**Frequently Asked Questions
for Provisional Practice Applicants**

1. I am a new graduate and I want to register as a physiotherapy resident.
How do I apply to the College?

First you must successfully complete the written portion of the Physiotherapy Competency Examination (PCE) and be registered to attempt the next available session of the PCE clinical exam. This exam is administered by the [Canadian Alliance of Physiotherapy Regulators](http://www.alliancept.org/). Then you can [apply to the College](https://www.collegept.org/applicants/applying/1---PPC_CompletedWritten) for your Provisional Practice certificate of registration.

1. When does my Provisional Practice certificate expire?

A Provisional Practice certificate of registration is valid for 12 weeks from the date that you take the clinical component of the PCE exam. You can work as long as your certificate of registration is valid. If you forget the date that your certificate will expire, [log in to the College portal](https://epartner.collegept.org/MemberServices/Login.aspx) or check the [public register](http://publicregister.collegept.org/PublicServices/Start.aspx). The College will send you a reminder email a couple of weeks before your certificate expires.

1. Do I need to have an offer of employment pending?

No you can apply for a Provisional Practice certificate of registration even if you have no offer of employment pending.

1. Can I submit an application for a Provisional Practice certificate of registration even if I have no practice supervisor?

Yes. You can apply for a Provisional Practice certificate of registration even if you have no practice supervisor identified. You will not be able to deliver patient care and your certificate of registration will have a restriction on it which will identify that you cannot deliver patient care.

1. What happens if I find out that I failed the clinical exam? Should I stop practicing immediately?

You can keep practising as a physiotherapy resident until your Provisional Practice certificate expires. This will allow you enough time to transfer your patients to other physiotherapists or prepare them for discharge.

1. How much does it cost to apply for a Provisional Practice certificate of registration?

There is an application fee of $100 CAD, which is taken at the time you apply. There is an additional fee of $75, which is taken once your application has been processed.

1. Does my practice supervisor have to have three years of experience as a physiotherapist in Ontario?

Yes. As of April 2017, your practice supervisor must currently hold an independent practice certificate of registration and have held the independent practice certificate of registration for the last three years in Ontario. You can learn more about the supervision process [here](https://www.collegept.org/members/PTaccountabilities/supervision-overview).

1. Do I need to submit my application in person?

You can submit your application by email, fax, regular mail, or in person.

1. How long will it take to approve my application?

Our processing time for all applications is fifteen business days. This includes a review of the application to ensure you meet all the requirements. This part of the review could take longer if your application is incomplete. Also, if there are concerns about your application, you may be referred to the Registration Committee for another review. This process can take up to 60 days. In fairness to all applicants, there is no fast track or expedited application process.

***Note:*** An incomplete application will delay the processing times.

1. What should I do if I need to change my supervisor?

Email the College at registration@collegept.org giving the name, certificate of registration number, and the email of your proposed supervisor. The Registration team will review the proposed supervisor to ensure that they meet the requirements. If the supervisor is approved, we will email them and ask them to sign a [Practice Supervision Agreement](http://www.collegept.org/Assets/Website/registration/4-Supervision_Agreement.docx). Once they email us back the signed agreement, we will send you an email approving your request. This process can take up to 10 business days.

If your proposed supervisor is not approved, the College will send you an email asking you to find a new proposed supervisor.

***Remember:*** You are not permitted to practice until your supervisor is approved.

1. Can a Physiotherapist Resident roster for Authorized Activities?

Yes, you can roster for any authorized activity that you were educated to perform, as long as:

* Your education included a theoretical component (learning, for example, about risks, contraindications)
* Your education included a practical component (such as practice on other course participants)
* Your education included an evaluation component of your knowledge (theory)
and skills (practice).
* Your practice supervisor is rostered to perform the same activities.

**Frequently Asked Questions for People Applying for a Second Provisional Practice Certificate**

1. I was unable to take the clinical component of the PCE exam because of illness or a death in my family. Can the College extend my Provisional Practice certificate?

No. You must apply for a new certificate of registration. It is the same process as when you applied the first time. You will have to show proof that you were not able to take the exam because:

* you were ill or
* a family member was ill or
* a family member died.
1. I am applying to the [Canadian Alliance of Physiotherapy Regulators](http://www.alliancept.org/) for reconsideration of my exam results. If approved, what should be my next steps to keep my Provisional Practice certificate?

If the Alliance approves your application, you should apply for a second Provisional Practice certificate. This certificate’s expiry will be based on the next clinical exam you are registered for.

***Note:*** If your current certificate of registration expires while the CAPR is still reviewing your application, you cannot practice until you have a new certificate of registration.

1. How much will it cost to get a second Provisional Practice certificate?

The cost is the same as the first time. The application fee of $100 CAD is taken when the College receives your application. If you are approved for a second certificate of registration, a fee of
$75 CAD is taken before the certificate is issued.