



## Residency/Internship Program Hold 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 Membership status within OPC. Please refer to the OPC Residency or Internship Handbook regarding the General Parameters and Responsibilities of the Resident/Intern.

Circumstances warranting a hold may include but are not limited to: parental leave, personal health/medical leave, family health/medical care requirements, loss of Residency/Internship Site, loss of Residency/Internship Supervisor.

Any request for a hold from a Resident/Intern will require the completion and submission of the **Residency/Internship Program Hold Application Form**. A minimum of 10 business days should be allowed for processing of the form by OPC National Office.

As per the information provided on the Residency/Internship Program Hold Application Form, once approved, the hold will commence as per the requested date. If the requested start date of the hold is, "Effective Immediately" the hold will commence on the date the Resident/Intern receives approval from the OPC National Office.

A hold will ensure any Residency/Internship hours acquired in accordance with the guidelines outlined in the Residency/Internship Handbook prior to the commencement of the hold will not be forfeited but held for the Resident/Intern upon their active return to the Program.

The 5-year timeline for attaining the necessary hours according to their method & discipline, passing the Written Examination, and challenging the Certification/Registration Practical Examination for the first time will be extended by the length of time the hold is granted for. From the newly established timeline the Certification/Registration Practical Examination must then be challenged for the first time by the next available date offered.

Example: A hold of 18 months is granted, the Resident/Intern has 6 years and 6 months from the Start date of their Residency/Internship to acquire all necessary hours, pass the Written Examination and challenge the Certification/Registration Practical Examination at the next available date offered.

An intended re-entry date is to be included on the Residency/Internship Program Hold Application Form at the time of initial application. Official reinstatement into the Program will not commence until the Resident/Intern formally notifies OPC Head Office by email of the confirmed re-entry date. A minimum of 10 business days should be allowed for processing of the request by the OPC National Office. Hours that are acquired prior to the Resident/Interns official reinstatement into the Program will not be accounted for.

Please submit the application form via email to [programs@opcanada.ca](mailto:programs@opcanada.ca)

## Residency/Internship Program Hold Application Form

Applicant's First Name: \_\_\_\_\_

Applicant's Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Submission Date of Application Form: \_\_\_\_\_

Requested Start Date of the Hold: \_\_\_\_\_ or  Effective Immediately

Intended Re-Entry Date: \_\_\_\_\_

I, \_\_\_\_\_ have read and understand the policy regarding the request to place my Residency/Internship on Hold.

I am aware that this Hold only affects my status as a member of the Residency/Internship Program and not my Associate Membership Status within OPC. Please refer to the *Residency/Internship Handbook Section 3.0 General Parameters* for information regarding the policy related to OPC Membership Status.

I am aware that by placing my Residency/Internship on Hold, I will maintain my previously acquired and approved hours towards the completion of my Residency/Internship upon my return within a 24-month period to active status. During the requested Hold period, I understand that I am unable to acquire hours and/or experience that will count towards my Residency/Internship Program requirements.

If there are any changes to my Residency/Internship status during and/or after the Hold period, I am aware that a *Residency/Internship Change Form* must be completed and submitted to OPC National Office as outlined in the *Residency/Internship Handbooks Section 3.0 General Parameters*.

I understand that I must acquire the necessary number of hours, pass the Written Examination and challenge the Practical Examination for the first time within the newly extended time frame of 5 years plus the length of the Hold.

It is also my responsibility to formally notify the OPC National Office by email of my confirmed re-entry date into the Residency/Internship Program, regardless of the estimated re-entry date stated on this initial application form.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date