

**School of Rehabilitation Therapy  
Faculty of Health Sciences**

**Credentialing Fees Policy**

---

**Approved by Academic Council: November 22, 2018**

**Effective Date: November 22, 2018**

---

**Rationale and background**

Occupational therapy and physical therapy graduates occasionally contact the School of Rehabilitation Therapy (SRT) requesting a detailed record of their academic credentials for licensing purposes in other countries. Sometimes these requests are for basic information (e.g., confirmation of graduation), while others require detailed information such as course outlines, details of clinical placements, curriculum maps, completion of lengthy questionnaires, and other official documentation. Fulfilling these requests can take significant staff time.

---

**Scope of policy**

This policy applies to credentialing requests from graduates of the occupational therapy program (MScOT) and the physical therapy program (MScPT).

---

**Policy Statements**

1. Programs will retain core curricular detail for each graduating year (e.g., course syllabi, curriculum map, and curricular outcomes) in electronic format that is easily accessible by staff of the School.
2. Programs will retain individual student records of clinical placement experiences, preferably in electronic format, for easy access by staff of the School.
3. Programs cannot guarantee that all materials needed to fulfill an international credential requests will be available for years prior to the implementation of this policy.
4. Requests for information to support credentialing will be accepted in writing (email is acceptable). Requests by phone will not be accepted.
5. The School of Rehabilitation Therapy will charge a fee for the completion of credentialing requests. There will be three levels of charges:
  - a. \$50.00 for simple one page letters and affidavits; excluding the initial letter provided upon graduation.
  - b. \$150 for requests that require a detailed record of the requirements for graduation in any given year.
  - c. The range for international requests, depending on the complexity will range from \$400 to \$1,500.
6. The individual submitting the request will be required to pay these service fees through the SRT's website.
7. Requests will be fulfilled in no more than 20 business days.
8. The SRT is unable to accommodate expedited requests for credentialing packages.
9. Materials will not be sent to the requested destination until payment is received.

**School of Rehabilitation Therapy**  
**Faculty of Health Sciences**

**Credentialing Fees Policy**

---

**Procedures**

---

1. Associate Directors and Program Assistants will work together to gather and organize course outlines and curricular details for each graduating year and save them electronically.
2. Program Assistants will compile materials necessary to fulfill credentialing requests when they are received and prepare them for review by the Associate Director.
3. The Associate Director will review the credentialing packages for accuracy, and provide a signature as required.
4. Program Assistants will send the credentialing package to the destination specified by the requestor.
5. Program Assistants are responsible for providing the requestor with the necessary information regarding payment and form of delivery of the materials requested.
6. Program Assistants are responsible for ensuring that payment is received prior to sending the package to the requested destination.