



Step-by-step Process for Internationally-qualified Practitioners

April 2019

		Action by applicants Please note carefully where various documentation is to be submitted to avoid delay in processing.	Action by administrators
Stage 1 Desktop Application	Step 1	Complete the Stage 1 Application for Desktop Assessment and return to OTC with all required documentation, and applicable fee. All forms and explanatory notes are available in the "forms" section of the OTC website at www.otcouncil.com.au	
	Step 2		Assessment will be undertaken by OTC. Email communication will be commenced if additional information or documentation is required. An application may take approximately two weeks to assess, provided all required documents have been received. Upon successful completion of the Stage 1 Desktop Assessment, the OTC will issue a formal acknowledged letter to the applicant. This will be mailed to the applicant.
	Step 3	A certified copy of Stage 1 Desktop Assessment will be required for registration and/or migration purposes.	

Legend

OTC – Occupational Therapy Council of Australia Ltd

OTBA – Occupational Therapy Board of Australia

AHPRA – Australian Health Practitioner Regulation Agency

		Action by applicants	Action by administrators
Stage 2 Supervision Agreement	Step 4	<p>4.1. SUBMIT OTBA SUPERVISION AGREEMENT TO OTC: Upon being offered a position in Australia, the practitioner will provide to the OTC the OTBA Supervision Agreement with the CV of the supervisor.</p> <p>The OTBA Supervision Agreement is available on www.occupationaltherapyboard.gov.au and is also available in the “forms” section of www.otcouncil.com.au</p> <p>The supervisor’ CV should accompany this document. Failure to comply with this will delay your registration.</p> <p>These documents can be forwarded to the OTC via email at admin@otcouncil.com.au. Please ensure the supervision agreement is signed by all parties.</p> <p>4.2. SUBMIT LIMITED REGISTRATION APPLICATION TO OTBA/AHPRA (WA OFFICE) At the same time the practitioner can submit a Limited Registration Application with required documents and certified copy of the OTC Stage 1 assessment letter to AHPRA WA office.</p> <p>Limited Registration Application form is available on the OTBA/AHPRA website www.occupationaltherapyboard.gov.au</p> <p>It is your responsibility to understand all the registration requirements of OTBA/AHPRA.</p>	<p>Assessment by the OTC of this supervision agreement may take approximately two weeks.</p> <p>May take up to six weeks to obtain confirmation Limited registration has been granted once all documentation has been provided and approval of OTBA Supervision Agreement has been given.</p>
	Step 5		<p>The OTC will forward the OTBA Supervision Agreement to OTBA/AHPRA for approval of supervisor.</p> <p>OTBA/AHPRA to advise OTC of approval.</p>
	Step 6	<p>The period of supervised practice CANNOT COMMENCE until the OTBA Supervision Agreement has been approved and Limited registration has been granted.</p>	<p>Upon receipt of approval of supervisor from the OTBA/AHPRA, the OTC will confirm the OTBA Supervision Agreement details in writing to the practitioner, with a copy to OTBA/AHPRA.</p>
	Step 7	<p>Once Limited registration has been granted, the practitioner can commence the period of supervised practice in accordance with the approved OTBA Supervision Agreement and conditions placed on registration.</p>	<p>OTBA/AHPRA to advise the OTC and the practitioner in writing that the practitioner has been granted Limited registration.</p>

Stage 2 Period of Supervised Practice	Step 8	<p>8.1 SUBMIT OTC STAGE 2 APPLICATION WITH SUPERVISED PRACTICE PLAN:</p> <p>Within two weeks of commencing employment in line with the OTBA Supervision Agreement, the practitioner and supervisor must prepare and submit to the OTC the OTC Stage 2 application and supporting documentation including a supervised practice plan. Guidelines, examples and templates to assist in the preparation of the supervised practice plan are available in the “forms” section of www.otcouncil.com.au</p> <p>This plan must demonstrate competencies which meet the “Australian occupational therapy competency standards 2018”</p> <p>https://www.occupationaltherapyboard.gov.au/Codes-Guidelines/Competencies.aspx</p> <p>The plan must also encompass the requirements of the practitioner’s job description, cultural awareness, demonstrate direct observation by the supervisor will be undertaken during the practitioner’s assessment and treatment of clients in accordance with the supervision requirements outlined in the OTC Stage 2 guidelines for supervised practice available in the “forms section of the OTC website www.otcouncil.com.au</p> <p>The plan must also demonstrate the OTTP.</p> <p>8.2 SUBMIT PAYMENT FOR STAGE 2:</p> <p>Payment for Stage 2 is to accompany the OTC Stage 2 application for supervised practice.</p> <p>8.3 SUBMIT APPENDIX 5 - ORIENTATION TO THE AUSTRALIAN HEALTHCARE SYSTEM FORM TO OTBA/AHPRA AND TO OTC WITH STAGE 2 APPLICATION</p> <p>Evidence of orientation to the Australian healthcare system is to be provided at this time directly to AHPRA and should accompany your OTC Stage 2 application.</p> <p>Appendix 5 - Orientation to the Australian Healthcare System is available on the AHPRA website at www.occupationaltherapyboard.gov.au</p> <p>An example of the OTC Stage 2 supervised practice plan can be found in the “forms’ section of the OTC website at www.otcouncil.com.au</p>	<p>Upon receipt of the OTC Stage 2 application for supervised practice, the OTC will make an initial assessment to ensure all documents have been received.</p> <p>When a complete application is received, this will be forwarded to the OTC OQAC assessors for assessment and approval.</p> <p>This process should take approximately three weeks.</p>
	Step 9		<p>OTC will review and approve the OTC Supervised Practice Plan and communicate with the practitioner via email if further clarification is required.</p>
	Step 10		<p>The practitioner will receive confirmation from the OTC once the Supervised Practice Plan has</p>

			been approved by the OTC. Confirmation may take up to three weeks .
	Step 11		A copy of this confirmation will be forwarded to OTBA/AHPRA.
	Step 12	<p>SUBMIT TO THE OTC A PROGRESS REPORT AND SUPERVISION LOG:</p> <p>At the midway point of the period of supervised practice, OTC Stage 2 Template PROGRESS and FINAL report must be prepared by the practitioner and supervisor and forwarded along with the OTC Stage 2 Template supervision log to the OTC. Templates of these documents are available in the “forms” section of the OTC website at www.otcouncil.com.au</p>	<p>This document to be forwarded to the OTC professional adviser and, preferably, the same assessor who reviewed the initial Stage 2 application.</p> <p>Feedback is provided to the EO who communicates with the internationally-qualified practitioner.</p>
	Step 13	<p>SUBMIT FINAL REPORT TO OTC:</p> <p>At the conclusion of the period of supervised practice, the practitioner will forward to the OTC:</p> <p>OTC Stage 2 final report OTBA final supervisor’s report</p> <p>And, if required, following feedback from the assessment of the midway progress report:</p> <p>OTC Stage 2 supervision log (updated from the progress report). OTC Stage 2 updated self-reflection.</p> <p>These documents, once signed by both parties, should be emailed to the OTC at admin@otcouncil.com.au</p> <p>These documents are available in the “forms” section of the OTC website at www.otcouncil.com.au</p>	<p>These final documents will be forwarded to for assessment and approval.</p> <p>Assessment of final documentation may take up to three weeks.</p> <p>If clarification is required, the process may be delayed.</p> <p>If additional information is required, the OTC will communicate with the practitioner via email or telephone.</p>
	Step 14		Once the OTC has confirmed the practitioner is deemed competent to practise independently, a Certificate of Practical Completion will be issued.
	Step 15	<p>APPLY FOR GENERAL REGISTRATION WITH OTBA/AHPRA:</p> <p>The practitioner should contact OTBA/AHPRA to establish the process leading to their General registration.</p> <p>The practitioner will need to forward a certified copy of the Certificate of Practical Completion to OTBA/AHPRA to accompany the relevant documentation to gain General registration.</p>	OTC to advise OTBA/AHPRA of certificate number and provide a copy of the OTBA supervisor’s final report.