



Practice Permit Renewal

A Step-by-Step Guide to the Renewal Process



Updated December 22, 2023

If you have any questions about how to renew your practice permit, or have feedback on any of the content within this document feel free to call (780.436.8381) or email info@acot.ca.

Renewal Guide Contents

1. Renewal Process Overview

- a. Logging in to the online platform
- b. Two-step authentication
- c. Forgot your password?
- d. The Four-Step Renewal Process

2. Step 1 - Profile Update

- a. Personal Information Verification
 - i. Name changes
 - ii. Address and contact information changes
 - iii. Spoken/Written languages (other than English)
- b. Education Verification
- c. Employment Information Verification
 - i. Employment status
 - ii. Recording practice hours outside jurisdiction or volunteer/pro bono
 - iii. Updating employment information
 - iv. Adding an Alberta employer
- d. Entering and Tracking Practice Hours
- e. Restricted Activities Requiring Advanced Authorization
- f. Other Jurisdictions and Consent for SAOT Correspondence

3. Steps 2 & 3 - Completing & Initiating The Continuing Competence Components

- a. 2023/2024 Continuing Competence Program
 - i. Step 2- Wrap up the Current Year's CCP
- b. 2024/2025 Refreshed Continuing Competence Program
 - i. Step 3- Initiate Next Year's CCP

4. Step 4 - Declarations and Annual Fee Payment

- a. Good Standing Declarations
- b. General Declarations
 - i. Professional liability insurance
 - ii. Protecting Patients from Sexual Abuse and Misconduct Modules
- c. Edit 4 Steps of Renewal Prior to Selecting Submit
- d. Payment of registration fees
 - i. Fee Increase
- e. Printing of Permits

5. Cancelling Your Registration

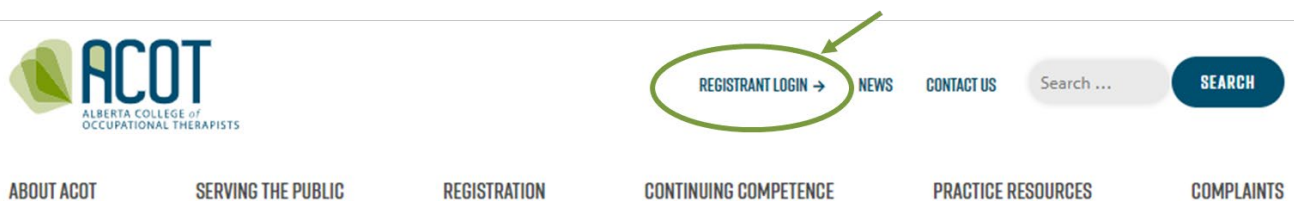
1. Renewal Process Overview

Renewal opens January 1st of each year. ACOT's registration year is from March 1-February 28*. **You must complete the Four-Step Renewal Process and submit payment prior to Feb 28* or your practice permit will be automatically cancelled.** If cancelled, your employer will be notified indicating that you are **not eligible** to practice OT or use protected title until you have a valid practice permit.

NOTE: If you fail to renew by the deadline, your practice permit will be cancelled. You must reapply to become registered after cancellation. This includes submission of a new application form, payment of an application fee, in addition to the registration fee (general register renewal fee addition), provision of current (within the last six months) criminal record and vulnerable sector check, proof of current, personally held, professional liability insurance of no less than \$5million/occurrence, and proof of completion of the mandatory modules. **You are not permitted to resume practice until ACOT provides you with your valid practice permit.**

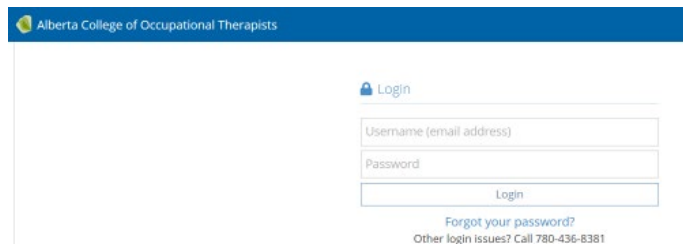
a. Logging in to the Online Platform

You may access the online platform from your computer or mobile device by selecting **Registrant Login** found in the top banner of the ACOT website - <https://acot.ca>. The web browser you choose matters. For the full functionality of the online platform, choose **Chrome** or **Firefox**. The most current versions of Safari and Microsoft Edge work but they do not support all the platform's features.



You will be taken to the Login page where you will enter the email address you use to login along with your password.

* During the leap year, the deadline to renew your practice permit is Feb 29th.



Alberta College of Occupational Therapists

Login

Username (email address)

Password

Login

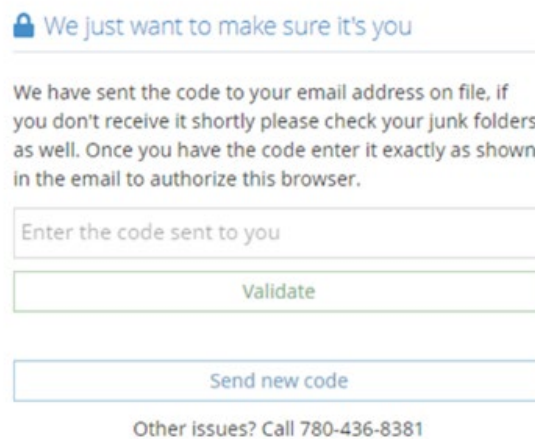
[Forgot your password?](#)


Other login issues? Call 780-436-8381

TIP: Use the same email address for login as listed in the contact information of your ACOT profile. If you can't recall, try the email address that ACOT sends the eNews to.

b. Two-Step Authentication

You are required to two-step authenticate. You will be sent a code to the email address on file. Once you have the code, enter it exactly as shown in the email to authorize the browser.



 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Enter the code sent to you

Validate

Send new code

Other issues? Call 780-436-8381

TIP: If you didn't receive the code, try adding ACOT (info@acot.ca) to your saved contacts and check your junk folders. Then try to login again.

c. Forgot your Password?

If you have forgotten your password, select “[Forgot your password](#)” and you will be taken to the 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

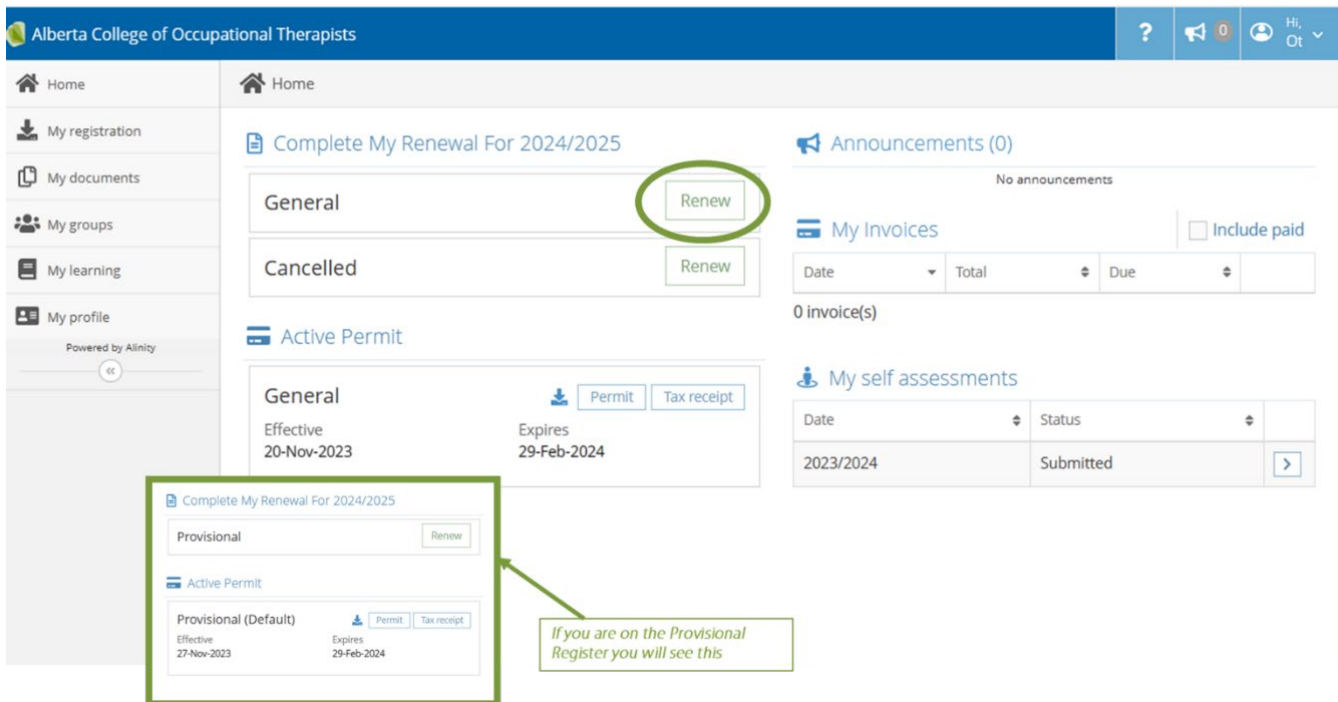
Enter the code on the right

HNKOFX

[Click to change](#)

Submit

Once you have logged in, you will be redirected to the “Home” page of the online platform. During renewal, the home page will look like this.



Alberta College of Occupational Therapists

Home

My registration

My documents

My groups

My learning

My profile

Powered by Alinity

Complete My Renewal For 2024/2025

General

Renew

Cancelled

Renew

Active Permit

General

Effective 20-Nov-2023 Expires 29-Feb-2024

Permit Tax receipt

Complete My Renewal For 2024/2025

Provisional

Renew

Active Permit

Provisional (Default)

Effective 27-Nov-2023 Expires 29-Feb-2024

Permit Tax receipt

If you are on the Provisional Register you will see this

Announcements (0)

No announcements

My Invoices

Include paid

Date	Total	Due
0 invoice(s)		

My self assessments

Date	Status
2023/2024	Submitted

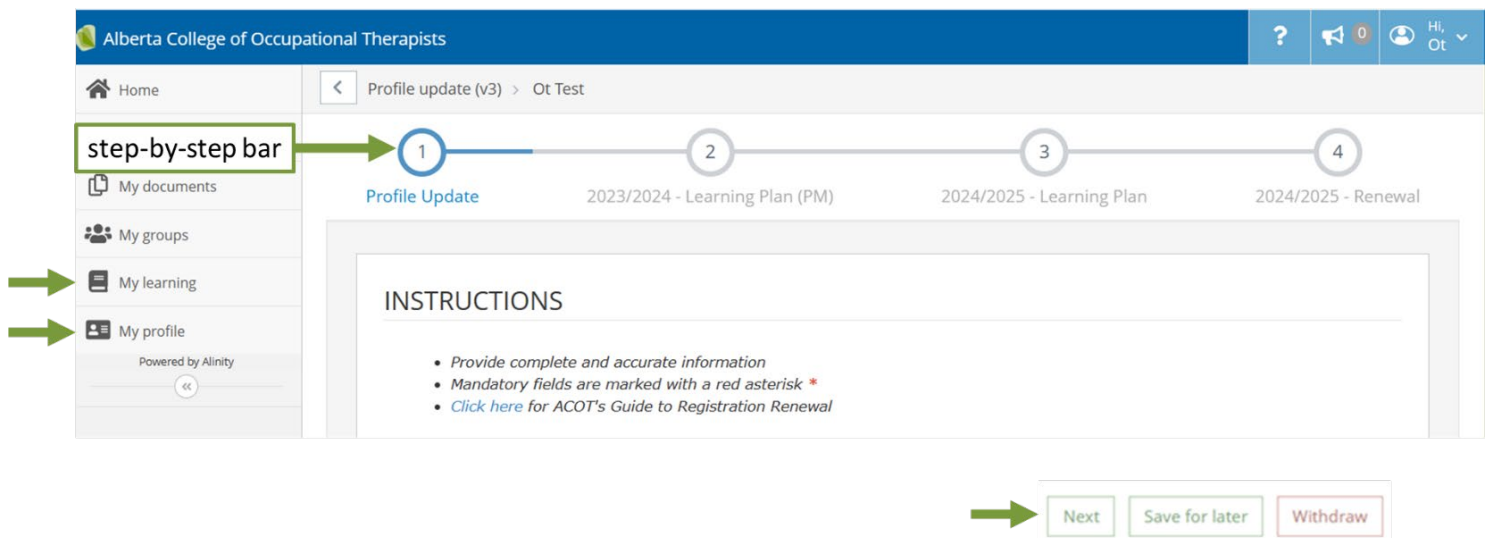
d. The Four-Step Renewal Process

There are four steps of registration renewal:

1. Profile Update
2. Wrap up Old CCP (current registration year)
3. Initiate Refreshed CCP (upcoming registration year)
4. Declarations and Payment



To initiate the **Four-Step Renewal Process**, select **Renew** (for either General or Provisional register) located under *Complete My Renewal for 2024/2025*. You will automatically be redirected to **Step 1: Profile Update**.



The screenshot shows the ACOT web portal interface. At the top, the navigation bar includes 'Home', 'Profile update (v3) > Ot Test', and user information. A 'step-by-step bar' is visible, showing four steps: 1. Profile Update, 2. 2023/2024 - Learning Plan (PM), 3. 2024/2025 - Learning Plan, and 4. 2024/2025 - Renewal. The 'step-by-step bar' is highlighted with a green box and an arrow. Below the bar, the 'INSTRUCTIONS' section is visible, containing the following text:

- Provide complete and accurate information
- Mandatory fields are marked with a red asterisk *
- [Click here](#) for ACOT's Guide to Registration Renewal

At the bottom right, there are three buttons: 'Next', 'Save for later', and 'Withdraw'. A green arrow points to the 'Next' button.

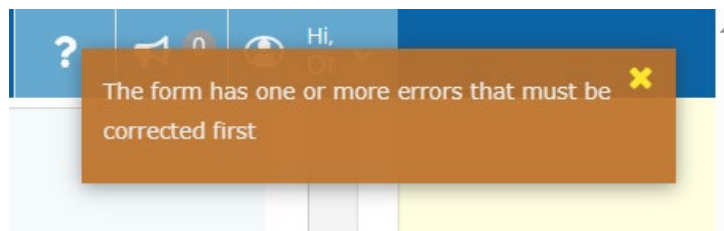
TIP: Only the renewal form will progress you through the four steps of renewal. The **step-by-step bar** at the top of the page and the **Next** button at the bottom of the page only shows up when you are in the renewal form. If you don't see either of these features, you are not in the renewal form. You have accessed your profile from **My Profile** or your Learning Plan from **My Learning** (see arrows above on vertical menu bar).

You do not need to complete the **Four-Step Renewal Process** in one sitting. To save your content, select either the **Next** or **Save for later** buttons at the bottom of the page.



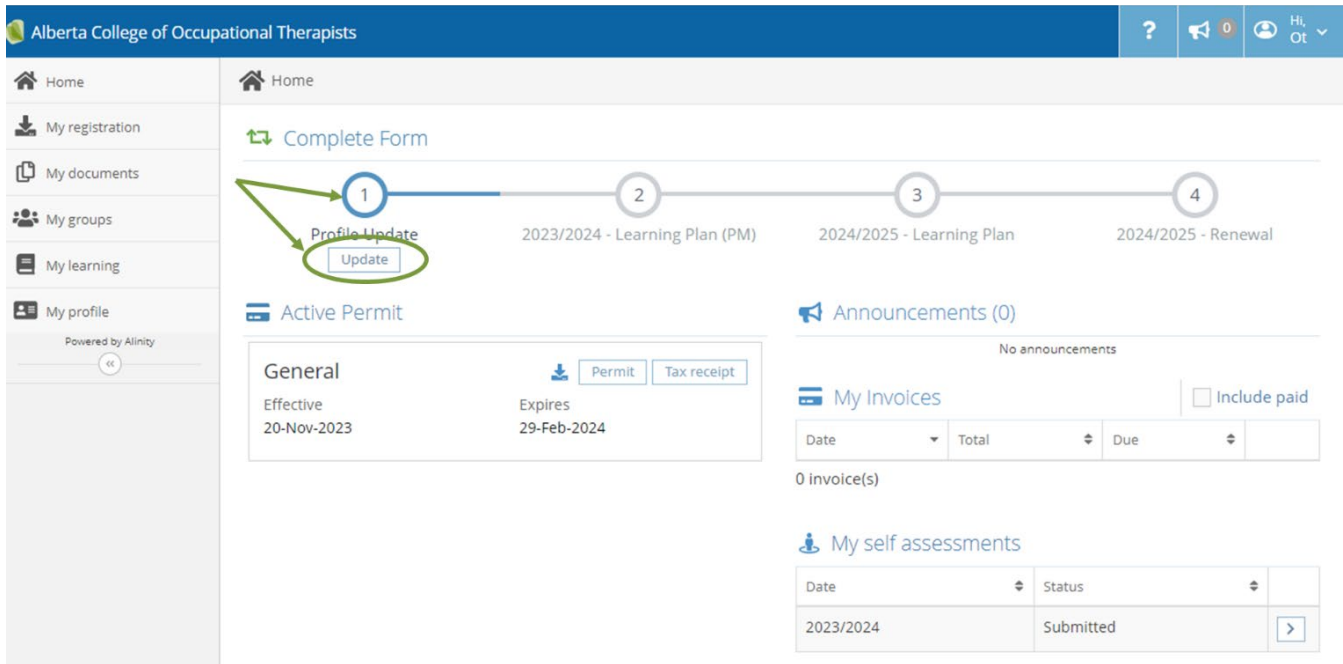
Save for later saves your content and maintains the form you are working on. Ensure you save your content prior to navigating to another tab or page in the form. There is a 30minute member session time out. If you work past this timeframe, ensure to select **Save for later** to save your content. You will automatically be signed out of the platform however, if you selected **Save for later** your content will be saved.

The **Next** button will save your content and progress your form to the next step in renewal. All required content (marked with a red asterisk) must be filled out prior to advancing to the next Step. If content is missing, a message will pop up on your screen indicating you must correct the form first. The text box(es) that were not filled out will be highlighted in red.



The **Withdraw** option is only present at the bottom of the form in Steps 1 & 4. This feature allows you to start the Four-Step Renewal Process again. **Withdraw** will delete the content in Steps 1 & 4 only. Content in Steps 2 & 3 will be saved when you select the withdraw option.

You may save and sign out of the platform as many times as you require during renewal. When logging back into the platform, the Home screen will be populated with the step-by-step bar. A dark blue, highlighted circle with a number in it indicates which step you are working on. In the example below, the registrant is on **Step 1: Profile Update**. The greyed-out circle(s) indicate the step(s) needing to be initiated and completed. You must complete the dark blue highlighted step before you can initiate the next step. To do this, select **Update** under the step you want to work on.



Alberta College of Occupational Therapists

Home

My registration

My documents

My groups

My learning

My profile

Powered by Allinity

Complete Form

1 Profile Update Update

2 2023/2024 - Learning Plan (PM)

3 2024/2025 - Learning Plan

4 2024/2025 - Renewal

Active Permit

General

Effective 20-Nov-2023 Expires 29-Feb-2024

Permit Tax receipt

Announcements (0)

No announcements

My Invoices

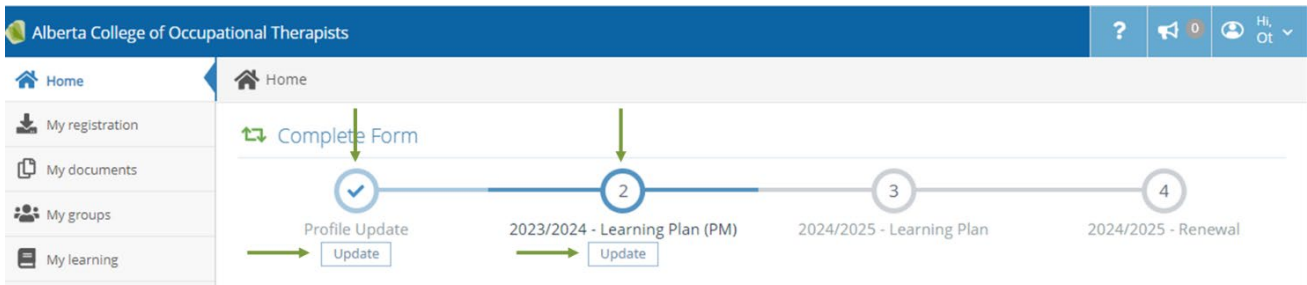
Include paid

Date	Total	Due
0 invoice(s)		

My self assessments

Date	Status
2023/2024	Submitted

A check mark in the circle indicates the completed step(s). In the example below, the registrant has completed **Step 1: Profile Update**. You can edit completed steps. To do so, select **Update** below the step you wish to edit.



Alberta College of Occupational Therapists

Home

My registration

My documents

My groups

My learning

Complete Form

1 Profile Update Update

2 2023/2024 - Learning Plan (PM) Update

3 2024/2025 - Learning Plan

4 2024/2025 - Renewal

2. Step 1: Profile Update

In **Step 1: Profile Update**, you must verify and update:

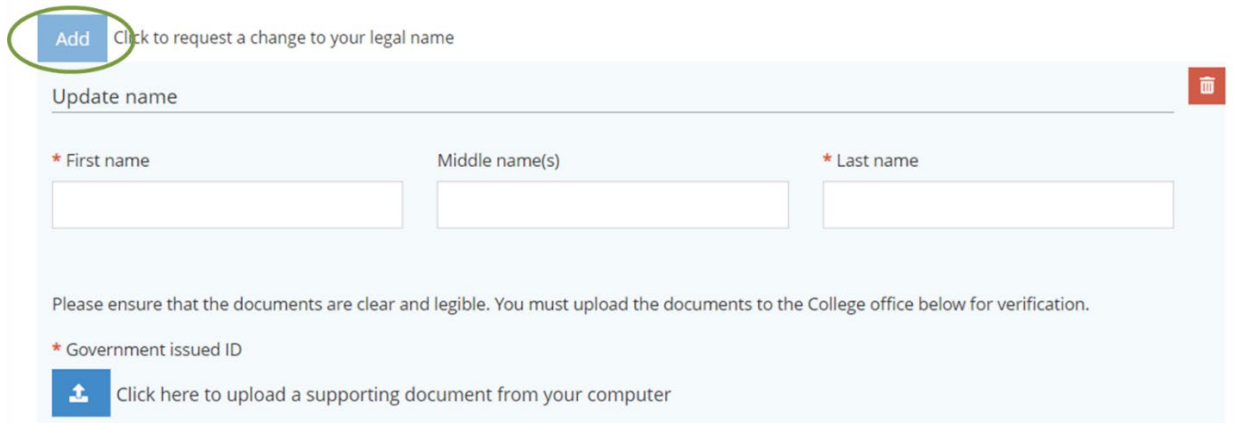
- a. Personal Information
- b. Education
- c. Employment
- d. Practice Hours
- e. Restricted Activities Requiring Advanced Authorization
- f. Other Jurisdictions & Consent for SAOT Communication

NOTE: The *Health Professions Act* (HPA), *Section 33*, indicates you must provide the College with your most current contact and employment information whenever a change occurs.


a. **Personal Information Verification**

i. **Name Changes**

Prior to a name change being visible on your profile, **you must submit a formal request to ACOT**. Select the **Add** button and upload the supporting documentation as proof of your legal name change. **ACOT must verify and make the change to your profile**. The request may take up to five days for ACOT to process. You will not be able to pay for renewal until this request has been processed. Please ensure that you make the changes far in advance of the renewal deadline.




Add Click to request a change to your legal name

Update name 

* First name Middle name(s) * Last name

Please ensure that the documents are clear and legible. You must upload the documents to the College office below for verification.

* Government issued ID

 Click here to upload a supporting document from your computer

ii. **Address and Contact Information Changes**

Confirm that your address is correct. Select the **Add** button to complete an address change. Changes to the Current Address will be updated upon completion of renewal.

Current Address

Apartment / Box No. / Address or Street No.
100 Street

City: **Calgary, Alberta, Canada** Postal/Zip code: **T2T 2T2**

Add Click to request an address change

Address 🗑️

* Apartment / Box No. / Address or Street No.

* City: 🔍 * Postal/Zip code:

You may change your contact information (phone number and email) synchronously in the Contact Information section of the Profile Update. ACOT sends email notifications (eNews, CCP Review & Evaluation etc.) to the email address listed under the Contact Information. It is recommended that you use a personal email address rather than your work email. This is a safeguard if you change employment midyear and because some employers have firewalls that block emails from external sources.

Contact Information

Mobile phone # ? Home phone # ? * Email – ACOT will use this address to communicate with you

TIP: Use a personal email address rather than your work email.

iii. [Spoken/Written Languages \(Other Than English\)](#)

To include an additional language to your profile, click the **Add** button and identify whether you can speak and/or write this other language.

Spoken/Written Languages (Other Than English)

No language records exist.

Add Click to add additional languages to your profile

* Other language * Spoken Yes No * Written Yes No

b. Education Verification

If you have earned additional non-qualifying education credentials (Baccalaureate, Masters, Doctor of Philosophy) since you last renewed, click on the **Add** button. Indicate your new designation and the field of study. You will be required to upload supporting documentation as verification of your additional credential(s). **ACOT must verify and make the change to your profile.** The request may take up to five days for ACOT to process. You will not be able to pay for renewal until this request has been processed. Please ensure that you make the changes far in advance of the renewal deadline.

EDUCATION		
Your education is listed below. If you have a new credential to add, please click the [ADD] button below.		
Designation	Institute	Granted year
MScOT (Research)	Dalhousie University(Halifax)	2003

Add Click here to add additional **non-qualifying** education

Education outside of occupational therapy

* 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

-
-
- BA
- 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
- Not Applicable
- Other Field of Study
- Physiology
- Psychology
- Public Administration
- Public Health
- Social Sciences, Arts and Humanities

c. Employment Information Verification

i. Employment Status

You are required to verify your employment status when you update your profile during renewal. The Canadian Institute of Health Information (CIHI) specifies the options in the drop-down menu.

During renewal, choose the employment option that best reflects your overall status during the past registration year (Mar 1-Feb 28*).

EMPLOYMENT

You are required to report your overall employment status between 2023-03-01 and 2024-02-29.

* Employment status

-
-
- Employed in Occupational Therapy
- Employed in Occupational Therapy, On Leave
- Unemployed and Not Seeking Employment in OT
- Unemployed and Seeking Employment in OT

requires registration to

* Eligible practice hours from outside of jurisdiction, outside of province

ii. [Recording Practice Hours: Outside Jurisdiction or Volunteer/Pro Bono](#)

This section relates to three scenarios where you've obtained practice hours. Scenario a) relates to the practice hours accumulated by working virtually or in person in another province or country which requires registration to practice in that location. For example, if you were providing virtual services in British Columbia, Saskatchewan, or Quebec. Scenario b) relates to the practice hours accumulated related to employers who are situated out-of-province or out-of-country. Lastly, scenario c) relates to the hours you worked as a volunteer or offered services pro bono while using the title of OT and complying with ACOT [Standards of Practice](#) and [Code of Ethics](#).

Please enter any eligible practice hours where you:

- a) Worked virtually or in person in another province or country which requires registration to practice in that location, or*
- b) Worked outside of your Alberta employer(s) (e.g., when working for an out-of-province or out-of-country employer, or when practicing in a country that does not have a regulatory body), or*
- (c) Worked as a volunteer or offered services pro bono and used the title of OT in that role and are complying with ACOT Standards of Practice and Code of Ethics.*

The number of hours can be "0"; only whole numbers can be entered.

* Eligible practice hours from outside of jurisdiction, outside of your Alberta employer(s), or volunteer/pro bono hours

This section does not relate to the practice hours that you worked in-person or virtually for an Alberta employer. Those hours are recorded below, in your **2023/2024 Employment**, under **Employer**.

iii. [Updating Employment Information](#)

If you have changes to your employment information listed under an employer in your profile, select the **Yes** option in the section that asks, "Do you need to change your employment information?"

Organization Name
Street Address,
City/Town, AB Postal Code

Title/position	Contact phone	Age range
Status	Main area of practice	
Start date	End date	

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

The number of hours can be "0"; only whole numbers can be entered.

* 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%;" type="text"/>	<input style="width: 100%;" type="text" value="Example: 403-555-5555"/>	<input style="width: 100%;" type="text" value="yyyy-mm-dd"/>
* Status	* Age range	* Main area of practice
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

You can make changes to title, status, age range, area of practice, and contact number. If you are no longer working for that employer, enter an end date. If you have not accrued hours with the employer in the past registration year, enter "0". Otherwise, enter the number of hours worked for that employer in the past registration year.

NOTE: If you notice your employer's name or address is incorrect, call or email the ACOT office. An ACOT staff member will be able to update the information.

iv. [Adding an Alberta Employer](#)

If you have accrued practice hours in the past year with a new Alberta employer that is not in your profile, you can add the employer by selecting the **Add** button. **Do not add employers located outside of Alberta.**

14

Organization Name
Street Address,
City/Town, AB Postal Code

Title/position Contact phone Age range

Status Main area of practice

Start date End date

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

The number of hours can be "0"; only whole numbers can be entered.

* Practice hours

* Do you need to change your employment information?

Yes No

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

When adding an Alberta employer, enter a few letters in the “Organization” text box. Scroll through the organization drop down list to find your employer. If you cannot find your employer in the organization list, enter the employer’s name, mailing address including postal code in the text box and the main telephone contact. **ACOT must update the organization list before it is added to your profile.** The request may take up to five days for ACOT to process. You will not be able to pay for renewal until this request has been processed. Please ensure that you make the changes far in advance of the renewal deadline.

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

Employer 🗑️

Organization

* Title/position

* Status * Age range * Main area of practice

* Start date End date (if applicable)

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

* Organization / Employer Name
Location (Street Address, City/Town, and Postal Code)
Phone Number

Please enter the total practice hours for the employer for the current registration year.
The number of hours can be "0"; only whole numbers can be entered.

* Practice hours

TIP: When trying to find your employer in the organization list:

- If you work for AHS, try entering “AHS –Zone”. Or enter the zone your primary site is based out of (i.e. NZ, EZ, CenZ, CZ, SZ). The same applies for other employers such as Capital Care, Carewest, CBI, Lifemark, school boards, etc.
- If you are adding a Private Practice under your own name, use the naming convention of “Private Practice – Your first and last name.”

IMPORTANT: Changes to your name, education, and/or adding an employer that is not found in ACOT’s organization list, requires processing. You will not be able to proceed with fee payment until ACOT has verified and processed this information. ACOT will notify you by phone or email when the changes have been processed. At which point you can proceed to payment.

**** It may take upwards of 5 business days for ACOT to process updates. ****

The Canadian Institute for Health Information (CIHI) specifies the options for title/position, status, age range and main area of practice. ACOT is working with CIHI to identify options in each category that better capture and reflect the diversity and reality of OT practice in Alberta. 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

* Age range

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

* 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

d. Entering and Tracking Practice Hours

To have Alberta's OT workforce data more accurately captured and represented, registrants enter their practice hours by Alberta employer.

Indicate the number of practice hours for the past registration year (Mar 1 – Feb 28^{*}) for each employer listed on your profile.

Practice hours include **hours worked** only; vacation time, statutory holidays and leave of absences are excluded. A rounded estimate of worked hours suffices for those working in full-time positions. Precision in reporting practice hours is most important for people who are working casually or part-time to ensure they have the required number of hours for maintaining currency.

During the renewal period (Jan 1- Feb 28^{*}) you may 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).

2023/2024 Employment

Organization Name Street Address, City/Town, AB Postal Code		
Title/position	Contact phone	Age range
Status	Main area of practice	
Start date	End date	
<i>Please enter the total practice hours for the employer for the current registration year.</i> <i>The number of hours can be "0"; only whole numbers can be entered.</i>		* Practice hours <input type="text"/>
* Do you need to change your employment information? <input type="radio"/> Yes <input checked="" type="radio"/> No		

The total number of practice hours you have indicated will be calculated and viewable along with your hours for the previous four years. Please note, the criteria for the minimum

^{*} During a leap year, registration is valid until Feb 29th.

^{*} During a leap year, the deadline to renew your practice permit is Feb 29th.

number of practice hours to maintain registration as per the [Occupational Therapists Profession Regulation](#) (OTPR), 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
2019/2020	1700
2020/2021	1700
2021/2022	1800
2022/2023	1800
2023/2024	1600

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.

2023/2024 total
practice hours
1600

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


Renewal Requirements
OTPR, Section 11 (1)(a)(i-iv)



You a

- 2
- 8
-
-

Hours engaged in the practice of occupational therapy can be counted towards the required currency hours. Do not include: hours/days taken for vacation, medical leave or sick time, professional development activities completed outside of work time that do not involve directly working with clients (however, you define "client" in your practice).

 *Volunteer hours can be counted as practice hours if you are using the title of Occupational Therapist in that volunteer role and are complying with the Standards of Practice and Code of Ethics (e.g. documenting client consent, assessment results, treatment plan, ensuring the secure retention of client records, etc.).*

RES

Hours worked to support an infectious disease response (e.g. screening, contact tracing, redeployment duties, etc.) can also be counted.

Acup
Secti

TIP: Click on the question mark icon visible during renewal to remind yourself of what can be counted as practice hours for currency.

e. Restricted Activities Requiring Advanced Authorization

The only restricted activity requiring advanced authorization is acupuncture. Only registrants who have provided the required evidence to the Registrar of having successfully completed advanced training to perform acupuncture competently and ethically may have this authorization to perform the activity. Update this section if you have any changes to your specialization.

RESTRICTED ACTIVITIES REQUIRING ADVANCED AUTHORIZATION

Acupuncture is currently the only restricted activity requiring advanced authorization for regulated occupational therapists in Alberta (HPRAR, Section 39). Only registrants who have provided the required evidence to the Registrar of having successfully completed advanced training to perform acupuncture competently and ethically may perform this activity and have it included as a restricted activity requiring advanced authorization in their ACOT Profile.

If you wish to perform the restricted activity of acupuncture, please click the checkbox and provide the required evidence of advanced training. You will be notified when your request is approved.

If you have previously received advanced authorization to perform acupuncture but have not maintained your competence, please [contact ACOT](#) to have this advanced authorization removed from your ACOT Profile.

No specialization records exist.

Acupuncture

f. Other Jurisdictions and Consent for SAOT Correspondence

You will need to update Other Jurisdictions if you are/were registered in other jurisdiction(s) or in other health profession(s) in the **past year**.

Lastly, identify if you wish to receive correspondence from SAOT via email.

OTHER JURISDICTIONS

Your other jurisdictions where you are currently registered/licensed to practice occupational therapy or any other health profession OR where you were registered/licensed in the past registration year

No other jurisdiction records exist.

Add

Click here to add additional Jurisdiction of registration

CONSENT

Do you wish to receive correspondence from SAOT via email? * Yes No

→

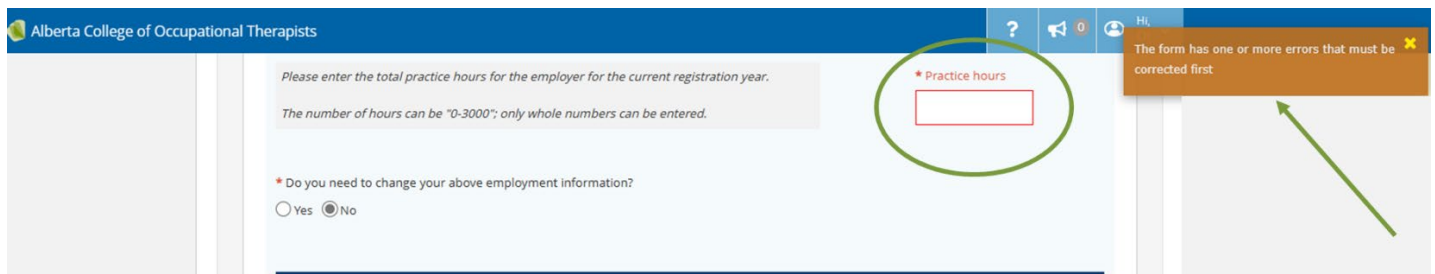
Next

Save for later

Withdraw

When you have completed all the required sections of **Step 1: Profile Update** you will select the **Next** button to proceed to the next step or **Save for later** to sign out of the platform.

As a reminder, any sections that are incomplete will be flagged for you to complete prior to proceeding to Step 2.



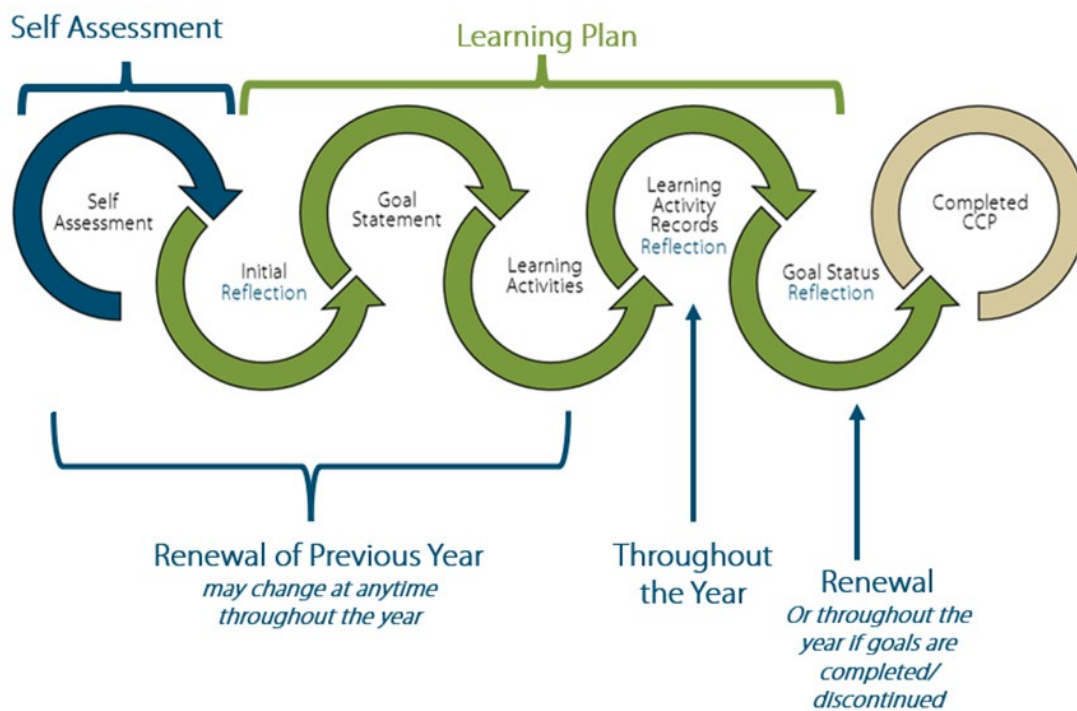
The screenshot shows the ACOT registration interface. At the top, the header reads "Alberta College of Occupational Therapists". Below the header, there are navigation icons (help, search, user profile) and a greeting "Hi,". The main content area contains a form with the following elements:

- A text input field for "Practice hours" with a red asterisk and the label "Practice hours" above it. The field is highlighted with a green circle.
- Below the input field, there is a note: "Please enter the total practice hours for the employer for the current registration year. The number of hours can be '0-3000'; only whole numbers can be entered."
- Below the note, there is a question: "Do you need to change your above employment information?" with radio buttons for "Yes" and "No".
- On the right side of the form, there is an orange error message box that says: "The form has one or more errors that must be corrected first." with a close icon (X).

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

In Step 2 of renewal, you will wrap up the current year's CCP. In Step 3, you will initiate the Refreshed CCP.

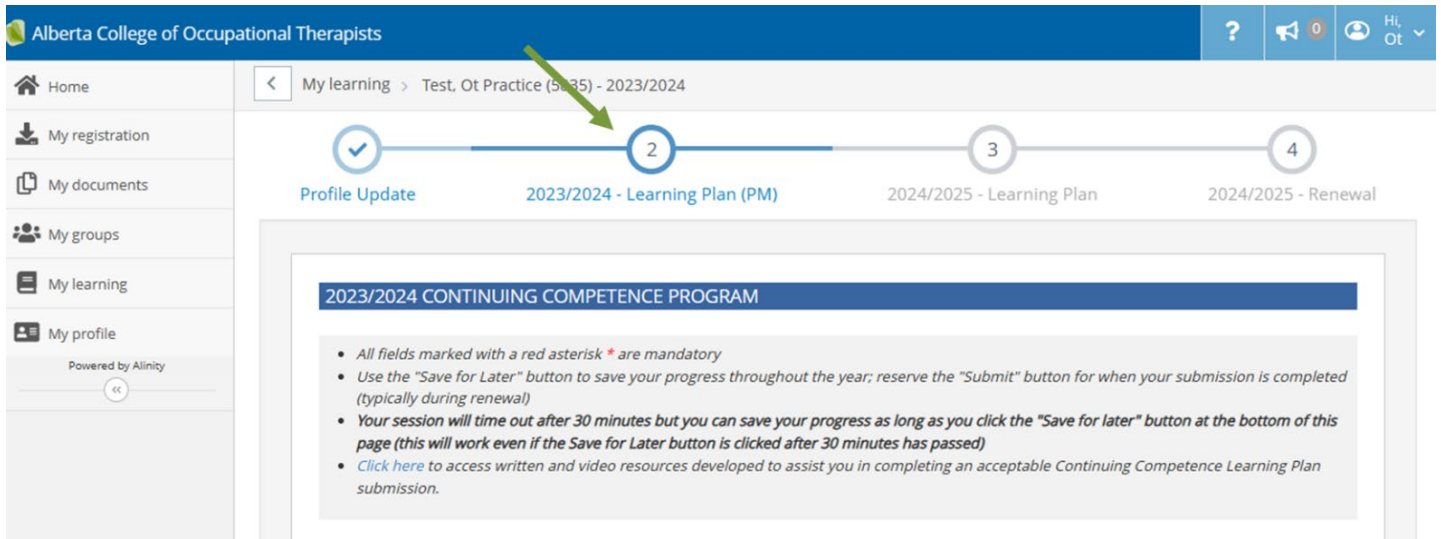
a. ACOT's 2023/2024 Continuing Competence Program



There are six components of the 2023/2024 CCP. The **Self-Assessment** component is in blue, and the rest of the components are in green. The components in green are referred to as the **Learning Plan**. The two colors indicate that they are found in two different places on the online platform.

i. Step 2- Wrap up the Current Year's CCP

You will wrap up the current year's CCP in **Step 2: 2023/2024 Learning Plan**. Typically, this would include adding any additional Learning Activity Record(s) and completing your Goal Status Reflection(s). However, it is suggested that you review all the components of your current year's CCP to ensure that the Indicator(s) and goal(s) originally selected are still applicable. If the CCP is no longer applicable, you can make changes to any component of your 2023/2024 CCP prior to submitting your renewal. Changes can not be made after submitting your renewal.

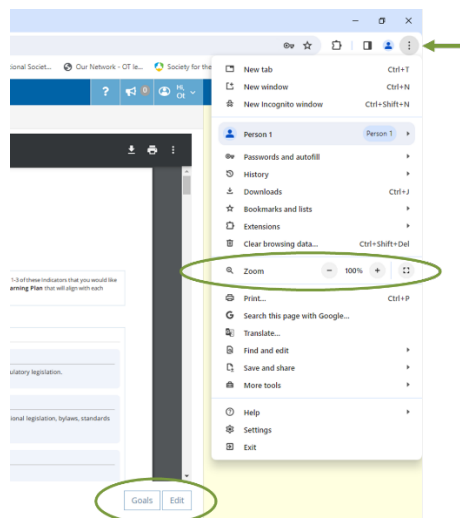


1. ADD/CHANGE Indicator(s) in the 2023/2024 CCP

If you want to add/change your Indicators/Goals due to a change in your learning plan or role, you will add or change Indicator(s) in your Self-Assessment.

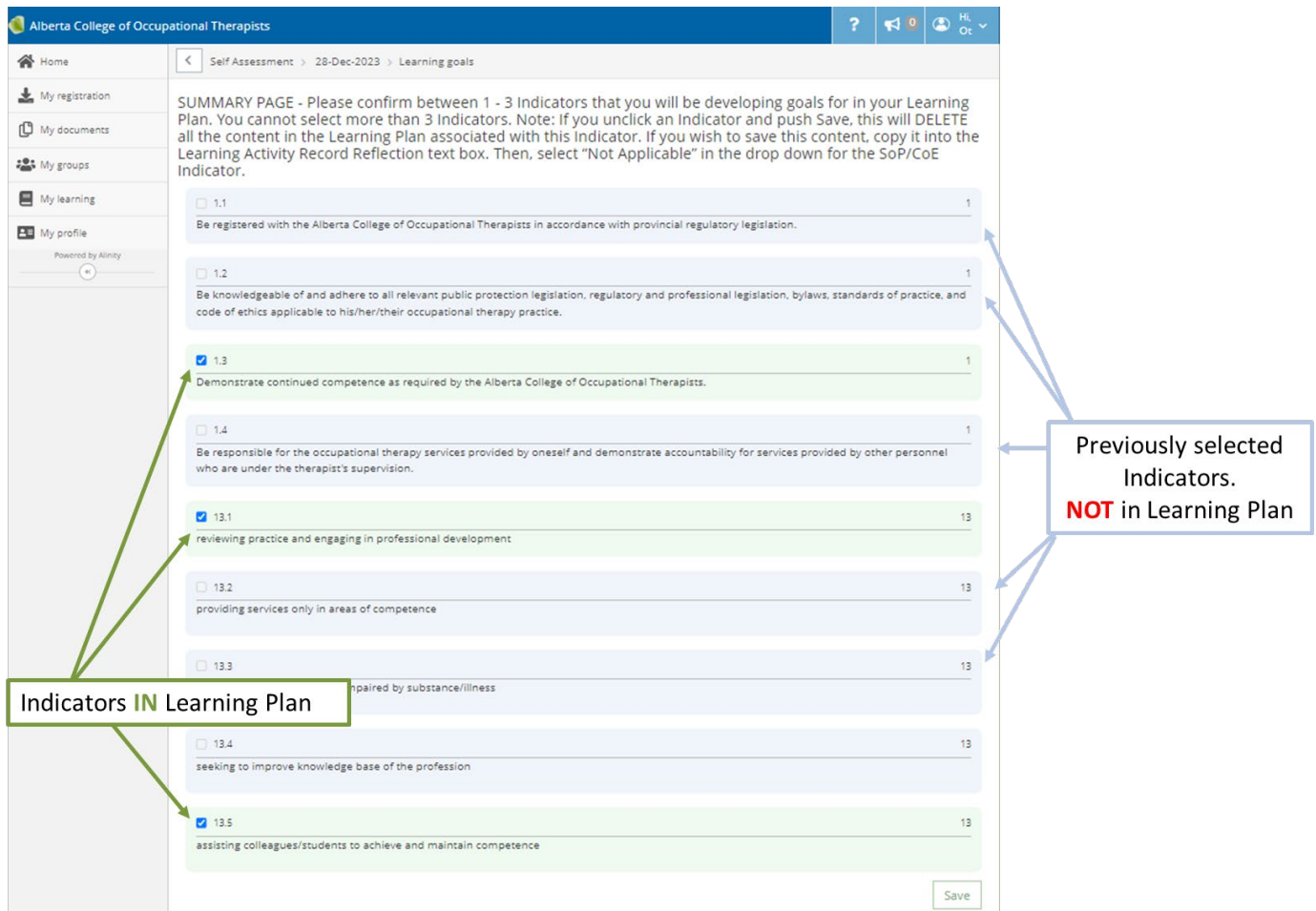
To do this, you must first select **Save for Later** at the bottom of the page you are currently working on. Then select the **Home** tab in the vertical menu bar to the left. This brings you to the home page. Select the arrow beside 2023/2024 Self- Assessment under **My Self Assessments** at the bottom right of the Home page.

You will have the option to select either **Goals** or **Edit** at the bottom of the page. If you can't see this option, the zoom level of your browser may be set too high. For this reason, we suggest that you change the zoom level of your browser to a setting of somewhere around 100%. Select the three dots to the top right of your browser, then adjust the zoom accordingly.



Select **Edit** to add additional Indicators. Although there is no limit to the number of Indicators you select here, you will be required to limit it to 1-3 Indicators in the Summary Page.

Select **Goals** to review the Summary Page. The Summary Page lists the Indicators that are currently selected and populate your Learning Plan (identified with a check box) and the Indicators that were once selected but are not in your Learning Plan (no check box).



Albera College of Occupational Therapists

Home > Self Assessment > 28-Dec-2023 > Learning goals

SUMMARY PAGE - Please confirm between 1 - 3 Indicators that you will be developing goals for in your Learning Plan. You cannot select more than 3 Indicators. Note: If you unclick an Indicator and push Save, this will DELETE all the content in the Learning Plan associated with this Indicator. If you wish to save this content, copy it into the Learning Activity Record Reflection text box. Then, select "Not Applicable" in the drop down for the SoP/CoE Indicator.

Indicator	Description	Status
1.1	Be registered with the Alberta College of Occupational Therapists in accordance with provincial regulatory legislation.	Not Selected
1.2	Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.	Not Selected
1.3	Demonstrate continued competence as required by the Alberta College of Occupational Therapists.	Selected
1.4	Be responsible for the occupational therapy services provided by oneself and demonstrate accountability for services provided by other personnel who are under the therapist's supervision.	Not Selected
13.1	reviewing practice and engaging in professional development	Selected
13.2	providing services only in areas of competence	Not Selected
13.3	impaired by substance/illness	Not Selected
13.4	seeking to improve knowledge base of the profession	Not Selected
13.5	assisting colleagues/students to achieve and maintain competence	Selected

Indicators **IN** Learning Plan

Previously selected Indicators. **NOT** in Learning Plan

Save

You can ADD up to three Indicators to be populated in your Learning Plan. Upon adding an Indicator, you will select **Save**. Upon selecting save, the online platform will automatically redirect you to Step 2 of renewal. You will complete the Learning Plan for the new Indicator selected.

You may also choose to Discontinue a goal if you have at least one other goal you are working on. To do this, select Discontinued in the Goal Status Reflection associated with this Indicator; reflect on what you have done so far and indicate why you are discontinuing this goal.

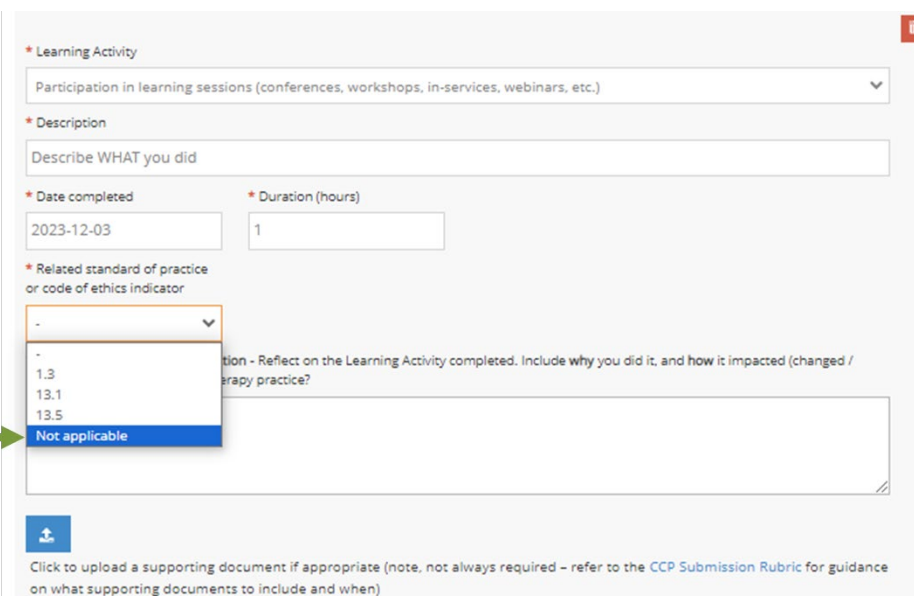
If you currently have three indicators and you want to CHANGE an Indicator selected, you have two options to proceed.

1. Remove the Indicator from your Self-Assessment by Unselecting it*

Caution: Unselecting an Indicator from your Self-Assessment will permanently DELETE the content in the Learning Plan associated with this Indicator (Initial Reflection, Goal Statement, Learning Activities, Learning Activity Record(s), & Goal Status Reflection). Unselect the Indicator only if your Learning Plan is blank or if you do not want to save the content. If you want to **save** the content, proceed to the other option.

2. Save Content in the Learning Activity Record as Not Applicable*

If you have content in your Learning Plan you wish to save but it is associated with an Indicator you wish to delete from your Self-Assessment, cut and paste all the content from the Learning Plan (i.e. Initial Reflection, Goal Statement etc.) into the text box of a Learning Activity Record. Code this Learning Activity Record as **Not applicable** from the drop-down titled “*Related standard of practice or code of ethics indicator*”. Then select the **Save for Later** button. This Learning Activity Record is now **saved** as *Not Applicable* meaning this record is no longer associated with the Indicator you wish to remove. The Indicator may now be unselected from your Self-Assessment without losing your content.

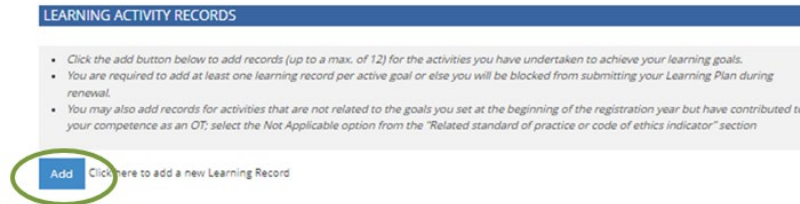


The screenshot shows a form for a Learning Activity Record. The dropdown menu for the indicator is open, and 'Not applicable' is highlighted. A green arrow points to this option. The form includes fields for Description, Date completed, Duration (hours), and a text box for reflection. A 'Save for Later' button is visible at the bottom.

***IMPORTANT:** Unselecting an Indicator on the Summary Page and clicking **Save** will permanently remove all the content associated with this Indicator from your Learning Plan.

2. ADD a Learning Activity Record

To add a Learning Activity Record, click **ADD**. A blank Learning Activity Record will appear at the **bottom of the Learning Plan form**. *Scroll to the bottom of the screen.



You must add at least one Learning Activity Record for each Indicator you selected in your Self-Assessment. Complete every text box marked with an asterisk and code the Learning Activity Record to the “*Related standard of practice or code of ethics indicator*” the learning applies to by selecting the applicable Indicator from the drop-down menu.

For example, if you selected 2 Indicators in your Self-Assessment e.g., 1.3 & 11.7, you must have two Learning Activity Records in your Learning Plan. One coded for 1.3, the other coded for 11.7.

LEARNING ACTIVITY RECORDS

- Click the **Add** button below to add records (up to a max. of 12) for the learning activities you have done to achieve your learning goals.
- You are required to add **at least one** Learning Activity Record Reflection per Indicator. During renewal, you will be **blocked** from clicking the Next button if you have not done this.
- You may add records for activities not related to the goals you created; select the “Not Applicable” option from the “Related standard of practice or code of ethics indicator” drop down.

Add Click here to add a new Learning Record

* Learning Activity
 Reflective dialogue with peers

* Description
 Describe WHAT you did

* Date completed: 2022-10-01 * Duration (hours): 2

* Related standard of practice or code of ethics indicator: 1.3
 Indicator: Demonstrate continued competence as required by the Alberta College of Occupational Therapists.

* Learning Activity Record Reflection - Reflect on the Learning Activity completed. Include why you did it, and how it impacted (changed / enhanced) your occupational therapy practice?
 **You must include 1 Learning Activity Record for each Indicator/goal you selected. You will be blocked from progressing to Step 3 of Renewal until this is complete. **
 Your reflection here is specific to the learning activity completed. Include a reflection on:
 - WHY you did this learning activity
 - WHAT you learnt
 - HOW it impacted your occupational therapy practice (changed/enhanced)

* You may BUNDLE similar learning activities associated with your goal statement into ONE Learning Activity Record.

Click to upload a supporting document if appropriate (note, not always required – refer to the CCP Submission Rubric for guidance on what supporting documents to include and when)

* Learning Activity
 Participation in learning sessions (conferences, workshops, in-services, webinars, etc.)

* Description
 Describe WHAT you did

* Date completed: 2022-08-29 * Duration (hours): 5

* Related standard of practice or code of ethics indicator: 11.7
 Indicator: the manner in which clients, colleagues and others are addressed

* Learning Activity Record Reflection - Reflect on the Learning Activity completed. Include why you did it, and how it impacted (changed / enhanced) your occupational therapy practice?
 **Note: The “Related standard of practice or code of ethics Indicator” selected from the drop-down above is for 11.7. Meaning the learning in this Learning Activity Record is related to “the manner in which clients, colleagues and others are addressed.”
 Whereas, the Learning Activity Record on the left, Indicator 1.3 is selected from the drop-down. Meaning the learning in the Learning Activity Record on the left relates to “continued competence as required by the Alberta College of Occupational Therapists.”
 Two Learning Activity Records are added because two Indicators (1.3 & 11.7) were selected in the Self Assessment.

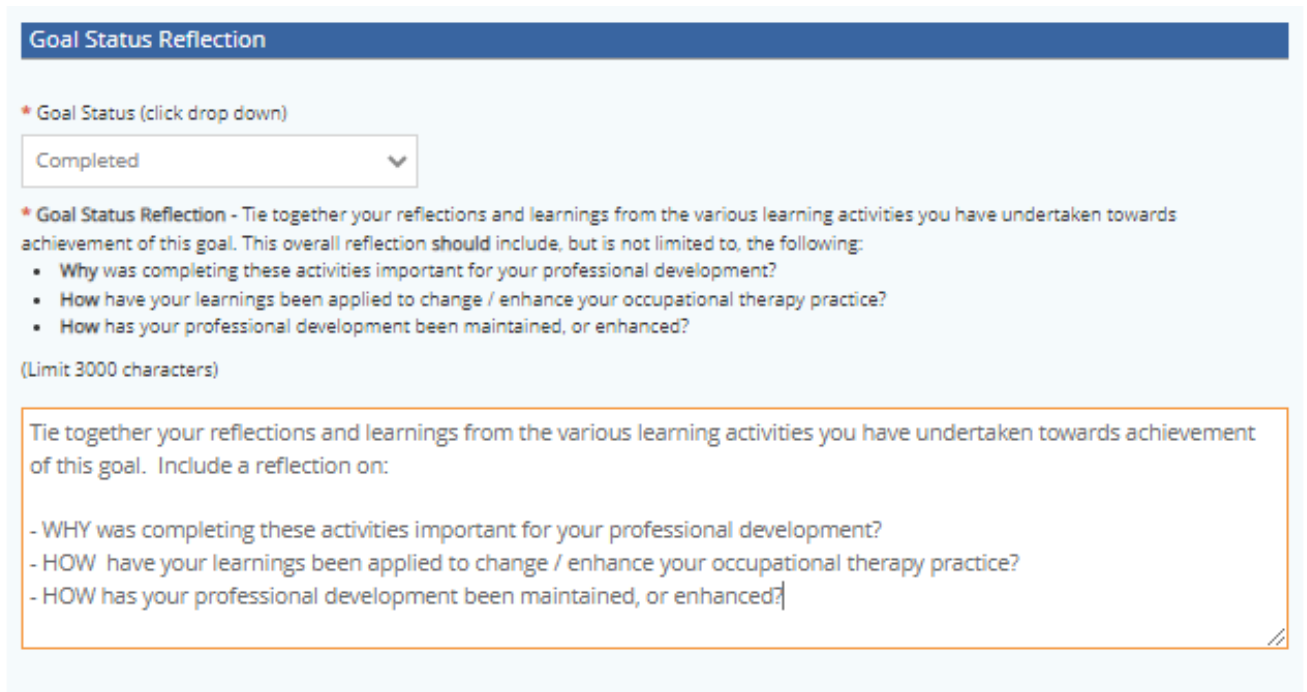
Click to upload a supporting document if appropriate (note, not always required – refer to the CCP Submission Rubric for guidance on what supporting documents to include and when)

Next Save for later

NOTE: You will be **blocked** from progressing to Step 3 of Renewal if you have not coded at least one Learning Activity Record to each Indicator selected in your Self-Assessment.

3. Complete the Goal Status and Write a Goal Status Reflection

You will complete the final component of the 2023/2024 CCP, the Goal Status Reflection. You will identify the Goal Status (*Completed*, *Discontinued* or *Ongoing*) based on your goal statement.



The screenshot shows a form titled "Goal Status Reflection" with a blue header. Below the header, there is a dropdown menu for "Goal Status (click drop down)" with "Completed" selected. A red asterisk indicates a required field. Below the dropdown, there is a text area for the reflection. The text area contains the following instructions: "Tie together your reflections and learnings from the various learning activities you have undertaken towards achievement of this goal. This overall reflection should include, but is not limited to, the following:" followed by three bullet points: "Why was completing these activities important for your professional development?", "How have your learnings been applied to change / enhance your occupational therapy practice?", and "How has your professional development been maintained, or enhanced?". Below the bullet points, it says "(Limit 3000 characters)". The text area also contains a copy of these instructions and a small icon in the bottom right corner.

NOTE: You must provide a reflection regardless of which Goal Status (*Completed*, *Discontinued* or *Ongoing*) you have selected. If *Ongoing*, you will identify what learning activity(ies) you need to complete next year to achieve your goal.

Once you have completed all the required components for your 2023/2024 CCP, you will click on the **Next** button at the bottom of Step 2. You can also select the **Save for Later** button to continue the renewal process at another time.

NOTE: For more detailed information on how to complete the CCP components for the 2023/2024 CCP, please refer to the [CCP Resources](#) page of the of the ACOT website. Below the 2023/2024 Continuing Competence Program, an accordion of video tutorials, step-by-step guides, and additional CCP Resources will appear.

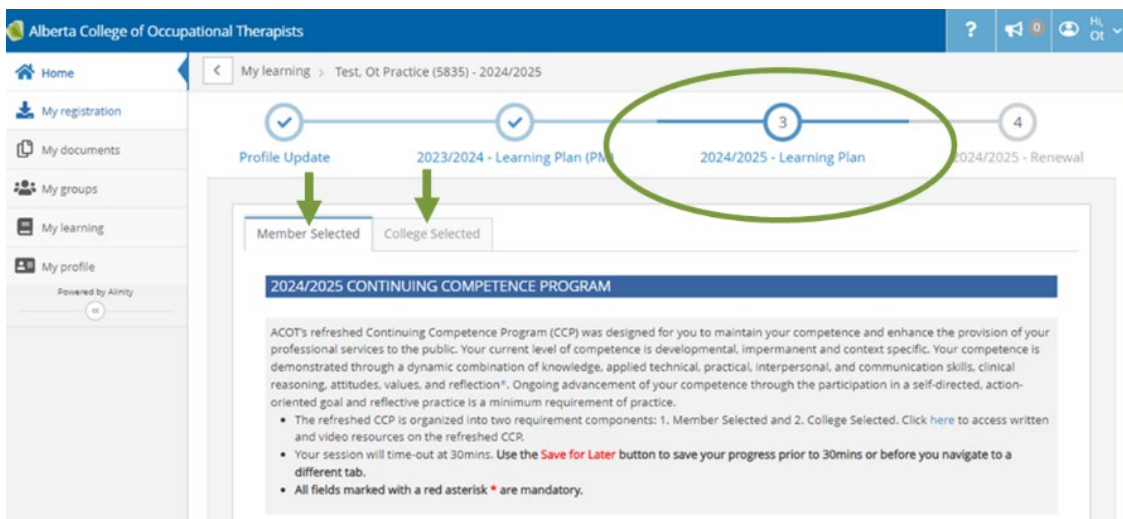
b. ACOT's 2024/2025 Refreshed Continuing Competence Program



The Refreshed CCP features two main requirements, a **Member Selected Goal**, and a **College Selected Annual Mandatory Training Activity**.

i. Step 3- Initiate Next Year's CCP

The 2024/2025 Learning Plan is divided into two tabs, **Member Selected** and **College Selected**.



During renewal, you are only required to complete the **Intention** component of the Refreshed CCP in **Step 3: 2024/2025 Learning Plan**.

1. Intention: Goal Statement

The Goal Statement is the first component of the Refreshed CCP. This was purposeful. In the Refreshed CCP you start with your future; you will identify *what* knowledge, skill, or attitude you are hoping to enhance. The statement is *time* oriented.

* Goal Statement

- Think about your occupational therapy practice: your current and past experiences, knowledge, skills, attitudes, and performance. Consider your strengths and areas for improvement. Based on this reflection, **identify** one meaningful, action-oriented goal for this registration year that aligns with your practice and will advance your competence and provision of occupational therapy services to the public.
- An acceptable goal clearly states what you are working towards and is time limited.

WHAT & TIME

2. Intention: Initial Reflection

The Initial Reflection speaks to *why* you created this goal, and *how* you plan to achieve your goal. Ensure that you provide a *brief description* of your practice to set your plan into your professional context.

* Initial Reflection

- Now **describe** the reason, experience, or situation that prompted you to create your goal (the “why”). Include a brief description of your practice to establish context for why you created this goal. Considering your practice context, resources, and limitations, **describe** how you will achieve your goal. You may break your goal down into small, achievable objectives/activities/tasks/.
- An acceptable initial reflection describes **why you created your goal and how you plan to achieve it in relation to your occupational therapy practice**.

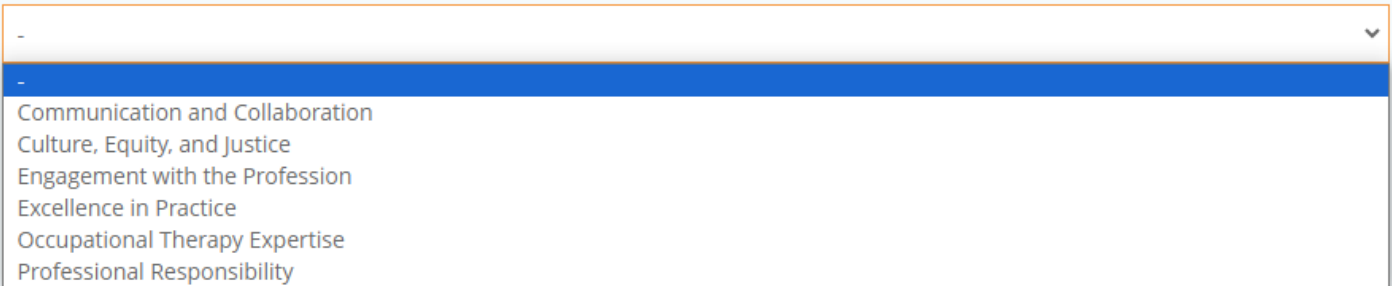
WHY, HOW/PLAN **set in CONTEXT**|

3. Intention: Domain

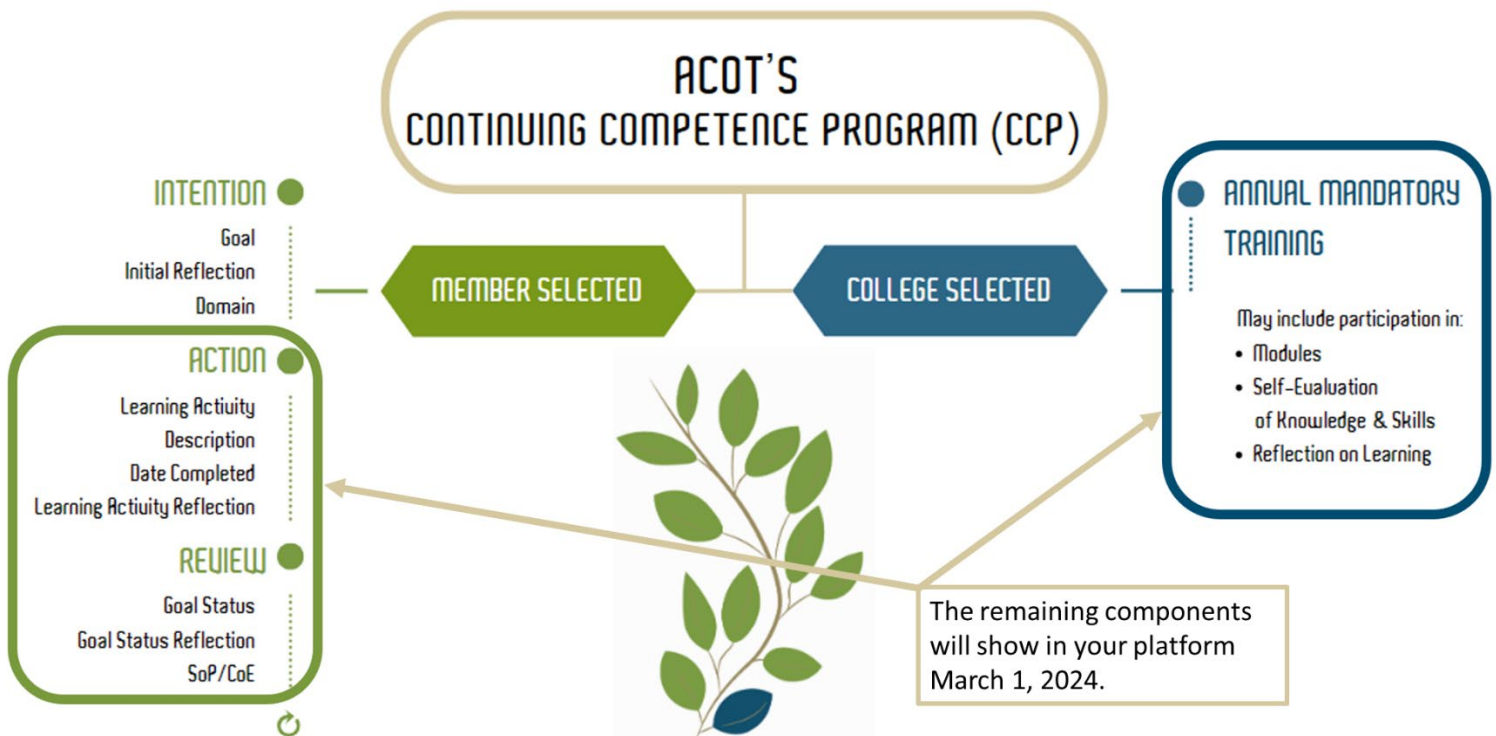
Finally, you will identify the Domain from the Competencies for Occupational Therapists in Canada (2021) that aligns with the competencies your goal will target.

*** Domain**

- Review the [Competencies for Occupational Therapists in Canada](#) (ACOTRO, ACOTUP & CAOT, 2021).
- Reflecting on your action-oriented goal, identify the Domain that aligns with the competencies this goal will target.



The remaining components of the **Member Selected Goal** (Action and Review) and the **College Selected Activity** (SoP/CoE Module on the new SoP/CoE) will show up in your Learning Plan on March 1, 2024.



4. Step 4 - Declarations and Annual Fee Payment

You will review and respond to two sets of Declarations before selecting the **Submit** button and proceeding to the payment page.

a. Good Standing Declarations

Review the five Good Standing Declarations. Ensure you clearly read the declaration prior to selecting your response.

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

NOTE: ACOT will contact you if you answer Yes to any of the good standing declarations. If this is the case for you, **complete your renewal at least 10 extra days prior to the deadline in February to allow time for ACOT to contact you.**

b. General Declarations

Review the four additional declarations: *Insurance, Protecting Patients from Sexual Abuse and Misconduct Module, Standards, and Renewal Declarations*. The items in the four additional declarations must be completed before you check the boxes and proceed to payment. You **do not** need to submit proof for these four declarations with your application for renewal.

DECLARATIONS

Insurance Declaration

I declare I am in possession of personally held professional liability insurance for the practice of occupational therapy in Alberta that affords me no less than five million dollars in coverage. I am aware that I must continually hold professional liability insurance regardless of my role (clinician, consultant, researcher, educator or administrator) or employment status. I am also aware that I may be randomly selected to provide ACOT with a copy of my current insurance certificate.

* I acknowledge and accept the above declaration

Preventing SA and SM emodule

I declare that I have completed the training modules on Protecting Patients from Sexual Abuse and Misconduct in the past six months. I am aware that I am required to maintain a copy of my recent certificate of completion as I may be randomly selected to provide ACOT with a copy. The link to the modules can be found here: <https://afhrp.org/bill21-protecting-patients/>.

* 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

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

WARNING: It is a serious offence to make false declarations - please read carefully before checking off that the above declarations are true. It is your responsibility to ensure that all information entered is accurate before you press Submit.

Submit

Save for later

Withdraw

i. Professional Liability Insurance

The **Health Professions Act (HPA)** and [ACOT Bylaws](#) require all regulated members, regardless of role (clinician, consultant, researcher, educator or administrator) to personally 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. Regulated members are required to ensure liability insurance protection on all professional activities meet the College requirements of \$5 million in coverage/occurrence.

NOTE: You do not need to upload a copy of your personally held, professional liability insurance. You may be randomly selected to provide ACOT with a copy of your current policy.

ii. [Protecting Patients from Sexual Abuse and Misconduct Modules](#)

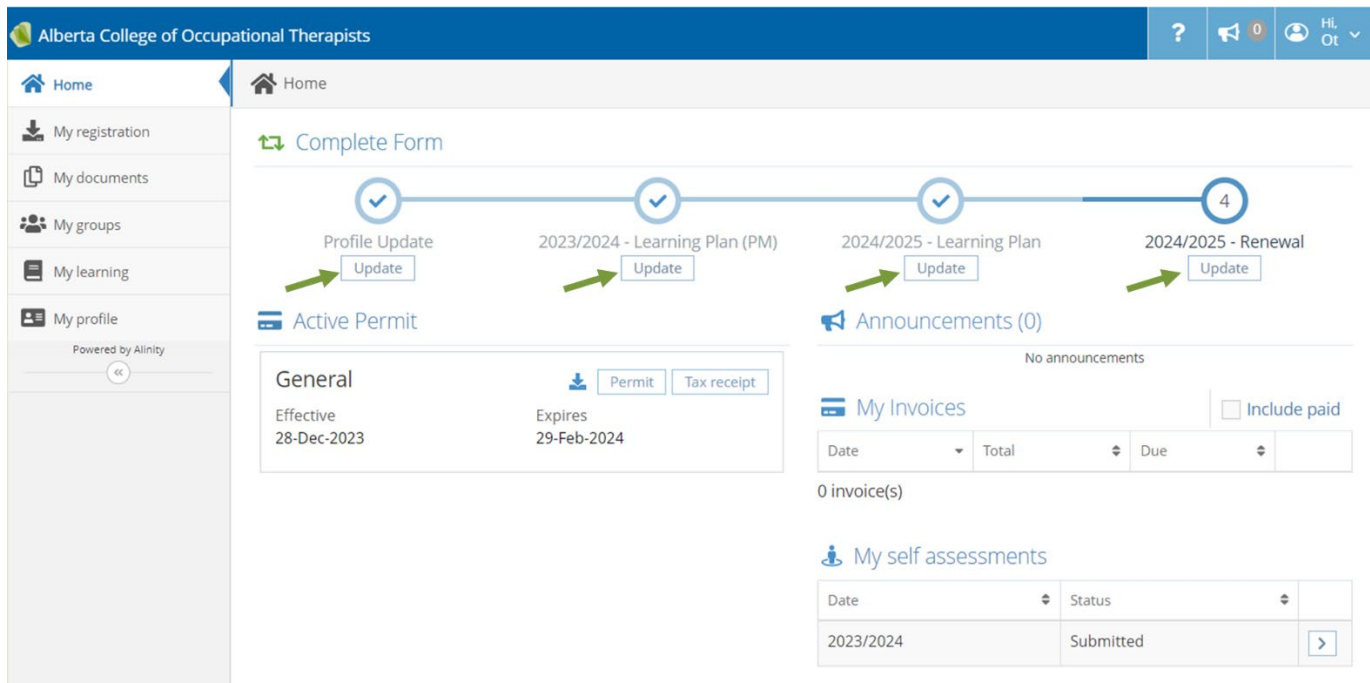
Every year, ACOT requires completion of mandatory training as an expectation for continuing competence and renewal. Protecting Patients from Sexual Abuse and Misconduct e-modules are the mandatory training required **prior** to renewal this year. The e-module was developed by the Alberta Federation of Regulated Health Professions. These modules must be completed within 6 months prior to renewal. The link to the modules can be found here:

<https://afrrhp.org/bill21-protecting-patients/>

NOTE: You do not need to upload a copy of your certificate of completion. You may be randomly selected to provide ACOT with a copy of your certificate of completion.

c. Edit 4 Steps of Renewal Prior to Selecting Submit

As a reminder, all 4 Steps can be edited **prior to selecting Submit in Step 4**. To review and edit your renewal, first select **Save for later** and return to the Home page. To edit any step, select **Update** under the step you wish to review and edit.

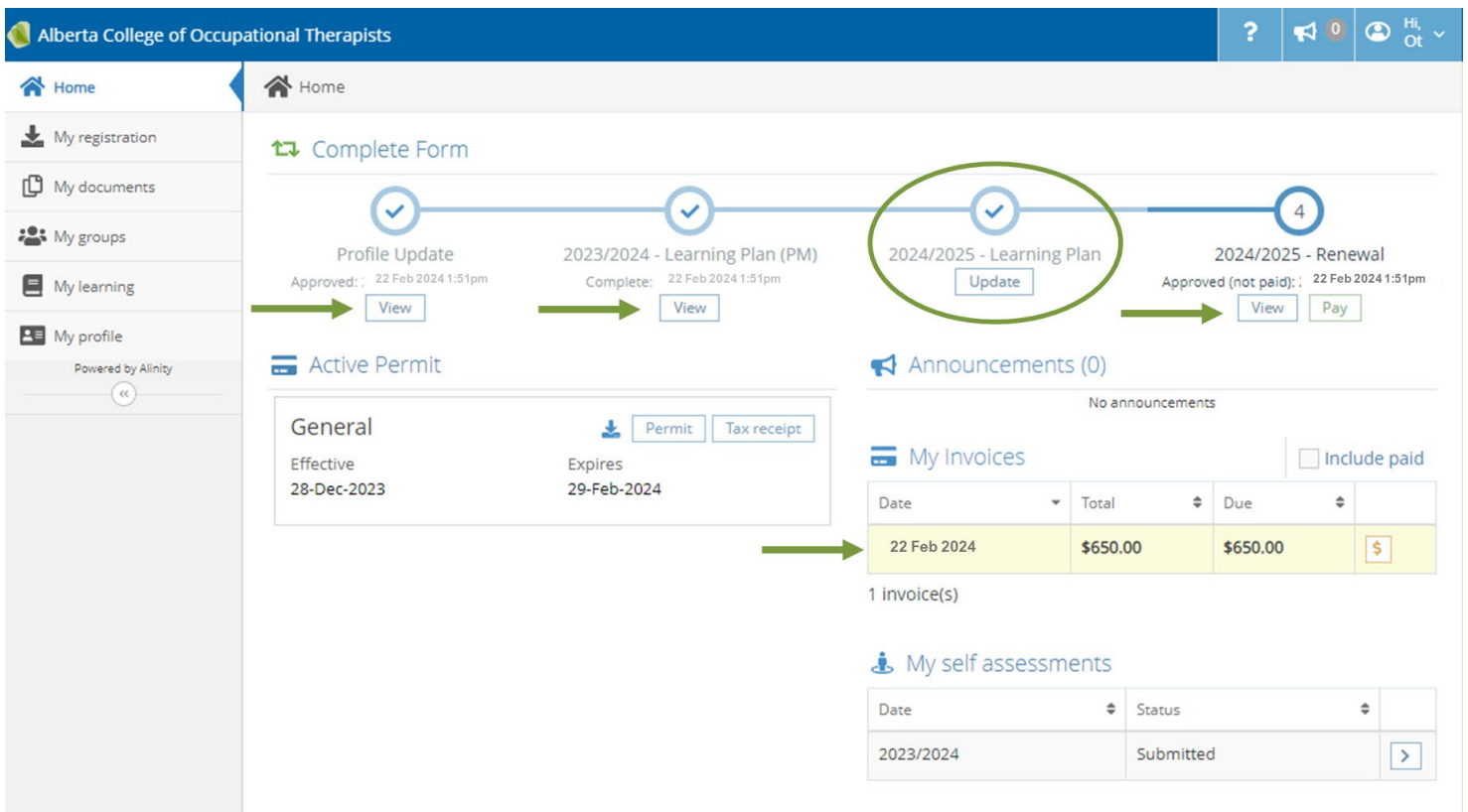


The screenshot displays the ACOT user portal interface. At the top, the header reads "Alberta College of Occupational Therapists" with a user profile icon labeled "Hi, OT". A navigation menu on the left includes "Home", "My registration", "My documents", "My groups", "My learning", and "My profile". The main content area is titled "Complete Form" and shows a progress bar with four steps: "Profile Update", "2023/2024 - Learning Plan (PM)", "2024/2025 - Learning Plan", and "2024/2025 - Renewal". Each step has a green arrow pointing to an "Update" button. Below the progress bar, there are sections for "Active Permit" (showing "General" information like "Effective 28-Dec-2023" and "Expires 29-Feb-2024"), "Announcements (0)", "My Invoices" (with a table showing 0 invoices), and "My self assessments" (with a table showing one assessment for "2023/2024" with status "Submitted").

IMPORTANT: Once you click **submit** in Step 4, you can no longer edit your renewal. ACOT strongly suggests you review and edit your renewal prior to selecting submit.

Once you have reviewed, edited, and saved the content in Steps 1-4, you can click **Submit** in **Step 4: 2024/2025 Renewal**.

Upon selecting submit, you will notice that only Step 3: 2024/2025 Learning Plan may be edited; Steps 1, 2, & 4 will be saved in pdf format. Additionally, Step 4 will indicate that your submission is complete but not paid. *My Invoices* on the home page will show as payment being due up until you either pay with a credit card or a cheque has been received and processed by ACOT.



The screenshot displays the ACOT user interface. On the left is a navigation menu with options like Home, My registration, My documents, My groups, My learning, and My profile. The main content area is titled 'Complete Form' and shows a progress bar with four steps: 1. Profile Update (Approved: 22 Feb 2024 1:51pm), 2. 2023/2024 - Learning Plan (PM) (Complete: 22 Feb 2024 1:51pm), 3. 2024/2025 - Learning Plan (Update), and 4. 2024/2025 - Renewal (Approved (not paid): 22 Feb 2024 1:51pm). The third step is circled in green. Below the progress bar, there is an 'Active Permit' section showing 'General' information: Effective 28-Dec-2023, Expires 29-Feb-2024, with buttons for 'Permit' and 'Tax receipt'. To the right, there are sections for 'Announcements (0)', 'My Invoices' (with a filter for 'Include paid'), and 'My self assessments'. The 'My Invoices' table has the following data:

Date	Total	Due	
22 Feb 2024	\$650.00	\$650.00	\$

Below the table, it indicates '1 invoice(s)'. The 'My self assessments' table shows:

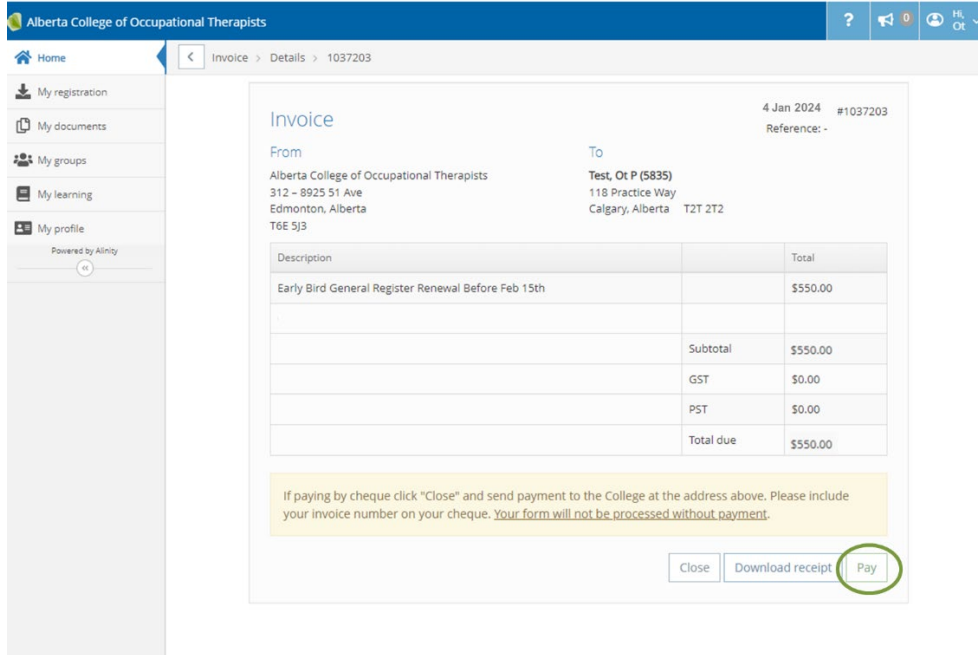
Date	Status	
2023/2024	Submitted	>

d. Payment of Registration Fees

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 paying by credit card, click **Pay** located under Step 4: 2024/2025 Renewal. You will be taken to the invoice page, where you will select **Pay**.

i. Fee Increase

Payment for renewal of practice permits submitted and paid between **Jan 1- Feb 14, 2024** is **\$550**.



Alberta College of Occupational Therapists

Home > Invoice > Details > 1037203

Invoice

4 Jan 2024 #1037203
Reference: -

From: Alberta College of Occupational Therapists
312 - 8925 51 Ave
Edmonton, Alberta
T6E 5J3

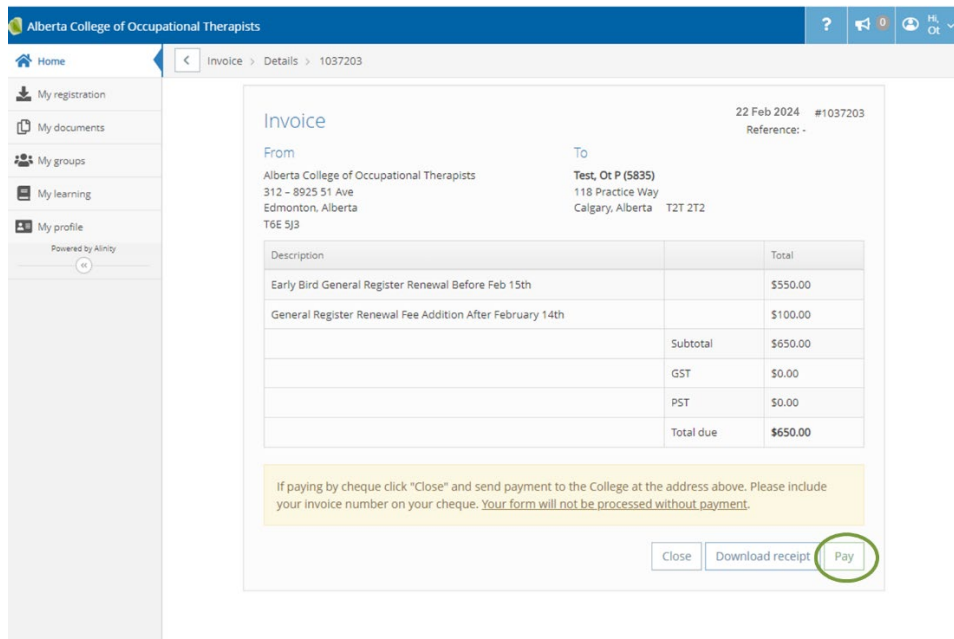
To: Test, Ot P (5835)
118 Practice Way
Calgary, Alberta T2T 2T2

Description	Total
Early Bird General Register Renewal Before Feb 15th	\$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 Download receipt **Pay**

Payment for renewal of practice permits submitted and paid between **Feb 15-Feb 29, 2024**, is **\$650**.



Alberta College of Occupational Therapists

Home > Invoice > Details > 1037203

Invoice

22 Feb 2024 #1037203
Reference: -

From: Alberta College of Occupational Therapists
312 - 8925 51 Ave
Edmonton, Alberta
T6E 5J3

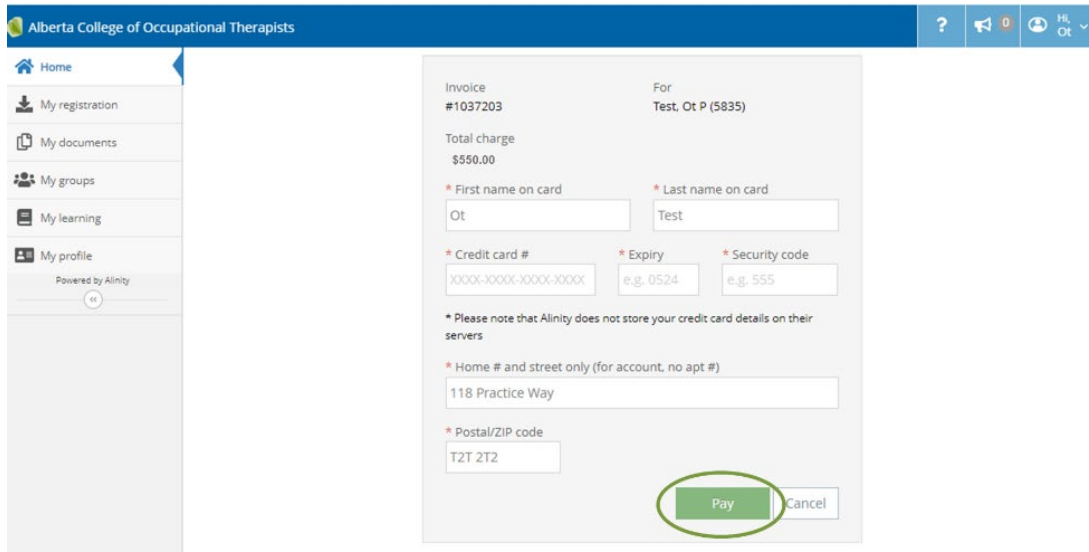
To: Test, Ot P (5835)
118 Practice Way
Calgary, Alberta T2T 2T2

Description	Total
Early Bird General Register Renewal Before Feb 15th	\$550.00
General Register Renewal Fee Addition After February 14th	\$100.00
Subtotal	\$650.00
GST	\$0.00
PST	\$0.00
Total due	\$650.00

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 Download receipt **Pay**

Upon selecting **Pay** this will bring you to the secure payment site where you will enter the required information and click **Pay**.



NOTE: Clicking **Cancel** will bring you back to the *Invoice* page. You may either pay now or navigate back to the *Home* page and logout.

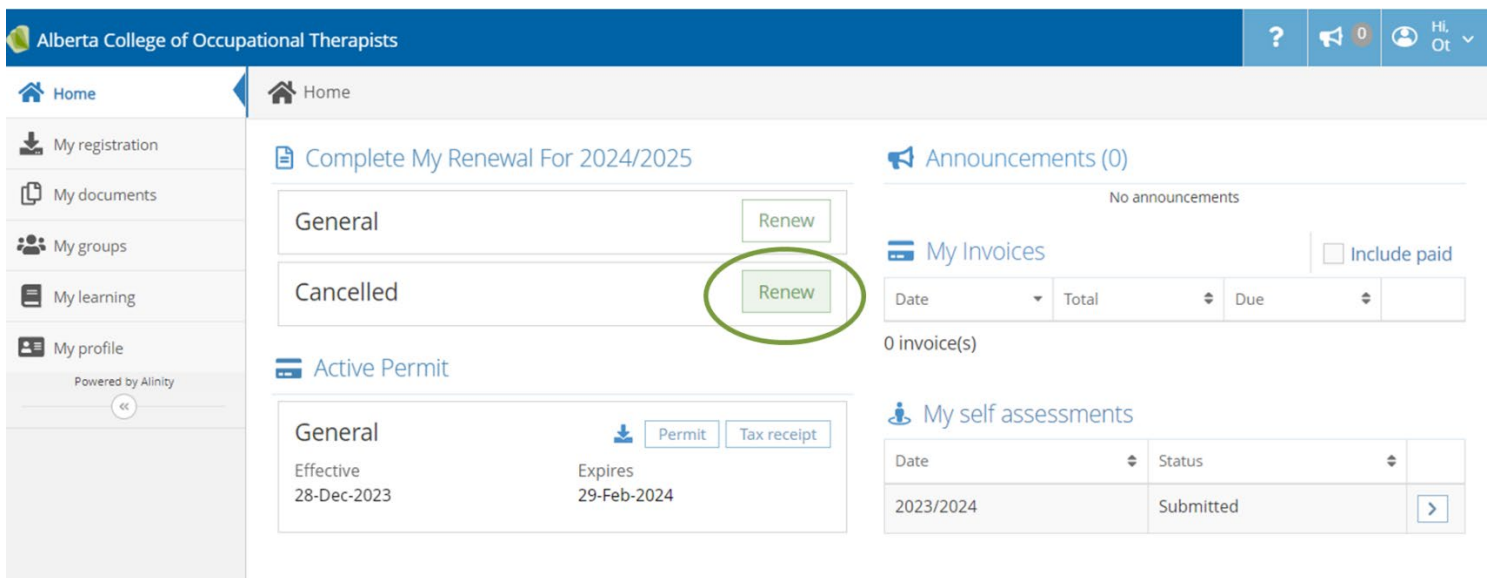
e. Printing of Permits

ACOT is no longer printing and mailing Practice Permits. 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*.

5. Cancelling Your Registration

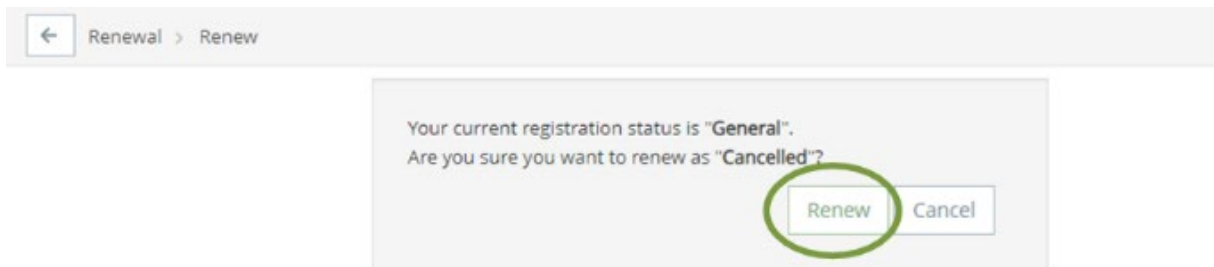
If you wish to cancel your registration, you are required to formally cancel your permit on the online platform. This will ensure that there is an up-to-date record of practice hours and a complete CCP submission. It will also stop the automatic notification of cancelled registration going to your last known employer.

To cancel your registration for the upcoming year, click on the **Renew** button in the Cancelled section under “*Complete My Renewal for 2024/2025*” on the Home page.



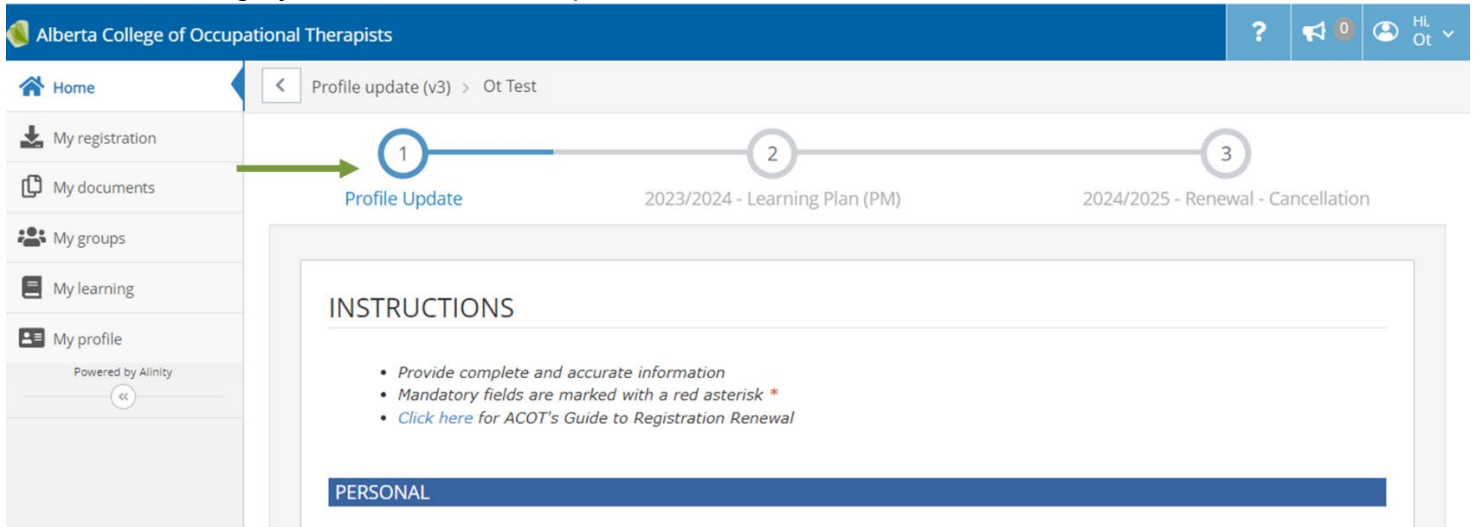
The screenshot shows the ACOT online platform interface. The top navigation bar includes the ACOT logo and user information. The left sidebar contains navigation options: Home, My registration, My documents, My groups, My learning, and My profile. The main content area is titled "Complete My Renewal For 2024/2025" and features three sections: "General" with a "Renew" button, "Cancelled" with a "Renew" button circled in green, and "Active Permit" with "Permit" and "Tax receipt" buttons. On the right, there are sections for "Announcements (0)", "My Invoices" (with a table showing 0 invoices), and "My self assessments" (with a table showing one assessment for 2023/2024).

You will be cued to Renew or Cancel. Select **Renew**



The dialog box shows a breadcrumb trail: "Renewal > Renew". The main text asks: "Your current registration status is 'General'. Are you sure you want to renew as 'Cancelled'?". At the bottom right, there are two buttons: "Renew" (circled in green) and "Cancel".

This brings you to the Three-Steps of Cancellation:



Albera College of Occupational Therapists

Home | Profile update (v3) > Ot Test

1 Profile Update | 2 2023/2024 - Learning Plan (PM) | 3 2024/2025 - Renewal - Cancellation

INSTRUCTIONS

- Provide complete and accurate information
- Mandatory fields are marked with a red asterisk *
- [Click here for ACOT's Guide to Registration Renewal](#)

PERSONAL

Step 1- Profile Update. This includes verifying/updating your: legal name, address, spoken language. Verify/update your Education. Verify/update your Employment: including your overall employment status for the past year, your practice hours both within and outside of Alberta employment, and verify your employer information- you will need to indicate an employment end date found under the question: * *Do you need to change your employment information?* Select **Yes**. Then click **Next**.

Title/position Direct Service Provider	Contact phone -	Age range All Ages
Status Permanent	Main area of practice Health Promotion and Wellness	
Start date 2023-01-01		

Please enter the total practice hours for the employer for the current registration year.
The number of hours can be "0-3000"; only whole numbers can be entered.

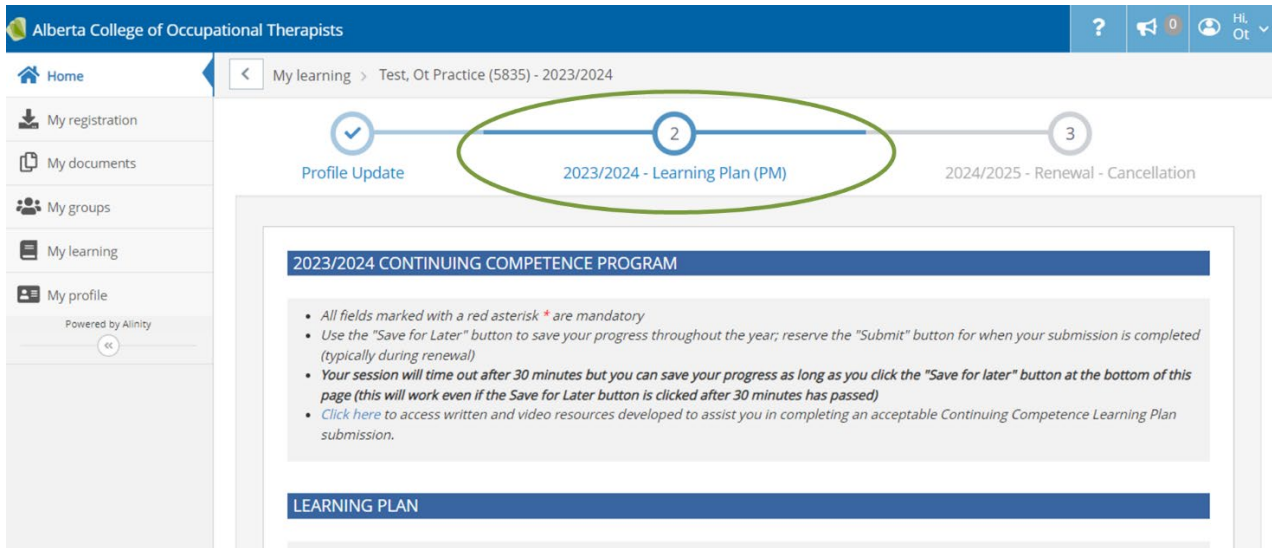
* Practice hours:

* Do you need to change your above employment information?
 Yes No

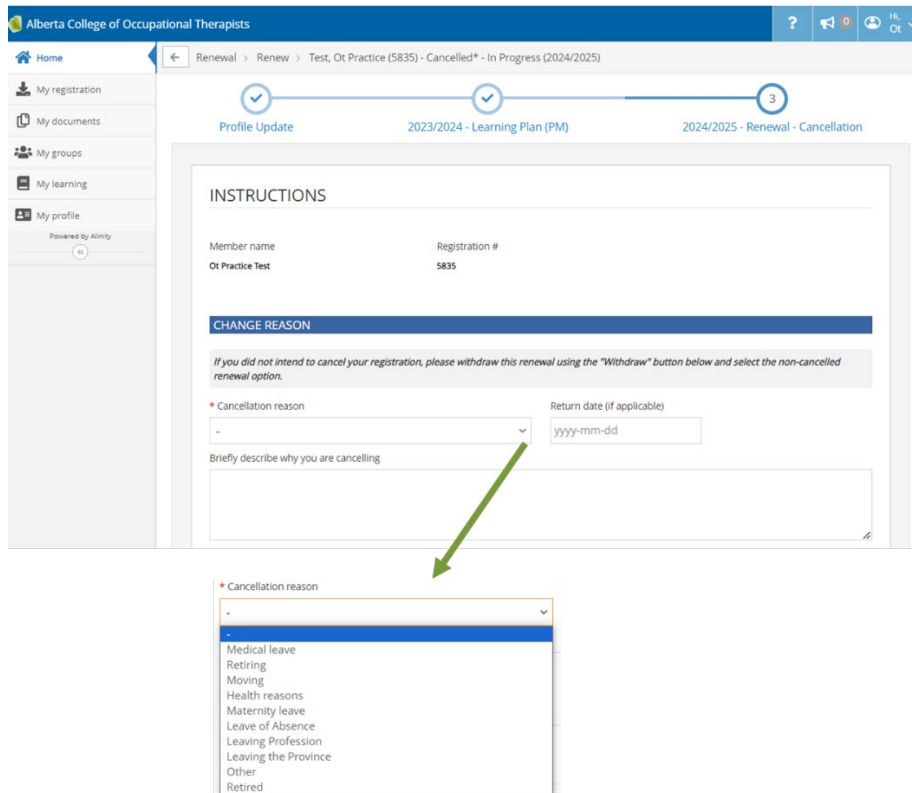
Changes

* Title/position Direct Service Provider	Contact phone Example: 403-555-5555	End date (if applicable) 2023-12-28
* Status Permanent	* Age range All Ages	* Main area of practice Health Promotion and Wellness

Step 2- Complete your 2022/2023 CCP; Then click **Next**.



Step 3- Indicate your cancellation reason and add a brief description why you are cancelling. Complete the required Declarations (required as they are for the past year). Then click **Submit**.



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

I declare that by cancelling my practice permit with ACOT, I will not practice occupational therapy or use protected title of occupational therapist (or OT) in Alberta for the duration of the cancellation.

* I acknowledge and accept the above declaration

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

Submit

Save for later

Withdraw

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 or cancellation cannot be processed at this time. You will be notified within 5 business days if further action is required. 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

Close

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