



Maternity Leave Information

If you are planning to go on Maternity leave you may choose to remain registered with the College or cancel your registration and reapply before your return to work. More information on these options is listed below:

1. Remain registered with the College while on maternity leave

If you choose to remain registered with the College during your maternity leave you must pay the registration fees in full and renew your registration when it comes due at the end of the registration year, just as you would if you were practicing. You will also be required to complete the continuing competence program while you are on leave. If you choose to remain registered while on leave you will be able to use title and call yourself an Occupational Therapist.

2. Cancel your registration and reapply to the College before you return to work

If you choose to cancel your registration while on maternity leave you must notify the College of your cancellation and may request a partial refund. To receive a partial refund your last day of work must be on or before August 31 and the written request for a refund must be received by the College on or before September 30. Along with the request for refund, you must also provide a statement from your employer confirming your last day of work. If you choose to cancel your registration while on maternity leave, you will not be able to use title and call yourself an occupational therapist during your leave. You will also not be required to complete the continuing competence program while you are not registered.

Before you return to work you must reapply with the College. Your application must be received by the College at least 10 days prior to your return to work to allow time for processing. When you reapply you will be required to pay the \$150.00 application fee as well as the registration fees outlined in the [fee schedule](#). You will also be required to submit a current criminal record check which includes a vulnerable sector check.

Other Frequently Asked Questions:

What happens if I don't have enough practice hours when I am ready to return to work?

If you do not have enough practice hours upon your return to work, you can be registered as a re-entry occupational therapist. The re-entry applicant is an Occupational Therapist applying to re-enter the profession after a period of absence and does not have sufficient practice hours for registration to the General Register. Applicants successful in the documentation review are registered on the Provisional Register. An eight-week (320 hr) period of [supervised practice](#) is mandatory. Once the supervisor's competency assessment of the OT is complete and approved by the Registrar, and the applicant has successfully completed the national certification exam or any coursework or training requirements that may have been identified during the [competency assessment](#), the OT will be transferred to the General Register.

Will I need to re-send my transcripts or exam results when I re-apply (if cancelled)?

The College will have all your past documents on file. If an item is not in your file, you will be contacted. Please note that if you do cancel and during that time are registered as an OT in another jurisdiction, you will be required to have the Regulatory History Form completed. This can be found on our website.

Am I eligible for a refund?

If you choose to cancel your registration, you may be eligible for a 50% refund of your permit fee. The requirements to apply for a refund are as follows:

- practice of Occupational Therapy in Alberta must end on or before August 31,
- written request to the Registrar for a refund must be received before September 30,
- the permit card must be returned to the College, and
- 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.

If you have any other questions regarding Maternity Leave, please contact the College's Registration Coordinator at E: info@acot.ca or T: 780.436.8381 ext.101