Important Note: Applicants are advised to read all relevant admissions material thoroughly prior to completing and submitting an application. In addition to this document, relevant admissions material includes:

- Occupational Therapy (MOT) website and on-line application
- Master of Occupational Therapy Supplemental Regulations
- Faculty of Graduate Studies Academic Calendar
- Occupational Therapy Bona Fide Academic Requirements (BFAR)

1. GENERAL INFORMATION

The selection of students for admission to the Master of Occupational Therapy (MOT) program follows the Academic Guide of The Faculty of Graduate Studies and the Supplemental Regulations of the Department of Occupational Therapy. The selection process is the responsibility of the Admissions and Selections Committees, standing committees of the Master of Occupational Therapy Program Committee of the College of Rehabilitation Sciences. Successful applicants are admitted to the Faculty of Graduate Studies.

There are two options in the Master of Occupational Therapy program:

1) **the Regular Program** *(two-year)*, for persons holding a previous undergraduate degree who are interested in pursuing a career in occupational therapy, and

2) **the Accelerated Program** *(one-year)*, for applicants who currently hold a *Bachelor of Medical Rehabilitation (Occupational Therapy)* degree or equivalent.

This Guide provides information to applicants who are seeking admission to the Master of Occupational Therapy *Regular Program* in 2023-2024. Information on the Master of Occupational Therapy Accelerated Program is found in a separate Applicant Guide.

Graduate applications are completed through the Occupational Therapy website [here](#). Information on applying to Graduate Studies can be found [here](#).
2. **STATEMENT OF QUOTA**

Each year the University of Manitoba accepts 50 students into the MOT program.

3. **APPLICANT CATEGORIES**

Candidates apply to the program in one of the following categories:

- **Canadian Indigenous Peoples**: for applicants who self-identify as Indigenous and have proof of ancestry.
- **Manitoban**: Canadian Citizens or Permanent Residents who are either graduates of the universities of Manitoba or who are Manitoba residents who are graduates of out-of-province universities.
- **Other Canadian**: Canadian Citizens or Permanent Residents who are graduates of universities recognized by the University of Manitoba and who are residents of Canadian provinces or territories other than Manitoba.
- **International**: Non-Canadian citizens who are graduates of universities recognized by the University of Manitoba and who hold appropriate visa status.

4. **ELIGIBILITY REQUIREMENTS**

All applicants to the MOT program must meet the following eligibility requirements:

1. Successful completion of a 3- or 4-year undergraduate degree from a university recognized by the University of Manitoba. For admission to the 2023-2024 session, degrees must be conferred by the fall of 2023.

2. A minimum grade point average of ‘B’ (3.0) in the last 60 credit hours of study. This minimum grade point average must be maintained throughout the admissions process (e.g. both the last 60 GPA as of December 31st and the final last 60 GPA at the time recommendation to the Faculty of Graduate Studies).

3. Completion of the CASPer test.

All 2023-2024 applicants to the MOT program at the University of Manitoba are required to complete an online assessment, **CASPer**. Master of Occupational Therapy, University of Manitoba Casper test dates can be located for the **CSP-10201-Canadian Professional Health Sciences test** on the Altus Suite website here: [Altus Suite test dates and fees](https://www.altussuite.com/test-dates-and-fees) | [TakeAltus](https://www.takealtus.com). Casper test dates for applicants to the MOT program for 2023-2024 are available from June 2022 until January 2023. Applicants must select the option of **Masters in Occupational Therapy at the University of Manitoba** before the posted Distribution Deadline on the CASPer website. Please contact Altus Suite assessments directly to request accommodations or financial assistance (financial and or disability accommodations). Applicants to the MOT program are not required to complete the snapshot video interview or duet assessment.

4. Successful completion of the required prerequisite courses (or approved alternate courses from an accredited post-secondary institution) **with no grade below ‘B’**. Where two half courses are being used to meet one prerequisite, a minimum grade of ‘B’ is required in each course. For admission to the 2023-2024 session, prerequisite courses must be completed by April 30, 2023.
5. The required prerequisite courses from the University of Manitoba are:

- **Anatomy of the Human Body** (BIOL 1410 *Anatomy of the Human Body* or KIN 2320/KPER 2320 *Human Anatomy* only when combined with BIOL 2410 *Human Physiology 1* and BIOL 2420 *Human Physiology 2*)

- **Physiology of the Human Body** (BIOL 1412 *Physiology of the Human Body* or BIOL 2410 *Human Physiology 1* and BIOL 2420 *Human Physiology 2*)

- Minimum 3 credit hours in Psychology. Courses from a Department of Psychology will be accepted with the exception of research methods courses. Psychology related courses from other departments do not typically meet this requirement.

- Minimum 3 credit hours in Social Sciences or Indigenous Content. Courses from a Department of Sociology will be accepted with the exception of research methods courses. We also consider Cultural Anthropology (not Biological Anthropology or Archaeology), Human Geography (not Physical Geography), and courses that focus on the social situations of specific populations (for example courses from Disability or Gender Studies Departments). Indigenous content courses that address the historical, political, social, and/or economic context and contemporary issues of Canadian Indigenous Peoples will also be considered for this requirement.

Please refer to the section titled *Guide to prerequisite courses and equivalent courses* on the MOT webpage here for information on eligible prerequisite courses. With the exception of International applicants, applicants may follow the instructions under How to submit a course for prerequisite review if a course is not found in the equivalency listings. Equivalency requests will be processed between May 15, 2022 and November 15, 2022. After this date all interested Canadian applicants are encouraged to submit and pay for an application before the February 1, 2023 deadline.

After the application deadline, the MOT admissions committee will review prerequisite courses for applicants in the competitive range for an interview offer. If a prerequisite course has not previously been reviewed for equivalency, our office will be in contact with the candidate to request a detailed course syllabus. If course work is found not equivalent there will be no refund of the application fee.

Prerequisite courses for applicants not found to be in the competitive range for an interview offer will not be reviewed in detail.

5. **SELECTION CRITERIA AND PROCEDURES**

The criterion for selection shall be an *Overall Score* that considers an applicant’s academic standing based on grade point average of the last 60 credit hours of study as of December 31, 2022 and interview performance. Each area shall be given equal weighting and students will be rank-ordered in accordance with the Overall Score.

5.1 **Priority for Selection**

The Admissions and Selection Committee shall consider applicants in the following Priority Groups.

**Canadian Indigenous People: Applicants** who meet all entry requirements for this category will be given priority for up to 20% of the seats available. The Department of Occupational Therapy recognizes the under-representation of this population group...
in higher education and health care and is committed to addressing this disparity. For those considering an application within this category, please refer to section 6 below.

**First Priority: Manitoban Category applicants**

**Second Priority: Other Canadian Category applicants**
Each year, approximately 15% of the class is selected from this group.

**Third Priority: International Category applicants**

5.2 **Calculation of Student Ranking**

5.2.1 **Interview:**

Eligible applicants with the potential for admission will be interviewed as part of the admissions process.

All applicants in the Canadian Indigenous Peoples Category who meet the eligibility requirements will be interviewed.

The MOT Admissions Committee will consider CASPer scores in addition to the last 60 credit hour GPA as of December 31, 2022 in making decisions about interview offers.

MOT admission interviews will take place virtually on Saturday, April 29 2023 over zoom. Invitations to an interview will be extended approximately one month prior to the interview date. More information (including the zoom link) will be emailed to registered applicants prior to the interview date.

The interviewers represent the Department of Occupational Therapy in the College of Rehabilitation Sciences (faculty and students) and the occupational therapy clinical community. Applicants will be asked questions about their past and present knowledge, values, skills, and/or experiences that are relevant to being a health professional and that would make them suitable candidates for the University of Manitoba Master of Occupational Therapy program. Interviewers will not have access to any application information (e.g. transcripts, letter of introduction, CV/Resume).

Applicants will be assessed and an interview score calculated based on responses to a standard set of interview questions.

5.2.2. **Academic Standing:**

To calculate the Grade Point Average, the Department will review the last 60 credit hours completed as of December 31st of the academic year in which the applicant is applying.

**NOTES REGARDING CALCULATING THE LAST 60 CREDIT HOUR GPA:**

i. Should an applicant repeat a course, the higher grade will be considered in calculating the grade point average.

ii. The last 60 credit hours will include all university level courses that fall within the last 60 credit hours. Courses will be considered:

   a. Regardless of whether they are part of a degree (i.e. if courses are taken after the degree is completed)
   b. Regardless of the academic session (i.e. regular or spring/summer sessions)
   c. Regardless of whether they were taken part-time or full-time.
5.2.3 Overall Score:
The grade point average of the last 60 credit hours and the interview score (equally weighted) will be combined to yield an Overall Score using the following formulae:

\[(\text{GPA Last 60} \times 0.5) + (\text{Interview Score} \times 0.5) = \text{Overall Score}\]

For Example: For a student with a GPA of 3.5 in the last 60 credit hours (NOTE: the highest possible GPA is 4.5) and an interview score of 83/100, the Overall Score would be:

\[\left(\frac{3.5}{4.5} \times 0.5\right) + \left(\frac{83}{100} \times 0.5\right) = .805\]

The highest possible Overall Score is 1.

6. ADDITIONAL INFORMATION REGARDING THE CANADIAN INDIGENOUS PEOPLES APPLICATION CATEGORY

The intent of the Canadian Indigenous Peoples priority category is to ensure that First Nations, Métis and Inuit students have an opportunity to become rehabilitation professionals. This priority category is one response to the Reconciliation Call to Action #23, which is to increase the number of Indigenous professionals working in the health-care field, and ensure the retention of Indigenous health-care providers in Indigenous communities. The Department of Occupational Therapy recognizes the positive effects of having First Nations, Métis and Inuit rehabilitation professionals directly care for people in their own communities or in any rehabilitation practice setting in Canada.

First Nations, Métis and Inuit people face large health gaps in accessing health services when compared to the mainstream populations. This is rooted in colonization that has created and perpetuated systemic marginalization and disadvantage. The Department of Occupational Therapy is committed to addressing disparity in higher education, as well as in the health and social professions.

The Department of Occupational Therapy is committed to supporting First Nations, Métis and Inuit students. First Nations, Métis and Inuit students may face additional barriers to even make it to the application stage. Once accepted First Nations, Métis and Inuit students may be expected to play additional roles and may witness or experience racism and discrimination that might make the experience more stressful. The University takes these types of incidents seriously, and it will be addressed and dealt with in a manner appropriate to the incident. Most importantly, the Department recognizes positive effects as First Nations, Métis and Inuit students inspire family and community members to pursue their dreams and contribute positively to the health of our province and country. At the same time, First Nations, Métis and Inuit cultures highly value reciprocation of opportunity.

Applicants who self-identify as First Nations, Métis or Inuit will have their contact information shared with the Senior Lead Indigenous Health Student Affairs, Ongomiizwin - Education. The Senior Lead will contact all applicants to begin to develop a relationship that will be a source of support throughout their learning journey.
7. ADVISING OF APPLICANTS TO THE MASTER OF OCCUPATIONAL THERAPY PROGRAM

The Department of Occupational Therapy will assist all applicants who seek advising regarding admission to the MOT program. In advising applicants seeking admission to the Department of Occupational Therapy, the Department will not instruct applicants as to the specific course of action that they should follow, but will provide the information needed for applicants to make their own decisions. International applications will not be pre-assessed in regards to the status of recognition of the university from which they graduated, and pre-requisite requirements. The following points should be noted:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second-hand information about the Department’s admissions policies is not considered reliable.

2. No faculty member of the College of Rehabilitation Sciences can guarantee admission of any applicant.

3. Applicants are advised to make inquiries by email to the Department of Occupational Therapy at CORS.MOTprogram@umanitoba.ca so that an official written response can be provided.

8. ADDITIONAL REQUIREMENTS FOR SUCCESSFUL APPLICANTS

Successful applicants who accept an offer of admission to the MOT program in the Faculty of Graduate Studies will be required to meet a number of additional requirements. It is essential that successful applicants obtain and submit each of these documents in strict accordance with the processes and timelines provided by the Department of Occupational Therapy. Information on these requirements will be emailed to incoming students. Please do not obtain checks or obtain testing before the dates outlined by the department. No student will be permitted to participate in fieldwork experiences without this required documentation. Students will be expected to repeat these checks throughout the program as required by the MOT program and clinical/fieldwork sites. Further information on rationale and implications of the Criminal Record, Adult Abuse Registry and Child Abuse Registry Checks can be found below in this guide.

Health and Immunizations

Submitted to the Rady Faculty of Health Sciences Immunization Program in mid-July:

1. Information on the Rady Faculty of Health Sciences Immunization Program can be located here. New students in the Master of Occupational Therapy program are required to return the forms as directed on this website.

2. Immunization is a protection for students and the clients with whom they will be working. Details about required immunizations will be provided to students by the Department of Occupational Therapy. An Immunization Orientation is included in the MOT year 1 timetable. Students’ immunization profiles are reviewed by the Rady Faculty of Health Sciences Immunization Program. In the fall students are informed of what immunizations and/or serology reports are still required to meet program standards. Students may obtain required immunizations through clinics scheduled on campus by the Rady Faculty of Health Sciences Immunization Program or through their
family physician. Prior to starting the required immunizations, students are encouraged to confirm student health insurance immunization coverage with the University of Manitoba Students’ Union.

Submitted by the advertised date. Criminal Records Check (with a vulnerable person screen), CPR, and First Aid

3. Proof of current certification in CPR. The Department of Occupational Therapy will only accept the Basic Life Support (BLS) for Healthcare Provider certification (or higher) provided by an instructor certified through the Heart & Stroke Foundation. The course must ensure the applicant demonstrates competency in performing 1 and 2 person CPR, and CPR with adults, children and infants. Additionally, the course must ensure the applicant demonstrates proficiency in managing obstructed airways with adults, children and infants. This certification must have an issue date after July 1 of the year the student commences classes in the program.

4. A Certificate in Emergency First Aid is strongly recommended but not required. Please note that in most First Aid courses, the level of CPR certification attained is not sufficient. Basic Life Support (BLS) for Healthcare Provider is required.

5. Applicants are advised that clinical/fieldwork education sites require that students complete a Criminal Record Check with a Vulnerable Sector Search. This records check must have an issue date after July 1 of the year the student commences classes in the program.

Child and Adult Abuse Registry Checks and Mask Fit Testing

6. Applicants are advised that clinical/fieldwork sites also require that students complete Adult and Child Abuse Registry Checks and Mask Fit Testing certification prior to commencing fieldwork education activities. Applicants should not apply for these documents or Mask Fit Testing independently. The College of Rehabilitation Sciences will be responsible for setting up these processes after classes commence and the applicant may be responsible for associated costs.

9. CRIMINAL RECORD AND ABUSE REGISTRY CHECKS

All successful applicants are required to apply for and share with the Department of Occupational Therapy a Criminal Record Check including a Vulnerable Sector Search, an Adult Abuse Registry Check and a Child Abuse Registry Check. We request these documents as part of our professional mandate to protect the public and because they are required by many of the clinical/community facilities offering fieldwork opportunities to MOT students. In addition, in most Canadian jurisdictions, the MOT graduate must register with a provincial regulatory organization to secure employment and to practice as an Occupational Therapist. Most regulatory organizations require submission of a completed Criminal Record Check as part of the registration process. Finally, many employers also require submission of a Criminal Records Check, Child Abuse Registry Check and Adult Abuse Registry Check as a condition of employment. The implications for the MOT student who has a criminal record or who is on the Adult or Child Abuse Registries are as follows:

- the student may not be able to complete the MOT program because of denied access to required fieldwork components of the program, or
- the student, post-graduation, may have conditions placed on their registration status or be prevented from registering and working as an Occupational Therapist.

It is important to note that having a criminal record or having your name on the Adult or Child Abuse Registries will not necessarily result in denial of admission to the Department of Occupational Therapy. We encourage any individual who is planning to apply to the MOT program and who has a criminal record or is included on the Adult or Child Abuse Registries to:

1. Contact the Head of the Department of Occupational Therapy at the University of Manitoba to discuss potential issues related to his/her individual situation.

2. Seek information from the regulatory organization in the jurisdiction where they plan to practice upon graduation. For Manitoba, the regulatory organization is the College of Occupational Therapists of Manitoba (COTM).

Once a successful applicant is admitted into the MOT program, the Department of Occupational Therapy has a process in place to review, within the context of our professional mandate, to protect the public, on a case-by-case basis, the situation of any student who has a criminal record or whose name appears on the Adult or Child Abuse Registries.

The review process by the Department of Occupational Therapy is independent of any review processes conducted by fieldwork sites or regulatory organizations.

10. FIELDWORK OUTSIDE OF CANADA FOR STUDENTS BORN OUTSIDE OF CANADA

Students who were born outside of Canada and wishing to complete fieldwork in their country of origin may experience difficulties or be denied an international placement because the University is not able to guarantee that workers compensation coverage will be extended to them.

11. SELECTION COMMITTEE

The Selection Committee consists of:
- The Chairperson of the Committee (shall be an OT faculty member)
- The Head of the Department of Occupational Therapy
- Two faculty representatives from the Department of Occupational Therapy
- One student representative from the Department of Occupational Therapy
- One representative from the College of Occupational Therapists of Manitoba
- One representative from Indigenous Health Student Affairs, Ongomiizwin
- Such other persons who, from time to time, be deemed appropriate
- The Dean of the College of Rehabilitation Sciences (Ex-Officio)

Once Selection Committee decisions have been made, applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to accept or decline their acceptance. If the offer is not accepted within 14 days of the date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked.
Please ensure that your email account remains current and will accept emails from the University of Manitoba (check your filters).

12. APPEALS

Individuals who wish to appeal decisions of the Admissions and Selection Committee should refer to The Faculty of Graduate Studies Academic Guide and the University of Manitoba Policy on Admission Appeals Procedures and Guidelines.

Generally, these policies advise individuals who wish to have their applications reconsidered by the Committee to submit their request in writing to the Chair of the Admissions and Selection Committee at CORS.MOTprogram@umanitoba.ca within ten days of the posted decision date.

Any appeal of a reconsidered decision should be submitted within ten days following the emailing of the reconsidered decision to the University Secretariat for transmission to the University of Manitoba’s Senate Committee on Admission Appeals.

Applicants are advised that appeals of the reconsidered decisions by the Senate Committee on Admission Appeals focus on questions of correct adherence to published policies and procedures by Selection Committees, and not on substantive issues or the relative merit of applications. The procedures are listed in the following documents:

- Graduate Studies Section of the Academic Calendar
- Occupational Therapy Supplemental Regulations
- This Applicant Guide

13. APPLICATION FORM AND SUPPORTING DOCUMENTATION

Applicants to the Master of Occupational Therapy program must apply through the Faculty of Graduate Studies here. Applications are not considered received until the online application is submitted and the application fee is paid. The application fee of $100.00 CDN must be paid by the published application deadline.

SUPPORTING DOCUMENTATION:

On-line applications must be accompanied by all required admission documents.

- **Unofficial transcripts from all universities/colleges** attended (previous and current) other than the University of Manitoba. All post-secondary institutions attended **must** be disclosed in the application. Transcripts and proof of enrollment in current courses is required as part of the application. **Applicants must submit transcripts with grades as of December 31, 2022.**

Applicants that apply prior to the release of their fall 2022 grades must upload an updated transcript through the application portal prior to February 1, 2023 in order to be considered for admission interview offers.

*University of Manitoba transcripts are not required as we can obtain them confidentially via Aurora Student. University of Manitoba students with a grade change in Aurora student must provide notification to our office.*
It is the applicant’s responsibility to inform the Admissions office at CORS.MOTprogram@umanitoba.ca in writing of any deferred exams or grade changes.

Official documents (including transcripts, degree certificates and/or translations) will only be required by the Faculty of Graduate Studies from admitted applicants.

- A one page **Letter of Introduction**. Applicants should outline their interest and suitability in a career as an occupational therapist. Letters of introduction can be addressed to Dr. Cara Brown, MOT Chair of Admissions and Selections.

- A brief **Resume** outlining academic, volunteer and work experience.

- If applying in the Canadian Indigenous Peoples category, proof of **Indigenous ancestry** (First Nations, Métis or Inuit) such as a copy of a Treaty card, a membership card with the Manitoba Métis Federation, a letter of verification from a Band Council or a copy of Nunavut Trust Certificate card.

- Where applicable, evidence of a current **English Language Proficiency** Test with the minimum score. The Faculty of Graduate Studies English Language Proficiency Exemption List is available [here](#). A listing of approved English Language Proficiency tests and minimum score requirements for the Master of Occupational Therapy program can be found [here](#).

- Upload relevant **written correspondence** if a prerequisite review has been completed granting permission for a prerequisite course equivalency as applicable.

### 14. DEADLINE DATES

**November 15, 2022**
Deadline for the submission of prerequisite equivalency requests in advance of an application from Canadian candidates.

**January 15, 2023**
Deadline for the receipt of applications from International candidates.

**February 1, 2023**
Deadline for the receipt of applications from Canadian and US candidates.

**April 29, 2023**
MOT admission interviews will take place virtually over zoom on Saturday, April 29 2023. Applicants invited to attend the interview will receive notification approximately 1 month in advance of the interview date.

**April 30, 2023**
Deadline for the completion of MOT prerequisite course requirements.

**June 20, 2023**
Deadline for receipt of all final official university transcripts by the Faculty of Graduate Studies from admitted applicants, including final marks for all course work and proof of degree, where applicable, for applicants finishing degree and prerequisite requirements during the 2022-2023 regular session.

**July 31, 2023**
Deadline for receipt of complete and official university transcripts from admitted applicants finishing degree requirements during Spring/Summer 2023 session. Applicants conferring their degree in October 2023 will be required to submit an additional official transcript after convocation.
Official transcripts are to be mailed to the Faculty of Graduate Studies at:
Faculty of Graduate Studies
500 University Centre
University of Manitoba
Winnipeg MB R3T 2N2

Official transcripts will be accepted by email directly from Canadian post-secondary institutions at graduate.admissions@umanitoba.ca.

Official University of Manitoba transcripts are not required as we can obtain them confidentially via Aurora Student.

15. HELPFUL WEBSITES & CONTACTS

Faculty of Graduate Studies
Faculty of Graduate Studies | University of Manitoba (umanitoba.ca)
Email: graduate.studies@umanitoba.ca
Email: graduate.admissions@umanitoba.ca
Email: graduate.awards@umanitoba.ca
Phone: 204-474-9377

College of Rehabilitation Sciences, Dean’s Office
Programs of study | College of Rehabilitation Sciences | University of Manitoba (umanitoba.ca)
Email: CORS.info@umanitoba.ca
Phone: 204-789-3897

College of Rehabilitation Sciences, Department of Occupational Therapy
https://umanitoba.ca/rehabilitation-sciences/occupational-therapy

Head, Department of Occupational Therapy
Dr. Leanne Leclair
Leanne Leclair, PhD, OT Reg (MB) | College of Rehabilitation Sciences | University of Manitoba (umanitoba.ca)
Email: Leanne.Leclair@umanitoba.ca
Phone: 204-977-5631

Admissions Officer, Department of Occupational Therapy
https://www.umanitoba.ca/explore/programs-of-study/occupational-therapy-mot
Email: CORS.MOTprogram@umanitoba.ca
Phone: 204-789-3259

Acting Academic Fieldwork Coordinator, Department of Occupational Therapy
Teresa Allison
Email: Teresa.Allison@umanitoba.ca
Phone: 204-789-3992

Financial Aid and Awards
Financial Aid and Awards | University of Manitoba (umanitoba.ca)
Email: awards@umanitoba.ca
Phone: 204-474-9531

Manitoba Student Aid
Manitoba Student Aid | Province of Manitoba (gov.mb.ca)
Phone: 204-945-6321

Indigenous Student Centre
Student experience | Indigenous | University of Manitoba (umanitoba.ca)
Email: isc@umanitoba.ca
Phone: 204-474-8850
Accessibility for Students
[Accessibility | University of Manitoba (umanitoba.ca)]
Email: student_accessibility@umanitoba.ca
Visit the website above for Bannatyne and Fort Garry Campus phone numbers

Student Advocacy
[Student Advocacy | University of Manitoba (umanitoba.ca)]
Email: stdv@umanitoba.ca
Phone: 204-474-7423

Student Supports
[Student supports | University of Manitoba (umanitoba.ca)]

Student Counselling Centre
[Student Counselling Centre | University of Manitoba (umanitoba.ca)]
Visit the website above for phone numbers