

## APPLICATION GUIDE FOR CANADIAN EDUCATED APPLICANTS

You must be registered with COTM in order to practise as an occupational therapist in Manitoba. COTM will confirm to you when your application has been processed and registration granted. Any type of practice prior to the granting of registration is in violation of *The Occupational Therapists Act*.

### General Guidance:

- **Answer all questions** on the Application for Registration form.
- **Print** all information clearly.
- The application form cannot be processed unless it is complete and signed by the applicant.
- The completed application form is a legal document. Keep a copy for your files and return the original to COTM.
- A membership card with your registration number will be issued to you when your registration is complete. Please note: You are not able to legally practise occupational therapy without correct registration.
- There are three phases to establishing eligibility to practise OT in Manitoba. The phases are:
  - Phase 1- establishing academic eligibility.
  - Phase 2- establishing professional eligibility.
  - Phase 3- establishing employment eligibility.

This process is most relevant to applicants who choose to begin the application process before they are living in Manitoba. If you have already arrived in Manitoba and hope to begin employment in the near future you may wish to establish both your academic and professional eligibility at the same time. If you have received an offer of employment in Manitoba you will be able to complete all three phases. If it takes longer than 3 months from the time you establish your professional eligibility to obtain an offer of employment, some of the professional information may need to be updated.

- Please contact COTM if you have any questions about registration.

### BIOGRAPHICAL INFORMATION

reference:

Regulation 5(1)(b)

The name you indicate as “**Name used on professional documentation**” will be the name that is entered on the COTM register, and must be the name you intend to use in your practice (ie- the name by which your clients and colleagues will know you). Your registration card, certificate, and tax receipt will be issued in this name.

**Photo identification is required.** You may submit a copy of your birth certificate, driver's license, passport, permanent residency or citizenship documents. If your identification does not include a photograph, please include a notarized passport size photograph.

It is important that you provide all previous names by which you were known. If any of the documents (e.g. degree, proof of hours, regulatory history form, etc.) in your application were issued under a previous name, you must include an official document (such as a marriage license) that verifies your name change.

### LABOUR MOBILITY SUPPORT AGREEMENT

The Labour Mobility Support Agreement (LMSA) was developed and agreed upon by all of the occupational therapy regulators in Canada in support of the Agreement of Internal Trade (AIT). The AIT facilitates the mobility of registered professionals, including occupational therapists, within Canada.

[https://cotm.ca/upload/ACOTRO\\_LMSA\\_Final\\_EN\\_2016\\_\(signed\).pdf](https://cotm.ca/upload/ACOTRO_LMSA_Final_EN_2016_(signed).pdf)

You should consider that though you may qualify to apply under the LMSA, you may also qualify to apply under the regular route. If you have questions regarding this, contact COTM to discuss your options.

If you wish to apply under the Labour Mobility Support Agreement, you must arrange for completion of the **Labour Mobility Support Agreement Confirmation Form** by the regulatory organization with which you are currently regulated. Firstly fill in the Authorization for Release of Information portion of the LMSA Form and then send it to the regulatory organization in the province from which you are applying. You must still complete all sections of the COTM Application for Registration form however the documents regarding your education, past

regulatory history and examination will be forwarded to COTM by your current regulator as part of the LMSA. Contact the “sending” regulatory organization to confirm fees for completion of the LMSA Confirmation Form.

A **Regulatory History Form** confirming your current regulatory history is also required. Complete the Authorization for Release of Information portion of the form, send it to your current regulatory organization(s) and instruct them to return the completed form(s) directly to COTM. (More information on Regulatory History follows).

#### EDUCATIONAL QUALIFICATIONS

reference: OT Act 9(1)(a); Regulation 5(1)(c)

An **official final transcript** confirming your occupational therapy education must be sent directly to COTM by your educational institution. You are required to submit a copy of any other degree/diploma or certificate that you hold.

New Graduates: If you have not yet graduated, a letter confirming your completion of all academic and fieldwork requirements from a senior official of your academic program will be accepted in the interim. You must request that the university send a copy of your transcript directly to COTM when it becomes available. Include a copy of the request with your application as confirmation that you have completed this step.

LMSA Applicants: Complete this section on the application form. A copy of any relevant academic documents will be forwarded to COTM by the regulatory organization from which you are applying. A copy (photocopy) of the certificate/diploma/degree for each other qualification listed must be provided.

#### EXAMINATION

reference: OT Act 9(1)(b); Regulation 7

Successful completion of the **National Occupational Therapy Certification Examination (NOTCE)** is required for full registration with COTM. Enclose a copy of your exam certificate with your application. See <https://www.caot.ca/site/notce/geninfo?nav=sidebar> for information about the examination.

Registration on the Provisional Register may be granted to applicants who:

- have established eligibility to write the exam, but have not yet written it,
- have written the exam but not yet received the result, or
- have written the exam but not been successful (on no more than 2 attempts).

Following three unsuccessful attempts to pass the exam, an applicant will be removed from the Provisional Register and must not practise occupational therapy in Manitoba until the examination has been successfully completed.

New Graduates: A copy of your application to write the exam will be accepted as evidence that you are eligible to write the exam.

LMSA Applicants: Complete this section on the application form. Confirmation of your NOTCE status will be forwarded to COTM by the regulatory organization from which you are applying.

#### LANGUAGE

reference: Regulation 4(1)(b); 7(4)(a)

Canadian educated occupational therapists are not required to provide proof of language fluency.

#### CURRENCY (EMPLOYMENT HISTORY)

reference: Regulation 5(1)(f);7(4)(a)

All hours worked in the last three (3) years must be reported. In order to be registered to practise in Manitoba you must have:

- 1) worked 600 hours in the three years immediately preceding your application for registration,
- 2) completed a reentry program within the past 12 months,
- 3) recently completed your entry level occupational therapy education or
- 4) be eligible to apply under the LMSA

You must arrange for each of your employers in the past three years to send documentation directly to COTM, stating that you were employed as an occupational therapist, the period of your employment, and the number of hours worked annually. If you have not met one of the above currency requirements, registration on the Provisional Register may be granted while you complete a re-entry program. Please contact COTM for details on re-entry requirements.

New graduates must practise 600 hours by June 1st following his or her first full year of registration. An individual is considered to have a full year of registration by June 1st if he/she registered during the June 1 to August 31st period of the prior year.

<b>PROFESSIONAL REGISTRATION</b>	reference: Regulation 4(1)(d)
<p>A report of your regulatory history is required from each OT regulatory association that you have been registered with in the past 5 years. Complete the top part of the <b>Regulatory History Form</b> for each of your past regulators. This gives the regulator permission to release information to COTM about your registration in their jurisdiction. Instruct the regulator(s) to return the original completed form directly to COTM. COTM will not begin processing your application for registration before completed forms have been received from all jurisdictions listed. If the completed form is sent via fax to COTM, it must be followed by the original.</p> <p>Please note that the Canadian Association of Occupational Therapists (CAOT) is <u>not</u> a regulatory organization.</p> <p>If you have practised in the United States of America (USA), it is important that COTM receive this form from each state organization with which you have been registered. It is not sufficient for COTM to receive confirmation of your status from the National Board for Certification of Occupational Therapists (NBCOT).</p> <p><u>LMSA Applicants:</u> A Regulatory History report from your current regulator(s) is required. Any other regulatory history reports on file with your current regulator will be forwarded as part of the LMSA submission.</p> <p>There may be a charge, payable to the organization completing the Regulatory History Form, for completion of the form on your behalf.</p>	

<b>REGISTRATION IN OTHER REGULATED PROFESSIONS</b>	reference: Regulation 9(a)(b)(c)
<p>If you are currently registered with another regulated profession, provide a photocopy of your registration card.</p>	

<b>PREVIOUS HISTORY AND CONDUCT</b>	reference: OT Act 9(1)(c); 9(1)(d) Regulation 4(1)(a); 4(1)(c); 9(a)(b)(c)(d)
<p>You are required to answer the questions in this section truthfully and completely. Failure to do so may result in revocation of your registration. If you answer Yes to any of the questions in this section, you will be asked to provide additional information related to the timing, nature, and current status of the disclosed information. The additional information will be used to determine your eligibility for registration.</p> <p>COTM will collect, use, and store all information in accordance with the confidentiality sections of <i>The Occupational Therapists Act</i>.</p>	

<b>CRIMINAL RECORD CHECK</b>	reference: Regulation 5(1)(d)
<p>A report of your criminal record, including a Vulnerable Sector Search is required. A Vulnerable Sector Search will report on any convictions for a sexual offence for which a pardon has been granted.</p> <p>If you are a resident of Canada, you may have the criminal record check done by the Winnipeg Police Services or by the police department in your community. For details on how to apply to have a criminal record check done by the Winnipeg Police Service, see <a href="http://www.winnipeg.ca/police/pr/pic.stm">http://www.winnipeg.ca/police/pr/pic.stm</a></p> <p>If you are applying from outside of Canada, you will need to apply to the appropriate local authority. An original criminal record report issued within the past three months will be considered valid. If you do not have a criminal record, you may wish to sign a waiver so that the result of the check can be sent directly to COTM.</p>	

<b>PROSPECTIVE EMPLOYMENT</b>	reference: OT Act 7(2)(a), Regulation 5(1)(e)
<p>COTM is required to maintain a record of employment for each member. If you have an offer of employment, supply the details requested on the application form. It may be helpful for you to contact COTM and determine the anticipated length of time required to process your registration prior to establishing a start date with your prospective employer.</p> <p>If you are applying for provisional registration, a <b>Supervision Confirmation Form</b>, signed by your prospective employer and supervisor is required. See the <b>COTM Guide to Supervised Practice</b> for more information.</p> <p>If you do not have prospective employment, and all other requirements have been met, you will be given a statement of your eligibility for registration. When you have obtained an offer of employment, you must complete the registration process. You will need to pay the required registration fee and show evidence of malpractice insurance. Depending on your circumstances and the amount of time elapsed since your professional eligibility was established; you may also be required to update information regarding currency, criminal and regulatory history.</p>	

**LIABILITY INSURANCE**

reference: Regulation 5(1)(g);12(f); 18

Every occupational therapist who provides clinical services shall obtain or be covered by, and maintain liability insurance coverage to a minimum of \$5,000,000.00.

COTM has pre-approved these insurance plans:

- Personal liability insurance purchased from CAOT
- Coverage provided by HIROC Insurance Services (this is the insurance provider for most health care facilities in Manitoba)
- Coverage provided by HED Insurance and Risk Services (this is the insurance provider for most public school divisions in Manitoba)

If you carry personal liability insurance, a copy of your insurance certificate is required as evidence.

If you do not have personal insurance, your employer(s) must provide a letter to prove that you are adequately covered by their insurance plan if it is not provided by one of the insurance providers on the above list.

COTM may examine an applicant's or employer's insurance policy to ensure that it provides adequate coverage.

**Please note:** insurance coverage through an employer is applicable to services supplied on behalf of that employer only.

**DECLARATION**

Do not forget to sign and date the application. If this section is not completed your form will be returned to you.

**FEES**

reference: OT Act 9(1)(e); Regulation 5(1)(h)

All fees are payable in Canadian Funds. Please pay by cheque or money order. A \$30.00 surcharge is levied for all NSF (not sufficient funds) payments.

All applications must be accompanied by a **non-refundable Initial Application Fee of \$50.00**.

If you are unsure of your eligibility for registration or have not obtained an offer of employment at the time of application, you are not required to pay the registration fee. Your application will be processed and if you meet all of the requirements, you will be provided with a letter indicating your eligibility for registration. At the time that you have an offer of employment, you can complete the registration process by supplying any additional information that may be required and paying the applicable registration fee.

If, according to the information provided, the register to which you apply does not seem suitable, COTM will contact you.

The current fee schedule can be found at:

[https://cotm.ca/upload/Annual\\_Fee\\_Schedule\\_17-18.pdf](https://cotm.ca/upload/Annual_Fee_Schedule_17-18.pdf)

<b>DESCRIPTION OF REGISTERS</b>
<p><b>PRACTISING REGISTER</b></p> <p>An occupational therapist who meets all of the registration requirements and who is providing direct service, education, consultation, research, or administration related to the practice of occupational therapy may be entered on the Practising Register.</p> <p>An occupational therapist who has met the requirements for registration but who has had terms, conditions or limitations imposed on his/her registration by COTM, pursuant to the provisions of the Act, may be entered on the Practising Register “with conditions”. He/she is required to work within the limitations of the conditions imposed until such time that the conditions are removed by COTM.</p>
<p><b>PROVISIONAL REGISTER</b></p> <p>An applicant may apply for provisional registration as an <b>exam candidate</b> if he/she has successfully completed all of the other requirements for registration, and</p> <ul style="list-style-type: none"> <li>• has written the NOTCE and is awaiting the result, or</li> <li>• can produce evidence of having applied to write the NOTCE.</li> </ul> <p>An applicant who has not met all the requirements for registration, may apply for provisional registration as a <b>supervised practice candidate</b> if he or she:</p> <ul style="list-style-type: none"> <li>• has not achieved the language fluency requirement, but has met an acceptable lower score;</li> <li>• requires upgrading to meet the academic requirement; and/or</li> <li>• has not practised as an occupational therapist for at least 600 hours during the three year period immediately preceding the date of application.</li> <li>• has failed the NOTCE on the first or second attempt.</li> </ul> <p>An occupational therapist may be registered on the Provisional Register for a period of not greater than two years and must practice under the supervision of an occupational therapist on the Practising Register.</p>
<p><b>TEMPORARY PRACTICE REGISTER</b></p> <p>An occupational therapist who is currently registered with an occupational therapy regulatory organization in another jurisdiction, and has no outstanding discipline matters in any jurisdiction, may be eligible for registration on the Temporary Practice Register for the purposes of practising in Manitoba for a defined purpose and limited length of time.</p>
<p><b>NON-PRACTISING REGISTER</b></p> <p>A non-practising member is an occupational therapist who has previously been registered on the Practising or Provisional Register, and is not currently engaged in the practice of occupational therapy. OT’s on this register are typically on parental or some other type of leave of absence. New applicants are not eligible for registration on the Non-Practising Register.</p>

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