

time to

renew

renew

renew

renew

renew

*your 2009-10
professional
registration*

ACOT

Alberta College of Occupational Therapists

fees

Fees for the 2009-10 registration year have not increased.

The fee for renewal applications processed on or before February 1, 2009 is \$550. For renewals processed after February 1 and on or before February 28, the fee is \$625.

should you renew if

planning a leave of absence during the registration year?

	effect on currency hours	effect on fees
renew and keep your registration active during a leave from the profession	Without paid practice hours, you can still accumulate currency hours through professional development and volunteer work	You pay the General Register permit fee of \$550 for the renewal year
if you cancel your registration and reapply at a later date	Currency hours cannot be accumulated during a period of cancellation. When you reapply, if it is deemed that currency requirements have not been met, professional upgrading may be required	You pay a \$150 application fee plus the prorated General Register permit fee. For example, if you return to work after June 1 but before September 1, the total fee is \$562.50 ¹

¹ Prorated fees for reapplying to the General Register are: \$562.50 after June 1 (\$412.50 prorated fee, \$150 application fee); \$425.00 after September 1 (\$275.00 prorated fee, \$150 application fee); and \$287.50 after December 1 (\$137.50 prorated fee, \$150 application fee).

how can you renew?

online at www.acot.ca

Click on 'Member Login' on the right column of the home page at **www.acot.ca**. Follow the online instructions and complete the registration with an online payment by MasterCard or Visa. All information sent is protected by encryption.

Your **username** is your surname and registration number. For example the User ID for Sally Smith-Jones with registration number 989 would be Smith-Jones989. The username is case sensitive.

Your **password** was initially set as your birth date in the format of year month day. For example if your birth date is October 21, 1970, your password would have been 19701021. If you have changed your password and encounter difficulties, contact the College to have the password reset.

download renewal form and fax or mail

The renewal form is available in PDF format at **www.acot.ca** from a link on the home page. Fax the completed form to the College at 780.434.0658 or mail to ACOT, 300, 10436 81 Avenue, Edmonton, AB T6E 1X6.

If you need more information about renewing, email registration@acot.ca.

Beat the rush ...renew early ! Online renewal is available from December 2008. Expect high traffic on the website near the February 1 deadline that could cause connectivity problems and processing delays.

important dates

March 1 to February 28/29 - the registration year for the College.

before February 1, 2009 - the renewal fee is \$550 for renewal applications and payment submitted online, or printed versions faxed or postmarked, by this date.

after February 1 and before February 28, 2009 - the renewal fee is \$625 for renewal applications and payment received online, or printed versions faxed or postmarked, during this time.

February 28, 2009 - all 2008-09 General Register permits expire.

March 1, 2009 - notices sent to employers of all permits not renewed.



300, 10436 - 81 Avenue Edmonton Alberta T6E 1X6
T: 780.436.8381 or 1.800.561.5429 (toll-free)
E: info@acot.ca F: 780.434.0658