



Occupational Therapy  
Board of New Zealand

TE PŌHĀRI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

# Guidelines: recertification programme

This document provides the legal and regulatory framework under which the recertification programme was formed. It also provides a guide to shown who the programme applies to.

22-28 Willeston Street, 6011  
P O Box 9644, Marion Square  
Wellington 6141, New Zealand

**T:** +64 4918 4740  
**E:** [enquiries@otboard.org.nz](mailto:enquiries@otboard.org.nz)  
**W:** [otboard.org.nz](http://otboard.org.nz)

*August 2020*

## *Contents*

- Introduction
- Legal and regulatory framework of the recertification programme
- A guide for recent and non-recent New Zealand graduates registering for the first time in New Zealand
- A guide for overseas trained, returning to practice and restoration to the register
- A guide for supervisors
- A guide for employers

## *Introduction*

### *Background*

Current law covering the practice of occupational therapy in New Zealand is the [Health Practitioners Competence Assurance Act 2003 \(HPCAA\)](#).

The principal purpose of the (HPCA) Act is to protect the health and safety of the public by providing the tools to ensure that health practitioners are competent and fit to practise their profession (section 3(1)).

The Board has a number of functions as a responsible authority, under the (HPCA) Act in respect to occupational therapists and the Act's principal objective.

These functions are set out in section 118 of the Act.

The purpose of section 118(e) is to recognise, accredit, and set programmes to ensure the ongoing competence of occupational therapists as health practitioners under the Act.

The purpose of section 41 of the HPCA Act, is to ensure that registered occupational therapists (as health practitioners under the Act) are competent to practice within their scope of practice. Hence the Board may set or recognise recertification programmes for registered occupational therapists.

This document describes the Occupational Therapy Board of New Zealand's (The Board) current Recertification Programme. The first part of the document provides the legal

and regulatory framework that the programme has been formed under. The second part provides a guide to understanding how the programme applies to certain practitioners.

### *The purpose of the recertification programme*

The recertification programme is distinct from, and additional to, the Board's practising certificate renewal process (commonly referred to by occupational therapists as recertification) and to the ePortfolio requirements for occupational therapists.

The recertification programme applies to new occupational therapy registrants, those returning to practice after a break, and those applying to be restored to the register.

The recertification programme is intended to:

- a. Ensure new occupational therapy registrants commence practice with sufficient support, not only for the practitioner's benefit but also for the protection of the public.
- b. Provide the Board with an assurance of competence before the practitioner practises independently.

In September 2019, the Board commenced consultation with relevant stakeholders on the proposed recertification programme. Consultation took place with all

practitioners on the Board's register and with the Occupational Therapy Board of Australia.

At its 10 December 2019 meeting, having considered the submissions it had received on the proposal, the Board resolved to approve the recertification programme.

The Board was satisfied that the recertification programme would protect the health and safety of members of the public by providing for mechanisms to ensure that all registered occupational therapists remain competent and fit to practice the profession in New Zealand, even if they are new graduates, overseas qualified, returning to practice, or restored to the register.

### *Who the recertification programme applies to*

The recertification programme applies to:

a. All new occupational therapy registrants under the HPCA Act, including:

- recent and non-recent New Zealand graduates registering as an occupational therapist under the Act for the first time in New Zealand.
- all overseas trained occupational therapy practitioners registering as an occupational therapist under the Act for the first time in New Zealand regardless of their pathway to Aotearoa New Zealand registration under the Act.
- any other occupational therapy practitioner registering as an occupational therapist under the Act in New Zealand for the first time. For example, this may include an occupational therapist who trained as an occupational therapist in New Zealand but moved overseas immediately after training without registering as an occupational therapist under the Act in New Zealand.

b. Occupational therapy practitioners who have retained registration as an occupational therapist under the Act in New Zealand but are applying for a practising certificate for the first time after more than three years since last holding a practising certificate under the Act.

c. Occupational therapy practitioners who, under section 145 of the Act, have been restored to the register of

occupational therapists maintained by the Board under section 136 of the Act.

The recertification programme does not apply to those occupational therapists seeking reciprocal registration in New Zealand under the Trans-Tasman Mutual Recognition Act 1997.

### *The requirements of the recertification programme – recent and non-recent New Zealand occupational therapy graduates*

Recent and non-recent New Zealand occupational therapy graduates, who have not previously been registered as occupational therapists under the HPCA Act, must complete the Te Rito online bicultural course offered by the Board.

Recent and non-recent New Zealand occupational therapy graduates, who have not previously been registered as occupational therapists under the Act, are required by the recertification programme to undergo weekly supervision in the manner specified in this notice for the first 12 months of practice after registration as a registered occupational therapist under the Act.

After six months of practice, the supervisor of the recent or non-recent New Zealand occupational therapy graduate may notify the Board that he or she has sufficient confidence in the practice of the recent or non-recent New Zealand occupational therapy graduate, whom he or she is supervising, and qualifies for the Board's decision on whether the practitioner can complete the recertification programme before expiration of the 12-month supervision requirement. This early completion option is only available for recent and non-recent New Zealand graduates, who have not previously been registered as occupational therapists under the Act and who have completed the Te Rito online bicultural course offered by the Board.

The Board may set further requirements for the recertification programme from time to time in respect of an individual occupational therapist. When the Board sets any further general requirements for the recertification programme, it will replace this notice

with an updated notice setting out those further requirements.

### ***The requirements of the recertification programme – Overseas trained occupational therapists and occupational therapists returning to practice and those being restored to the register***

All other categories of occupational therapists must complete the Te Rito online bicultural course offered by the Board.

All other categories of occupational therapists, who are subject to the recertification programme, must undergo fortnightly supervision in the manner specified in this notice for the first six months of practice after registration as a registered occupational therapist under the HPCA Act.

The Board may set further requirements for the recertification programme from time to time and, when it does so, will replace this notice with an updated notice setting out those further requirements.

### ***The supervisor required for the recertification programme***

The supervisor required for the recertification programme must be an New Zealand registered occupational therapist, holding a current practising certificate and with no conditions or recertification programme on their own scope of practice.

An occupational therapist carrying out the requirements of the recertification programme will not be able to act as a supervisor, ePortfolio supervisor or act as a third party for the purposes of occupational therapists making practising certificate applications.

Supervisors and supervisees must review the *Supervision Requirements for Occupational Therapists* document for more information about the Board's expectations for supervision, such as supervision logs and supervision agreements. The Board will produce material to support supervisors.

### ***End of recertification programme – all registrant types***

At the end of the required supervision period, the occupational therapist subject to the recertification programme, will need to submit the following documentation to the Board. This will confirm successful completion of the recertification programme:

- *Completion of Recertification Programme* form
- Supervisor's report
- Supervision log

The documents required to be submitted by the occupational therapist on the recertification programme, will be reviewed by the Board, and the occupational therapist subject to the recertification programme will be advised if the recertification programme has been satisfactorily completed within 20 working days of submissions of the required documentation.

To assist occupational therapists subject to the recertification programme, the Board will send:

- a reminder to the occupational therapist subject to the recertification programme six weeks prior to the expected completion date; and, if necessary (because no response has been received)
- a second reminder to the occupational therapist subject to the recertification programme four weeks after the expected completion date.

### ***Unsatisfactory results of the recertification programme***

The Board may find that the recertification programme has not been completed to the Board's satisfaction in circumstances which may include, but are not limited to:

- Situations of non-compliance by the occupational therapist subject to the recertification programme with supervision requirements.
- Failure by the occupational therapist subject to the recertification programme to maintain a supervision log.
- Identification, by the supervisor of the occupational therapist subject to the

recertification programme, of concerns related to the practitioner's practice that, in the supervisor's opinion, cannot be addressed through the recertification programme process.

- Failure by the occupational therapist subject to the recertification programme to submit the *Completion of Recertification Programme form* and accompanying documents within the specified timeframe.
- Failure by the occupational therapist subject to the recertification programme to complete the Te Rito online bicultural course offered by the Board.

Under section 43 of the HPCA Act, if an occupational therapist does not satisfy the requirements of a recertification programme, the Board may make either of the following orders:

a. That the practitioner's scope of practice be altered by:

- changing any health services that the practitioner is permitted to perform; or
- including any condition or conditions that the authority considers appropriate.

b. That the practitioner's registration be suspended.

If the Board proposes to make an order under 43(1) of the Act, the Board will provide the occupational therapist a notice stating:

- why the Board proposes to make the order; and
- that the practitioner has a reasonable opportunity to make written submissions and to be heard on the matter, either personally or by a representative.

The Board may also name the practitioner who is made subject to an order under section 43(1) of the Act (section 157 of the Act).



# Information for practitioners

## Recertification Programme - Induction and orientation for graduates

Recent and non-recent New Zealand graduates registering for the first time in New Zealand.

### Is this you?

If you are a new graduate or have not yet registered sometime after your graduation this section applies to you.

### What is it?

This recertification programme is a requirement by the Board for you to complete a period of induction and orientation to support you as you start your practice for the first time. The programme has been set by the Board using sections 118(e), 41 and 43 of the HPCA Act.

The programme is made up of two parts:

1. supervision
2. bicultural competence

### What it's not

It is not the induction and orientation programme that your employer will arrange for you. Your employer's induction and orientation will be about your work place and organisation's systems and processes.

### Why do I need to do it?

It is a requirement set by the Board to support you during the early stages of your practice. It is also about keeping you safe and provides reassurance to the public that at the start of your practice you are supported.

It also supports your understanding and application of the [Competencies for Registration and Continuing Practice and Code of Ethics](#).

### How long does it take?

The programme can take six to twelve months to complete.

## What do I need to do?

### Supervision

First thing is to find a supervisor who will support you as you start to practice for the first time. This is an important relationship for you so you need to choose carefully. The supervisor maybe someone you continue with after you have completed the programme.

Remember all practitioners must have a supervisor throughout their career.

### Who can be your supervisor?

Your supervisor:

- must be an occupational therapist who has a current practising certificate
- has no conditions on their practice
- is not on a recertification programme.

### Will I have to pay for supervision?

In most cases, yes you will have to pay for your supervision. Sometimes your employer may pay, and if you're in a large organisation you might be part of group supervision.

### What do my supervisor and I need to do?

Supervision is an important part of practising as an occupational therapist. The term supervision is applied in lots of different places which can be confusing. We have produced a document which covers all aspects of supervision, which is available on our website.

Supervision for you will involve the following:

- Understand your recertification programme policy which is described in the opening pages of this guide.
- Have a supervision agreement with your supervisor. A sample supervision agreement is available on our website
- Use a supervision log to record your supervision meetings. An example supervision log can be downloaded from our website.
- You will need to meet weekly for the length of the programme.
- To get the best out of your supervision, you should meet face-to-face. However, this is not always possible so using phone, Skype or Zoom is an option.
- Completion of the supervisor report at the end of your recertification programme.
- Discussion and explanation of the *Competencies for Registration and Continuing Practice*
- Education and orientation to the context of practice in New Zealand. This should include:
  - Health and disability systems and funding models
  - Legislative environment

- ACC
- Te Tiriti o Waitangi

- Support to complete the Te Rito online bicultural competency course and/or other appropriate formal Te Tiriti o Waitangi training and education opportunities.
- Explain and assist how you can meet the expectations of the ePortfolio. This includes:
  - acting as your ePortfolio supervisor
  - making the required ePortfolio supervisor statements within the first six months of practice
  - support reflective self-assessments which focus on competence
  - advice and monitoring of the content, goals, developmental activities and reflection to ensure they are appropriate for your experience and practice setting
  - support you if you have an audit of your ePortfolio.
- Provide advice and support so you can meet any additional requirements described in your registration letter.
- Monitor professional development and competence over the period of mandated supervision (six or twelve months).
- Challenge and extend you to ensure there is a progression of competence over time.
- Advise and facilitate additional supervision if your requirements cannot be met.
- Provide ethical supervision that is supportive, culturally appropriate and mindful of the power differentials inherent in supervisory relationships.
- Seek advice from us if concerned about your competence.

### **Bicultural practice**

You have free access to Te Rito, an online bicultural competency eLearning platform made up of 14 modules. You will need to gain access by emailing [terito@otboard.org.nz](mailto:terito@otboard.org.nz).

You can work through the modules at your own pace. To get the best out of the programme, we suggest you discuss it with your supervisor and colleagues. Cementing your understanding by applying it in practice is of course the best way to develop your competence in this area. If you have completed Te Rito previously then you do not have to repeat the modules as part of this programme.

### **How do I complete the programme?**

Remember you can complete the programme between six to 12 months. Your supervisor will confirm with you if they are happy for you to complete the programme in six months. Some people take longer to feel competent in their practice, and of course this may be affected by the area of your practice.

### **What information will I need to provide?**

When you finish the programme you will need to send us the following:

- application for completion of the programme
- your supervision log – signed and dated
- your certificate of completion of the Te Rito modules.

### **What happens if I don't complete the programme?**

The Board will hold a register of practitioners on the programme. This will allow us to monitor your progress and expected completion time. We will contact you to discover the reasons for your inability to complete the programme.

If we have serious concerns about your inability to complete the programme, we can take any of the following actions:

- change the scope of your practice
- place a condition or conditions on your scope of practice
- suspend your registration.

Before we take any of these measures, we will contact you and you will be able to say why the actions should not be taken.

## *Recertification Programme - Induction and orientation for overseas-trained occupational therapists, occupational therapists returning to practice and those being restored to the register*

### **Is this you?**

If you are an overseas trained practitioner, or returning to practice after a period of more than 3 years away. Or are being restored to the register after being removed, then this section applies to you.

### **What is it?**

This recertification programme is a requirement by the Board for you to complete a period of induction and orientation to support you as you start your practice for the first time. The programme has been set by the Board using sections 118(e), 41 and 43 of the Health Practitioners Competence Assurance Act. The programme is made up of two parts:

- supervision
- bicultural competence

### **What it's not**

It is not the induction and orientation programme that your employer will arrange for you. Your employer's induction and orientation will be about your work place and organisations systems and process.

### **Why do I need to do it?**

It is a requirement set by the Board to support you during the early stages of your new, or returning practice in Aotearoa New Zealand. It is also about keeping you safe and provides reassurance to the public that you are supported.

It also supports your understanding and application of the [Competencies for Registration](#) and [Continuing Practice, Code of Ethics](#) and the bicultural nature of Aotearoa New Zealand.

### **How long does it take?**

The programme can take six months to complete.

## **What do I need to do?**

### **Supervision**

First thing is to find a supervisor who will support you as you start to practice in New Zealand for the first time. This is an important relationship for you so you need to choose carefully. The supervisor maybe someone you continue with after you have completed the programme. Remember all practitioners must have a supervisor throughout their career.

### **Who can be my supervisor?**

Your supervisor:

- Must be an occupational therapist who has a current practising certificate
- has no conditions on their practice
- is not on a recertification programme.

### **Will I have to pay for supervision?**

In most cases yes you will have to pay for your supervision. Sometimes your employer may pay, and if you're in a large organisation you might be part of group supervision.

### **What do I and my supervisor need to do?**

Supervision is an important part of practising as an occupational therapist. The term supervision is applied in lots of different places which can be confusing. [We have produced a document](#) which covers all aspects of supervision which is available on our website.

Supervision for you will involve the following:

- Understand your recertification programme – Induction and orientation policy which is described in the opening pages of this guide.
- Have a supervision agreement with your supervisor. An [example supervision](#) is available on our website.
- Use a supervision log to record your supervision meetings.
- You will need to meet fortnightly for the length of the programme.
- To get the best out of your supervision you should meet face-to-face. However, this is not always possible so using phone, skype or zoom is an



- option.
- Completion of the supervisor report at the end of your recertification programme.
- Discussion and explanation of the [Competencies for Registration and Continuing Practice](#).
- Education and orientation to the context of practice in Aotearoa New Zealand. This should include:
  - Health and disability systems and funding models
  - Legislative environment
  - ACC
  - Te Tiriti o Waitangi
- Support to complete the Te Rito online bicultural competency course and/or other appropriate formal Te Tiriti o Waitangi training and education opportunities;
- Explain and assist meeting the expectations of your ePortfolio. This includes:
  - Acting as your ePortfolio supervisor;
  - Making the required ePortfolio supervisor statements within the first six months of practice;
  - Support reflective self-assessments which focus on competence
  - Advice and monitoring of the content, goals, developmental activities and reflection to ensure they are appropriate for your experience and practice setting
  - Support you if you have an audit of your ePortfolio
- Provide advice and support so you can meet any additional requirements described in your registration letter.
- Monitor professional development and competence over the period of mandated supervision (six months).
- Challenge and extend you to ensure there is a progression of competence over time.
- Advise and facilitate additional supervision if your requirements cannot be met.
- Provide ethical supervision that is supportive, culturally appropriate and mindful of the power differentials inherent in supervisory relationships.
- Seek advice from us if concerned about your competence.

### **Bicultural practice**

You have free access to Te Rito. Te Rito is an on-line bicultural competency eLearning platform made up of 14

modules. You will need to gain access by emailing [terito@otboard.org.nz](mailto:terito@otboard.org.nz). You can work through the modules at your own pace. To get the best out of the programme we suggest you discuss it with your supervisor and colleagues. Cementing your understanding by applying it in practice is of course the best way to develop your competence in this area.

New Zealand has a unique indigenous Māori population which is protected by the Te Tiriti o Waitangi (Treaty of Waitangi). There is a requirement for practitioners to be competent in bicultural practice.

If you have completed Te Rito previously then you do not have to repeat the modules as part of this programme.

### **How do I complete the programme?**

You will complete the programme at 6 months. Your supervisor will confirm with you if they are happy for you to complete the programme in 6 months.

What information will I need to provide?

When you finish the programme you will need to send us the following:

- Application for completion of the programme
- Your supervision log – signed and dated
- Your certificate of completion of the Te Rito modules.

### **What happens if I don't complete the programme?**

The Board will hold a register of practitioners on the programme. This will allow us to monitor your progress and expected completion time. We will contact you to discover the reasons for your inability to complete the programme.

If we have serious concerns about your ability to complete the programme we can take the following actions:

- change the scope of your practice
- place a condition or conditions on your scope of practices
- suspend your registration.

# Information for supervisors - recertification programme

Supervision is an important part of practising as an occupational therapist in New Zealand. The term supervision is applied in a lot of different places, which can be confusing.

This document covers the principals of supervision for all the *Recertification Programmes – Induction and Orientation*.

Recertification programmes are a requirement of the Board for each practitioner to complete a period of induction and orientation to support their practice for the first time they practice in New Zealand or when they return to practice after a period of absence.

The programme has been set by the Board using sections 118(e), 41 and 43 of the HPCA Act.

## Who can be a supervisor?

To supervise a practitioner who has a recertification programme in place, you must be:

- an occupational therapist with a current practising certificate
- have no conditions on your practice
- have no recertification requirements on your practice.

Supervision from you will involve the following:

- Understand the recertification programme – induction and orientation policy which is described in the opening pages of this guide.
- Have a supervision agreement with your supervisee. A sample supervision agreement is available on our website.
- Ensure that the supervisee maintains an accurate on-line supervision log.
- Meet weekly/fortnightly for the length of the programme.
- To get the best out of supervision, meet face-to-face. However, this is not always possible so using phone, skype or zoom is an option.
- You will be emailed a link to complete the report electronically. This is initiated by the supervisee.
- Discuss and explain the *Competencies for Registration and Continuing Practice*.
- Educate and orientate them to the context of practice in Aotearoa New Zealand. This should include:
  - Health and disability systems and funding

models

- Legislative environment
- ACC
- Te Tiriti o Waitangi
- Support them to complete the Te Rito online bicultural competency course and/or other appropriate formal Te Tiriti o Waitangi training and education opportunities.
- Explain and assist them with meeting the expectations of the ePortfolio. This includes:
  - acting as their ePortfolio supervisor
  - making the required ePortfolio supervisor statements within the first six months of practice
  - supporting reflective self-assessments which focus on competence
  - advising and monitoring the content, goals, developmental activities and reflection to ensure they are appropriate for their experience and practice setting
  - supporting them if they have an audit of their ePortfolio.
- Provide advice and support so they can meet any additional requirements described in their registration letter.
- Monitor the professional development and competence over the period of mandated supervision (six or twelve months).
- Challenge and extend them to ensure there is a progression of competence over time.
- Advise and facilitate additional supervision if the requirements cannot be met.
- Provide ethical supervision that is supportive, culturally appropriate and mindful of the power differentials inherent in supervisory relationships
- Seek advice from OTBNZ if you are concerned about their competence to practice.

## Bicultural practice

The supervisee has free access to Te Rito, an on-line bicultural competency eLearning platform made up of 14 modules. Access to this course can be obtained by emailing [terito@otboard.org.nz](mailto:terito@otboard.org.nz). They can work through the modules at their own pace. To get the best out of the programme, we suggest they discuss it with you, as their supervisor, and their colleagues. This assists to cement their understanding by applying

it in practice. If they have completed Te Rito previously, they will have a completion certificate and do not have to repeat the modules as part of this programme.

## *Information for employers- recertification programme (induction and orientation)*

The principal purpose of the HPCA Act 2003 is to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions (section 3(1)). Under section 41 of the HPCA Act, for the purpose of ensuring that occupational therapists (as health practitioners under the HPCAA) are competent to practise within the scopes of practice in respect of which those occupational therapists are registered, the Board may from time to time set or recognise recertification programmes for registered occupational therapists.

### **The purpose of the recertification programme**

The recertification programme applies to new occupational therapy registrants, those returning to practice after a break and those applying to be restored to the register.

The recertification programme is intended to:

- Ensure new occupational therapy registrants commence practice with sufficient support, not only for the practitioner's benefit but also for the protection of the public.
- Provide the Board with an assurance of competence before the practitioner practises independently.

### **What it's not**

It is not the induction and orientation programme that you as an employer will arrange for your new employees.

Your employee's induction and orientation will be about your work place and organisations systems and processes.

### **Requirements of the recertification programme – induction and orientation**

Recent and non-recent New Zealand occupational therapy

graduates, who have not previously been registered as occupational therapists under the HPCAA, must:

- Complete the Te Rito online bicultural course offered by the Board.
- Undergo weekly supervision for the first 12 months of practice.

All other categories of occupational therapists must complete the Te Rito online bicultural course offered by the Board and undergo fortnightly supervision for the first six months.

### **Details on the Public register**

The Aotearoa New Zealand Public Register of Occupational Therapists can be viewed using the OTBNZ website at any time.

[This Register](#) will show you any current recertification programme requirements or other conditions or requirements that may be on a practitioner's scope of practice.