may be exempt from the 1200 hours of physical therapy practice requirement if they:

- a) Successfully completed a physical therapy program in Canada or
- b) A re-entry program approved by the College or
- c) Successfully passed the physiotherapy national examination (PNE) within four years immediately preceding the date of application

NOTE: An applicant who has worked in the practice of physical therapy, but has not met the requirements of a minimum of 1200 hours of practice during the five years prior to application for a licence, **may** be eligible for a supervised practicing license.

## **B. Determine the type of Licensure you are Eligible for**

### **Practicing Licensure**

Eligibility for a practicing license requires applicants to meet the registration and pre-licensure requirements and:

- a) Successful completion of the Physiotherapy National Examination (both written and clinical components) or be a Quebec physical therapy university graduate OR
- b) Are registered in any Canadian province or territory and are a member in good standing and can demonstrate integration of practice competency through clinical physical therapy practice.

#### **NOTE:**

A person may be exempt from the PNE requirement if they were a qualified registered physical therapist in any jurisdiction in Canada on or before February 27, 2004 and have no current restrictions to practice or disciplinary actions pending against them and can demonstrate integration of practice competency through clinical physical therapy practice. However, successful completion of the PNE is a registration requirement for physical therapists who have previously failed the written or clinical component of the examination

NOTE: An applicant who is not a registrant in good standing may be eligible for a practicing license with conditions placed upon their license. The determination of eligibility is based on an individual case basis.

### **Restricted Licensure**

Restricted licenses may be issued to applicants who have successfully passed the qualifying written component of the Physiotherapy National Exam. ***It is strongly recommended that you are also registered to complete the clinical component at the next available sitting.***

Restricted licensees have restrictions placed upon their licenses that restrict or limit their practice of physical therapy AND obligations to include:

- a) working under the supervision of a Saskatchewan licensed physical therapist.
- b) successfully passing the clinical component of the physiotherapy competency examination within 18 months of being licensed.
- b) having Saskatchewan licensed physical therapist(s) agree to supervise the restricted licensee and to comply with guidelines, procedures and policies regarding this supervision as established by the College.

Restricted license registration will be granted, for a period specified not exceeding eighteen months. They are not renewable.

NOTE: Prior to submitting an application for a restricted license, both the restricted licensee AND the potential supervising physical therapist(s) should be aware of the obligations associated with restricted licensure.

A supervision agreement form signed by both the restricted licensee and the future supervisor(s), must be submitted at the time of application (The supervision agreement can be found on the website). A supervision agreement places restriction upon your ability to practice physical therapy to be “site” and “supervisor(s)” specific. Potential applicants should be aware that while employment is not a requirement for SCPT licensure, often, licensed physical therapists will not sign the supervision agreement, unless there is a commitment on both parties for future employment

Further information on the obligations of the supervising physical therapist can be found through SCPT’s members’ section of the website.

### **Temporary Licensure**

Temporary licenses may be issued to persons who are registered and meet the pre-licensure requirements.

Temporary licenses are issued to:

- a) Physical Therapists licenced to practice as physical therapists in another country, or province or territory of Canada and who are registrants or instructors in a continuing education course in Saskatchewan and **who will treat clients** during the continuing education course; OR
- (b) Physical therapists visiting the Province of Saskatchewan to provide physical therapy to members of any athletic or sports teams who are participating in an event in this province and reside outside the jurisdiction of the physical therapists' current licences.

NOTE: Physical Therapists who are accompanying an athlete or team from another country, province or territory and who will provide physical therapy only to that athlete or team do not require a temporary licence

### **Facts regarding Non Practicing Membership**

- You do not need professional liability insurance
- You must be in good standing with your most recent licensing body
- You are not entitled to work in Saskatchewan as a physical therapist
- You must be eligible for registration as a practicing member. This means you must meet the 1200 practice hours in the previous five years for each renewal period.
- You can easily change your membership status from "Non" to "Practicing" by sending in the fee difference, providing proof of malpractice insurance and submitting a letter of good standing from your most recent licensing board (if not Saskatchewan).

## **Documentation Checklist for Registration and Licensure**

Before you mail your application, ensure that you have enclosed:

### **For Full Practicing, Temporary and Non Practicing Registrants**

- Completed and signed application form
- Copy of your degree in physical therapy
- The appropriate license fee and processing fees
- Proof of professional liability insurance (Not required for non-practicing)
- Verification of successful completion of the Physiotherapy National Examination (written and the clinical components completed) (PCE)
- Verification of 1200 practice hours within the previous five years
- Letter of good standing from all jurisdictions in which you have worked as a physical therapist prior to submitting this application.

### **For Restricted Registrants**

- Completed and signed application form
- Copy of your degree in physical therapy
- The appropriate license fee and processing fees
- Proof of professional liability insurance
- Verification of successful completion of the written component of the Physiotherapy National Examination
- Letter of good standing from all jurisdictions in which you have worked as a physical therapist prior to submitting this application
- Completed supervision agreement signed by yourself and your potential supervising physical therapist.

## **Frequently Asked Registration Questions**

### **How long does it take the College to process an application for registration and licensure?**

There are no time requirements for the College to process applications for registration. However, the SCPT makes every effort to issue licenses within 10 business days. Delays are usually the result of incomplete applications or documentation, failure to provide the appropriate fee or the need to establish education or credentialing.

### **Pro-Rating of License Fees**

License fees are pro-rated after October 1<sup>st</sup>.

There are no reductions in license fees for other reasons such as short term employment opportunities or leave of absence situations.

In addition to a registration fee, there is an additional one time monitoring fee for issuing restricted licenses.

### **License Renewals**

Every member who holds a SCPT membership receives an annual notice of renewal from the College in January. Payment by cheque or money order must be received before March 1<sup>st</sup> in order to avoid a late fee. A late fee is applied to those applications received between March 1<sup>st</sup> and March 31<sup>st</sup>. A member must pay both the renewal and late fee by the prescribed date of March 31<sup>st</sup>, or face suspension for non-payment of fees.

### **Foreign-educated (outside of Canada) Applicants**

Foreign-educated applicants must **FIRST** apply to the Canadian Alliance of Physiotherapy Regulators for credentialing of their education and eligibility to take the Physiotherapy National Examination. The Physiotherapy National Examination consists of two components –a written and a clinical component. An applicant must first successfully pass the written component (commonly referred as the “qualifying examination or PCE) prior to being allowed to sit for the clinical component (commonly known as the Physiotherapy National Examination).

Once an applicant has successfully been credentialed and has **successfully passed the written component** of the Physiotherapy National Examination, the applicant can apply to SCPT for registration and an interim restricted license that will allow an applicant to work under specific conditions while completing the requirements for full registration. .

If you would like further information on the examination or credentialing processes, please contact The Canadian Alliance of Physiotherapy Regulators, 1243 Islington Ave., Suite 501, Etobicoke, ON, M8X 1Y9 or call (416) 234-8800.

If you are applying from outside the country or if you are unclear of your immigration status, you should contact the nearest Canadian Immigration Office. As the immigration process can take a long time, you should make your enquiries as soon as possible.

### **Can I register to take the PCE Exam later and still receive a restricted license?**

No. You must successfully pass the written component of the PCE Examination before the College can consider your application.