



Registration Renewal

Step-by-Step guide to the new registration renewal process



This Step-by-Step Guide to ACOT’s registration renewal process is one of the several resource materials prepared to assist with orientation of registrants to the new version of the online registration/continuing competence platform which can be found on the [ACOT website](#).

If any questions remain after reviewing this guide or any of the other resource materials; or, if you have feedback for us on the content of the materials, feel free to call (780.436.8381) or email (info@acot.ca). This guide and the other resources are “living” documents and updates will occur as required to meet registrant needs.

Prepared December 2019

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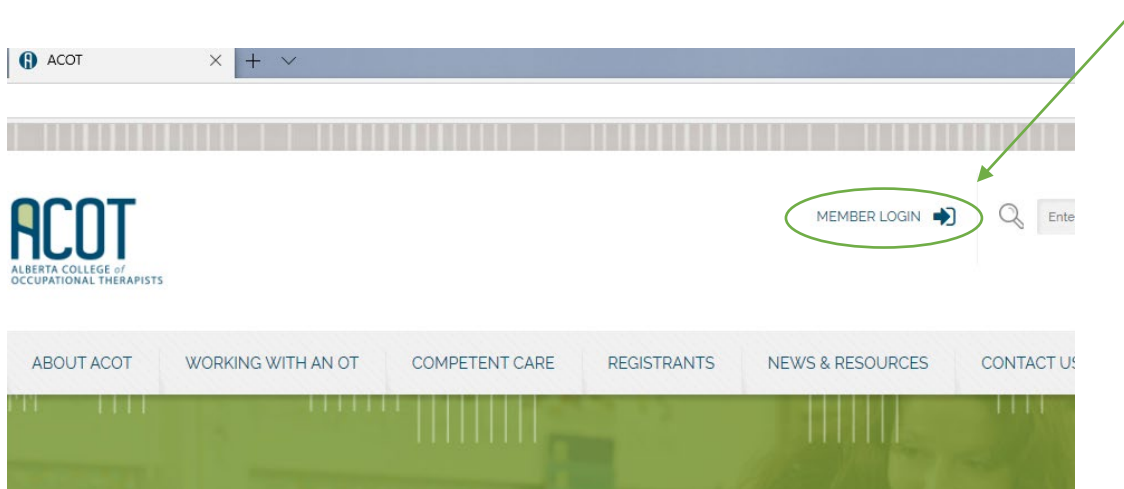
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1. Renewal Process Overview

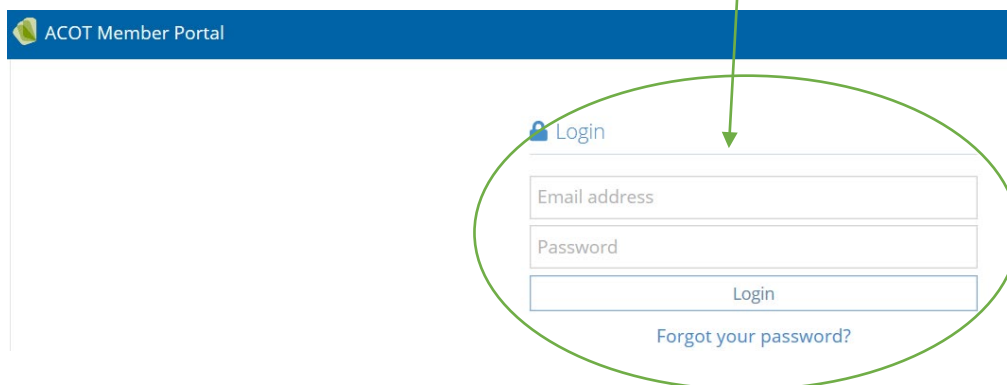
ACOT's registration year goes from March 1-February 28/29. Registration renewal opens January 1 each year. **You must complete all required renewal documentation and submit payment prior to Feb 28/29 or your registration will be automatically cancelled.** If cancelled, your employer will be notified indicating that you are not eligible to practice OT until you have a valid permit. Prior to resuming practice after cancellation, you must reapply to become registered – this includes submission of a new application form, payment of an application fee in addition to the registration fee, and provision of current criminal record and vulnerable sector record check documentation.

a. Logging in to the online platform

You can access the updated online platform from your computer or mobile device by clicking the "Member Login" icon  at the upper right-hand corner of the ACOT webpage - <https://acot.ca/>.



You will be taken to the ACOT Member Portal screen where you will enter the primary email address you have on file with ACOT (no longer your registration number) along with the password you created to login to the old version of the platform.



If you are not sure which email is your preferred email, it is the one where you receive your eNews updates from ACOT.

NOTE: *If you are an AHS employee and your AHS email is your preferred email with ACOT, you may still need to write it out “@albertahealthservices.ca” in full in order to login – you can change to the new abbreviated version of the email address (“@ahs.ca”) when you do your profile update.*

b. Forgot your password?

If you have forgotten your password, click “Forgot your password” and you will be taken to the Alinity password reset page where you can create a new password.

Reset Password

Enter the user name associated with your Alinity account, then click Submit. We'll send an email to the email address associated with your account with a link to a page where you can create a new password.

Email address

Enter the code on the right

HNKOFX
Click to change

Submit

Once you have logged in, you will be taken to the Home page of the Member Portal. During registration renewal, the home page will look like this:

ACOT Member Portal

Home

My registration

My documents

My groups

My learning

My profile

Powered by Alinity

Complete Your Renewal

General Renew

Cancelled Renew

Active Permit

General Permit Tax receipt

Effective 01-Mar-2019 Expires 29-Feb-2020

My self assessments

Date	Status	
2019/2020	Required	
2018/2019	Submitted	>
2016/2017	Submitted	>
2015/2016	Submitted	>
2014/2015	Submitted	>

My invoices

0 invoice(s)

Announcements (0)

No announcements

If you are on the Provisional Register you will see this.

c. The four-step renewal process at a glance

When you click on the **Renew** button for the register you are renewing for (i.e. General or Provisional), you will be taken to the screen that shows you where you are at in the four-step renewal process:

The screenshot displays the 'Complete Your Renewal' page. On the left is a navigation menu with options: Home, My registration, My documents, My groups, My learning, and My profile. The main content area shows a progress bar with four steps: 1. Profile Update (highlighted with a green circle around the 'Update' button), 2. 2019/2020 - Learning Plan, 3. 2020/2021 - Learning Plan, and 4. 2020/2021 - Renewal. Below the progress bar, there are sections for 'Active Permit' (showing 'General' permit details), 'My self assessments' (a table of assessment dates and statuses), 'My invoices' (showing 0 invoices), and 'Announcements (0)'.

Date	Status	
2020/2021	Required	
2019/2020	Required	
2018/2019	Submitted	
2017/2018	Submitted	
2016/2017	Submitted	

The next sections of this guide will take you through what you need to do for each of these steps.

NOTE: *You do not need to complete the renewal process in one sitting – your content will be saved if you have pressed either the “Next” or “Save for Later” buttons at the bottom of the page within each step. You may also choose the “Withdraw” option in either Step 1 or Step 4 if you have initiated renewal but wish to start again (content in Step 2&3 will be saved but you will need to reselect the “goal completion” options).*

CCP components can be edited right up to the point of registration fee payment

2. Step 1 – Profile Update

When you click on the **Update** button under the Profile Update step you will be taken to a screen where you will be required to review, change and confirm:

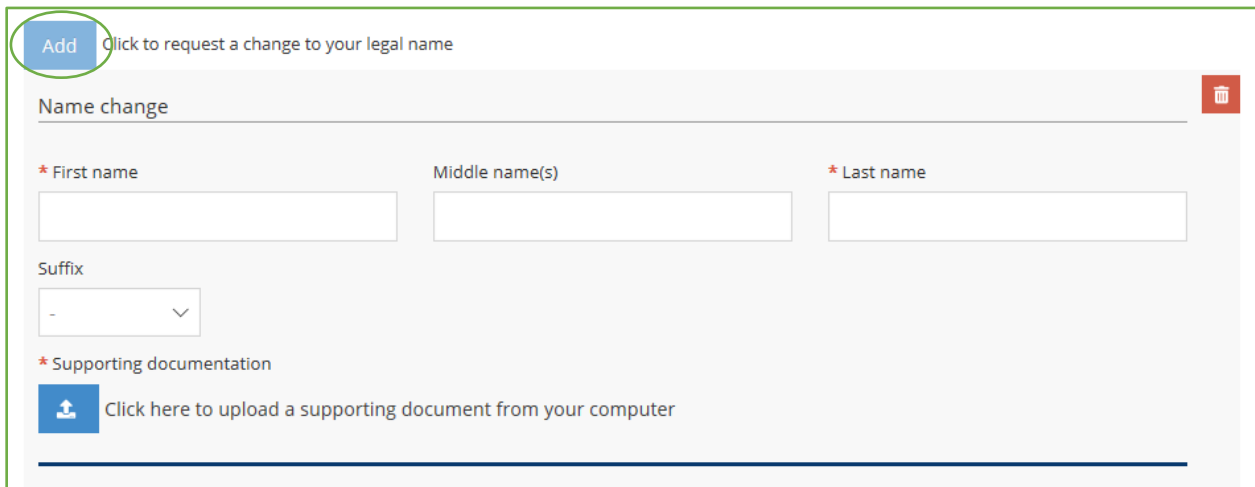
- a. your personal information and education;
- b. your employment status and employer information;
- c. your practice hours within and outside of employment; and,
- d. specializations and/or registration in other jurisdictions.

Please note that you can change the information in the My Profile section any time during the year by going into the “My Profile” tab and clicking on the Edit button. **You are required as per the *Health Professions Act* to ensure the College has your most current and up-to-date contact and employment information.**

a. Changing personal information and education

i. [Name Changes](#)

Prior to a name change being visible on your profile, you must submit a formal request to ACOT which includes uploading supporting documentation as proof of your name change. Click on the **Add** button to request a legal name change.



The screenshot shows a web form for requesting a name change. At the top left, there is a blue button labeled 'Add' with the text 'Click to request a change to your legal name' next to it. The button is circled in green. Below the button is a form titled 'Name change' with a red trash icon in the top right corner. The form contains three input fields: '* First name', 'Middle name(s)', and '* Last name'. Below these is a 'Suffix' dropdown menu with a '-' symbol. At the bottom, there is a section for '* Supporting documentation' with a blue upload button and the text 'Click here to upload a supporting document from your computer'.

ii. [Address and contact information changes](#)

You can change your contact information (phone number and email) any time and without approval but address changes require that you submit a request to change your address. Click on the **Add** button to request an address change.



Current Address

Apartment / Box No. / Address or Street No.

City Postal/Zip code

Add Click to request an address change

Contact Information

Mobile phone #  Home phone #  * Email

When changing either your name or you address you will receive an email from ACOT similar to the one following:

From: ACOT <info@acot.ca>
Date: December 20, 2019 at 5:21:59 PM MST
Subject: Profile Update Blocked

Hi _____,

Your profile update submission has been received. The changes will be made once the profile update form is reviewed and approved.

Thank you.

You will also receive an email once the change has been approved.

iii. [Updating education credentials](#)

If you have earned additional education credentials since you last renewed, click on the **Add** button to indicate your new designation and in what field of study. You will also upload supporting documentation as verification of your additional credentials.

EDUCATION

Your education is listed below. If you have a new credential to add, please click the [ADD] button below.

Designation	Institute	Granted year
BScOT		

Add Click here to add additional education

New education

* Designation


Institute

* Field of study

* Date received

If your institute is not available in the list above please enter the name, location and phone # here.

* Supporting documentation

 Click here to upload a supporting document from your computer

The drop-down lists for the Designation and Field of Study sections include the following options:

* Designation

-
- Baccalaureate
- BSc
- Certificate
- Diploma
- Master of Arts in Leadership
- Masters
- MSc
- Other
- PhD

* Field of study

-
- Biological, Biomedical, and Physical Sciences
- Business, Management, Marketing and Related Education
- General Rehabilitation Science
- Gerontology
- Health Administration/ Management
- Health Professions and Related Clinical Sciences
- Kinesiology and Exercise Science
- Law
- Other Field of Study
- Physiology
- Psychology
- Public Administration
- Public Health
- Social Sciences, Arts and Humanities

b. Modifying current employment/employer information

i. Indicating employment status

You are required to verify your employment status for the past year. The options (as currently specified by the Canadian Institute of Health Information - CIHI) include the following:

EMPLOYMENT

*You are required to report your overall employment status between **2019-03-01** and **2020-02-29**.*

* Employment status

-

Casual employment in profession

Not Employed: Not seeking

Not Employed: Seeking employment


Regular employment in profession

Choose the one that best reflects your employment status during the past registration year (Mar 1-Feb 28/29).

ii. Adding an employer

If an employer that you accrued practice hours during the year is not showing up in your profile you can add the employer in by clicking on the **Add** button.

Add Click here to add a new or additional employer(s)

Employer 

Organization

* Title/position Contact phone End date (if applicable)

- Example: 403-555-5555 yyyy-mm-dd

* Status * Age range * Main area of practice

- - -

If your employer is not available in the list above please enter the name, location and phone # here

Please enter the total practice hours for the employer for the current registration year.

The number of hours can be 0 but cannot exceed 4000. Keep in mind that a whole number must be used.

* Practice hours

The drop-down lists for title/position, status, age range and main area of practice are as follows:

* Title/position

-
- Direct Service Provider
- Educator
- Manager
- Other
- Professional Leader/Coordinator
- Researcher

* Status

-
- Casual
- Permanent
- Self Employed
- Temporary

* Main area of practice

-
- Cardiovascular and Respiratory System
- Client Service Management
- Digestive/Metabolic/Endocrine System
- General Physical Health
- Health Promotion and Wellness
- Medical/Legal Related Client Service Management
- Mental Health
- Musculoskeletal System
- Neurological System
- Other Areas of Direct Service
- Other Areas of Practice
- Palliative Care
- Research
- Service Administration
- Teaching
- Vocational Rehabilitation

* Age range

-
- Adults (18-64)
- All Ages
- Mixed Adults (18+)
- Mixed Paediatrics (0-17)
- Preschool (0-4)
- School Age (5-17)
- Seniors (65+)

Please note that the options for title/position, status, age range and main area of practice are all specified by CIHI. We will be working with CIHI in the coming months to identify categories in each of those areas that better capture and reflect the diversity and reality of OT practice in Alberta.

iii. [Removing or making changes to an employer](#)

If a former employer is showing up in your profile or if you have changed positions with that employer, select the **Yes** option in the section that asks – “Do you need to change your employment information?” If you are no longer working for that employer, enter an “end date”. If you have not accrued any hours with that employer in the past registration year, enter “0” otherwise, enter the number of hours worked for that employer in the past registration year. If your position has changed with that same employer, you can indicate any changes in title, status, client group age range, area of practice, and contact number.

Health Centre

Title/position	Contact phone	Age range
Professional Leader/Coordinator		All Ages
Status	Main area of practice	
Permanent	Health Promotion and Wellness	

Please enter the total practice hours for the employer for the current registration year.

The number of hours can be 0 but cannot exceed 4000. Keep in mind that a whole number must be used.

*** Practice hours**

*** Do you need to change your employment information?**

Yes No

Changes

* Title/position	Contact phone	End date (if applicable)
<input style="width: 100%; height: 20px;" type="text" value="-"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text" value="yyyy-mm-dd"/>
* Status	* Age range	* Main area of practice
<input style="width: 100%; height: 20px;" type="text" value="-"/>	<input style="width: 100%; height: 20px;" type="text" value="-"/>	<input style="width: 100%; height: 20px;" type="text" value="-"/>

c. Entering and tracking practice hours

In order to have Alberta’s OT workforce data more accurately represented, we are now requesting that registrants enter their practice hours by employer. There is also the option to include practice hours outside of employment.

i. Recording practice hours outside of employment

*Please enter the total practice hours **outside of your employment** for the current registration year.*

The number of hours can be 0 but cannot exceed 4000. Keep in mind that a whole number must be used.

*** Practice hours outside of employment**

Examples of practice hours completed outside of employment may include pro bono work or volunteer work where you are still using the title of OT and are adhering to all of the requirements in the [Standards of Practice](#) and [Code of Ethics](#).

ii. Recording practice hours by employer

Indicate the number of practice hours for the past registration year (Mar 1 – Feb 28/29) for each employer that is listed on your profile page. If you are renewing prior to Feb 28/29 (which is strongly encouraged), you can estimate the number of hours you expect to work until the end of February. If you have a private practice, include the total of all hours worked within your practice (no need to list by contract).

TIP: Practice hours include hours worked only. Vacation time, statutory holidays and leave of absences are excluded. A rounded estimate of worked hours suffices. Precision in reporting practice hours is most important for people who are working casual or in small FTE and need to ensure they have the required number of hours for maintaining currency.

The total number of practice hours you have indicated will be viewable along with your hours for the previous four years. Please note the criteria for the minimum number of practice hours to maintain currency, as per the *Occupational Therapists Profession Regulation*, are also listed in this section.

Practice hours

Practice hours for the last four years will appear below. You may enter practice hours only during registration renewal period.

Year	Total hours
2015/2016	1036
2016/2017	1050
2017/2018	1221
2018/2019	948

The following is your calculated total practice hours for this registration year including hours for all of your employment and any qualifying hours outside of your employment.

*You are required to meet **at least one** of the following criteria:*

- 400 practice hours in the past year*
- 800 practice hours in the past two years*
- 1200 practice hours in the past three years*
- 1550 practice hours in the past five years*

2019/2020 total
practice hours
1200

d. Finalizing the profile update and proceeding to Step 2

If you have any changes to your specializations or are registered in any other jurisdiction you can update in the corresponding section of the profile page. The only specialization ACOT requires that you report is whether you are certified and maintaining continuing competence in the provision of acupuncture.

SPECIALIZATIONS

Below are a list of specializations granted to you. If you wish to add an additional specialization, -please click the checkbox and provide the required information.

No specialization records exist.

Acupuncture Roster

OTHER JURISDICTIONS

Your other jurisdictions are listed below where you are currently or were previously registered/licensed to practice occupational therapy or any other health profession.

No other jurisdiction records exist.

Add [Click here to add additional Jurisdiction](#)

Next

Withdraw

When you have completed all the required sections of the Profile Update you can click on the **Next** button. If any sections are incomplete, they will be flagged for you to complete prior to proceeding to Step 2.

3. Step 2 & 3 – Completing and Initiating Continuing Competence Program (CCP) Components

If all sections of the profile update are complete, you will be taken to Step 2.

If you haven't yet initiated your 2019-2020 CCP components you will be cued to initiate your Self-Assessment. When you select **CLICK HERE**, you will be taken automatically to the 2019-2020 Self-Assessment Tool and from there to the Action Plan.

Profile Update 2019/2020 - Learning Plan 2020/2021 - Learning Plan 2020/2021 - Renewal

2019/2020 CONTINUING COMPETENCE PROGRAM

- **Your session may time out but your progress will be saved as long as you click the "Submit" or "Save for later" button**
- Provide complete and accurate information
- Mandatory fields are marked with a red asterisk *
- You may use the "Save for later" button if you do not want to submit a completed form yet
- [Click here for ACOT's latest CCP guide](#)

ACTION PLAN

You are required to complete your self assessment. [CLICK HERE](#) to go to self assessment.

If you have already initiated your CCP, you will be taken directly to the Action Plan for completion and/or finalization. Once you have reviewed and completed all the components of the current year's CCP, you will click on the Next button at the bottom of the Action Plan page. You can also click the "Save for later" button and continue the renewal process at a later time/date. Even if you do click the Next button, you can still edit if you have forgotten to enter information.

NOTE: *During renewal, you will click on the "Next" button to submit your finalized components - outside of the renewal period it is the "Submit" button.*

If you click the Next button, you will be taken to Step 3 where you will be cued to complete your Self-Assessment for the upcoming year.

Profile Update 2019/2020 - Learning Plan 2020/2021 - Learning Plan 2020/2021 - Renewal

2020/2021 CONTINUING COMPETENCE PROGRAM

- **Your session may time out but your progress will be saved as long as you click the "Submit" or "Save for later" button**
- Provide complete and accurate information
- Mandatory fields are marked with a red asterisk *
- You may use the "Save for later" button if you do not want to submit a completed form yet
- [Click here for ACOT's latest CCP guide](#)

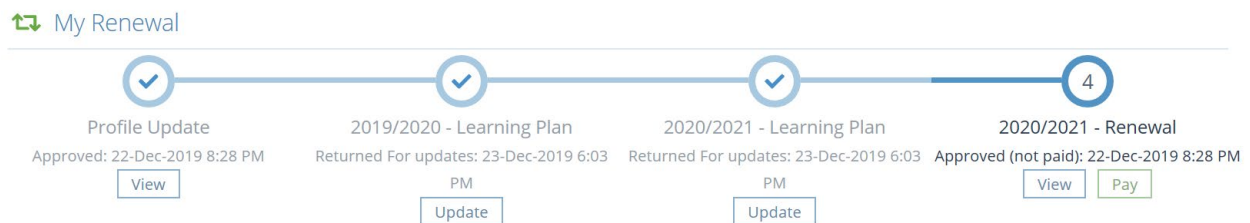
ACTION PLAN

You are required to complete your self assessment. [CLICK HERE](#) to go to self assessment.

At this point, you are only required to complete the Self-Assessment Tool and the initial section of the Action Plan (initial reflections on the areas of focus you have selected, goal statement(s) and learning activity selection).

TIP: For more detailed information on how to complete the CCP components, please refer to the “Continuing Competence Program (CCP): Step-by-Step guide to completing the required CCP components in the updated online platform” which can be found in the News & Resources tab of the ACOT website (or you can also access the guide from the fifth bullet in the header of the Action Plan - circled in the screenshot above).

NOTE: Even if you have clicked the Next button in Steps 2 or 3, you can still make changes right up to the point of submitting your payment by clicking on the Update (may also say “View”).



4. Step 4 – Declarations and Annual Fee Payment

a. Review of required declarations

You are required to review and respond to the following two sections of declarations before pressing the Submit button and proceeding to the payment page.

GOOD STANDING DECLARATIONS

Are you currently undergoing an investigation or subject to an unprofessional conduct process; or have you been previously disciplined by another regulatory body responsible for the regulation of occupational therapists or any other profession? Yes No

Have you ever pleaded guilty or been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside of Canada for which you have not been pardoned? Yes No

Have you ever been found guilty of unprofessional conduct in any profession or jurisdiction? Yes No

Have you ever had conditions imposed on your practice permit in any profession or jurisdiction? Yes No

Have you ever had a judgment against you in a civil action with respect to your practice? Yes No

DECLARATIONS

Renewal declaration

The information given by me in this renewal is true and complete to the best of my knowledge.

* I acknowledge and accept the above declaration

Standards declaration

I agree to abide by the Alberta College of Occupational Therapists' Code of Ethics and Standards of Practice.

* I acknowledge and accept the above declaration

Insurance declaration

I declare I am in possession of valid professional liability insurance for the practice of occupational therapy in Alberta that affords me no less than five million dollars of professional liability insurance coverage.

* I acknowledge and accept the above declaration

WARNING: Please make sure that all information entered is accurate before your final submission.

Submit

Withdraw

i. [Notes on professional liability insurance](#)

The *Health Professions Act* requires all registered Occupational Therapists to hold professional liability insurance. This protects a therapist's personal assets against lawsuits and defense costs and ensures clients who have suffered damages can be compensated. Employer-provided policies typically cover the employee solely for the professional services rendered for that employer. If you provide Occupational Therapy services outside of your primary place of employment (e.g. provide professional services on a voluntary basis, as a private practitioner, or for other employers), the employer's policy will not protect you. The College recommends all registered Occupational Therapists obtain their own professional liability insurance, independent of any employer coverage. Regulated members are required to ensure liability insurance protection on all professional activities meet the College requirements.

The College does not endorse one provider or carrier over another. Professional liability insurance may be purchased through SAOT, CAOT or any independent insurance broker.

b. [Payment of registration fees](#)

Once you have completed the declaration page and pressed Submit, you will be taken to the invoice page. If paying by cheque, click the **Close** button; if paying by credit card, click the **Pay** button.

Invoice

20-Dec-2019 #1021178

From

312 - 8925 51 Ave Edmonton, Alberta T6E 5J3

To

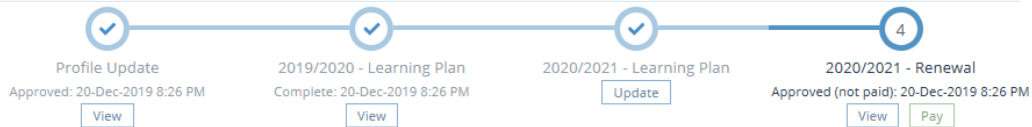
Description		Total
General Register Renewal		\$550.00
	Subtotal	\$550.00
	GST	\$0.00
	PST	\$0.00
	Total due	\$550.00

If paying by cheque click "Close" and send payment to the College at the address above. Please include your invoice number on your cheque. Your form will not be processed without payment.

Close Pay

Clicking **Close** will bring you back to the home page which will indicate that your submission is complete but not paid. Your invoice will show as being due until your cheque has been received and processed.

My Renewal



Active Permit

General	Permit	Tax receipt
Effective 01-Mar-2019	Expires 29-Feb-2020	

My self assessments

Date	Status	
2020/2021	Submitted	>
2019/2020	Submitted	>
2018/2019	Submitted	>
2016/2017	Submitted	>
2015/2016	Submitted	>

1 2

My invoices

Include paid

Date	Total	Due	
20-Dec-2019	\$550.00	\$550.00	>


1 invoice(s)

NOTE: *If you are paying by cheque, you must ensure that it arrives and is processed prior to the end of the registration year otherwise your renewal will be considered incomplete and your registration will be cancelled.*

If you are paying by credit card, you will enter the required information into the secure payment site (Moneris).

Mandatory fields marked by *

Payment Details

Transaction Amount: \$550.00 (CAD) 



Order ID: mhp19353223211p10

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

[Process Transaction](#) [Cancel Transaction](#)

c. Printing of Permits

ACOT will no longer be printing and mailing your Practice Permit. It will be up to each registrant to print their own copy(ies) and display and/or provide them to their employer as per the *Health Professions Act*.

6. Cancelling Your Registration

Any registrants planning to let their registration lapse at the end of the registration year are required to enter into the member portal and formally cancel their registration. This will ensure that the registrant has an up-to-date report of practice hours and a complete and finalized CCP submission. It will also stop the automatic notification of cancelled registration going to your last known employer.

To cancel your registration for the upcoming year, click on the [Renew](#) button in the Cancelled section

The screenshot shows the ACOT Member Portal interface. On the left is a navigation menu with options: Home, My registration, My documents, My groups, My learning, and My profile. The main content area is divided into three sections:

- Complete Your Renewal:** Contains two rows. The first row is labeled "General" and has a "Renew" button. The second row is labeled "Cancelled" and has a "Renew" button circled in green.
- Active Permit:** Shows a "General" permit with an effective date of 01-Mar-2019 and an expiration date of 29-Feb-2020. There are buttons for "Permit" and "Tax receipt".
- My self assessments:** A table with columns "Date" and "Status".

Date	Status	
2019/2020	Required	[Edit]
2018/2019	Submitted	[Next]
2016/2017	Submitted	[Next]
2015/2016	Submitted	[Next]
2014/2015	Submitted	[Next]

Below the self-assessments table is a section for "My invoices" with a table showing 0 invoice(s) and a section for "Announcements (0)" with "No announcements".

You will then be cued to:



1. Update your profile where you will enter your practice hours both within and outside of employment and indicate your employment end-date;
2. Complete and finalize your CCP for the past year; and,
3. Indicate your reason for not renewing and complete the required declarations (good standing declarations still required as they are for the past year).

CHANGE REASON

If you did not intend to cancel your registration, please withdraw this renewal using the "Withdraw" button below and select the non-cancelled renewal option.

* Cancellation reason

-
- Retiring
- Moving
- Maternity leave
- Health reasons
- Other

Return date (if applicable)

yyyy-mm-dd

GOOD STANDING DECLARATIONS

Are you currently undergoing an investigation or subject to an unprofessional conduct process; or have you been previously disciplined by another regulatory body responsible for the regulation of occupational therapists or any other profession? Yes No

Have you ever pleaded guilty or been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside of Canada for which you have not been pardoned? Yes No

Have you ever been found guilty of unprofessional conduct in any profession or jurisdiction? Yes No

Have you ever had conditions imposed on your practice permit in any profession or jurisdiction? Yes No

Have you ever had a judgment against you in a civil action with respect to your practice? Yes No

DECLARATIONS

Cancellation declaration

The information given by me in this renewal is true and complete to the best of my knowledge.

* I acknowledge and accept the above declaration

WARNING: Please make sure that all information entered is accurate before your final submission.

When you **Submit** your cancellation, you will get this generic notice relating to renewal and payment:

Payment cannot be accepted for your Renewal at this time.

Thank you for submitting your renewal form.

Your renewal form requires review and approval by the College as the next step. If additional information is required, you will be notified by email. Once approved you will be notified by email to return to this site to make payment. Please be sure to check your Junk/Spam email folder for messages.

Thank you

At this point, the ACOT office is notified of your request to cancel and you will be notified once your cancellation has been approved.

If you still have any questions about how to complete your registration renewal, or have feedback on any of the content with in this document feel free to call (780.436.8381) or email (info@acot.ca).