

type of fee	when do I pay?	how much?	other information
Application	when you send in the application for new registration to either the General or Provisional Registers	\$150	Required for all new applications. A reinstatement application to ACOT following de-registration is considered a new application. Application fee payment must be separate from the Register permit fee payment.
New - General Register permit	on or after March 1	\$ 550	Fees are prorated for new registrants dependent on when they will begin practice. Fees must be paid in full; no monthly fee payments are acceptable.
	on or after June 1	\$ 412.50	
	on or after September 1	\$ 275	
	on or after December 1	\$ 137.50	
Renewal – General Register permit	on or before February 1	\$ 550	Renewal application and payment must be postmarked or submitted electronically by the date specified.
	on or before February 29	\$ 625	
Provisional Register permit	prior to the first day of each month in which you will be working	\$ 60 per calendar month	Fees may be paid in lump sum or monthly.
Courtesy Register permit	when you send in the application	\$ 60 per month	Fee is established by month, or equivalent as determined by the Registrar, and must be paid in full for the duration of tenure in Alberta.
Regulatory History	when applying for registration in another jurisdiction	\$ 25	Regulatory history is required by occupational therapists who are or have been registered in Alberta and are asked to provide to another jurisdiction evidence of any actions, restrictions, or conditions on their Alberta permit.
Mutual Recognition Confirmation	when applying for MRA status in another Canadian jurisdiction	\$ 40	Mutual recognition confirmation is required by eligible occupational therapists who are registered or have been registered in Alberta and wish to have their qualifications recognized in another Canadian jurisdiction.
Reissue or replacement of permit		\$ 25	Administrative charge to reissue or copy a lost card.

College registration year

The College registration year is from March 1 to February 28/29 each year. A registration renewal notice is sent to all current General Register permit holders in December prior to the end of the registration year.

Reinstatement

To reinstate with ACOT following cancellation of a General Register permit, you must submit:

- an Application for Registration
- a completed Regulatory History (if you have worked in another jurisdiction during your leave)
- required application and registration fees

If your reinstatement is following a lapse of practice exceeding two years and you did not work as a registered OT in another equivalent jurisdiction, you may be required to participate in a refresher program.

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. Twenty-five dollars is charged for cheques not honoured due to insufficient funds.

Refund policy

General Register permit holders who choose to cancel their registration during the current registration year may be eligible for a partial fee refund. Pending acceptance of a **written request**, the maximum refund available is 50% of the General Register permit fee. **All other fees are non-refundable.** To be eligible for a General Register permit fee refund:

- practice of occupational therapy in Alberta must end on or before August 31st
- **written request** to the Registrar must be received before September 30th
- the General Register permit card and receipt must be returned to ACOT
- written proof of termination of employment and date of termination (a letter from the employer or copy of the Record of Employment) must be received.