



Re-registration Guide

Step-by-Step Guide to Re-registering for a Practice Permit



Prepared December 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.

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1. INTRODUCTION

This Step-by-Step Guide to the ACOT **re-registration process** was created to assist individuals who have been registered with ACOT at some point in the past (and thus already have a registration number) to navigate the online re-registration system.

If you haven't ever been registered with ACOT, you are considered a *new* applicant. Refer to the [New Applicant Registration Guide](#) for information on the **new applicant registration process**.

2. LOGGING INTO YOUR ACCOUNT

You can access the online platform from your computer or mobile device by clicking on “Registrant Login” found in the top banner of the ACOT website - <https://acot.ca/>.



You will be taken to the Login screen where you will enter the email address you used previously along with your password.

Alberta College of Occupational Therapists

🔒 Login

Username (email address)

Password

Login

Forgot your password?
Other login issues? Call 780-436-8381

TIP: If you don't recall which email address you used previously, contact the ACOT Office at 780.436.8381 or at info@acot.ca.

If you don't recall your password – click on the [Forgot your password](#) link and follow the instructions.

🔒 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.
NOTE: You may have another email address on file, but this is specifically what you type into the login field.

User name

Enter the code on the right

UTZPGA
Click to change

Submit

3. THE RE-REGISTRATION PROCESS

Once you have logged in, you will be taken to the Home page of the online platform where you will see that your current permit is Cancelled. You will also see any previous years' self-assessments depending on when you cancelled your registration.

Alberta College of Occupational Therapists

Home

My registration

My documents

My groups

Powered by Alinity

Change My Registration For 2023/2024

General

Provisional

Courtesy

This registration type pays \$40 for 30 days of practice within the Province of Alberta (in-person or virtually if providing a restricted activity such as restricted psychosocial interventions). Only occupational therapists registered in good standing in another Canadian jurisdiction may apply for the Courtesy Register.

If you are providing occupational therapy services exclusively virtually and will not be performing restricted activities, please view the information regarding practice across jurisdictions here: <https://acot.ca/registration/practice-across-jurisdictions/>

Active Permit

Cancelled

Effective
01-Mar-2023

Announcements (0)
No announcements

My Invoices Include paid

| Date | Total | Due |
|--------------|-------|-----|
| 0 invoice(s) | | |

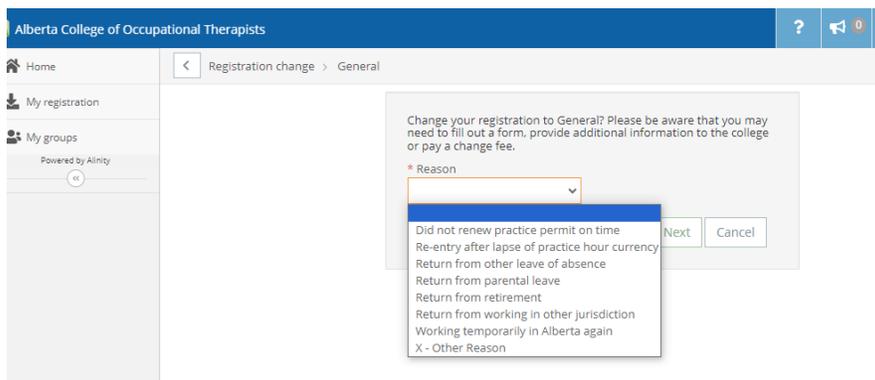
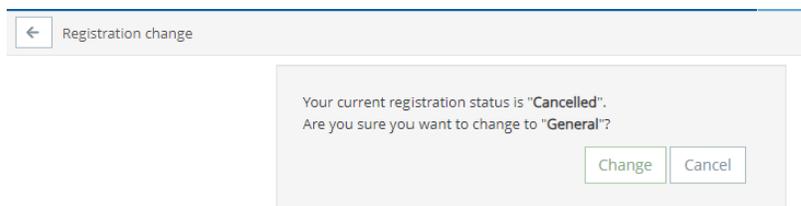
My self assessments

| Date | Status |
|-----------|-----------|
| 2022/2023 | Submitted |
| 2021/2022 | Submitted |
| 2020/2021 | Submitted |
| 2019/2020 | Submitted |
| 2018/2019 | Submitted |

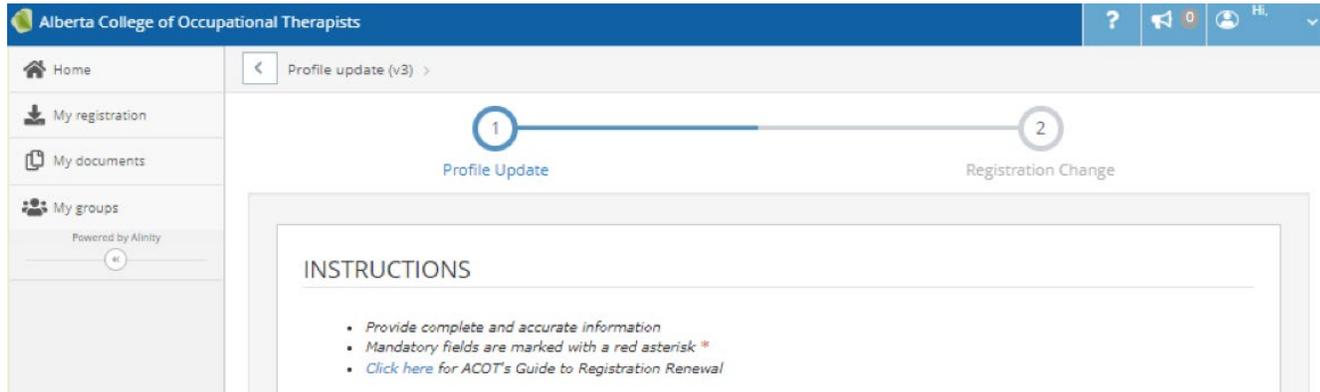
On this page you will select which Register you are wanting to register for. Which Register you select depends on whether you have enough practice hours to meet currency requirements (General versus Provisional) or if you are only planning to work in Alberta temporarily (Courtesy). For example:

- If you have been registered with ACOT before and are returning from a leave of absence such as retirement, parental, or medical leave; are returning to Alberta from practicing in another jurisdiction; or have failed to renew your practice permit by the end of February renewal deadline – select a change to the General Register.
- If you have been on the Provisional Register previously and have not yet met the requirements to transfer from the Provisional to General Register (i.e., have not yet taken or passed the National Occupational Therapy Certification Exam – NOTCE), or have been previously registered with ACOT and the currency of your practice hours has lapsed – select a change to the Provisional Register.
- If you registered in good standing in another Canadian jurisdiction and are planning to practice *in-person* in Alberta for under 30 days, or are temporarily providing restricted psychosocial interventions to a client who is physically located in Alberta – select a change to the Courtesy Register.

Once you click on the **Change** button for the register you are applying for (i.e., General, Provisional or Courtesy), you will be asked to confirm your intention and select the registration change option that corresponds with your reason for re-registering with ACOT.



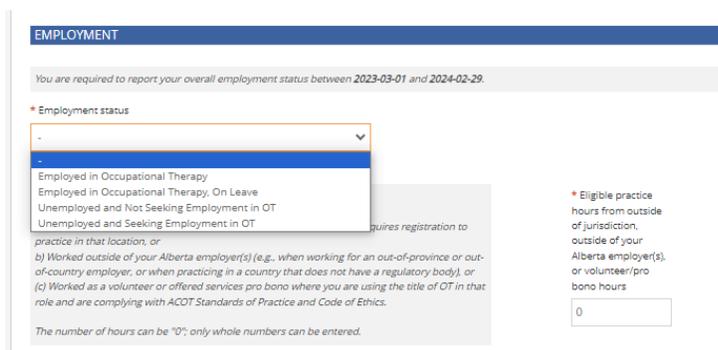
Once you have selected the reason for your register change, you will be taken to the Profile Update page to complete the first step of the re-registration (registration change) process.



a. Step 1 – Profile Update

Verify to see if the information previously captured in your Profile is still current. Make changes as needed to your:

- Personal information – such as your legal name, preferred name, mailing address, phone number, email address.
 - Click the “Add” buttons to request a change of your legal name (you will be cued to upload government issued identification as evidence of the name change) and/or your current address and contact information.
 - Note, if your gender identity has changed since last being registered, contact the ACOT Office and someone will arrange to have it changed for you.
- Education – such as any additional credentials acquired since last being registered.
- Employment Status
 - select the employment status that matches what your status was while your permit was cancelled and enter “0” in the Practice hours outside of Alberta employment box.



- Employment
 - Confirm the employer listed is accurate and/or click the “Add” button to include a new or additional employer (see the [Guide to Registration Renewal](#) for details on how to change or add employment information).

2023/2024 Employment

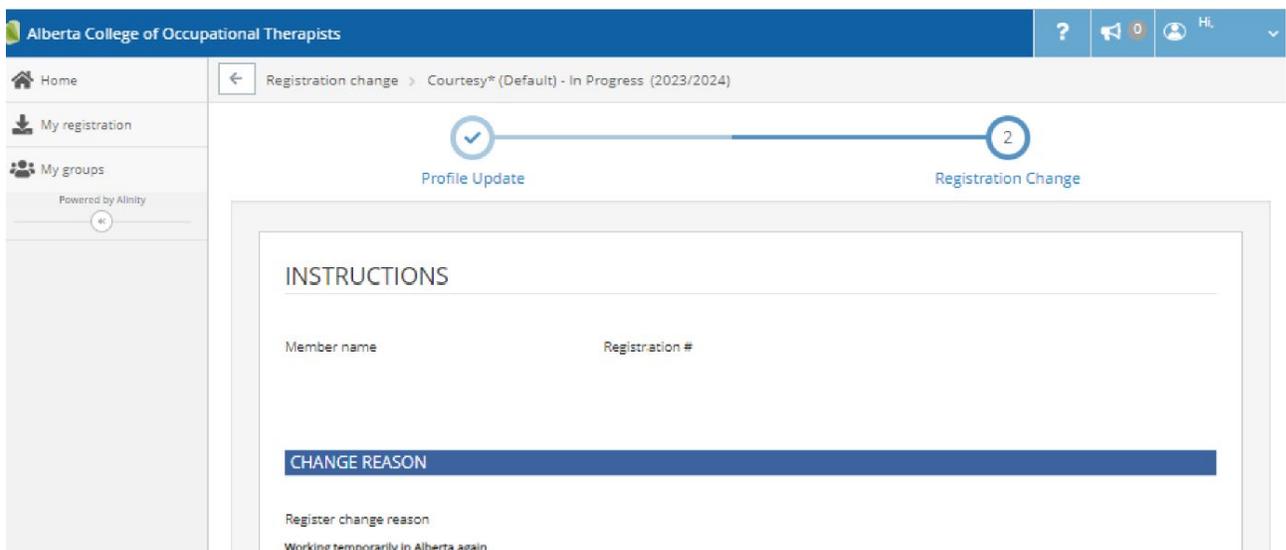
Add Click here to add a new or additional employer(s)

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.

Next Save for later Withdraw

b. Step 2 – Registration Change

Once all of profile update sections are complete and you click **Next**, you will be taken to the Registration Change step where you will upload your remaining documents and answer the good standing and general declarations).



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Registration change > Courtesy* (Default) - In Progress (2023/2024)

Profile Update 2 Registration Change

INSTRUCTIONS

Member name Registration #

CHANGE REASON

Register change reason
Working temporarily in Alberta again

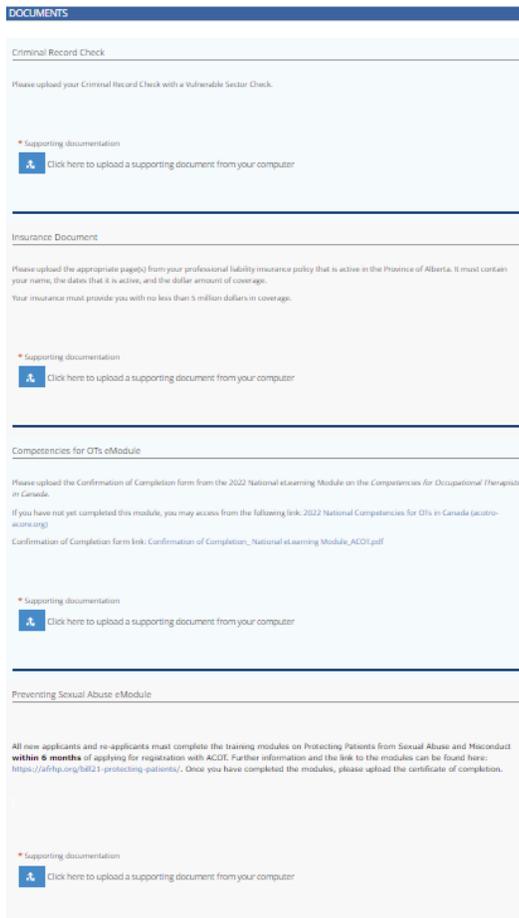
i. Uploading Required Documents

Re-registrants to the General or Provisional Registers are required to upload the following:

- Criminal Record Check with a 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

Individuals requesting re-registration to the Provisional Register because their lapse of practice hour currency are also required to upload the signed Memorandum of Understanding signed by the registered occupational therapist who has agreed to be their supervisor.

Occupational therapists applying for the Courtesy Register are only required to arrange for a regulatory history form to be sent to ACOT from the college they are currently registered with.



DOCUMENTS

Criminal Record Check

Please upload your Criminal Record Check with a Vulnerable Sector Check.

* Supporting documentation
 Click here to upload a supporting document from your computer

Insurance Document

Please upload the appropriate page(s) from your professional liability insurance policy that is active in the Province of Alberta. It must contain your name, the dates that it is active, and the dollar amount of coverage. Your insurance must provide you with no less than 5 million dollars in coverage.

* Supporting documentation
 Click here to upload a supporting document from your computer

Competencies for OTs eModule

Please upload the Confirmation of Completion form from the 2022 National eLearning Module on the Competencies for Occupational Therapists in Canada.

If you have not yet completed this module, you may access from the following link: 2022 National Competencies for OTs in Canada (acot.org)

Confirmation of Completion form link: Confirmation of Completion, National eLearning Module, ACOT.pdf

* Supporting documentation
 Click here to upload a supporting document from your computer

Preventing Sexual Abuse eModule

All new applicants and re-applicants must complete the training modules on Protecting Patients from Sexual Abuse and Misconduct **within 6 months** of applying for registration with ACOT. Further information and the link to the modules can be found here: <https://acot.org/inf21-protecting-patients/>. Once you have completed the modules, please upload the certificate of completion.

* Supporting documentation
 Click here to upload a supporting document from your computer

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



ii. Declarations

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

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

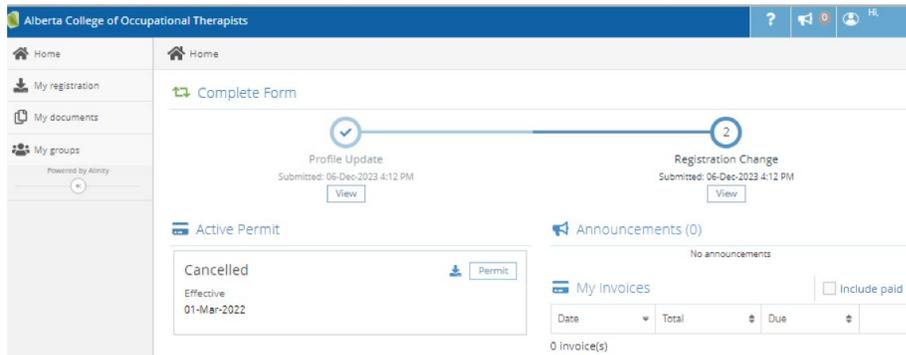
| GOOD STANDING DECLARATIONS | |
|--|--|
| Are you currently undergoing an investigation or subject to an unprofessional conduct process; or have you been previously disciplined by another regulatory body responsible for the regulation of occupational therapists or any other profession? | * <input type="radio"/> Yes <input type="radio"/> 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? | * <input type="radio"/> Yes <input type="radio"/> No |
| Have you ever been found guilty of unprofessional conduct in any profession or jurisdiction? | * <input type="radio"/> Yes <input type="radio"/> No |
| Have you ever had conditions imposed on your practice permit in any profession or jurisdiction? | * <input type="radio"/> Yes <input type="radio"/> No |
| Have you ever had a judgment against you in a civil action with respect to your practice? | * <input type="radio"/> Yes <input type="radio"/> 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 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. <input type="checkbox"/> * 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. <input type="checkbox"/> * 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. <input type="checkbox"/> * I acknowledge and accept the above declaration |

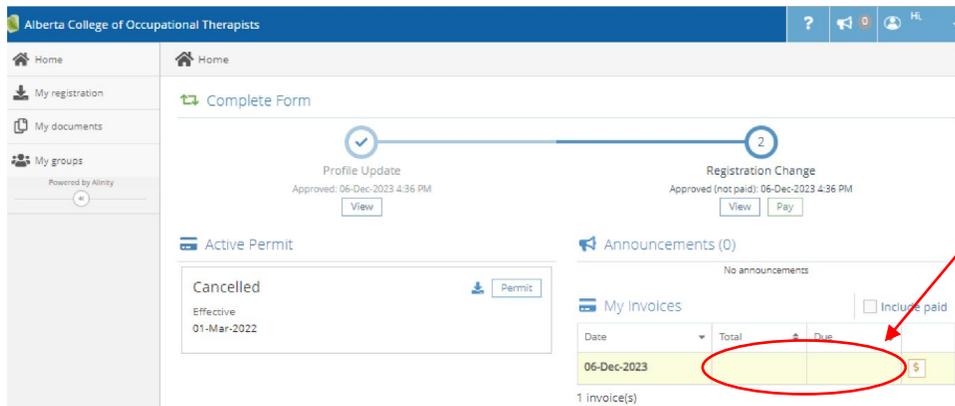
WARNING: It is a serious offence to make false declarations - please read carefully before checking off that the above declarations are true. It is your responsibility to ensure that all information entered is accurate before you press Submit.

| | | |
|--------|----------------|----------|
| Submit | Save for later | Withdraw |
|--------|----------------|----------|

Once you have uploaded the required documents and answered the declarations, press **Submit**; your Home Page will indicate that your request has been submitted and ACOT Staff will be notified of your request.



Once ACOT staff have verified the documents you have uploaded and received any other documents required to process your re-registration (i.e., Labour Mobility Support Agreement and regulatory history forms for those returning to Alberta from another province), your re-registration request will be approved. You will then see the invoice to be paid the next time you login to the online platform.



The amount to be paid will vary depending on what time in the year you are applying for re-registration. * It will always include the \$150 application fee and registration fees will be prorated. See the [Schedule of Fees](#) for the amount due according to the date of application.

iii. Payment of Registration Fees

Click on the  to see the invoice and then click the **Pay** button at the bottom of the invoice. Clicking **Close** will bring you back to the home page which will indicate that your submission is complete but not paid. Your practice permit will not be issued until payment has been received.

***IMPORTANT:** *If you are re-registering after not renewing on time, there will be a \$100 administrative fee added to your invoice in addition to the \$150 application fee bringing the*



total registration fee to \$800.

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: Test
* Last name on card: Applicant

* Credit card #: XXXX-XXXX-XXXX-XXXX
* Expiry: e.g. 0524
* Security code: 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 #): As on card account

* Postal/ZIP code: e.g. A9A 9A9

Pay Cancel

iv. 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).

4. ONCE YOU ARE REGISTERED: NEXT STEPS

Once you have paid your re-registration fees in full, 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.