

PROFESSIONAL BOARD FOR OCCUPATIONAL THERAPY, MEDICAL ORTHOTICS AND PROSTHETICS AND ARTS THERAPY

RESTORATION OF NAME TO THE REGISTER

(Removal based on a formal request for removal of name from the register or due to non-payment of annual fees)

A. Restoration after Removal or Suspension of name from the register for a period of three years or less

If a practitioner's name was removed from the register or his or her registration suspended for a period of three years or less – irrespective of whether he or she practised or not - the restoration application will be dealt with administratively subject to submission of the following:

- Completion of required restoration form (Form 18)
- Payment of the applicable fees and any other outstanding fees

The Board reserves the right to institute disciplinary action against practitioners who had practised their profession in South Africa without being registered.

B. Restoration after Removal or Suspension of name from the register for a period of more than three years – (Practising)

If a practitioner's name was removed from the register or his or her registration suspended for a period of more than three years and he or she **was practising the profession** (within or outside South Africa) his or her name will be restored without further requirements subject to receipt of the following:

- Completion of required restoration forms (Form 18 and Form 18 A OCP)
- Payment of the applicable fees and any other outstanding fees
- A summary of activities during the period of erasure
- Information regarding employment issued by the relevant employers. Evidence regarding experience and appointments held must specify the exact nature and extent of work performed and the periods during which the appointments were held
- A summary of CPD activities completed during the period of erasure as per the Continuing Professional Development policy of Council
- Original documentary evidence of undergraduate and / or postgraduate studies since erasure of name from the register (if applicable).
- If the applicant was registered outside South Africa since erasure of his/her name from the register, an original Certificate of Status (Certificate of Good Standing), issued by the foreign registration authority within the preceding three months.

C. Restoration after Removal or Suspension of name from the register for a period of more than three years – (Non-practising)

If a practitioner's name was removed from the register or his or her registration suspended for a period of more than three years and he or she **was not practising** the following procedure would apply:

- Completion of the required application forms (Form 18 and Form 18 A OCP)
- Payment of restoration fees

- Apply to the Board as per the guidelines in Form 18 B OCP for approval of the supervising practitioner by completing and submitting Form 18 C OCP
- Once the Education subcommittee had granted approval of the supervising practitioner the period of supervised practice could commence
- The practitioner would be restored in the category supervised practice for a period of at least six months (Equivalent to at least 1000 hours)
- Submission of a report by the supervisor upon completion of period of supervised practice – Form 18 D OCP Supervisory Report
- If the standard of the report is not accepted by the Board a portfolio should be compiled as per Form 18 E OCP Portfolio Guidelines
- Submission of the portfolio by the supervising practitioner as per Form 18 F OCP Portfolio Submission Form.

Upon receipt of a positive supervisory report or portfolio by the supervisor to the satisfaction of the Education Subcommittee, his or her name will be restored to the category of registration that applied prior to the erasure of his or her name from the register.

D. Restoration of Names of Assistants and Technicians

Separate guidelines apply in the case of the restoration of names of assistants and technicians in view of the fact that they are only entitled to practise under supervision.

E. Erroneous registration, fraud, disciplinary action or impairment

Procedures in these guidelines do not include information relating to erasure due to erroneous registration, registration through fraud, disciplinary action or impairment.

F. Notes:

“Supervised practice” implies that the applicant is not allowed to practise independently or privately in his or her own practice. Such practitioner is neither allowed to act as a locum.

Successful completion of an examination will no longer apply.

Portfolio Marking Guide