



APPLICATION GUIDE for INTERNATIONALLY EDUCATED APPLICANTS

You must be registered with the College of Occupational Therapists of Manitoba (COTM) to work as an occupational therapist in Manitoba. COTM will confirm with you when your application is complete and registration granted. **It is illegal to engage in any form of occupational therapy practice before you are registered in Manitoba.**

General Comments:

- **Answer all questions** on the Application for Registration form.
- **Print** all information clearly.
- The completed application form is a legal document. Keep a copy for your files and send the **original** to COTM.
- When your registration is complete, we will send you a membership card with your registration number. You **cannot** legally work as an occupational therapist without proper registration.
- You can send the documents you need for registration in three (3) phases.
 1. Phase 1 establishes your academic eligibility. You can do this long before your registration in Manitoba through the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) by successfully completing the Substantial Equivalency Assessment System (SEAS).
 2. Phase 2 establishes your professional eligibility. You can do this up to three (3) months before registering.
 3. Phase 3 establishes your employment eligibility. This is the last step in the registration process. You can do this when you have an offer of employment in Manitoba. For this last phase, you must also show proof of malpractice insurance coverage and send any other required documentation. If it takes longer than 3 months to get an employment offer, you may need to update some of your Phase 2 Establishing Professional Eligibility information.
- Your application for registration with COTM is **NOT** part of the immigration process. A letter from COTM stating that we have processed your application and that you can register with COTM is **NOT** the same as a work permit. You must contact **Immigration, Refugees and Citizenship Canada (IRCC)** to get a **valid work permit**, or other necessary authorization.
- Please contact COTM if you have any questions about registration.

APPLYING TO COTM

PERSONAL INFORMATION

reference: Regulation 5(1)(b)

The name you provide in the “**Name you use on your professional documents**” box will be the name that is entered on the COTM register, and must be the same name by which your clients and colleagues will know you. Your registration card, certificate, and tax receipt will all be issued in this name.

You must provide **photo identification**. Examples are: birth certificate, driver’s license, passport, permanent resident card or citizenship card. If there is no photograph in your personal identification, you must include a **notarized** passport size photograph. (This is a photograph certified by a notary public.)

If your name has changed, you must list all your **previous names** so your application can be processed properly. If any of the documents 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.

PHASE 1 – ESTABLISHING EDUCATIONAL ELIGIBILITY

EDUCATIONAL QUALIFICATIONS

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

COTM requires that you successfully complete the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) Substantial Equivalency Assessment System (SEAS).

Once you have completed SEAS, you will provide ACOTRO with permission to securely send your documents to COTM or you can provide them to COTM along with your completed COTM Application for Registration form.

Here is a link to the ACOTRO website regarding SEAS.

<http://www.acotro-acore.org/seas-introduction>

PHASE 2 – ESTABLISHING PROFESSIONAL ELIGIBILITY

EXAMINATION

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

All new applicants must pass the Canadian Association of Occupational Therapists (CAOT) National Occupational Therapy Certification Exam (NOTCE) unless you are eligible to apply under the Labour Mobility Support Agreement.

See www.caot.ca for information about writing the exam. Information and resources related to the examination can be found at <https://www.caot.ca/site/notce/resources?nav=sidebar>

You might be able to register provisionally if you have:

- proven you are eligible to write the exam, but have not written it yet,
- written the exam but have not received the result yet, or
- written the exam 2 times or less, but have not passed.

If you fail the exam 3 times, your name will be taken off the Provisional Register, and you **cannot** practise occupational therapy in Manitoba.

LANGUAGE PROFICIENCY

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

You must provide proof of your English language proficiency through formal language testing. See detailed information regarding COTM's requirements at <https://cotm.ca/upload/FACTS-Language Requirement.pdf>

If you provided formal test scores in order to confirm language readiness for the SEAS Competency Assessment, then you are asked to send COTM these same documents. If you used another method to confirm language readiness, COTM will ask you to provide formal test scores in a manner that is consistent with the COTM Language Proficiency Requirements.

PROFESSIONAL REGISTRATION

reference: Regulation 4(1)(d)

COTM must receive your regulatory history from each OT regulatory organization you have been registered or licensed with in the past 5 years. Complete the top part of the **Regulatory History Form** so these organizations can send information to COTM about your registration in their organization. Ask these organizations to send the original completed form directly to COTM. COTM will **not** process your application until all the organizations you listed have sent the completed forms. The regulator may fax the completed form to COTM, but must also mail the original form.

(The Canadian Association of Occupational Therapists (CAOT) is **not** a regulatory organization.)

If you have practised in the United States (USA), each state organization you have been licensed with must send COTM this form. Confirmation of your status from the National Board for Certification of Occupational Therapists (NBCOT) is **not** sufficient.

The regulatory organizations may charge you a fee to complete the **Regulatory History Form**.

REGISTRATION IN OTHER REGULATED PROFESSIONS reference: Regulation 9(a)(b)(c)

If you are now registered with another regulated profession, please include a photocopy of your registration card.

PREVIOUS HISTORY AND CONDUCT reference: OT Act 9(1)(c); 9(1)(d) Regulation 4(1)(a); 4(1)(c); 9(a)(b)(c)(d)

You must answer the questions in this section truthfully and completely. If you do not, COTM may not accept your registration. If you answer "yes" to any of the questions in this section, COTM will ask you to send more information about the timing, nature, and current status of this information. COTM will use this information to determine if you are eligible to register.

COTM will collect, use and store all your information according to the confidentiality sections of *The Occupational Therapists Act*.

CRIMINAL RECORD CHECK reference: Regulation 5(1)(d)

COTM must receive a report of your criminal record search including a Vulnerable Sector Search

We will also ask to see your Permanent Resident Card so that we can use this as proof that you would have completed the security check with Immigration, Refugees and Citizenship Canada (IRCC).

Because of the IRCC security check, we will only need a Criminal Records Check for your time in Canada. It must include a Vulnerable Sector Search. This will be the same check that most employers in the health care sector will be asking you to provide to them as well.

COTM will ask you to provide us with a check that is no older than 6 months.

If you are a resident of Canada, the Winnipeg Police Services or the police department in your community can do the criminal record search. For details on how to apply to the Winnipeg Police Service for a criminal record search, see <http://www.winnipeg.ca/police/pr/pic.stm>

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

You must report all hours you worked as an occupational therapist in the last 3 years. To become registered in Manitoba you must have:

- 1) worked 600 hours in the 3 years just before you applied for registration
- 2) completed a re-entry program within the last 12 months,
- 3) recently completed your entry-level occupational therapy education,
- 4) recently and successfully completed ACOTRO SEAS
- 5) be eligible to apply under the Labour Mobility Support Agreement.

If you do not meet one of these requirements, you might be able to register provisionally while you complete a re-entry program. Please contact COTM for details on re-entry requirements.

Ask each of your employers in the past 3 years to send documentation directly to COTM, stating that you were employed as an OT, your period of employment, and the hours you worked each year.

PHASE 3 - ESTABLISHING EMPLOYMENT ELIGIBILITY

PROSPECTIVE EMPLOYMENT

reference: OT Act 7(2)(a); Regulation 5(1)(e)

COTM can only complete your application if you can provide evidence that you will begin practice in Manitoba within the coming three months.

COTM keeps a record of employment for each member. If you have a job offer, you must state the necessary details on the application form. You can contact COTM to ask how long your registration process will take, so you can set a work start date with your future employer.

If you are applying for provisional registration, your future employer must sign a Supervision Confirmation Form. (See **COTM Guide to Supervised Practice.**)

If you do not have an employment offer, but you have met all the other requirements, COTM will send you a statement of your eligibility for registration. When you get an employment offer, you must send COTM your employment information to complete the registration process. At that time, you must pay the required registration fee and show proof of malpractice insurance. If it takes longer than three months to get an offer of employment, you might also need to update information regarding employment, criminal and regulatory history.

LIABILITY INSURANCE

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

Every OT who provides service to clients must have and maintain a minimum of \$5,000,000.00 liability insurance coverage.

You must send COTM an original insurance certificate if you have personal liability insurance. Your employer must send a letter to prove that you have the proper insurance coverage if it is not provided by one of the insurance providers on the following pre-approved list :

- 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 have insurance coverage from another insurance company, COTM may examine the policy to make sure it has proper coverage.

Please note that insurance coverage through your employer applies **only** to services supplied for that employer. Employer insurance does **not** cover services you provide as a volunteer or in the private sector.

FINALIZING YOUR APPLICATION

DECLARATION

You must sign and date the application. It is your affirmation that the information you have provided is true and accurate. It is also your confirmation of agreeing to abide by COTM requirements. If this is not done, COTM will return your form to you.

FEES

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

You must pay all fees by cheque or money order, in Canadian funds. We will charge you \$30.00 for all NSF (not sufficient funds) payments.

If you are not sure if you are eligible to register, or if you do not have a job offer when you apply for registration, you do not have to pay the registration fee at the time of your initial application. We will process your application, and if you meet all the requirements, we will send you a letter telling you that you are eligible for registration. When you get a job offer, you can complete your registration by sending any necessary information. You can pay the applicable registration fee at that time.

Registration each year is from June 1st to May 31st. Your registration expires on May 31st and you must renew to remain in good standing and legally practise in Manitoba.

Annual Pro-Rated Registration Fee Schedule			
Registration between:	Practising & Provisional	Non-practising	Temporary Practice
June 1 and Aug. 31	\$720.00	\$288.00	TBD
Sept. 1 and Nov. 30	\$540.00	\$216.00	TBD
Dec. 1 and Feb. 28	\$360.00	\$144.00	TBD
March 1 and May 31	\$180.00	\$72.00	TBD

COTM will contact you if you have not applied for the correct category.

DESCRIPTION OF REGISTERS

PRACTISING REGISTER

An OT who meets all of the registration requirements and who is providing direct service, education, consultation, research, or administration related to occupational therapy practice may be entered on the Practising Register.

If COTM places terms, conditions or limitations on the registration of an OT who meets the registration requirements, according to the provisions of the Act, the OT may be entered on the Practising Register “with conditions”. The OT must work within these limitations until COTM removes the conditions.

PROVISIONAL REGISTER

An OT may apply for provisional registration as an **Examination Candidate** after successfully completing all of the other requirements for registration, if he or she:

- 1) has written the exam and is waiting for the result, or
- 2) can provide a statement of candidacy to be able to write the exam, and has scheduled a date to write the exam.

An OT who has not met all the requirements for registration may apply for provisional registration as a **supervised practice candidate**. This is an OT who:

- is not yet fluent in English, basic minimum scores,
- needs upgrading to meet the academic requirement,
- has not actively practised as an OT for at least 600 hours during the 3-year period just before the application date,
- has written the CAOT certification exam once or twice, but has not passed the exam.

An OT may be registered on the Provisional Register for no more than 2 years, and must practise under the supervision of an OT who is on the Practising Register.

TEMPORARY PRACTICE REGISTER

An OT may be eligible for registration on the Temporary Practice Register to practise in Manitoba for a defined and limited period of time, if he or she:

- is a member in good standing with an OT regulatory organization in another place, and
- has no outstanding discipline matters in any other place.

OT's on the Temporary Practice Register must work within the parameters of the Temporary Register Policy – see information on COTM website. www.cotm.ca

NON-PRACTISING REGISTER

A non-practising member is an OT who has previously been registered on the Practising or Provisional Register, and is not currently practising occupational therapy. OT's on this register are typically on maternity, paternity or some other type of leave of absence. New applicants are not eligible for registration on the Non-Practising Register.