



# New Applicant Registration Guide

Step-by-Step Guide to the Registration Process



Prepared September 2023

If you have any questions about how to complete your registration or have feedback on any of the content within this document, please call (780.436.8381) or email [registration@acot.ca](mailto:registration@acot.ca).



## TABLE of CONTENTS

INTRODUCTION.....	3
CREATING YOUR ACCOUNT .....	3
1. Accessing the Application Form .....	3
2. Confirming Your Account.....	4
INITIATING THE APPLICATION PROCESS .....	5
3. Profile Update .....	6
a) Personal Information .....	6
b) Education .....	8
c) CAOT National Exam.....	9
d) Employment Information .....	10
e) Supervisor’s Information .....	11
f) Reporting Practice Hours .....	12
g) Additional Profile Information.....	13
4. Application and Payment .....	14
a) Uploading Required Documents.....	14
b) Declarations .....	14
c) Payment of Registration Fees .....	16
d) Printing Practice Permits .....	17
ONCE YOU ARE REGISTERED: NEXT STEPS.....	17

## INTRODUCTION

This Step-by-Step Guide to the ACOT registration process was created to assist new applicants to navigate the online registration system.

## CREATING YOUR ACCOUNT

### 1. Accessing the Application Form

You can access the application form by clicking on the REGISTRATION tab along the top menu of the ACOT website - <https://acot.ca/>.



Select “New Canadian Graduates” from the menu on the left of the screen.



Scroll down until you see the link to the “Application Form”.

### NEW CANADIAN GRADUATES

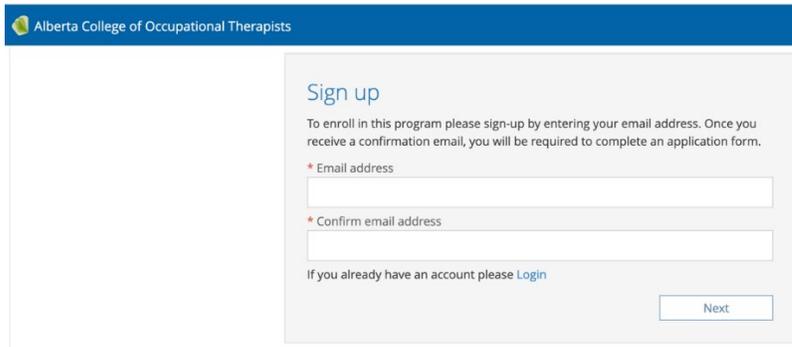
A new graduate of a Canadian University can apply for provisional registration while waiting for conferment of their degree, completion of the national certification exam, or submission of examination results to ACOT. An Occupational Therapist in the process of completing these requirements for registration may be registered on the College's Provisional Register. This is temporary, and for a maximum of one year. When all registration requirements are met, members on the Provisional Register can apply for a General Register permit. New graduates applying for a Provisional Register permit must submit:

- confirmation of entitlement to graduate with a baccalaureate degree in occupational therapy or an entry level masters degree in occupational therapy from a Canadian post-secondary institution
- proof of registration (receipt) to write the National Occupational Therapy Certification Exam (NOTCE)
- information on employer, occupational Therapist supervisor, and projected employment start date
- a current criminal record check which includes a vulnerable sector check

Please note that regulated members on the Provisional Register must have professional liability insurance.

[Application Form](#)

You will be taken to a Login screen where you will sign up for your account.



**TIP:** *It is recommended that you **do not use** an employer email address. Choose an email account that you can access regardless of whether you remain with the same employer.*

## 2. Confirming Your Account

After entering and confirming your email address, you will receive an email asking you to confirm your account. If you do not receive a confirmation email, check your junk/spam folder and/or adjust your filter to accept emails from [info@acot.ca](mailto:info@acot.ca). If you still cannot find the confirmation email, contact [info@acot.ca](mailto:info@acot.ca).

**From:** ACOT <[info@acot.ca](mailto:info@acot.ca)>  
**Date:** August 31, 2023 at 10:25:04 AM MDT  
**To:** Test Applicant <[@icloud.com](mailto:@icloud.com)>  
**Subject:** Confirm your Alinity account

Hi Test ,

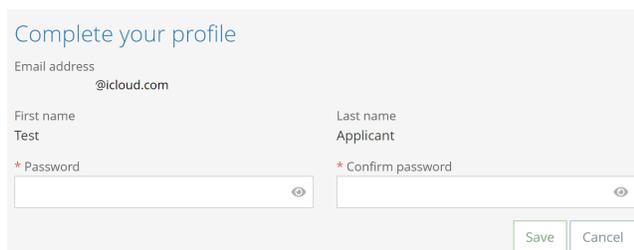
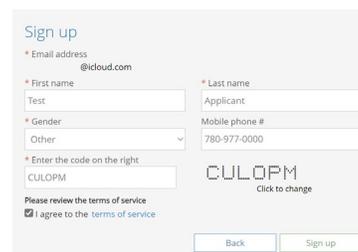
Thank you for signing up to Alinity™, ACOT's online registration and continuing competence platform Please click the link below to complete your registration:

[Complete registration](#)

Alternatively, you can cut and paste the following URL:

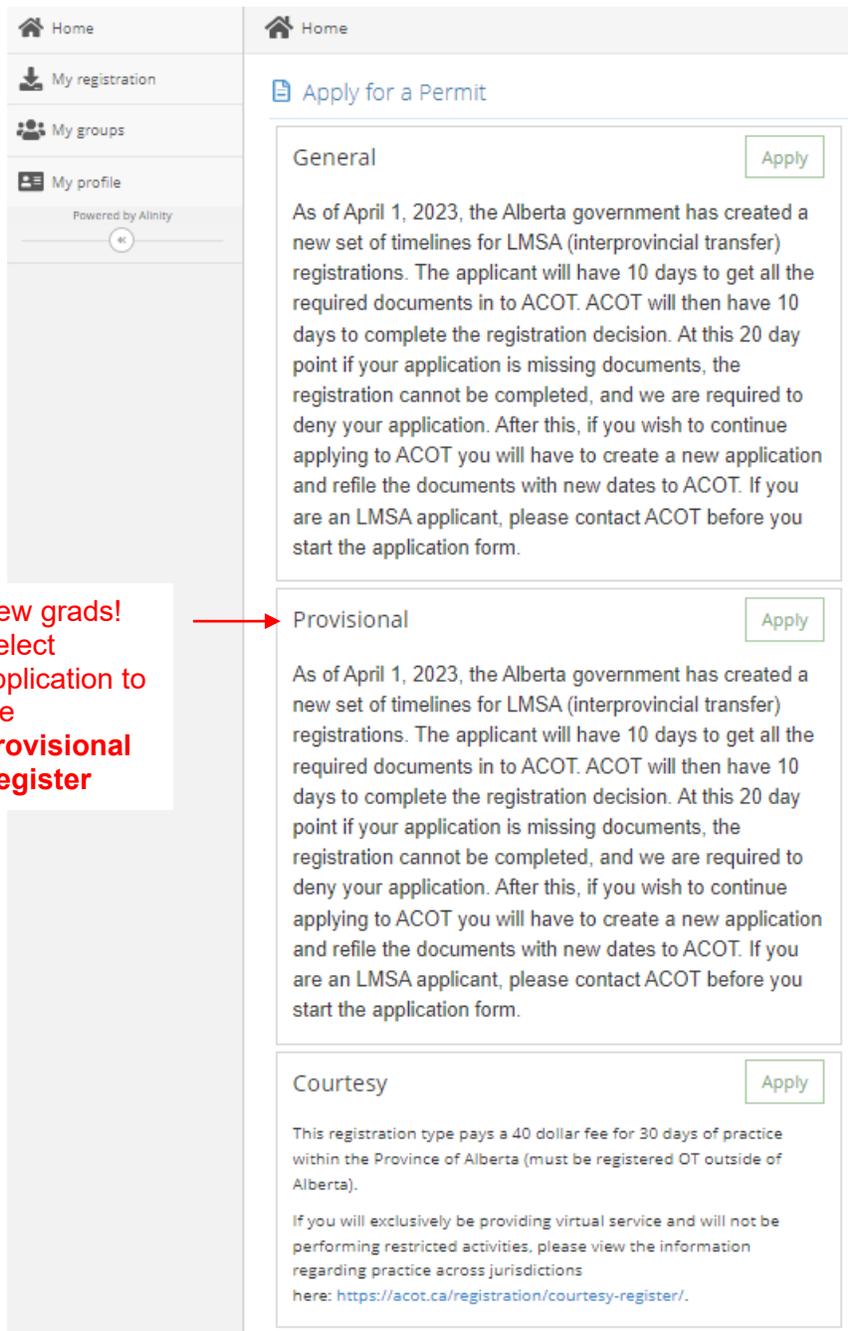
<http://acottest.alinityapp.com/account/userconfirmation/196989e61a48ee118f340022483e6f88>

When you confirm your account in Alinity, you will be asked to choose a password.

## INITIATING THE APPLICATION PROCESS

Once you have verified your account and logged in, you will be taken to the Home page of the online platform where you will select which type of permit you are applying for. If you are applying for a permit prior to writing (and passing) the NOTCE, you will select **Provisional**. If you have written (and passed) the NOTCE, you will select **General**.



Home

My registration

My groups

My profile

Powered by Alinity

### Apply for a Permit

**General** Apply

As of April 1, 2023, the Alberta government has created a new set of timelines for LMSA (interprovincial transfer) registrations. The applicant will have 10 days to get all the required documents in to ACOT. ACOT will then have 10 days to complete the registration decision. At this 20 day point if your application is missing documents, the registration cannot be completed, and we are required to deny your application. After this, if you wish to continue applying to ACOT you will have to create a new application and refile the documents with new dates to ACOT. If you are an LMSA applicant, please contact ACOT before you start the application form.

**Provisional** Apply

As of April 1, 2023, the Alberta government has created a new set of timelines for LMSA (interprovincial transfer) registrations. The applicant will have 10 days to get all the required documents in to ACOT. ACOT will then have 10 days to complete the registration decision. At this 20 day point if your application is missing documents, the registration cannot be completed, and we are required to deny your application. After this, if you wish to continue applying to ACOT you will have to create a new application and refile the documents with new dates to ACOT. If you are an LMSA applicant, please contact ACOT before you start the application form.

**Courtesy** Apply

This registration type pays a 40 dollar fee for 30 days of practice within the Province of Alberta (must be registered OT outside of Alberta).

If you will exclusively be providing virtual service and will not be performing restricted activities, please view the information regarding practice across jurisdictions here: <https://acot.ca/registration/courtesy-register/>.

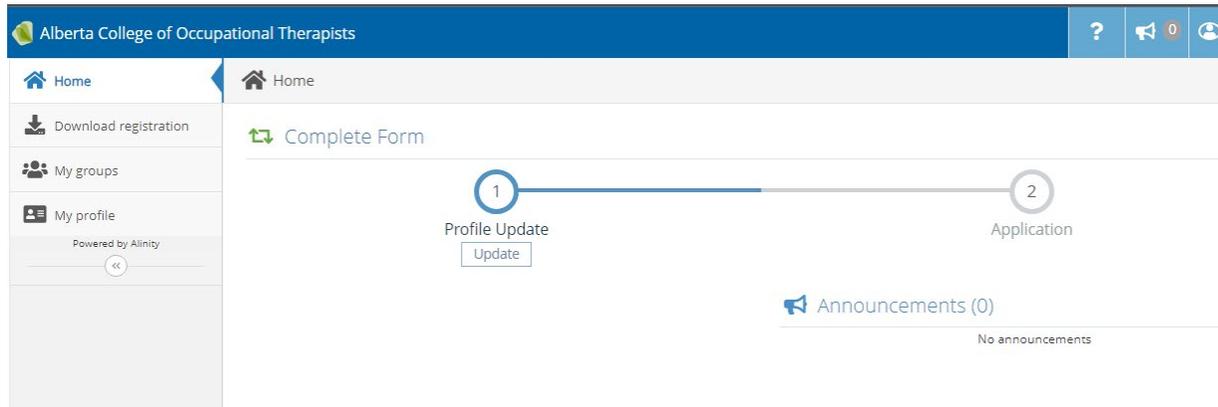
**New grads!  
Select  
application to  
the  
Provisional  
Register**

If you have already written and passed the National Occupational Therapy Certification Exam (NOTCE) and/or hold current registration in another Canadian province – select application to the **General Register**

If you have not yet written and passed the National Occupational Therapy Certification Exam (NOTCE) OR are initiating the re-entry to practice process – select application to the **Provisional Register**

If you hold current registration in another Canadian province and will be practicing in Alberta on a temporary basis – select application to the **Courtesy Register**

When you click on the **Apply** button for the register you are applying for (i.e. General, Provisional or Courtesy), you will be taken first to the Profile Update step.



**NOTE:** You do not need to complete the whole application 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 if you have initiated your application but wish to start again.



### 3. Profile Update

#### a) Personal Information

After entering your full name (and preferred name if different from your legal name), gender identity and birthdate, you will need to upload a copy of your government issued identification that verifies your legal name and birthdate. It can be photo ID such as a valid and current government issued driver's license, certificate of Indian Status, Métis Nation citizenship card, Canadian citizenship card or passport. It can be non-photo ID such as a birth certificate.

**TIP:** Only pdf, jpeg or png versions of documents can be uploaded to the online platform.

**PERSONAL**

*It is the regulated member's responsibility to ensure the College has current and up-to-date contact and employment information. Please confirm that your current email address is correct and checked consistently. Email is our primary way of communicating with you. We are committed to protecting the security of your personal information.*

**Current Name**

First name	Preferred first name	Middle name(s)	Last name
Test	-	-	Applicant

Do you have a preferred name that is different from your first name? \* Preferred first name

Yes  No

Testy

**Add** Update your legal name

**Update name**

* First name	Middle name(s)	* Last name
Test		Applicant

**Other details**

* Gender	* Birth date
Other	yyyy-mm-dd

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](#)

Include at least one phone number; the email address you used to create your account will be automatically entered. If you speak or write any languages other than English, you can enter additional languages by clicking the Add button.

**Contact Information**

Mobile phone # 	Home phone # 	* Email - ACOT will use this address to communicate with you
Example: 604-555-5555	Example: 604-555-5555	@icloud.com

**Use dashes (not dots) between the numbers in your phone number(s)**

**Spoken/Written Languages (Other Than English)**

No language records exist.

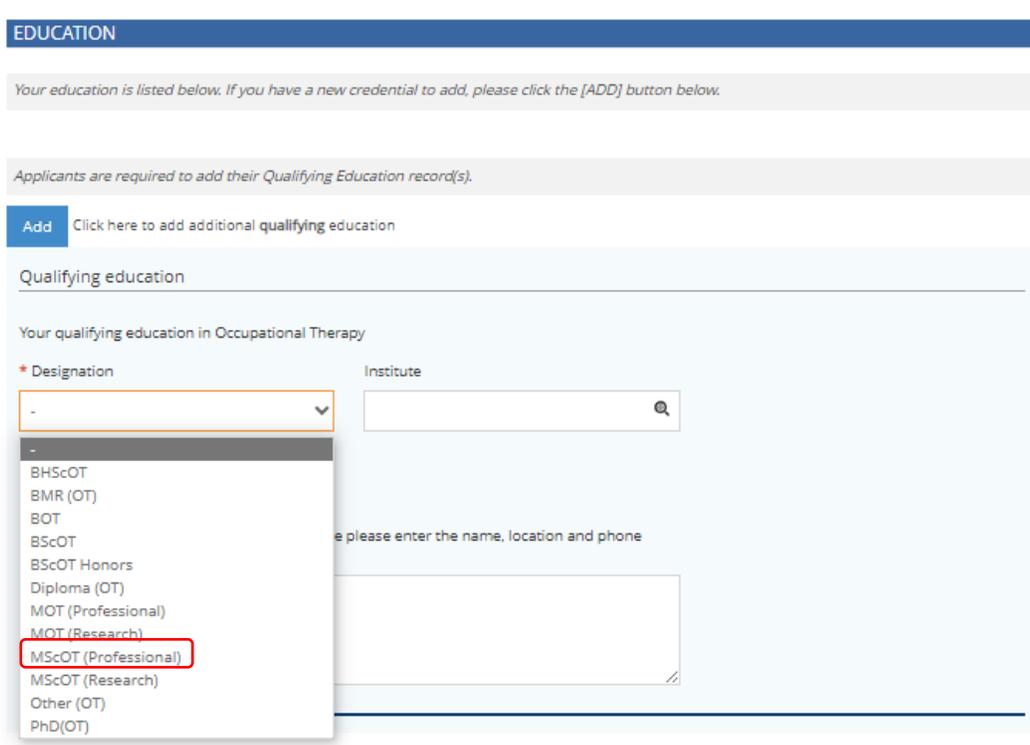
**Add** Click to add additional languages to your profile

* Other language	* Spoken	* Written	
-	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

b) Education  
i. Qualifying Education

In the Education section of your Profile Update, you will first enter your “qualifying” education – that is, the occupational therapy degree that qualifies you to apply for registration with ACOT.

Recent UofA grad?  
Select the MScOT (Professional) option



**EDUCATION**

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

Applicants are required to add their Qualifying Education record(s).

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

Qualifying education

Your qualifying education in Occupational Therapy

\* Designation Institute

-

BHScOT

BMR (OT)

BOT

BScOT

BScOT Honors

Diploma (OT)

MOT (Professional)

MOT (Research)

**MScOT (Professional)**

MScOT (Research)

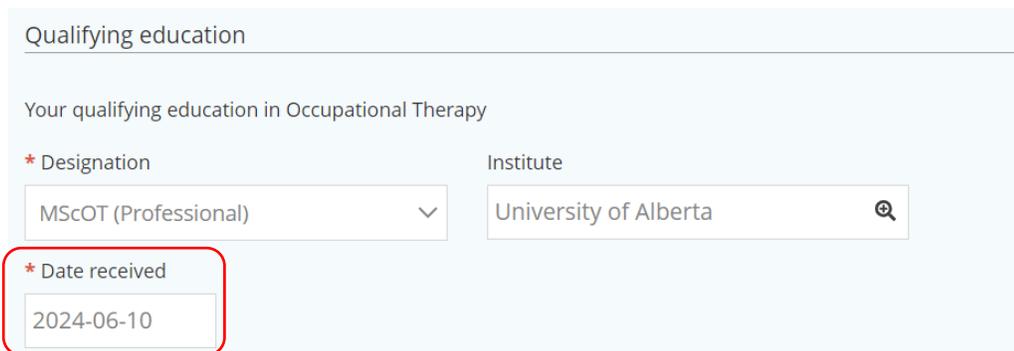
Other (OT)

PhD(OT)

Please enter the name, location and phone

and

Use June 10, 2024 as a placeholder for the Date received.



Qualifying education

Your qualifying education in Occupational Therapy

\* Designation Institute

MScOT (Professional) University of Alberta

\* Date received

2024-06-10

**NOTE:** The convocation date for the UofA MScOT program will be between June 4-13, 2024 (to be confirmed October 2023). You can choose a placeholder date in the date received box and edit your profile once the date has been confirmed. The “Confer Date” will also be listed on your official transcript.

## ii. Non-Qualifying Education

Click the Add button to enter non-qualifying education credentials (i.e., undergraduate degree and/or other previous post-secondary degrees). You are required to upload a supporting document as evidence (i.e., diploma, official transcripts). **DON'T MISS THIS STEP!**

**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

## c) CAOT National Exam

Enter the date you have registered to write the National Occupational Therapy Certification Exam (NOTCE) – typically in April, September and December each year. Select “pending” from the Exam status drop-down menu. You will upload a copy of the NOTCE Proof of Candidacy later in the Application process.

**CAOT NATIONAL EXAM**

\* Exam date

\* Exam status

**EMPLOYMENT**

- Failed
- Passed
- Pending

## d) Employment Information

Enter '0' for practice hours outside of employment.

### EMPLOYMENT

Please enter any eligible practice hours worked outside of your employment (i.e., volunteer or pro bono hours worked where you are using the title of OT in that role and are complying with ACOT Standards of Practice and Code of Ethics including documentation and secure retention of those records)

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

\* Practice hours outside of Alberta employment

When adding an employer/work location, enter a few letters in the text box scroll through the “organization” drop down list to find one that best matches your employer.

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

---

**Employer**

Organization

\* Title/position

Contact phone

\* Status

\* Age range

\* Main area of practice

\* Start date

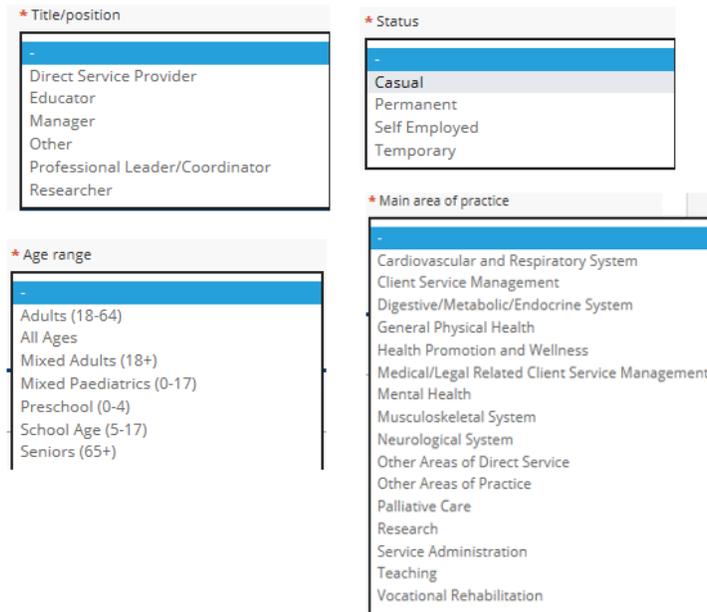
End date (if applicable)

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

**TIP:** If you work for Alberta Health Services, try entering “AHS – the zone your primary site is based out of” (i.e., NZ, EZ, CenZ, CZ, SZ) and a list of sites with that initial naming convention will show up. The same applies for other employers such as Capital Care, Carewest, CBI, Lifemark, school boards, etc.

**NOTE:** If you cannot find your employer/location of work in the organization list or if you notice that the address of your employer is incorrect once selected from the dropdown, enter the employer, name, location and phone number in the text box.

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**

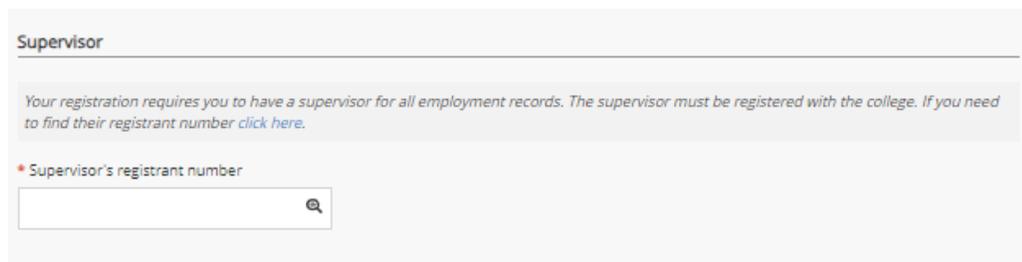
- 
- Cardiovascular and Respiratory System
- Client Service Management
- Digestive/Metabolic/Endocrine System
- General Physical Health
- Health Promotion and Wellness
- Medical/Legal Related Client Service Management
- Mental Health
- Musculoskeletal System
- Neurological System
- Other Areas of Direct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

Please note that the options for title/position, status, age range and main area of practice are all specified by the Canadian Institute for Health Information (CIHI). Select the option in each dropdown that best represents what you are doing in your role.

**NOTE:** For applicants to the Provisional Register, ensure the start date with your employer allows enough time for your application to be processed. ACOT aims to process applications within 5-10 business days. Prompt turnaround time is aided by ensuring that all of the required documents are included with your application.

### e) Supervisor's Information

If you are applying to the Provisional register, enter your supervisor's registration number. Refer to the [ACOT Public Directory](#) if you need to find your OT supervisor's registration number.



**Supervisor**

---

Your registration requires you to have a supervisor for all employment records. The supervisor must be registered with the college. If you need to find their registrant number [click here](#).

\* Supervisor's registrant number



## f) Reporting Practice Hours

This section is for those who have worked as an occupational therapist prior to applying with ACOT. Applicants who are new graduates can enter '0'.

### HOURS OUTSIDE JURISDICTION

Please fill in your hours below if you have hours worked as an Occupational Therapist in another jurisdiction that ACOT does not have on record. If you do not have previous hours, please enter "0" in the text boxes

Registration year	Start date	End date
2019/2020	2019-03-01	2020-02-29
* Hours outside jurisdiction		
<input type="text" value="0"/>		
<hr/>		
Registration year	Start date	End date
2020/2021	2020-03-01	2021-02-28
* Hours outside jurisdiction		
<input type="text" value="0"/>		
<hr/>		
Registration year	Start date	End date
2021/2022	2021-03-01	2022-02-28
* Hours outside jurisdiction		
<input type="text" value="0"/>		
<hr/>		
Registration year	Start date	End date
2022/2023	2022-03-01	2023-02-28
* Hours outside jurisdiction		
<input type="text" value="0"/>		
<hr/>		
Registration year	Start date	End date
2023/2024	2023-03-01	2024-02-29
* Hours outside jurisdiction		
<input type="text" value="0"/>		

## g) Additional Profile Information

**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

---

**CONSENT**

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

Next
Save for later
Withdraw

The only specialization ACOT requires you to report is whether you are certified and maintaining continuing competence in the provision of acupuncture. If you are trained in acupuncture and wish to use this training in your practice, check the “Acupuncture Roster” box and enter the required program information (name of institution, program name, date of completion and evidence of completion).

If you are or were ever registered in another Canadian province or another international jurisdiction, click the add button and enter the name of the regulatory organization, your registration number and expiration date.

If you are not already a member of the Society of Alberta Occupational Therapists (SAOT), you may still receive communications from them regarding professional development opportunities such as courses, or research studies. Click “Yes” to consent to receive correspondence from SAOT via email.

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 in red for you to complete prior to proceeding to the Application. You can also **Save for Later** if you are not ready to proceed to the Application step.

## 4. Application and Payment

Once all of profile update sections are complete, you will be taken to the Application step where you will upload your remaining documents, answer a series of questions (declarations), and finalize payment.



### a) Uploading Required Documents

All new applicants are required to upload the documents flagged with a red asterisk. There are additional documents required for applicants in the Re-Entry Program and Internationally Educated Occupational Therapists who have completed the Substantial Equivalence Assessment Service (SEAS) process.

Documents you are required to upload at this point in the application include:

- Criminal Record Check and Vulnerable Sector Check
- Proof of at least \$5M personally held Professional Liability Insurance (covering page only with name, policy number, amount and expiry date of coverage)
- Proof of completion of the Competencies for Occupational Therapists in Canada eModule
- Proof of Completion of the Preventing Sexual Abuse and Misconduct eModule
- Registration receipt for the National Occupational Therapist Certification Examination (NOTCE)

**NOTE:** *New graduates from Canadian universities are not required to a Memorandum of Understanding or an Employer Letter*

### b) 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.

**NOTE:** *ACOT will contact you if you answer yes to any of the good standing declarations below.*

### 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

#### 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 if I am randomly selected for Review and Evaluation of my Continuing Competence Program (CCP) submission, I will be required to provide ACOT with a copy of my current insurance certificate at that time.

\* 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

#### Testifying Declaration

The information given by me in this application 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.

Submit

Save for later

Withdraw

**NOTE:** The items in the general declarations above must be completed before you check the boxes and proceed to payment.

Once you have completed the declaration page press **Submit**, you will be taken to the invoice page.



### c) Payment of Registration Fees

If paying by cheque or cash, click the **Close** button; if paying by credit card, click the **Pay** button.

< Invoice > Details > 1036939

---

## Invoice

11-Sep-2023 #1036939  
Reference: -

**From**  
Alberta College of Occupational Therapists  
312 – 8925 51 Ave  
Edmonton, Alberta  
T6E 5J3

**To**  
Applicant, Test

Description		Total
Application Fee		\$150.00
	Subtotal	\$150.00
	GST	\$0.00
	PST	\$0.00
	Total due	\$150.00

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.

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.

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

Invoice #1036939	For Applicant, Test	
Total charge \$150.00		
* First name on card <input type="text" value="Test"/>	* Last name on card <input type="text" value="Applicant"/>	
* Credit card # <input type="text" value="XXXX-XXXX-XXXX-XXXX"/>	* Expiry <input type="text" value="e.g. 0524"/>	* Security code <input type="text" value="e.g. 555"/>
* Please note that Alinity does not store your credit card details on their servers		
* Home # and street only (for account, no apt #) <input type="text" value="As on card account"/>		
* Postal/ZIP code <input type="text" value="e.g. A9A 9A9"/>		
		<input type="button" value="Pay"/> <input type="button" value="Cancel"/>

Once you have paid the \$150 application fee and your application has been approved by ACOT staff you will receive an email notification reminding you to log back in to pay your registration fee. The annual registration fee is \$550 and is prorated depending on when you apply.

**From:** ACOT <[info@acot.ca](mailto:info@acot.ca)>  
**Date:** September 11, 2023 at 2:01:48 PM MDT  
**To:** Test Applicant <[@icloud.com](mailto:@icloud.com)>  
**Subject:** Application Approved - Payment Due

Hi Testy Applicant,

Your application for registration has been approved. Your practice permit is not active until you have paid for your registration. To make payment please log into the portal at:

[acottest.alinityapp.com/client/](http://acottest.alinityapp.com/client/)

Thank you.

#### d) Printing Practice Permits

ACOT does not print and mail Practice Permits. Registrants can access an electronic copy of their practice permit to print, display and/or provide to their employer as per the *Health Professions Act (HPA)* section 36(5).

## ONCE YOU ARE REGISTERED: NEXT STEPS

Once you have paid your registration fee in full and your application has been approved, you will be sent a Welcome Letter from ACOT's CEO and Registrar. In that letter are links to relevant practice resources. You will also need to create a Learning Plan as part of the Continuing Competence Program (CCP). More information can be found on the [CONTINUING COMPETENCE](#) tab at [acot.ca](http://acot.ca).