



# Residency Program Handbook

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ORTHOTICS PROSTHETICS CANADA

Orthotics Prosthetics Canada  
DECEMBER 2021 | [WWW.OPCANADA.CA](http://WWW.OPCANADA.CA)

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# Residency Program Handbook

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## 1.0 Orthotics Prosthetics Canada

OPC began operations in January 2015 as a result of an amalgamation of the Canadian Association for Prosthetics and Orthotics (CAPO), incorporated in 1954, and the Canadian Board for Certification of Prosthetists and Orthotists (CBCPO), incorporated in 1972.

All CAPO and CBCPO registered trademarks are now owned by OPC. However, CBCPO remains the certification body and is an independent Board responsible for implementing and managing the certification and registration processes. Successful candidates are still considered CBCPO Certified/Registered through OPC.

CBCPO will continue to exist as an arm's length credentialing body to manage the certification and registration of clinicians and technicians and confer the designations of:

- Certified Orthotist CO(c)
- Certified Prosthetist CP(c)
- Certified Prosthetist and Orthotist CPO(c)
- Registered Orthotic Technician RTO(c)
- Registered Prosthetic Technician RTP(c)
- Registered Prosthetic and Orthotic Technician RTPO(c)

## 2.0 Program Overview

This document is a comprehensive resource to guide the Prosthetic/Orthotic Resident through all aspects of the Residency Program from initial application through to completion of the Residency Program to become eligible to challenge the Certification Examinations.

The OPC Residency Handbook is managed by the Residency and Internship Committee; a Sub-Committee of the Professional Qualifications Committee. As such, it gets its authority from, and is accountable to, the Professional Qualifications Committee. The Professional Qualifications Committee is responsible for developing, establishing, and maintaining standards for credentialing including the Certification of Orthotists and Prosthetists, and the Registration of Orthotic and Prosthetic Technicians.

The Residency and Internship Committee is responsible for the Residency and Internship programs which are integral aspects of the Certification and Registration process.

Any inquiries about the handbook or the Residency Program should be directed to the Orthotics Prosthetics Canada (OPC) National Office.

### 3.0 General Parameters

- The OPC Residency Program is a required stage of post-graduate training in the specialty of prosthetics or orthotics. The Residency is completed under the supervision of a Certified Clinician in good standing with the Corporation and may take place in a private or public facility. The Residency must be performed in the appropriate discipline while employed as a Resident by a Prosthetic or Orthotic facility. Hours must be recorded and approved in the manner prescribed by OPC.
- **It is the Resident's responsibility** to ensure receipt of application to the OPC National Office, in a timely manner. The application must be accompanied by full payment. A copy of the application entitled: *Residency Application* can be found on the OPC website. All pages of the application and all required documents must be included.
- Residents are Associate Members of OPC and must adhere to all conditions for membership including the payment of annual professional fees and conduct themselves within the Canons of Ethical Conduct. A copy of the Canons of Ethical Conduct can be found on the OPC website.
- The Resident is responsible for ensuring that OPC has accurate and up-to-date contact information, Residency Program status, supervision, and employment. Some of these can be done online by the Resident in the member profile, while others will require submission of the Residency Change Form to the OPC National Office. It is not the responsibility of OPC to investigate changes to a Resident's situation. A copy of the form entitled: *Residency Change Form* can be found online through the OPC website.
- The Resident is eligible to challenge the Written Examination at any time the exam is being held by OPC during their Residency.
- Hours are required to be logged by the Resident and submitted online every 30 days, commencing at the start of the Residency. Supervisors are then responsible for verifying the logged hours within a 60-day period.
- Once all Residency hours in a discipline are completed the candidate is eligible to challenge the Certification Practical Examination.
- Until the Resident has passed the Certification Examinations the Resident must remain active in the Residency Program and is bound by all its requirements and parameters.
- The Resident & Intern Liaison will act as an independent, impartial, and confidential point of communication for all Residents and Interns.

## 4.0 Application to the Residency Program

Residency starts upon receipt of the Residency Application, accompanied by full payment, and received via email by the OPC National Office. The Residency Application should be submitted as early as possible to ensure it is received by the OPC National Office prior to the start date at the place of employment, to maximize the number of Residency Hours.

The *Residency Application* is available online through the OPC website. Please ensure all pages of the Application and all required documents outlined in the application form are included within your submission.

**Note: Application for Residency is limited to one discipline at a time. At no time will an application for a second discipline be accepted by the Corporation from any current Resident.**

### 4.1 Foreign-Trained Applicants

Foreign-trained applicants must have their education and French/English proficiency assessed by the Corporation's Professional Qualifications Committee and by a third-party assessment organization as directed by the Corporation. If foreign qualifications are deemed equivalent to the current standards of the Corporation, then the individual will be required to successfully complete the OPC Entry-to-Residency Examination. Applicants will have three attempts to pass the Entry-to-Residency Examination in each discipline.

Failure to pass the Entry-to-Residency Examination, with a passing mark of 70%, after three attempts, will deem the candidate ineligible for any further privileges to sit the Examination in that discipline without successful completion of an OPC Accredited Prosthetic and Orthotic program. Applicants can obtain all information from the OPC National Office.

Upon successful completion of the Entry-to-Residency Examination applicants are then eligible to complete a Residency in Canada.

All foreign-trained individuals must be legal landed immigrants or Canadian citizens at the time of the application to sit the Certification Examination.

### 4.2 ABC Certified Applicants

If an applicant is Certified in Prosthetics and/or Orthotics and is currently in good standing with the American Board for Certification in Orthotics, Prosthetics and Pedorthics (ABC), the Corporation will waive the educational and Residency requirements.

ABC Credentialed individuals eligible to apply for the Canadian Certification Exam, as per the [ABC Reciprocity Agreement](#) are eligible to act as Residents and practice within Canada under the supervision of a Certified Clinician in good standing with the Corporation in the appropriate discipline. ABC Credentialed individuals are expected to apply to and abide by the same policies and responsibilities as outlined in the Residency Handbook including Supervision, Graduated Competency Evaluations (GCE's), and Ethical requirements. Logging of hours is not required.

See the Certification Examination Handbook for specific requirements.

## 5.0 Residency Fees

Fees for application to the Residency Program and annual Residency Professional Fees are outlined in the fee schedule included within the form entitled [Residency Program Fees and Deadlines](#) that can be found on the OPC website.

Residents must pay the annual professional membership fees in order to remain in the Residency program and remain in good standing with the Corporation.

### 5.1 Second Discipline Residency Fees

Regarding dues for OPC Members who are participating full or part-time in their second discipline Residency: These Members will pay annual Residency professional fees plus the additional Professional fee amount to maintain Certification during the time of their training in the second discipline.

Their entire annual professional fees amount will be no more than the annual dues of a Certified Clinician. These Members continue to be responsible for fulfillment of the Mandatory Continuing Education requirements for their initial Certification status to remain in good standing.

## 6.0 Resident Responsibilities

Under the clinical supervision of an OPC Certified Clinician in good standing, a Prosthetic or Orthotic Resident is competent to perform clinical assessment and patient management tasks. The Resident also carries out practice management and technical implementation activities and services.

In addition, the Prosthetic or Orthotic Resident is obligated to support and conform to professional responsibilities that promote and assure the overall welfare of the patient and the integrity of the Profession.

Please review the [Scopes of Practice](#) available on the OPC website for a detailed explanation of the limitations, roles and responsibilities of the Resident during the course of their Residency Program.

For a detailed explanation of the clinical duties and responsibilities refer to the [OPC Canadian Prosthetic Orthotic Reference Manual \(CPOT\)](#), made available online in Membership Documents through a OPC member account.

## 7.0 Supervision and Evaluations

The Resident must be under the supervision of a Certified Clinician in good standing with the Corporation in the appropriate discipline. The Supervising Certified Clinician must be responsible for all the work performed by the Resident, including but not limited to patient contact, assessment, patient model rectification, modifications, fabrication, treatment provision, follow-up, and patient records. For a detailed explanation of the duties and responsibilities of both the Supervisor and the Resident, see the [Scopes of Practice](#) on the OPC website.

### 7.1 Supervisor Limitations

Residents should be aware that Supervisors are limited to a maximum of two Residents and/or Interns at a time, regardless of the Residents and/or Interns full-time or part-time employment status. For example: two Residents or two Interns, or one Resident and one Intern.

Should the instance arise that more than two Residents and/or Interns list the same Supervising Certified Clinician and/or Registered Technician, all Residents/Interns involved risk losing credit for their Residency or Internship Hours.

Residents are not limited in the number of supervisors they may have but all Supervisors must be in good standing and a Certified member with OPC.

**Note: At no time during a second discipline may a Resident be named or hold the position of a Supervisor for any other Resident or Intern.**

### 7.2 Levels of Supervision: Graduated Competency Evaluations

It is necessary that Residents progress through the Residency program with increasing responsibility, based on developing competencies. To capture this graduated progression and encourage feedback and discussion between Supervisors and Residents an online evaluation survey must be routinely completed.

The Resident's primary Supervisor must complete OPC's online *Graduated Competency Evaluation (GCE)* on the Typhon platform during the months of January, April, July and October of each year or more often if deemed necessary by the Supervisor.

Primary Supervisors must log in to their Typhon account and complete the GCE by selecting the rating that best describe the Resident's abilities at the current time. Ideally, Primary and Secondary Supervisors should be present for the evaluation.

It is recommended that the Supervisor(s) and Resident review the completed evaluations together.



7.3 Chart – Levels of Supervision & GCE

GCE Definition: Levels of Supervision - Residents	
<b>Direct Supervision</b>	Resident is qualified to provide patient care under the guidance of the OPC approved clinical Supervisor in good standing. Resident needs <b>constant guidance</b> . The Supervisor must be <b>physically present</b> to review the assessment and care rendered before any treatment is to proceed. Also applies to tasks that the Resident has not previously been exposed to.
<b>Indirect Supervision</b>	This level of supervision requires the Supervisor to be <b>on-site**</b> . Resident needs <b>occasional guidance</b> . OPC approved clinical Supervisor must be available for consultation throughout the patient care or technical process. The Supervisor must review the results of care and the documentation of services rendered by the Resident.
<b>Independent</b>	Resident has consistently demonstrated competence and safe practices for this task. Resident is organized, provides effective care and seeks assistance as needed.  <b>On-site Supervisor presence is not required</b> during identified task, however the Supervisor must be available for consultation.  The Resident is qualified to provide independent, unsupervised, direct patient care as well as confer or consult with colleagues, physicians or other allied health professionals in providing patient care. Does not imply complete proficiency.

**\*\*On-Site Supervision:**

Supervision in which a Supervisor is immediately available on a face-to-face basis when patient procedures are performed or as otherwise necessary. The supervisor must be in the building.

NOTE: If the Resident has not yet treated a patient in the specified treatment level, then "Direct Supervision" would be the appropriate rating for all competencies within that treatment level.

*Regardless of the rating selected, the Resident remains responsible for acting in accordance with CBCPO Ethical Conduct regulations at all times. Supervisors remain responsible for the Resident's clinical performance and the safety of patients*

If a Resident is given "Independent" ratings in all areas of practice, it does not imply complete proficiency, and they must communicate the care plan to their Supervisor throughout the process.

**7.4 Program Evaluations**

In addition to completing GCE's on a quarterly basis, the Residents are requested to complete the *Resident Evaluation of Residency Program Survey* on the Typhon platform on an annual basis.

## 8.0 Hours

- The Residency hours must be actual supervised working hours, to a maximum of 48 hours per week, excluding any and all forms of absences from the job due to vacation, sickness, maternity/paternity leave, etc.
- Residency hours must be documented in the OPC approved method that is provided by the Corporation. The Typhon logging system will be used to document and record hours.
- Residents must acquire 3450 hours of experience in the appropriate discipline, to be eligible to challenge the Certification Examination.
- Residents must acquire the necessary hours, pass the Certification Written Examination, and challenge the Certification Practical Examinations for the first time within 5 years of the commencement of their Residency.
- Residents must be on track to complete the required Residency hours by the deadline stated in the Certification Examination Handbook.

### 8.1 Second Discipline Hours

#### *Method I Hours*

If pursuing a second discipline, 3450 hours of experience in that discipline are required to be eligible to challenge the Certification Examinations.

#### *Method II Hours*

However, if the Resident pursuing their second discipline has been practicing as a CBCPO Certified professional in their first discipline for five or more years, only 1725 hours of experience are required in their second discipline to be eligible to challenge the Certification Examinations.

### 8.2 Completion of Hours

Once Residency Program hours are completed, Residents are no longer required to track their hours in the Typhon Online recording System.

Residents must continue to abide by the remainder of the guidelines set forth for the Residency Program. All other existing requirements of Residency, supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Certification Examination.

**Residents must acquire the necessary hours, pass the Written Examination, and challenge the Certification Practical Examination for the first time within 5 years of the commencement of their Residency.**

## 9.0 RECORDING RESIDENCY HOURS

Residency Hours must be documented in an online format using the Typhon Online Reporting System. Upon acceptance to the Residency Program, the Resident will receive an email from OPC National Office to complete registration for the Typhon Program. If hours are not submitted by the Resident and/or verified by the supervisor within the time frame allotted, the Resident is at risk of losing credit for those Residency hours.

### 9.1 Typhon Online Recording System

Upon accessing the Typhon Program, the Resident will be prompted to pay a one-time admin/set-up fee, which must be paid by credit card directly to Typhon prior to use of the program. There is no charge for Supervisors. Once payment has been made, a video tutorial will be available on the Typhon home page highlighting the main features of the program. The video tutorial is unique to OPC and will help guide the Resident through use of the platform.

Residents MUST use Typhon for documentation of hours logged towards their Residency. Aside from logging hours, it is up to the Resident to complete as much or as little clinical information as they deem necessary. Residents are not mandated to enter case-logs.

**Hours are required to be logged by the Residents and submitted online every 30 days, commencing at the start of the Residency. Supervisors are then responsible for verifying the logged hours within a 60-day period.**

### 9.2 Typhon Case Logs

Residents are not mandated to enter case-logs. However, by recording a variety of cases that Residents see, they can provide proof that they are progressing through a range of clinical exposures during their Residency. Ultimately, it is hoped that the addition of clinical case information on the platform adds usefulness and value to the Residency Program and the Residents themselves. Residents may find that some of the data functions help with preparation for the Certification Examinations by highlighting deficiencies they may have prior to sitting the Examinations

## 10.0 Resident Continuing Education Hours

Residents are permitted to attend preapproved courses, conferences, tutorials, and other similar educational opportunities during the Residency period. Residents must apply to the OPC National Office for a ruling on the eligibility of such courses, conferences, tutorials or otherwise **prior** to attending. For more information on Continuing Education see the [OPC Website](#).

A set number of hours equal to the MCE credits for a given educational opportunity may be applied towards the total Residency hour commitment. Residents must submit confirmation of attendance of the pre-approved course to OPC National Office within two months of course completion.

Continuing Education Hours are calculated separately from the Working Hours. Working Hours plus Continuing Education Hours combine to equal total Residency Hours. The maximum allowable hours that can be applied toward the Residency as Continuing Education Hours are:

- 40 towards the 3450 hours Residency
- 20 towards the 1725 hours Residency

A Resident may accumulate more than the maximum education hours noted above, but any hours over 40 or 20 for the respective Residencies cannot be used towards the required Residency hours. **Continuing education credits are not mandatory during the Residency period.**

## 11.0 Off-Site Residency Opportunity

During the Residency, it may be required to attend other Prosthetic and Orthotic facilities to gain exposure to clinical areas of expertise that may not be seen at your own place of employment. Any arrangements in this manner must be approved by the Supervisor, and also agreed upon by the Supervising Clinician in good standing at the visiting Facility.

Visiting hours must be logged within Typhon and verified by the Resident's Supervising Clinician. Prior to the visit, the Resident must complete out the [Residency Off-Site Application](#), which is available through the OPC website.

OPC National Office must approve all off-site visits **PRIOR** to attending the facility in order for the experience to be counted towards total hours.

The Resident must keep the completed application for their records. All protocols and procedures of the Residency remain in effect while at the visiting site. It is the responsibility of the Resident to ensure all requirements are met regarding insurance and liability concerns during the time off-site.

## 12.0 Advanced Post graduate education – credit hours

### Master of Science, PhD, Doctoral or other

The primary goal of the Residency and Internship Programs is the development of core competencies in the practice of Prosthetics and Orthotics. In addition to these core competencies, OPC aims to foster an environment among its members that encourages ongoing professional development including knowledge and skills that ensure the profession can independently and scientifically build the body of knowledge related to the field of Prosthetics and Orthotics.

OPC officially recognizes the McMaster University, Master of Science (MSc.) in Rehabilitation Program for its inclusion of subject matter experts within the Canadian context (eg. OPC Certified Prosthetist/Orthotists within the faculty and OPC stakeholder engagement in program development). The McMaster MSc. Program has demonstrated a high level of commitment to ensuring the needs of the profession are met and that their curriculum has a substantial focus on the needs of prosthetic orthotic users. Therefore, OPC will honor credit toward the Residency/Internship period for this program as described below. Other MSc. or PhD Programs focused on Rehabilitation Sciences or related fields may also be considered as eligible for credit towards the Residency/Internship period. The eligibility of various credits will be reassessed on a regular basis. The credit hours of eligible activities can be applied to the accumulation of required hours of the Residency/Internship Program.

The credits will apply as follows:

1. A limit of not more than 15% (518 hours) of the total Residency/Internship Hours can be comprised of the credit for MSc. Studies.
  - a. As the McMaster MSc. in Rehabilitation Program has been developed and implemented in collaboration with prosthetic orthotic experts, this course is eligible for the maximum credit hours (15%).

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- b. Other MSc. (or PhD) in Rehabilitation Sciences or related fields delivered through Canadian provincially accredited education institutions are eligible for credit hours of up to 10% (345 hours) of the total Residency/Internship.
2. Credit hours are equally eligible to Residents/Interns regardless of whether they are in their first or second discipline.
3. Credit hours will be prorated based on the length of the discipline/pathway.
  - a. i.e. those eligible for shorter second discipline may not exceed 15% (McMaster MSc.) or 10% (Other Canadian accredited programs) of total Residency/Internship hours.
  - b. Credits will only be eligible for MSc. education activities that take place during the Residency/Internship period.
4. To allow for flexibility when accruing hours, Residents/Interns are not limited in the number of courses that can be completed at any one time.

When calculating the allowed credit hours, OPC will use the following guidelines outlined in table 12.1 to determine eligible hours, up to the maximum percentage allowed based on MSc./PhD Educational Program and Residency/Internship pathway required hours.

### 12.1 Table – Credit Hour Guidelines

Credit Hours	Mc Master units/credits	Other program units/credits
80	1 Course (8-10 hours/wk x 12wk/semester) - rounded	1 Course, 80-120 hours of coursework/week
160	Scholarly Paper (2 Semesters, i.e. 2 courses)	Courses >120 hours of coursework/week are subject to review and approval by the R&I Subcommittee
400	Thesis	

***Actual credit hours will be subject to approval by R&I committee after submission of Msc./PhD Program Consideration Form***

### 12.2 Documentation Required

- MSc. or PhD in Rehabilitation Sciences or related fields that are not the officially recognized McMaster University MSc. in Rehabilitation Program are subject to review and approval by the OPC Residency & Internship Subcommittee prior to credit hour accumulation.
- Submit a completed MSc./PhD Program Consideration for OPC Residency/Internship Credit Hours form for review.
- Official transcripts confirming successful course completion are required.
- Transcripts to be submitted to the OPC National Office on or before **January 31** of each year.

**\* Please note: Hours applied towards the M.Sc. Program cannot be used as education hours**

### 13.0 Certification Examinations

All existing requirements of Residency, supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Certification Examination. For the latest information related to the OPC Certification Examination, please refer to the [OPC website](#) for the following documents:

- Certification Examination Application
- Certification Examination Handbook
- Examination Policy and Procedure Manual

All applicants are expected to have conducted themselves within the *OPC Canons of Ethical Conduct*, which is available on the OPC Website [here](#).

### 14.0 RESIDENCY LIAISON

The Residency Liaison role is to provide confidential guidance and support to help Residents address any issues that may arise during their Residency.

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### 15.0 SECOND DISCIPLINE TEMPORARY POLICY

Current Residency Policy states:

“Application for Residency is limited to one discipline at a time. At no time will an application for a second discipline be accepted by the Corporation from any current Resident.”

Background:

OPC & the Residency & Internship Committee recognizes that currently situations related to COVID-19 Pandemic have resulted in unprecedented impacts on many individuals, Interns are included within this cohort. Due to reasons beyond the control of OPC, Certification Exams have been postponed out of an abundance of caution and safety for all parties involved in the exam process.

It is recognized that postponement (or potential future postponements) of Certification exams impacts Interns as well as Supervisors, employers and other stakeholders with respect to workforce planning and service delivery. Including delays to the timing of when individuals can begin working in their second discipline.

In an effort to limit the impact to individuals, workforce and service, while maintaining the integrity of OPC’s Certification Pathway, the Residency & Internship Subcommittee proposes the following “temporary exception to current policy:

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If a Resident:

- Has completed the required number of hours in their first discipline.
  - These hours need to be documented in the OPC approved method and approved by the Supervisor.
- Has completed their application and payment for the Practical Certification Exam.
- Has had their Practical Certification Exam date delayed by OPC due to COVID-19. Pandemic reasons
  - This policy does not apply to Residents personally choosing to not challenge the Practical Exam.

Then the Resident can:

- Complete an application to begin a Residency in their second discipline.
- The Resident may still complete tasks associated with their first discipline under appropriate supervision.
  - These tasks are not eligible to count as working hours for the second discipline.
  - It is the responsibility of the Resident & Supervisor to ensure that skills are developed and sustained so that competencies to achieve Certification are maintained.
  - The Resident/Supervisor acknowledges that by not engaging in working hours associated with the primary discipline could impact the Resident's ability to successfully challenge the Certification Examinations.
- The Resident is not required to maintain a minimum number of regular working hours related to the first discipline.
- Since the Residency Program hours are completed, Residents are no longer required to track their hours in the Typhon Online Recording System.

The Resident MUST:

- Adhere to the 5-year timeframe related to the first discipline.
  - Interns must pass the Written Examination and challenge the Certification Practical Examination for the first time within 5 years of the commencement of their primary discipline Residency.
- If this is a concern, the Intern should notify OPC in writing as soon as possible.
- Residents must continue to abide by the remainder of the guidelines set forth for the Residency Program. All other existing requirements of Internship, supervision, examination eligibility and examination application procedures continue to apply until the successful completion of the entire Certification Examination.

### 16.0 PAUSING A RESIDENCY/INTERNSHIP POLICY

Residents and Interns who are active in the OPC Residency and Internship Program have the opportunity to request a hold be placed on their Residency/Internship for up to 24 months (consecutively) due to extenuating circumstances. The hold applies to their Residency/Internship Program status only and does not affect their Associate Member status within OPC.

The full policy and application form can be found on the [OPC website](#).