

This application form is for new applicants for registration with the Alberta College of Occupational Therapists (ACOT). Applicants will include those who are recent Canadian graduates, internationally educated graduates, occupational therapists transferring from another jurisdiction, and occupational therapists who wish to reinstate with ACOT following de-registration.

In order to practice occupational therapy in Alberta, occupational therapists must have a current practice permit with the Alberta College of Occupational Therapists.

This application is for registration on either the General Register or the Provisional Register of the College.

Application guide

Information requirements on the application form include data that will be used to populate the Occupational Therapist Database (OTDB) of the Canadian Institute for Health Information (CIHI). Full disclosure of all requested information is required.

The information collected will be disclosed only in accordance with the Health Professions Act - Occupational Therapists Profession Regulation. Any concerns about the collection of information may be directed to the College Registrar.

1. Personal information

Name

The surname and given name(s) you provide on the application for renewal form will be the name used on the Register and must be the name you use in professional practice.

Contact information

The contact information provided will be used for all correspondence from the College.

Language of occupational therapy instruction

Applicants who have obtained their education in a language of instruction other than English may be required to demonstrate English language proficiency.

2. Education in occupational therapy

Use the codes provided to indicate the level of academic qualification(s) you have received. An official transcript from each educational institution is required before registration can be finalized.

If you are a recent graduate, you will need to arrange for your University to send to the College a copy of your Confirmation of Entitlement. To register to the General Permit Register, applicants must arrange to have official transcripts sent to the College.

The College reviews credentials of graduates from outside of Canada to determine occupational therapy equivalency with Alberta programs. Descriptions of course content and confirmation of clinical hours must be submitted for the review process. All documents must be presented to the College in English.

3. Education other than occupational therapy

Use the codes provided to indicate the level of academic qualification(s) you have received. The College does not require official transcripts for education in other fields of study.

4. National Certification exam

Registration on the General Register requires successful completion of the Canadian Association of Occupational Therapists (CAOT) National Certification Exam.

Applicants to the Provisional Register must arrange for a copy of their Statement of Candidacy to be sent from CAOT to the College. Applicants must then register with CAOT to sit the first available examination. It is the applicant's responsibility to ensure appropriate steps are taken to meet CAOT application deadlines. Once the CAOT exam is written, a copy of the Performance Profile, including results of basic knowledge and professional practice, must be submitted to the College in order to proceed to registration on the General Register.

5. Acupuncture Roster

You are required to submit proof of successful completion of an approved acupuncture program in order to register on the Acupuncture Roster.

6. Currency hours – Hours of professional practice

Currency hours are a combination of practice, volunteer, and education hours. Practice hours are employment activities. Volunteer hours are unpaid activities related to the practice of occupational therapy. This includes contributions to education or other hours related to advancement of the profession. Education hours are learning events related to professional development in occupational therapy.

Currency hours are calculated from February 1 to January 31 each year. If currency requirements have not been met, professional upgrading may be deemed necessary.

The Occupational Therapists Profession Regulation currently requires an applicant for registration on the General Register to have engaged in the practice of occupational therapy for not fewer than

- (i) 400 hours within the year immediately preceding the date the application is received by the Registrar
- (ii) 800 hours within the 2 years immediately preceding the date the application is received by the Registrar
- (iii) 1200 hours within the 3 years immediately preceding the date the application is received by the Registrar, or
- (iv) 1550 hours within the 5 years immediately preceding the date the application is received by the Registrar.

Occupational therapists registering in Alberta from another provincial jurisdiction will be reviewed under the Labour Mobility Support Agreement where an occupational therapist must have 600 currency hours in the 3 years preceding their application for registration in a new jurisdiction.

7. Employment profile

If at any time throughout the year your employment information changes, you are obligated to inform the College, in writing, of that change. A *Change of Information* form is at www.acot.ca for this purpose.

7.1 Primary Employment

Primary employment is the employment, either with an employer or in a self-employed arrangement, associated with the highest number of usual weekly hours worked.

Postal code reflects site of practice - This data helps identify OT's who typically work at multiple sites within the community, potentially some distance from an employer's/business office location. If you select 'No', this means that the employer's/business office is different from the location where you deliver service.

Supervisor Name - Occupational therapists applying to the Provisional Permit Register **or** therapists applying to the General Register who may have conditions placed on their permit, must provide the name of their supervisor.

7.2 Second Employment

If applicable, should be completed in the same manner as section 7.1.

7.3 Third Employment

If applicable, should be completed in the same manner as section 7.1.

7.4 Employment category

Indicate only one employment category for each employment.

- 10 Permanent – Status with employer is permanent with an indeterminate duration (no specified end date) of employment and guaranteed or fixed hours of work per week.

- 20 Temporary – Status with employer is temporary with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed hours of work per week.
- 30 Casual – Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week.
- 40 Self-employed – A person who engages independently in the profession, operating his or her own economic enterprise.

7.5 Weekly hours of work

Data on workforce trends is a key component to occupational therapist human resource planning.

7.6 Employment position

Indicate the code that best identifies your employment position.

- 10 Manager – Major role is in management.
- 20 Professional Leader/Coordinator – Direct service provider with a leadership role in the professional practice within an employment setting.
- 30 Direct Service Provider – Major role is in the direct delivery of occupational therapy services, including case management and/or consultation.
- 40 Educator – Major role is as an educator for a particular target group.
- 50 Researcher – Major role is in knowledge development and dissemination of research.
- 60 Other – Position that is not otherwise identified.

7.7 Employment type

Indicate the code that best identifies your employment type.

- 10 General Hospital – a health care facility that offers a range of inpatient an outpatient health care services (for example, medical, surgical, psychiatry etc.) available to the target population. Includes specialty hospitals not otherwise classified.
- 20 Rehabilitation Hospital/Facility – Health care facility that has as its primary focus the post-acute, inpatient and outpatient rehabilitation of individuals.

- 30 Mental Health Hospital/Facility – health care facility that has as its primary focus the acute or post-acute, inpatient and/or outpatient, care of individuals with mental health issues and illness.
- 40 Residential Care Facility – Refers to a licensed or regulated health facility that provides 24-hour skilled or immediate nursing care (that is, qualified nurses are on-site and available to respond immediately, if required). Includes long-term care facilities, nursing homes, special care homes, homes for the aged.
- 50 Assisted Living Residence – Refers to a non-institutional community setting that integrates a shared living environment with varying degrees of supportive services of the following types: supervision, housekeeping, personal care meal service, transportation, social and recreational opportunities, etc. May have limited medical/nursing services available. Includes group homes, retirement homes, community care homes, lodges, supportive housing and congregate living settings.
- 60 Community Health Centre – A community-based organization that may be the first-point of contact for clients, offering a range of primary health, social and/or other non-institutional-based services, including occupational therapy.
- 70 Home Care – A community-based agency or group professional practice/business focused on delivering health services, including occupational therapy, in the client's environment such as the home or workplace.
- 80 Group Professional Practice/Clinic – A community-based group professional practice/business or clinic organized around the delivery of primarily onsite health services, including occupational therapy, by a group of health professionals. Clients typically come to the professionals' location to receive services. Other support staff may also be involved; however, the health professionals are the focus of service provision.
- 90 Solo Professional Practice/Business – A community-based professional practice/business organized around the delivery of occupational therapy health services, by a single professional. Support staff may also be involved; however, the health professional is the focus of service provision.

- 100 Post-Secondary Education Institution - A post-secondary institution, either a university or equivalent institution or a college or equivalent institution, with a primary focus on the delivery of education.
- 110 School or School Board – A primary, elementary or secondary school (or equivalent institution), the associated school board (or equivalent entity) that has responsibility for the governance and management of education funding issued by provincial governments.
- 120 Association/Government/Para-Government – An organization or government that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level.
- 130 Industry/Manufacturing/Commercial – A business/industry whose focus of activities is not in the direct delivery of health care services, but rather the health of workers, health-related product development, or commercial activity outside of the healthcare system entirely.
- 140 Other – Employment type not otherwise described.

7.8 Area of practice

Indicate the code that best identifies the major focus of your practice activities.

Direct Service – Physical Health

- 20 Neurological – Services provided to clients with a variety of neurological health issues
- 30 Musculoskeletal – Services provided to clients with a variety of musculoskeletal health issues
- 40 Cardiovascular and Respiratory – Services provided to clients with a variety of cardiovascular and/or respiratory health issues
- 50 Digestive/Metabolic/Endocrine – Services provided to clients with a variety of digestive, metabolic and /or endocrine related health issues
- 60 General Physical Health – Services provided to clients with a variety of general physical health issues

Additional Areas of Direct Service

- 10 Mental Health – Services provided to clients with a variety of mental health issues that require interventions.

- 70 Vocational Rehabilitation – Services provided with the purpose of enabling clients to participate in productive occupation(s).
- 80 Palliative Care - Services provided to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.
- 90 Health Promotion and Wellness - Services provided with the purpose of improving the health of clients through functions of health promotion, health protection, health surveillance, and population health assessment.
- 100 Other Areas of Direct Service Provision - Area of direct service not otherwise identified.

Areas of Client Management

- 120 Client Service Management – Focus of activities is the management of client services across the health care continuum, specifically the coordination of multiple services as required for client care.
- 130 Medical/Legal Related - Focus of activities is expert guidance on occupational therapy related medical and/or legal issues associated with client care.

Education

- 140 Teaching - Focus of activities is directed at providing postsecondary teaching to individuals registered in formal education programs.

Research

- 150 Research - Focus of activities is in knowledge development and dissemination of research.

Administration

- 110 Service Administration – Focus of activities is on the management of services, or the development of policy and/or programs.

Other Area of Practice

- 160 Area of practice not otherwise described.

7.9 Client Age Range

Indicate only one client age range for each employment. Select 'Other' if your practice is equally distributed across several age ranges.

7.10 Funding Source

Use only one of the codes provided to best indicate the majority of the funding for your service.

- 10 Public/Government – The public sector is the main source of funding for employed activities.
- 20 Private Sector/Individual Client – A private sector entity or an individual client is the primary source of funding for employed activities.
- 30 Public/Private Mix – Funding for employed activities is derived from a mixture of public and private sources.
- 40 Other Funding Source – Funding source not otherwise described.

8. Professional registration in occupational therapy

You are required to provide details of all registrations/licenses in occupational therapy that you may hold or have held in other jurisdictions. A regulatory history must be completed by the regulatory body from each jurisdiction where you hold or have held registrations/licenses. This is necessary to verify licensure in that province/state and verify whether or not you have been the subject of a disciplinary action.

It is the applicant's responsibility to complete one Regulatory History form for each jurisdiction and forward to the appropriate regulatory body for completion. Each regulatory body should submit the completed form directly to the College. The registration process cannot be completed until all form(s) have been received.

If you are transferring from another provincial jurisdiction, the Labour Mobility Support Agreement (LMSA) requires that the originating jurisdiction must complete a confirmation form in addition to completing the regulatory history.

9. Professional registration in other professions

You are required to provide details of all other professional registrations/licenses that you may hold or

have held. Completion of Regulatory History forms are not required for professional registrations in professions other than occupational therapy.

10. Declaration

Professional liability insurance

College requirements specify that all regulated occupational therapists in Alberta must hold a minimum of five million dollars professional liability insurance coverage to protect a therapist's assets against lawsuits and defense costs and ensure that clients who have suffered damages can be compensated.

It is the intent of this regulation that all professional activities including clinical, teaching, and research activities, paid or unpaid, are protected. Employer-provided policies typically cover the employee solely for the professional services rendered for that employer. If you provide occupational therapy services outside your primary place of employment (for example, provide professional services on a voluntary basis as a private practitioner or for another employer) the employer's group policy may not protect you.

Regulated members are required to ensure liability insurance protection on all professional activities meet College requirements.

The declaration section must be signed and dated in order to complete the application for registration.

11. Fees

Application Fee

The registration application fee is \$150 and must be submitted with your application. A reinstatement application to the College following de-registration is considered a new application and the application fee applies. The application fee is not refundable.

General and Provisional Register permit fees

The College registration year is from March 1 to February 28/29 each year. For new registrants, permit fees are prorated on a quarterly basis dependent on when you begin practice. Fees must be paid in full.

for a permit starting:	fee for 2010-11 registration year \$Cdn
on or after March 1	550.00
on or after June 1	412.50
on or after September 1	275.00
on or after December 1	137.50

Method of payment

Payment may be made by cheque, money order, Visa, or MasterCard. Cheques or money orders should be made payable to Alberta College of Occupational Therapists or ACOT. All payments are required in Canadian funds. A fee of \$25 is charged for cheques not honoured due to insufficient funds.

Mail your application to:
Alberta College of Occupational Therapists
300, 10436 – 81 Avenue
Edmonton, AB
T6E 1X6

or fax to: 780.434.0658

Processing time

The College normally processes applications for registration within ten working days of receiving the completed application form, all required documentation and the required fees.

Applications received from outside of Canada require additional processing time and it is advisable to allow 6-8 weeks for processing from the time the College receives all documents and fees.

If you have questions regarding your application or the requirements for supporting documents, contact the College at

T: 780.436.8381

T: 1.800.561.5429 (toll free in Alberta)

E: registration@acot.ca

Further information is also available on the College website at www.acot.ca.

All required documents and fees must be received before the registration process can be completed.	
Checklist of requirements	Guide Ref
New Application fee	11
Permit fee	11
National Certification Exam CAOT Statement of Candidacy or CAOT Performance Profile of exam results	4
Education confirmation Confirmation of entitlement to graduate or Official transcripts from post secondary education institution	2
Additional requirements MAY be applicable: Course calendar or program syllabus/outline offering a course-by-course description is required to facilitate the evaluation of academic qualifications	2
Documentation of language fluency	1
Regulatory History form	8
Labour Mobility Support Agreement -- confirmation form	8

1. Personal information

Surname Previous Name(s): Current Address (Street Apt No.) Postal Code Telephone: Email: Date of Birth (MM/DD/YYYY)	Given Name(s) City Province Country Fax: Male <input type="checkbox"/> Female <input type="checkbox"/>
Language Proficiency(s): <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other	Language of occupational therapy instruction

2. Education in occupational therapy

<input type="checkbox"/>	<input type="checkbox"/>	University	Prov/State/Country	Year of Graduation
<input type="checkbox"/>	<input type="checkbox"/>	University	Prov/State/Country	Year of Graduation
<input type="checkbox"/>	<input type="checkbox"/>	University	Prov/State/Country	Year of Graduation
10 Diploma 20 Baccalaureate 31 Professional Master's 32 Research Master's 40 Doctorate				

3. Education other than occupational therapy

<input type="checkbox"/>	<input type="checkbox"/>	University	Field of Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prov/Country	Year of Graduation
<input type="checkbox"/>	<input type="checkbox"/>	University	Field of Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prov/Country	Year of Graduation
<input type="checkbox"/>	<input type="checkbox"/>	University	Field of Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prov/Country	Year of Graduation
Education Award 10 Diploma 20 Baccalaureate 30 Master's 40 Doctorate								
Fields of Study 010 General Rehabilitation Science 060 Gerontology 110 Education 020 Health Administration/Management 070 Psychology 120 Law 030 Public Administration 080 Health Professions and Related Clinical Sciences 130 Business, Management, Marketing and Related 040 Public Health 090 Biological, Biomedical Sciences and Physical Sciences 140 Other Field of Study 050 Kinesiology and Exercise Science 100 Social Sciences, Arts and Humanities								

4. National Certification Exam (CAOT)

Have you successfully completed the CAOT Certification Exam? Yes No

If Yes, what was the date of examination (MM/DD/YYYY)

If No, indicate date you are registered to write the CAOT Certification Examination (MM/DD/YYYY)

5. Acupuncture Roster

Occupational therapists with additional approved postgraduate training are eligible to use acupuncture in their practice.

I have submitted proof of completion of an approved training program and request to be registered on the Acupuncture Roster

6. Currency hours – Hours of professional practice

Currency hours from:

February 1, 2005 to January 31, 2006	hours engaged in professional activities	<input type="checkbox"/> I completed an approved re-entry program in the past 24 months
February 1, 2006 to January 31, 2007	hours engaged in professional activities	<input type="checkbox"/> I graduated within the past 24 months
February 1, 2007 to January 31, 2008	hours engaged in professional activities	<input type="checkbox"/> I am eligible to graduate
February 1, 2008 to January 31, 2009	hours engaged in professional activities	<input type="checkbox"/> I do not meet any of the above requirements and require a review
February 1, 2009 to January 31, 2010	hours engaged in professional activities	

7. Employment profile

At the time of registration,

have you obtained a position as an occupational therapist in Alberta? Yes No

are you employed in occupational therapy but not working as a result of a leave? Yes No

are you not currently employed and seeking employment in occupational therapy? Yes No

are you not currently employed and not seeking employment in occupational therapy ? Yes No

If you have employment, continue to complete section 7; if you have not yet secured employment, proceed to section 8.

7.1 Primary Employment

Start Date (MM/DD/YYYY)	Worksite or Facility Name		
Worksite Address			
City	Province	Postal Code	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone	Fax	Postal Code reflects site of practice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name (if applicable)	Email		

7.2 Second Employment

Start Date (MM/DD/YYYY)	Worksite or Facility Name		
Worksite Address			
City	Province	Postal Code	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone	Fax	Postal Code reflects site of practice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name (if applicable)			

7.3 Third Employment

Start Date (MM/DD/YYYY)	Worksite or Facility Name		
Worksite Address			
City	Province	Postal Code	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone	Fax	Postal Code reflects site of practice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name (if applicable)			

7.4 Employment Category

Primary Employment <input type="checkbox"/> <input type="checkbox"/>	Second Employment <input type="checkbox"/> <input type="checkbox"/>	Third Employment <input type="checkbox"/> <input type="checkbox"/>
10 Permanent	20 Temporary	30 Casual
		40 Self-Employed

7.5 Weekly Hours of Work

What are your current weekly hours of work? (rounded up to the nearest whole number)

Primary Employment Secondary Employment Third Employment

7.6 Employment Position

Primary Employment Secondary Employment Third Employment

10 Manager
20 Professional Leader/Coordinator **30** Direct Service Provider
40 Educator **50** Researcher
60 Other

7.7 Employment Type

Primary Employment Secondary Employment Third Employment

10 General Hospital **60** Community Health Centre **110** School or School Board
20 Rehabilitation Hospital/Facility **70** Home Care **120** Assoc./Government/Para-Government
30 Mental Health Hospital/Facility **80** Group Professional Practice/Clinic **130** Industry/Manufacturing/Commercial
40 Residential Care Facility **90** Solo Professional Practice/Clinic **140** Other
50 Assisted Living Residence **100** Post-Secondary Education Institution

7.8 Area of Practice

Primary Employment Secondary Employment Third Employment

Direct Service – Physical Health	Additional Areas of Direct Service	Areas of Client Management	Education	Research
20 Neurological	10 Mental Health	120 Client Service Management	140 Teaching	150 Research
30 Musculoskeletal	70 Vocational Rehabilitation	130 Medical/Legal Related		
40 Cardiovascular & Respiratory	80 Palliative Care	Administration		
50 Digestive/Metabolic/Endocrine	90 Health Promotion & Wellness	110 Service Administration	160 Other Areas of Practice	
60 General Physical Health	100 Other Areas of Direct Service Provision			

7.9 Client Age Range

Primary Employment Secondary Employment Third Employment

10 Preschool (0-4) **21** Mixed Paediatrics (0-17) **40** Seniors (65+) **44** All Ages
20 School age (5-17) **30** Adults (18-64) **41** Mixed Adults (18+) **50** Other

7.10 Funding Source

Primary Employment Secondary Employment Third Employment

10 Public/Government **20** Private Sector/Individual Client **30** Public/Private Mix **40** Other Funding Source

8. Professional registration in occupational therapy

Are you or have you ever been registered/licensed to practice as an occupational therapist in other provinces or countries? Yes No
If yes, provide information for each registration or license.

Regulatory Body	Province or Country	License/Registration Number	Expiry Date(MM/DD/YYYY)

9. Professional registration in other professions

Are you or have you ever been registered/licensed to practice in another regulated profession in Alberta or elsewhere? Yes No
If yes, provide information for each registration or license.

Regulatory Body	Province or Country	Expiry Date(MM/DD/YYYY)

10. Declaration

I declare, to the best of my knowledge, I am in possession of valid professional liability insurance for the practice of occupation therapy in Alberta that affords me no less than five million dollars of professional liability insurance coverage. I understand the status of my professional liability insurance is subject to audit and that false or misleading statements concerning my coverage may be considered grounds for a complaint of unprofessional conduct.

I certify that the information given by me in this application is true, correct and complete to the best of my knowledge. I agree to abide by the Health Professions Act of Alberta and the Occupational Therapists Profession Regulation.

Signature _____ Date (MM/DD/YYYY) _____

11. Fees

Fee Type	Fee Amount(s)	Fee Owning
Application Fee	\$150.00 *	
Permit fee	Prorated based on start date of permit (see guide reference 11)	
Method of payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order		Total Fee

If paying by credit card:
Name on Card _____
Card Number: / / / Expiry Date (MM/YY): / /
Signature: _____ Date (MM/DD/YYYY) _____

Mail application to: Alberta College of Occupational Therapists,
300, 10436 – 81 Avenue,
Edmonton, Alberta T6E 1X6

or fax to: 780.434.0658