**Applying for a Provisional Practice Certificate of Registration**

**Forms**

For application forms visit <http://www.collegept.org/Resources> and scroll down to “How to Apply for a Provisional Practice Certificate of Registration”.

***What qualifies me for a provisional practice certificate of registration?***

* Successful completion of the written component of the Physiotherapy Competency Exam (PCE)
* Registered to take the next available sitting of the clinical component of the PCE
* Must not have previously failed the clinical component of the PCE
* You can apply before you have an offer of employment and/or before identifying a practice supervisor

***You will need your Alliance Candidate number to complete the application forms. Where do I find this number?***

It is contained in the written PCE results letter.

**Liability Insurance**

* Physiotherapy residents require professional practice liability insurance before beginning to provide patient care
* Requirements for professional liability insurance are the same for both provisional and independent practice
* For more information, visit the College website resources: [Professional Liability Insurance](http://www.collegept.org/Assets/website/registrants%27guideenglish/information%20bulletins/IBProfessionalLiabilityInsurance.pdf)

**Information you need from your employer if you have pending employment:** This information is asked on page 7 of the Provisional Practice Certificate of Registration Application Form.

* Start date
* Will I be working with PTAs?
* Will I provide care to patients covered by WSIB or receiving public funding (OHIP)?

**Practice Supervisors**

* You can have multiple practice supervisors, however the physiotherapy resident and supervisor(s) do not need to work at the same employment site as long as adequate supervision can be demonstrated
* You can retrieve your practice supervisors information on the [Public Register](http://publicregister.collegept.org/PublicServices/Start.aspx)

***What situations would you want multiple practice supervisors?***

1. If you work at multiple employment sites, some practice supervisors prefer to supervise onsite
2. Vacation and holiday time can limit a supervisors ability to adequately supervise at all times
3. If a provisional practice physiotherapist is interested in rostering for a particular activity, their practice supervisor must also be rostered in that same activity

**Fees**

* Processing: $100
* Issuing a provisional practice certificate: $75
* 2 separate cheques or money orders OR credit card payment
* Cheques/money orders payable to “College of Physiotherapists of Ontario”
* There is a $50 fee for a declined credit card or returned cheque

***When can I start practicing?***

Once the College sends an email confirming that:

* You have been granted a provisional practice certificate of registration
* Your practice supervisor has submitted a practice supervision agreement to the College
(your practice supervisor will receive confirmation)

**Tip:**Check the [Public Register](http://publicregister.collegept.org/PublicServices/Start.aspx) to confirm all information is included and correct before commencing patient care.

***How long does it take to get your Provisional Practice certificate?***

It can take up to 15 business days from the date the College receives your application. If more information is required, it could take longer. So be sure to do it well in advance of needing to start work.

***How/when to make changes to my contact or employment information***

* Online at <https://epartner.collegept.org/MemberServices/Login.aspx>
* Within 30 days of the change

***What if my practice Supervisor is no longer able to supervise me?***

* Notify the College by email (this ensures written documentation of the change)
* Stop practicing until the College approves a new supervisor (no set timeline for the College to complete approval of a new supervisor)

***What documents count as proof that I have received my degree?***

* Copy of diploma (no need to notarize)
* Notice from the school with a list of successful graduates containing your name (will eventually need to submit a copy of your diploma)

**Practice Supervisors**

* Need to submit practice supervision agreement to the College before they can supervise

(Preference is submission by the practice supervisor as submission by a resident requires a confirmation email from the practice supervisor)

* Cannot supervise more than 3 Physiotherapy Residents at one time
* Have held an Independent Practice certificate of registration in Ontario for the last 3 years
* Have no relation or close association with the physiotherapy resident
* Cannot be the subject of an investigation, have a history of practice concerns or be involved in a remedial program with the College

***How to submit you application?***

Email, fax, regular mail, or in person

***Can I fast track or expedite my application to start employment early?***

In fairness to all applicants, the College does not offer a fast track or expedited application process.

***Can a physiotherapy resident roster for authorized activities?***

Yes, but your practice supervisor needs to be rostered to perform the same authorized activity. Visit <http://collegept.org/physiotherapists/rostering> for more information.

**Reminders**

* If you are not already, you will start receiving the College’s monthly e-newsletter Perspectives.
Be sure to open it each month to find out what is new and what has changed.
* Connect with us:
* Once you are able to provide patient care under a provisional practice certificate, you are obligated to abide by all the standards describing the expectations for professional practice of physiotherapists. Visit <http://www.collegept.org/Standards/English> and <https://www.youtube.com/watch?v=M-AP5RZI2HU> for more information.
* Review in detail:
	+ Fees, Billing and Accounts Standard <http://collegept.org/Standards/FeesBillingAndAccounts>
	+ Physiotherapy Assistants Standard <http://www.collegept.org/Standards/PTAs>
* Introduce yourself as a “Physiotherapy Resident” to patients.