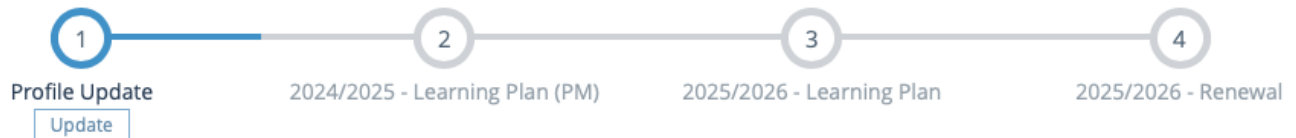




Practice Permit Renewal

A Step-by-Step Guide to the Renewal Process



Updated December 20, 2024

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

TABLE OF CONTENTS

1. RENEWAL PROCESS OVERVIEW.....	4
1.1. Logging in to the Online Platform.....	4
1.2. Two-Factor Authentication.....	5
1.3. Forgot your Password?	7
1.4. The Four-Step Renewal Process.....	7
2. STEP 1: PROFILE UPDATE.....	11
2.1. Personal Information Verification.....	11
2.1.1. Name Changes & Racial Background/Indigenous Identity.....	11
2.1.2. Address and Contact Information Changes.....	13
2.1.3. Spoken/Written Languages (Other Than English)	14
2.2. Education Verification.....	14
2.3. Employment Information Verification.....	16
2.3.1. Employment Status.....	16
2.3.2. Recording Practice Hours: Outside Jurisdiction or Volunteer/Pro Bono	17
2.3.3. Updating Employment Information Or Adding an Employer	17
2.4. Entering and Tracking Practice Hours.....	22
2.5. Restricted Activities Requiring Advanced Authorization	24
2.6. Other Jurisdictions and Consent for SAOT Correspondence	25
3. STEPS 2 & 3: COMPLETING AND INITIATING THE CONTINUING COMPETENCE PROGRAM (CCP) COMPONENTS.....	26
3.1. Wrap up the 2024/2025 Continuing Competence Program	27
3.1.1. REVIEW & EDIT Registrant Selected Goal in the 2024/2025 CCP	27
3.1.2. ADD a Learning Activity Record	29
3.1.3. Complete the Goal Status and Write a Goal Status Reflection	29
3.2. Step 3 – Initiate 2025/2026 Continuing Competence Program.....	31
3.2.1. Intention: Goal Statement.....	32
3.2.2. Intention: Initial Reflection.....	32
3.2.3. Intention: Domain.....	33
4. STEP 4 - DECLARATIONS AND ANNUAL FEE PAYMENT	34

4.1. Good Standing Declarations.....	34
4.2. General Declarations	34
4.2.1. Professional Liability Insurance	35
4.2.2. Protecting Patients from Sexual Abuse and Misconduct Modules	35
4.3. Edit 4 Steps of Renewal Prior to Selecting Submit.....	36
4.4. Payment of Registration Fees	37
4.4.1. Fee Increase	38
4.5. Printing of Permits.....	39
5. CANCELLING YOUR REGISTRATION	40

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 that your permit has been cancelled and that you are not eligible to practice OT or use protected title until you have a valid practice permit.

NOTE: If your practice permit is cancelled because you have not renewed it on time, you will need to reapply to be registered with ACOT. This means submitting a new application form; paying an application fee, in addition to the annual registration fee; and providing a current (within the last six months) criminal record and vulnerable sector check, proof of current, personally held, professional liability insurance of no less than \$5 million per occurrence, and proof of completion of mandatory learning modules. **You will not be able to work as an OT until ACOT provides you with a new valid practice permit.**

1.1. LOGGING IN TO THE ONLINE PLATFORM

You can access the online platform from any computer or mobile device. Select **Registrant Login** 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, use **Chrome** or **Firefox**. The most current versions of Safari and Microsoft Edge work but 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.

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

 Login

[Forgot your password?](#)

Other login issues? Call 780-436-8381

TIP: Use the same email address for login as the contact information in your ACOT profile. If you can't remember, try the email address where you receive ACOT's eNews.

1.2. TWO-FACTOR AUTHENTICATION

You may be required to complete two-factor authentication. You will be sent a code to the email address on file. Once you receive the code, enter it exactly as shown in the space provided.

 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.

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.

1.3. 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

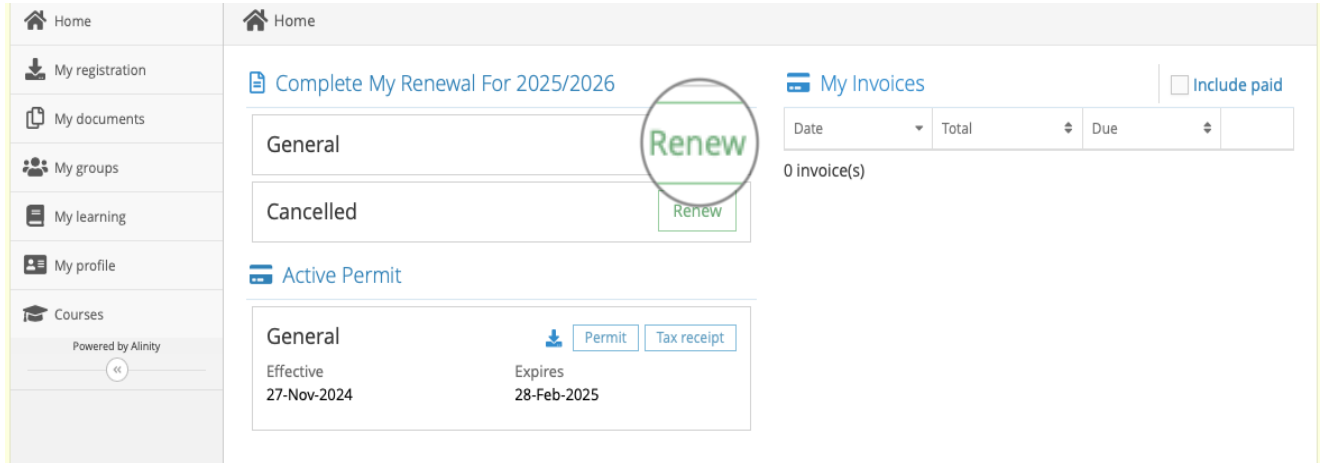
1.4. THE FOUR-STEP RENEWAL PROCESS

There are four steps of registration renewal:

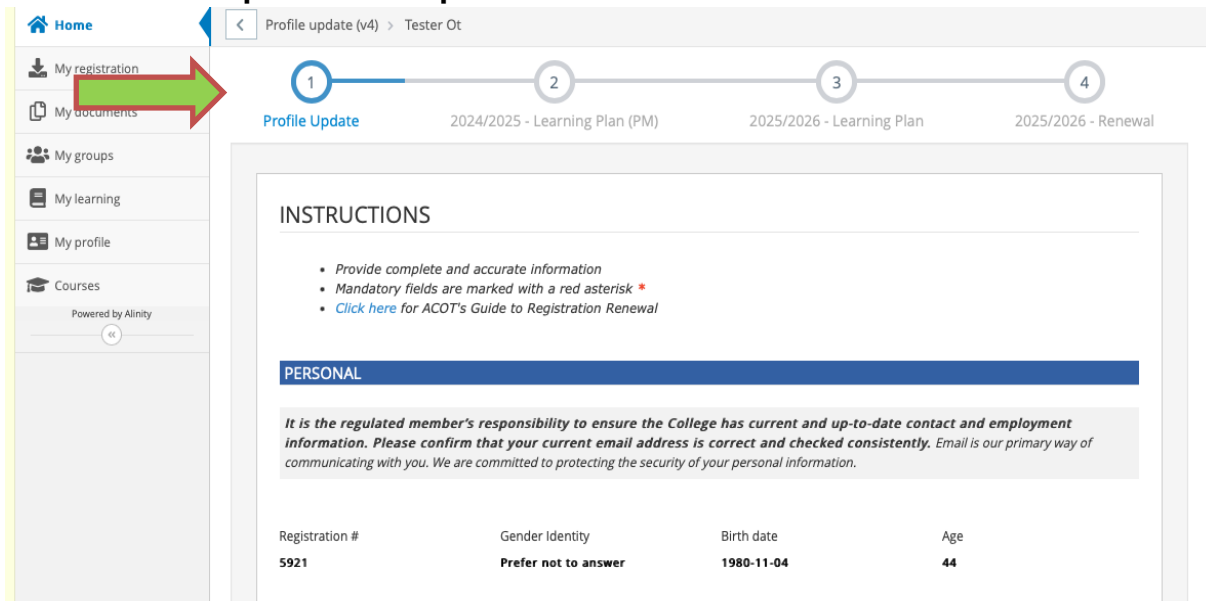
1. Profile Update
2. Wrap up Old CCP (current registration year – 2024/2025)
3. Initiate New CCP (upcoming registration year – 2025/2026)
4. Declarations and Payment



Once you have logged in, you will be redirected to the “Home” page of the online platform. During renewal (from January 1 to February 28), the home page will look like this:



To start the **Four-Step Renewal Process**, select **Renew** (for either General or Provisional register) located under *Complete My Renewal for 2025/2026*. You will automatically be redirected to **Step 1: Profile Update**.



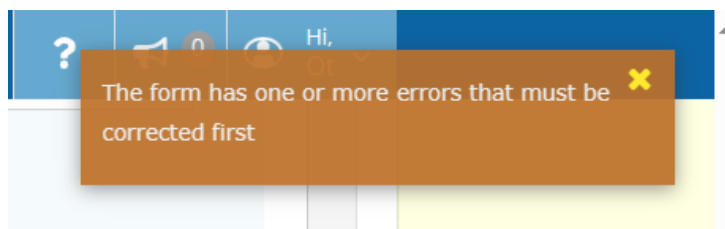
TIP: Only the renewal form will help you progress through the four steps of renewal. The **step-by-step bar** at the top of the page and the **Next** button at the bottom of the page only shows up when you are in the renewal form. If you don't see either of these features, you are not in the renewal form. You may 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.



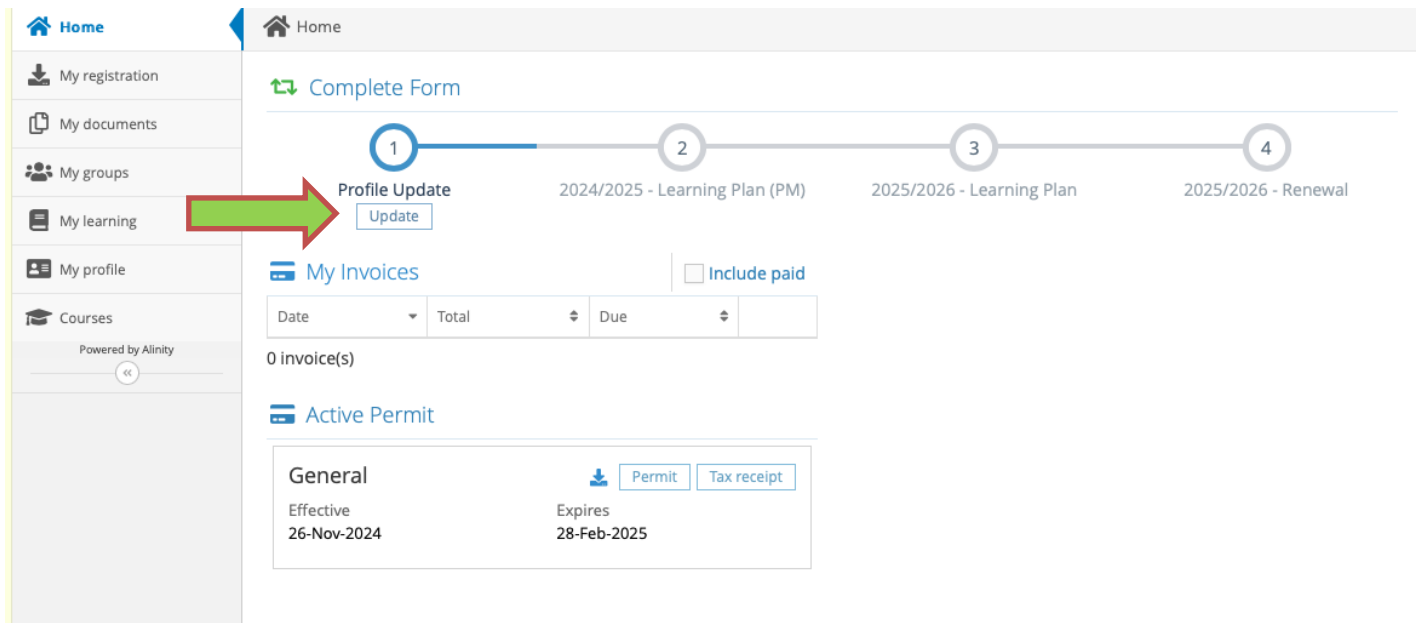
Save for later saves your content you are working on. Ensure you save your content prior to navigating to another tab or page in the form. There is a 30-minute member session time out. If you work past this timeframe, remember to select **Save for later** to save your content. You will automatically 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 advising you to correct the form first. The text box(es) that were not filled out will be highlighted in red.

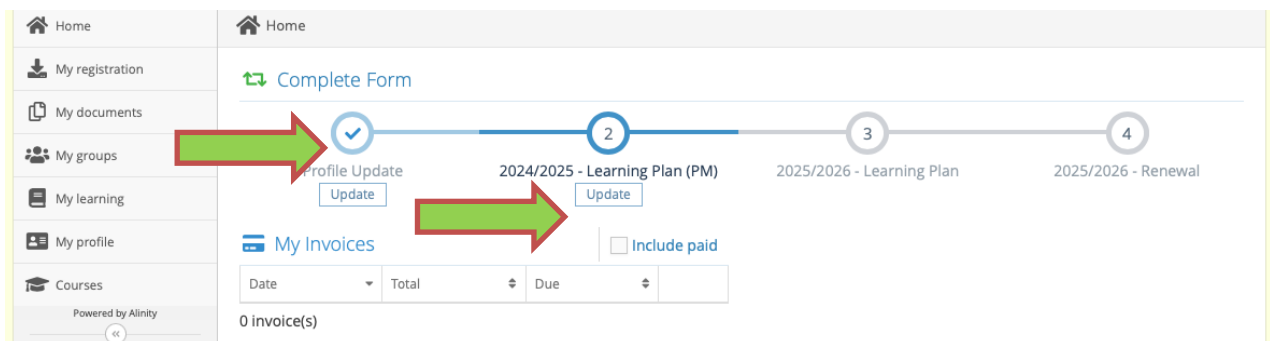


The **Withdraw** option is only present at the bottom of the form in Steps 1 & 4. This feature allows you to start the Four-Step Renewal Process again. **Withdraw** will delete the content in Steps 1 & 4 only. Content in Steps 2 & 3 will be saved when you select the withdraw option.

You may save and sign out of the platform as many times as you want 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 circles indicate the steps needing to be initiated and completed. You must complete the dark blue highlighted step before you can start the next step. To do this, select Update under the step you want to work on.



A check mark in the circle indicates the completed step(s). In the example below, the registrant has completed **Step 1: Profile Update** and can begin to work on **Step 2: Learning Plan**. You can edit completed steps. To do so, select **Update** below the step you wish to edit.



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.

2.1. PERSONAL INFORMATION VERIFICATION

2.1.1. Name Changes & Racial Background/Indigenous Identity

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 well 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

Starting 2025/2026 renewal, you will also complete the section requesting information about racial and indigenous identity. Providing this data is not mandatory and the option to select “Prefer not to answer” is available to you.

Registration #	Gender Identity	Birth date	Age
5921	Prefer not to answer	1980-11-04	44

Racial background and Indigenous Identity data collection is voluntary. Please select “prefer not to answer” if you do not want to report this data, otherwise please select up to 3 for each category.

Racial Background

- Prefer not to answer
- Middle Eastern
- Another race category
- Black
- South Asian
- Do not know
- East Asian
- Southeast Asian
- Indigenous
- White
- Latin American
- Mixed racial group

Indigenous Identity

- Prefer not to answer
- First Nations
- Inuk/Inuit
- Métis
- Do not know

Current Name

First name	Preferred first name	Middle name(s)	Last name
Tester	-	-	Ot

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

- Yes
- No

[Add](#) Click to request a change to your legal name

2.1.2. 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

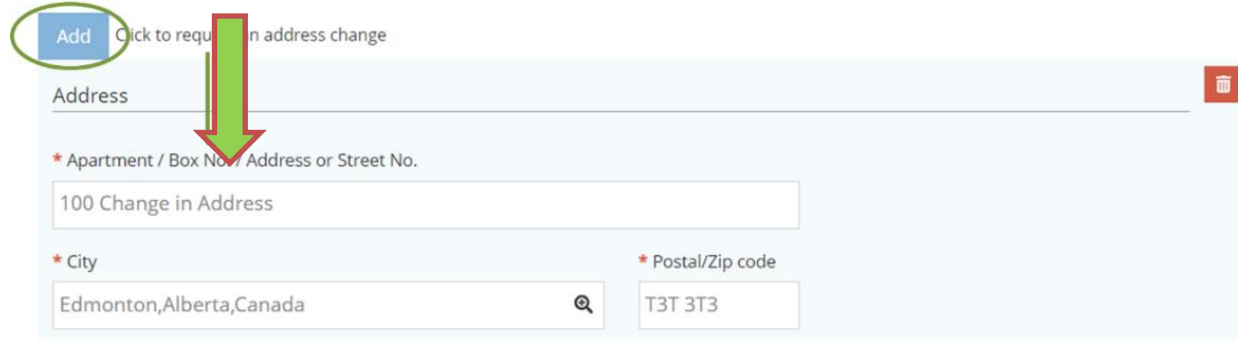
City Postal/Zip code
Calgary, Alberta, Canada T2T 2T2

Add Click to request an address change

Address 

* Apartment / Box No. / Address or Street No.
100 Change in Address

* City * Postal/Zip code
Edmonton, Alberta, Canada T3T 3T3



You may change your contact information (phone number and email) 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

Example: 604-555-5555 Example: 604-555-5555



TIP: Use a personal email address rather than your employer/work email so you always have access to emails sent to you from ACOT. Ideally, this is the same email you use to login to ACOT.

2.1.3. 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

2.2. 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 well 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: [Searchable text field]

* Field of study: -

* Date received: yyyy-mm-dd

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:

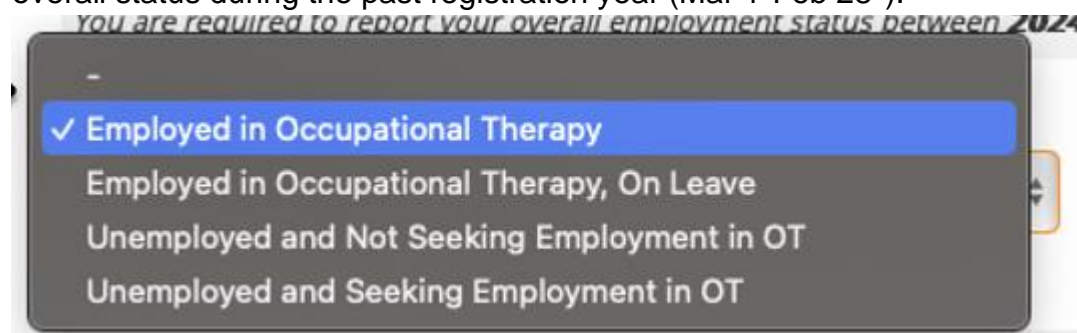
- * Designation
- ✓ -
 - BA
 - Baccalaureate
 - BSc
 - Certificate
 - Diploma
 - Master of Arts in Leadership
 - Masters
 - MSc
 - Other
 - PhD

- * 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

2.3. EMPLOYMENT INFORMATION VERIFICATION

2.3.1. 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*).



2.3.2. Recording Practice Hours: Outside Jurisdiction or Volunteer/Pro Bono

This section relates to three scenarios where you may have obtained practice hours. Scenario a) relates to practice hours accumulated by working virtually or in person in another province or country which requires registration with a different OT regulator to practice. For example, if you were providing virtual services in British Columbia, Saskatchewan, Quebec, or outside Canada. Scenario b) relates to the practice hours accumulated related to employers who are situated out-of-province or out-of-country. 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, including if some of those services were provided virtually to clients living in any of the three Territories, Maritime provinces, Ontario, or Manitoba. Those hours are recorded below, in your **2024/2025 Employment**, under **Employer**.

2.3.3. Updating Employment Information Or Adding an Employer

If you need to change your employer information, then you will need to select the **Yes** option in the section that asks, *“Do you need to change your employment information?”* However, even if you do NOT have changes to your employer/employment status, you will need to provide more detailed information about your current employer as per CIHI’s updated requests.

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.

You will need to enter all empty fields as indicated in the diagrams on the following pages. 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. 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.

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 can be 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 to allow adequate time for processing and renewal before February 28th.

The screenshot shows the 'Employer' registration form. At the top, there is a search box for 'Organization' with a magnifying glass icon. A red arrow points to this search box. Below the search box, there is a red asterisk and the text 'You must select an item from the list'. The form contains several fields:

* Title/position Consultant	Contact phone 604-555-5555	* Start date 2024-11-01	End date (if applicable) yyyy-mm-dd
* Status Part-time	* Status preference Seeking full-time	* Age range School Age (5-17)	* Main area of practice Pediatrics
* Employment category Permanent employee	* Funding source ? Public/government	* Virtual care delivery ? 10% to 49% of the time	* Multiple sites Yes
* Methods of care ? In person	Second method of care Video conference	Third method of care Telephone	

Employer

Organization

AHS 

AHS - Acadia Community Health Centre
151 86 Ave
Calgary, Alberta T2H 3A5
Canada

AHS - Allied Health Professional Practice and Education (AHPPE)
Northwest Centre 1
4520 16 Ave NW #4500
Calgary, Alberta T3B 0M6
Canada

AHS - AMHB NW Clinic - COAST Kids Outreach
1620 - 29 St
Calgary, Alberta T2N 4L7
Canada

AHS - Calgary Community Aids for Independent Living (CCAIL)
1213 4 Street SW
Calgary, Alberta T2R 0X7
Canada

AHS - Camrose Mental Health Clinic
4911 47 Street
Camrose, Alberta T4V 1J9

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, or employer (particularly adding an employer that is not already in ACOT’s organization list), takes time. ACOT needs to verify and approve these changes which **can take 5 or more business days**. You will not be able to proceed to payment for renewal until these changes are approved. ACOT will notify you by phone or email when the changes have been finalized at which point you can proceed to payment.

***** COMPLETE YOUR PROFILE UPDATES EARLY *****

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 the ***Title/position, *Status, *Status preference, *Age range, *Main area of practice, *Employment category, *Funding source, *Virtual care**

delivery, *Multiple sites, and *Methods of care (with primary, secondary, and tertiary options) sections include the following options:

*** Title/position**

- ✓ -
- Administrator
- Analyst
- Case manager
- Chief executive officer/registrar
- Clinical specialist
- Consultant
- Coordinator
- Direct care provider
- Director/assistant director
- Educator
- Manager/assistant manager
- Other
- Owner/operator
- Professional leader
- Researcher
- Sales
- Supervisor

*** Status**

- ✓ -
- Casual
- Full time
- Part-time

*** Status preference**

- ✓ -
- By choice
- Seeking casual
- Seeking full-time
- Seeking part-time

Age groups

-
- 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**

- ✓ -
- Administration
- Advocacy
- Amputation care
- Anesthesiology
- Burns care
- Cardiology
- Chronic disease
- Chronic pain
- Client service management
- Client/patient education
- Clinical immunology and allergy
- Cognitive disorders
- Critical care
- Dentistry
- Dermatology
- Developmental habilitation/disabilities
- Diabetes care
- Ear, nose and throat (ENT)
- Emergency care
- Endocrinology and metabolism
- Ergonomics
- Foot care
- Forensics
- Gastroenterology
- General practice
- Genetics
- Geriatrics
- Gynecology

*** Employment category**

- ✓ -
- Conditional employment
- Cooperative student employment
- Other — not elsewhere classified
- Permanent employee
- Practicum student work experience
- Self-employed
- Temporary employee

*** Funding source ?**

- ✓ -
- Mix of public and private
- Private sector/individual clients
- Public/government
- Unknown

*** Virtual care delivery ?**

- ✓ -
- 10% to 49% of the time
- Less than 10% of the time
- More than 50% of the time
- Never
- Unknown

*** Multiple sites**

- ✓ -
- No
- Yes

* Methods of care ?

✓ -
Email
In person
Messaging
Other
Telephone
Unknown
Video conference

Second method of care

✓ -
Email
In person
Messaging
Other
Telephone
Video conference

Third method of care

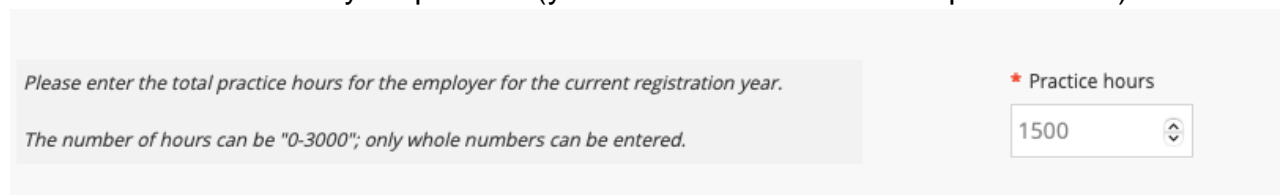
✓ -
Email
In person
Messaging
Other
Telephone
Video conference

2.4. ENTERING AND TRACKING PRACTICE HOURS

To have Alberta's OT workforce data more accurately captured and represented, registrants enter their practice hours per Alberta employer. Enter the number of practice hours for the past registration year (Mar 1, 2024 – Feb 28*, 2025) 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 hours worked 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 (you do not need to list them per contract).



The screenshot shows a form with two text boxes. The first box contains the instruction: "Please enter the total practice hours for the employer for the current registration year." Below it, a smaller box says: "The number of hours can be '0-3000'; only whole numbers can be entered." To the right, there is a label "Practice hours" with a red asterisk, followed by a text input field containing the number "1500" and a small dropdown arrow icon.

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 number of practice hours to maintain registration as per the [Occupational Therapists Profession Regulation](#) (OTPR), are also listed in this section.

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

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

Practice hours

Year	Total hours
2020/2021	850
Year	Total hours
2021/2022	1000
Year	Total hours
2022/2023	1200
Year	Total hours
2023/2024	1380
Year	Total hours
2024/2025	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.

2024/2025 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

- 4
- 8
- 12
- 16



RES

Acup
Secti

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.).

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

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

2.5. 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

2.6. 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**.

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.

Click here to add additional jurisdiction

New jurisdiction

Regulatory body * Registration # * Expiry date

✓ -

- COTBC
- COTM
- NBAOT
- NLOTB
- COTNS
- COTO
- Occupational Therapy - Outside CA
- PEICOT
- OEQ
- SSOT
- Other Jurisdiction - AB
- Other Jurisdiction - BC
- Other Jurisdiction - MB
- Other Jurisdiction - NB
- Other Jurisdiction - NL
- Other Jurisdiction - NT
- Other Jurisdiction - NS
- Other Jurisdiction - NU
- Other Jurisdiction - ON
- Other Jurisdiction - Outside CA
- Other Jurisdiction - PE
- Other Jurisdiction - QC
- Other Jurisdiction - SK
- Other Jurisdiction - YT

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

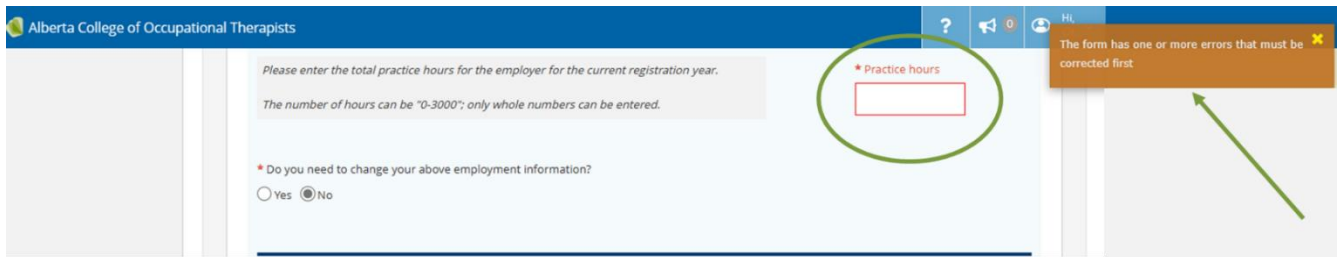
CONSENT

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

Next 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.



3. STEPS 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 2025/2026 CCP.



3.1. WRAP UP THE 2024/2025 CONTINUING COMPETENCE PROGRAM

You will wrap up the current year's CCP in **Step 2: 2024/2025 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 2024/2025 CCP prior to submitting your renewal. Changes cannot be made to your 2024/2025 CCP after Step 4 (submission & payment).

The screenshot shows a navigation menu on the left with options like Home, My registration, My documents, My groups, My learning, My profile, and Courses. The main content area features a progress bar with four steps: 1. Profile Update, 2. 2024/2025 - Learning Plan (PM), 3. 2025/2026 - Learning Plan, and 4. 2025/2026 - Renewal. A green arrow points to step 2. Below the progress bar, there are tabs for 'Member Selected' and 'College Selected'. The main content area is titled '2024/2025 CONTINUING COMPETENCE PROGRAM' and contains the following text:

ACOT's refreshed Continuing Competence Program (CCP) was designed for you to maintain your competence and enhance the provision of your professional services to the public. Your current level of competence is developmental, impermanent and context specific. Your competence is demonstrated through a dynamic combination of knowledge, applied technical, practical, interpersonal, and communication skills, clinical reasoning, attitudes, values, and reflection*. Ongoing advancement of your competence through the participation in a self-directed, action-oriented goal and reflective practice is a minimum requirement of practice.

- The refreshed CCP is organized into two requirement components: 1. Member Selected and 2. College Selected. Click [here](#) to access written and video resources on the refreshed CCP.
- Your session will time-out at 30mins. Use the **Save for Later** button to save your progress prior to 30mins or before you navigate to a different tab.
- All fields marked with a red asterisk * are mandatory.

* 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.

3.1.1. REVIEW & EDIT Registrant Selected Goal in the 2024/2025 CCP

If you want to review/edit your Registrant Selected Goal due to a change in your learning plan or role, you simply edit or delete what you have previously written in the space.

The screenshot shows the 'Goal Statement' section with the following text:

* 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.

Below the text is a text input field with the placeholder text: "EDIT YOUR GOAL BY DELETING WHAT YOU PREVIOUSLY HAD AND TYPE IN WHAT YOU WANT!". A green arrow points to this field.

You may also want to review/edit your initial reflection (explaining your context, what prompted you to create your learning goal, and how you planned to achieve it). As well, you may want to review/edit the Domain for your goal using the drop down menu.

* 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.**



EDIT YOUR INITIAL REFLECTION BY DELETING WHAT YOU PREVIOUSLY HAD WRITTEN AND TYPE IN WHAT YOU WANT.

* 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.**



Excellence in Practice

We aspire to always do our best and improve our performance. Occupational therapists take responsibility for their own continuing competence. They strive for excellence in the quality of their practice. They are aware of and manage influences on their practice. They show a commitment to ongoing reflection and learning.

PUSH SAVE FOR LATER BELOW

3.1.2.ADD a Learning Activity Record

You MUST add one Learning Activity Record. To add a Learning Activity Record, click **ADD**. A blank Learning Activity Record will appear at the **immediately below your Goal/Initial Reflection/Domain**.

The screenshot shows a form titled "Complete The Components Below Throughout The Registration Year". Under the heading "Learning Activity Record", there is a blue "Add" button with the text "Click here to add a new Learning Activity Record". Below this is a dropdown menu for "Learning Activity" with the selected option "Consultation or networking with colleagues or others". A "Description" field contains the text "Participating in an Upper Extremity Community of Practice - first meeting". The "Date completed" field shows "2024-04-11". Under "Learning Activity Reflection", there are two bullet points: the first explains that the reflection targets completed activities and asks to describe a key takeaway and its application; the second states that an acceptable reflection describes a key takeaway and its impact on competence and practice. A text area below contains the reflection: "I attended my first U/E Rehabilitation Community of Practice group. This group supported my gaps in understanding the basics. I learnt that Virtual Reality is an assistive health technology that is used to recover motor or sensory skills lost due to accident or illness, through a virtual". At the bottom left of the form is a blue button with a white upload icon. Green arrows point to the "Add" button, the "Learning Activity" dropdown, the "Description" field, the "Date completed" field, the reflection text area, and the upload button.

NOTE: You will be **blocked** from progressing to Step 3 if you have not added one Learning Activity Record for your goal.

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

You will complete the final component of the 2024/2025 CCP, the Goal Status Reflection. You will identify the Goal Status (*Ongoing or Completed*) based on your goal statement.

Goal Status Reflection

* Goal Status (click drop down)

Completed

* Goal Status Reflection - 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:

- Why was completing these activities important for your professional development?
- How have your learnings been applied to change / enhance your occupational therapy practice?
- How has your professional development been maintained, or enhanced?

(Limit 3000 characters)

Tie together your reflections and learnings from the various learning activities you have undertaken towards achievement of this goal. Include a reflection on:

- WHY was completing these activities important for your professional development?
- HOW have your learnings been applied to change / enhance your occupational therapy practice?
- HOW has your professional development been maintained, or enhanced?

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

Once you have completed the Member Selected requirements for your 2024/2025 CCP, you will click on the **Save for Later** button to ensure that your information is saved. If you need to you will be able to return to this section and continue the renewal process at a later time.

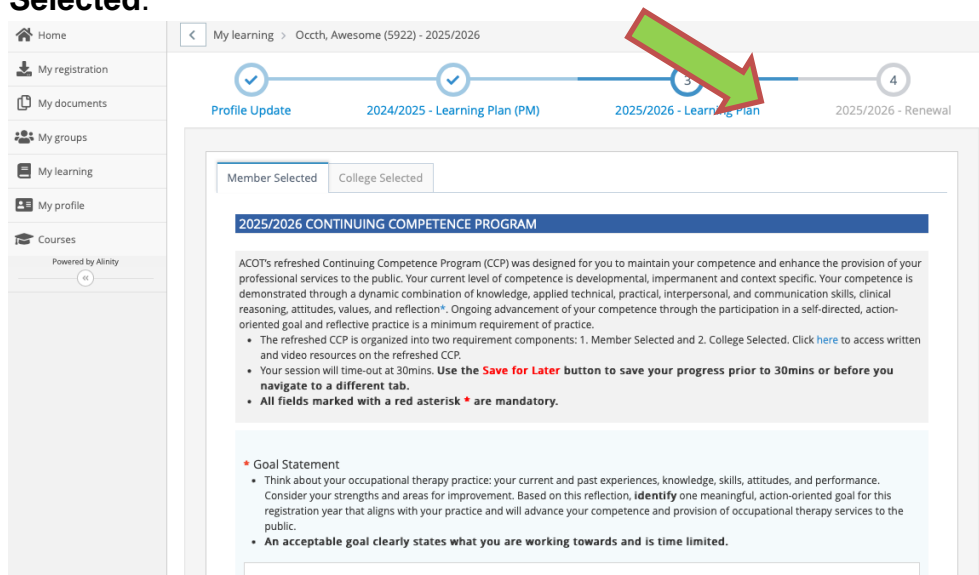
NOTE: For more detailed information on how to complete the CCP components for the 2024/2025 CCP, please refer to the [CCP Resources](#) page of the of the ACOT website. Below the 2024/2025 Continuing Competence Program, an accordion of video tutorials, step-by-step guides, and additional CCP Resources will appear.

3.2. STEP 3 – INITIATE 2025/2026 CONTINUING COMPETENCE PROGRAM



Like the 2024/2025 CCP, the 2025/2026 CCP has two main requirements, a **Member Selected Goal**, and a **College Selected Annual Mandatory Training Activity**.

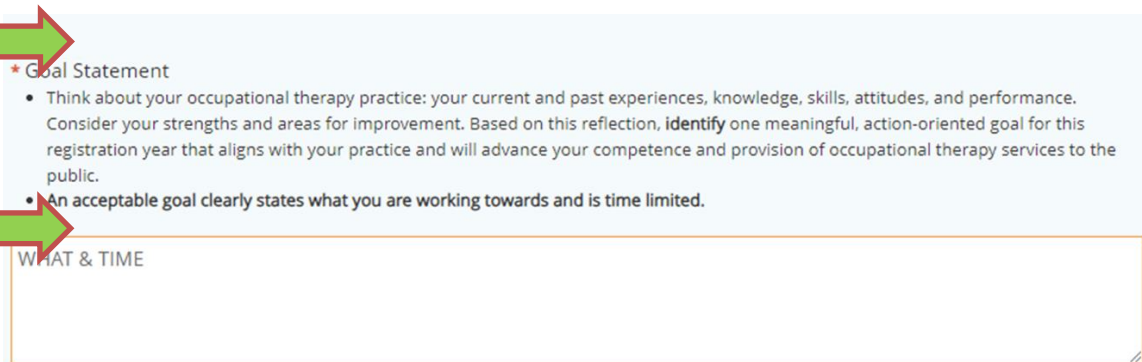
The 2025/2026 Learning Plan is divided into two tabs, **Member Selected** and **College Selected**.



During renewal, you are only required to complete the **Intention** component of the Refreshed CCP in **Step 3: 2025/2026 Learning Plan**.

3.2.1. 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.



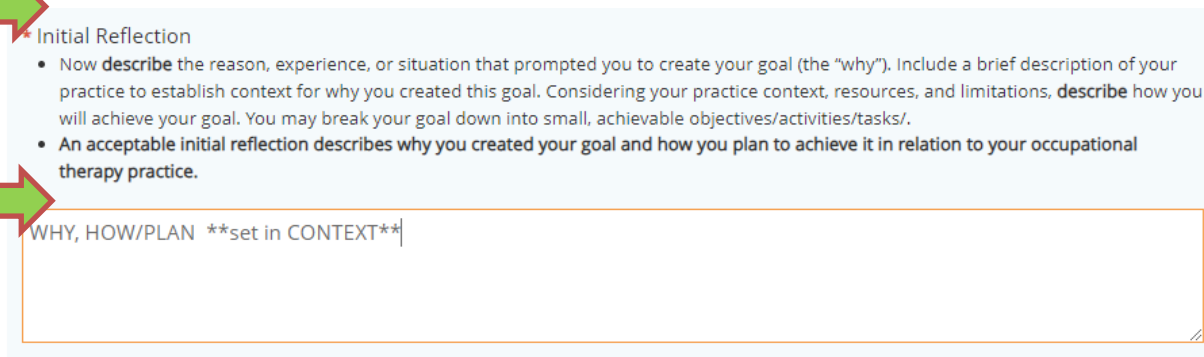
* Goal Statement

- 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

3.2.2. 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.

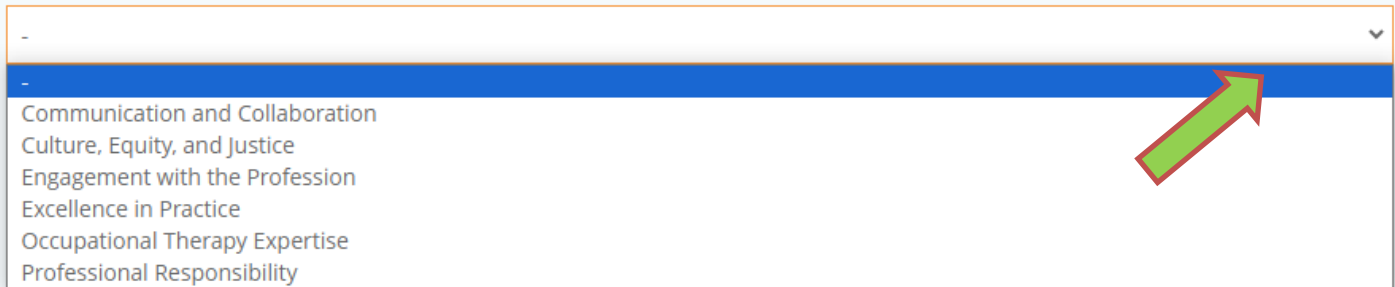
WHY, HOW/PLAN **set in CONTEXT**

3.2.3. Intention: Domain

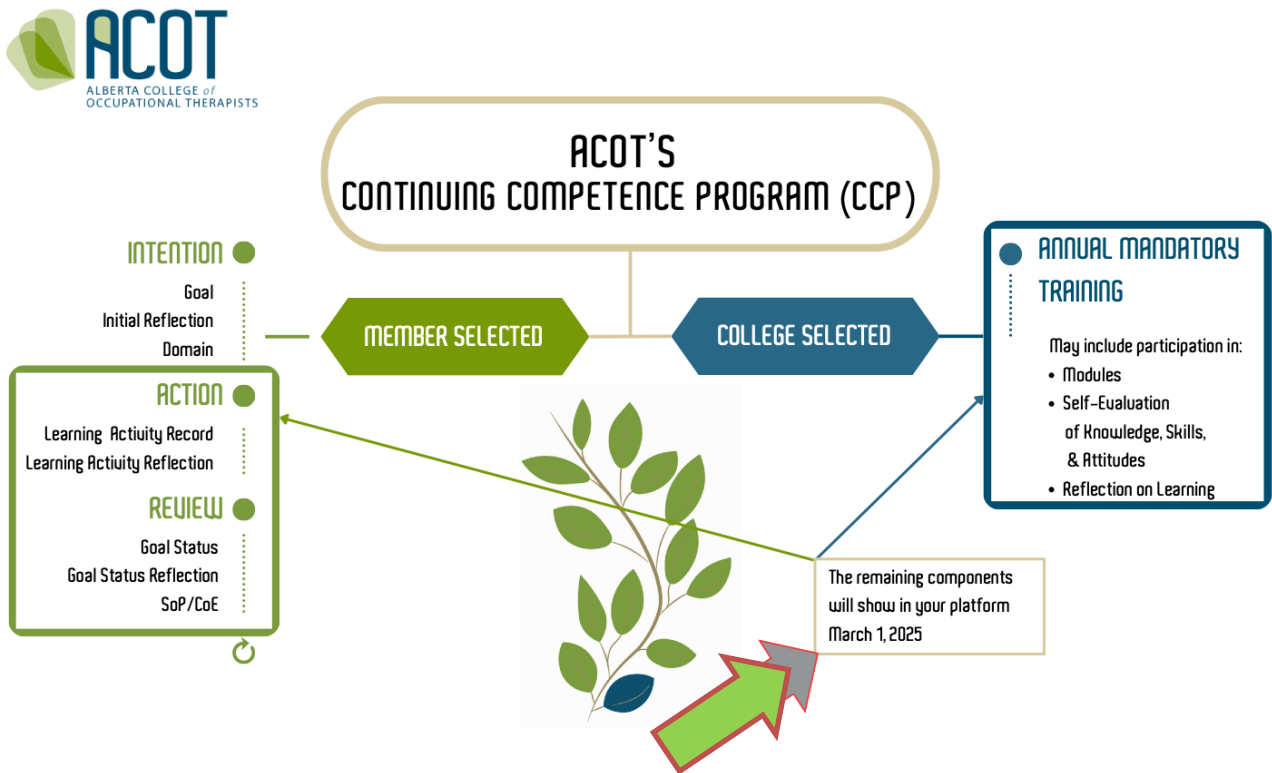
Finally, you will identify the Domain from the Competencies for Occupational Therapists in Canada (2021) that aligns with the competencies your goal will target.

*** 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** (Prevention of Sexual Assault/Sexual Misconduct Mandatory Training) will show up in your Learning Plan on March 1, 2025.



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.

4.1. 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.

4.2. GENERAL DECLARATIONS

Review the three additional declarations: *Insurance*, *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

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

4.2.1. 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.

4.2.2. 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 will be the mandatory training required to be completed **prior** to

renewing for 2026/2027. The e-module is available to registrants in the Courses section when logged into the ACOT site.

4.3. 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 shows the ACOT Home page with a navigation sidebar on the left. The main content area features a 'Complete Form' progress bar with four steps: Profile Update, 2024/2025 - Learning Plan (PM), 2025/2026 - Learning Plan, and 2025/2026 - Renewal. Each step has an 'Update' button. A red arrow points to the 'Update' button under 'Profile Update'. Below the progress bar are sections for 'My Invoices' (showing 0 invoices), 'My Exams' (a table of exam results), and 'Active Permit' (showing permit details and buttons for 'Permit' and 'Tax receipt').

Exam	Date	Status	
SoP/CoE Module 2024/2025	-	Available	+
Protecting Pts Sexual Abuse & Misconduct	05-Dec-2024	Passed	>
SoP/CoE Module 2024/2025	27-Nov-2024	Passed	>
CAOT National Exam	20-Aug-2006	Passed	>

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: 2025/2026 Renewal**.

Once you have submitted your CCP, you will notice that only Step 3: 2025/2026 Learning Plan can 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.

Alberta College of Occupational Therapists

Home

My registration
My documents
My groups
My learning
My profile
Powered by Alinity

Complete Form

Profile Update
Approved: 22 Feb 2024 1:51pm
View

2024/2025 - Learning Plan (PM)
Complete: 22 Feb 2024 1:51pm
View

2025/2026 - Learning Plan Update
Update

2025/2026 - Renewal
Approved (not paid): 22 Feb 2024 1:51pm
View Pay

Active Permit

General
Effective 01-Mar-2024
Expires 28-Feb-2025
Permit Tax receipt

Announcements (0)
No announcements

My Invoices
Include paid

Date	Total	Due	
22-Feb-2025	\$650.00	\$650.00	\$

1 invoice(s)

4.4. 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: 2025/2026 Renewal. You will be taken to the invoice page, where you will select **Pay**.

4.4.1. Fee Increase

Payment for renewal of practice permits submitted and paid between **Jan 1- Feb 14, 2025** is **\$550.**

Alberta College of Occupational Therapists

Home > Invoice > Details > 1037203

Invoice #1037203
4 Jan 2024
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 28, 2025**, is **\$650.**

Alberta College of Occupational Therapists

Home > Invoice > Details > 1037203

Invoice #1037203
22 Feb 2024
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**

Selecting **Pay** will bring you to the secure payment site where you need to enter the required information and click **Pay**.

Alberta College of Occupational Therapists

Home

My registration

My documents

My groups

My learning

My profile

Powered by Alinity

Invoice #1037203 For Test, Ot P (5835)

Total charge \$550.00

* First name on card Ot

* Last name on card Test

* 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 #) 118 Practice Way

* Postal/ZIP code T2T 2T2

Pay Cancel

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

4.5. PRINTING OF PERMITS

ACOT is no longer printing and mailing Practice Permits. Each registrant must 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 2025/2026*” on the Home page.

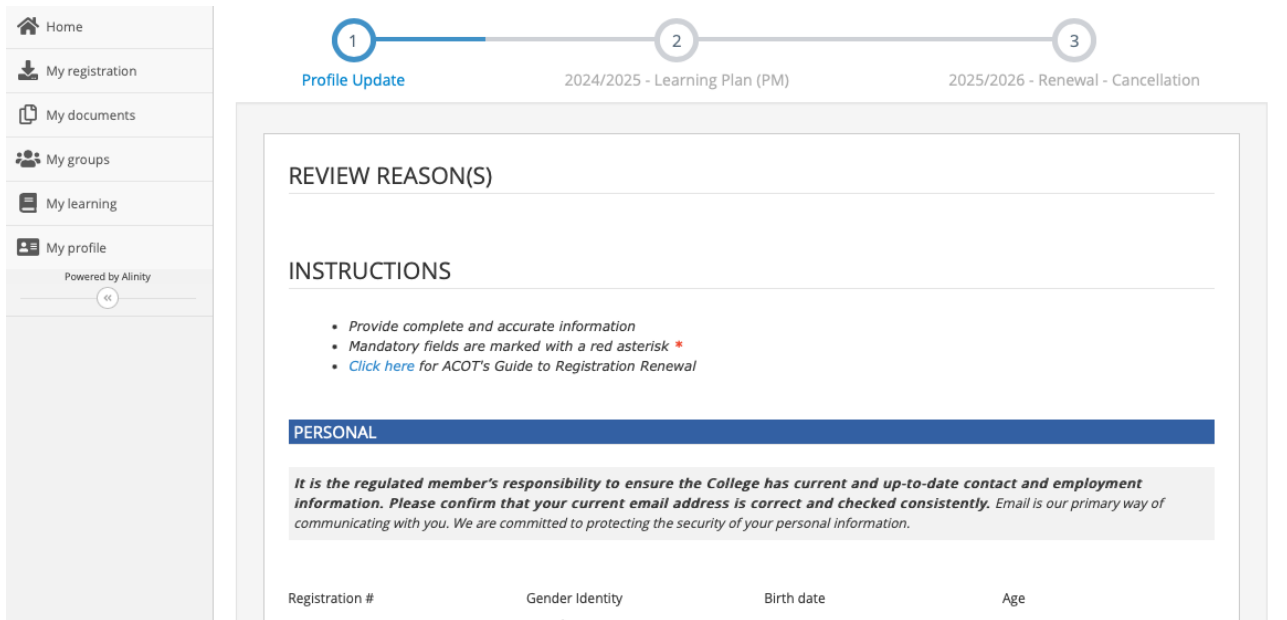
Exam	Date	Status	
SoP/CoE Module 2024/2025	-	Available	+
Protecting Pts Sexual Abuse &	05-Dec-2024	Passed	>

You will be cued to Renew or Cancel. To confirm that you want to CANCEL your registration, select **Renew**

Your current registration status is "General".
Are you sure you want to renew as "Cancelled"?

Renew Cancel

This brings you to the Three-Steps of Cancellation:



Step 1- Profile Update. This includes verifying/updating your: legal name, address, spoken language. Verify/update your Education. Please refer to Step 1 of Renewal (above) if you need specific instructions on completing your profile update.

When cancelling, you must Verify/update your Employment and indicate an employment end date. This section will capture your overall employment status for the past year, your practice hours both within and outside of Alberta employment, and verify your employer information. * Do you need to change your employment information? Select Yes. Then click Next.

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

Changes

* Title/position Direct Service Provider	Contact phone xxx-xxx-xxxx	End date (if applicable) 2025-02-28
* Status Self Employed	* Age range All Ages	* Main area of practice Mental Health

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

CONSENT

Do you wish to receive correspondence from SAOT via email?

Yes No



Next

Save for later

Withdraw

Step 2- Complete your 2024/2025 CCP. Please refer to Step 3 of “RENEWAL” above if you need specific details on how to complete this step. Then click **Next**.

Progress indicator: 1. Profile Update (checked), 2. 2024/2025 - Learning Plan (PM) (active), 3. 2025/2026 - Renewal - Cancellation

Member Selected | College Selected

2024/2025 CONTINUING COMPETENCE PROGRAM

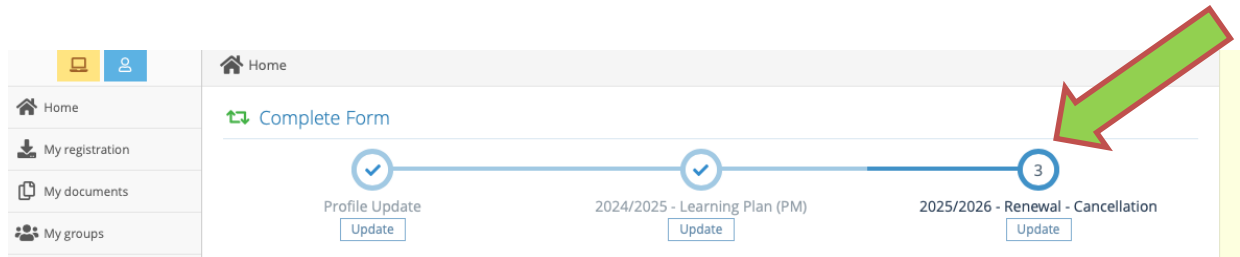
ACOT's refreshed Continuing Competence Program (CCP) was designed for you to maintain your competence and enhance the provision of your professional services to the public. Your current level of competence is developmental, impermanent and context specific. Your competence is demonstrated through a dynamic combination of knowledge, applied technical, practical, interpersonal, and communication skills, clinical reasoning, attitudes, values, and reflection*. Ongoing advancement of your competence through the participation in a self-directed, action-oriented goal and reflective practice is a minimum requirement of practice.

- The refreshed CCP is organized into two requirement components: 1. Member Selected and 2. College Selected. Click [here](#) to access written and video resources on the refreshed CCP.
- Your session will time-out at 30mins. Use the **Save for Later** button to save your progress prior to 30mins or before you navigate to a different tab.
- All fields marked with a red asterisk * are mandatory.

* 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.

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**.



You will need to indicate the reason for your change. The drop down menu will provide you with options to select from. If you choose “other”, you can provide an explanation in the text box below.

CHANGE REASON

If you did not intend to cancel your registration, please withdraw this renewal using the "Withdraw" button below and select the non-cancelled renewal option.

* Cancellation reason

Return date (if applicable)

✓ -

- Medical leave
- Retiring
- Moving
- Health reasons
- Maternity leave
- Leave of Absence
- Leaving Profession
- Leaving the Province
- Other
- Retired

yyyy-mm-dd

Finally, you will complete your “Good Standing Declarations” and then “Submit” (to cancel your registration), “Save for Later” (if you want to come back to review before finalizing), or “Withdraw” if you no longer wish to cancel your registration.

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. You can see that you have submitted your cancellation request by checking the home page.

[↩ Complete Form](#)

