



New Grads Quick Reference

Once you have an employment offer you can apply to COTM.

Items needed for registration with COTM:

- completed application form
- copy of previous degree(s)
- confirmation of University of Manitoba transcript order
- proof of identification through government-issued document (driver's license or passport)
- current criminal record check (must include Vulnerable Persons Sector Search)
- confirmation of registration to write the National OT Certification Examination
- proof of malpractice / professional liability insurance
- completed COTM Supervision Confirmation Form
- proof of employment (your declaration on the application form is sufficient)
- payment of the initial application fee plus registration fee

Items which be provided to COTM on your behalf at your request:

- the letter from the University of Manitoba stating that you have met the requirements for graduation, with a Master of Occupational Therapy degree

Items which will be submitted on your behalf with your consent when they become available:

- a copy of your official university transcript confirming your Master of Occupational Therapy degree (you will have arranged this with the university to have this sent directly to COTM following convocation)
- your NOTCE examination result
- criminal record check through City of Winnipeg online system

When you are ready to begin the registration process you must email Carmen Funk at carmen.funk@cotm.ca. You will be provided with a link to begin your online registration and a link to the New Grad Online Registration Guide that is available on the COTM website <https://cotm.ca/registration/initial-registration-ceot>

Useful Tip

Once you have completed your academic program but prior to registration with COTM you may want to use the following statement on your resume and cover letter:
"Eligible for registration with COTM once offer of employment has been received"

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Frequently Asked Questions

1. **What are the COTM office hours?**

The COTM office hours are 8 am - 4 pm Monday thru Friday.

2. **Do I require an appointment to register with COTM?**

All initial registrations are completed online. You can contact Carmen Funk, the Registration Coordinator at 204-957-1214 Ext # 20 or by email at carmen.funk@cotm.ca.

3. **How long does the initial application process take and will I be registered immediately after the appointment?**

The online registration process is a very applicant-driven process. Once all documents have been received by COTM and invoice has been paid, the completion of the registration can be completed in one to two business days.

4. **What payment methods for registration fees are accepted by COTM?**

COTM accepts cheque, Visa, Mastercard or money order. All payments must be in Canadian funds.

5. **What do I need to know about my OT education transcript?**

Once you have convocated, then you can order your transcript which will be delivered directly to COTM by your university.

6. **Do we require the criminal record check (CRC) to complete my online registration?**

Yes. The CRC can be dated no more than six months prior to the date of COTM initial application; and it must include the Vulnerable Persons Sector Search. The length of time for law enforcement to complete the check may vary therefore you are urged not to delay applying for the CRC. When completing your online application with the law enforcement agency you indicate that the results are to be shared with COTM. When the CRC is complete COTM will be notified and can access online. Proof of applying for your CRC is not sufficient for COTM to process your application, we must have access to the completed CRC.

7. **What am I required to submit as proof that I have applied to write the CAOT National OT Certification Exam (NOTCE)?**

A scanned copy of the email confirmation that you receive from CAOT is all that is required.

8. **What am I required to submit for confirmation of malpractice / professional liability insurance?**

If you are covered under your employer's insurance you will declare this on your application form. If your employer does not have malpractice insurance or you are in independent practice you will be required to purchase your own insurance. You will be required to upload confirmation.

9. **What is the purpose of the Supervision Confirmation Form?**

The Supervision Confirmation Form verifies that you, as a provisional OT, have the mentorship that is required. You are urged to engage with your mentor(s) to seek information, support and clinical consultation as you need it.

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10. Who can be my mentor?

Mentorship from a registered occupational therapist must be available. Mentorship may be arranged with an occupational therapist who is at another work site in addition to an individual at your workplace who can provide support regarding onsite issues.

11. Where do I locate the Supervision Confirmation Form?

This document can be found at https://cotm.ca/upload/Supervision_Confirmation_Form.pdf

12. As a graduating OT student, what fees can I expect to pay to become registered with COTM?

Firstly, it is important to note that COTM does not have student members, unlike the Canadian Association of Occupational Therapists and the MB Society of Occupational Therapists. These professional organizations welcome student members.

When you are ready to begin working in MB you need to be registered with COTM before you start any form of professional practice.

The fees you will need to pay to COTM will include an initial registration fee and a prorated annual registration fee. See the COTM Fee schedule. <https://cotm.ca/registration/initial-registration-ceot>

You will have other expenses associated with meeting COTM's registration requirements such as ordering your university transcript, securing your criminal record check, and applying to CAOT to write the National OT Certification Examination.