

Preparing to register with the Alberta College of Occupational Therapists (ACOT) as a new graduate:

Things you can do now prior to finishing your occupational therapy program:

- Apply for a Criminal Record Check (CRC) that includes a Vulnerable Sector Check (VSC)
 - Must be dated within 6 months of your application with ACOT
- Register to write the [NOTCE](#)
- Gather the documents you'll need to upload to your application:
 - Government issued ID (e.g., birth certificate, driver's license, passport, Certificate of Indian Status, Métis Nation citizenship card)
 - CRC/VSC document
 - Receipt that verifies you are registered to write the NOTCE
 - Transcript or Diploma verifying degree(s) received in addition to your qualifying occupational therapy degree
- Complete the following mandatory training modules
 - [National E-learning Module: Competencies for Occupational Therapists in Canada](#)
 - Fill out the [Confirmation of completion form](#) and save for uploading
 - [Protecting Patients from Sexual Abuse and Sexual Misconduct](#)
 - Save the completion certificate for uploading
 - The proof of completion form and the completion certificate must be dated within 6 months of your application with ACOT

Once you get a job:

- Gather your employer's name, address and contact information
- Gather the name and registration number for your supervising OT
- Apply for personal liability insurance (minimum \$5M)
 - Note: You are not expected to upload the entire policy!
 - Save for uploading the page(s) that has your name, the policy number, the dates of the policy, and confirmation of the amount

Once you finish your final placement:

- Within 10 days of finishing your final placement, the University of Alberta will send ACOT a Letter of Entitlement to Graduate
 - Note: You do not need to contact the university to request this, they will automatically send it on your behalf.