

### Registration Misconduct Levies

In order to be in a legal position to practise occupational therapy in Manitoba a person must be properly registered with the College of Occupational Therapists of Manitoba. Practice is not permitted without registration or if one's name is entered on the Register of Non-practising Members.

In order to clearly outline the consequences of violations of *The Occupational Therapists Act* with respect to registration, please note the following information, as per the COTM Registration Misconduct Policy

#### Practising Without Registration

Practising without registration includes situations where an individual has:

- engaged in the practice of occupational therapy without undergoing the registration process; or
- continued to practise after their registration has been suspended or cancelled, or
- engaged in a professional practice role that is not limited to OT, was not registered with COTM, and later wants to continue the same role with the designation of occupational therapist, or
- engaged in circumstances of misrepresentation.

The consequences of this violation include the requirement for the payment of a minimum **\$375 misconduct levy**, other relevant application and late fees, and the full or pro-rated registration fee for the time practice occurred without registration.

The current COTM Fee Schedule can be found at: [ANNUAL FEE SCHEDULE \(cotm.ca\)](http://cotm.ca/ANNUAL_FEE_SCHEDULE)

There is an incremental element to the misconduct levy to deal with the length of time of the violation.

#### Practising with Incorrect or Incomplete Registration

This describes a situation whereby, even though the individual may be correctly registered at the time that the violation is identified, there was a period of practice when the member was not properly registered.

Includes situations when an individual has:

- engaged in the practice of occupational therapy while on the Register of Non-practising Members or without correct registration
- engaged in the practice of occupational therapy before the registration process was complete; or,

- failed to comply with the requirements of registration, including maintaining sufficient liability insurance

The consequence of this violation is a minimum payment of a **\$125.00 misconduct levy** in addition to outstanding registration fees and a late fee is issued.

There is an incremental element to the misconduct levy to deal with the length of time of the violation.

### **Annual Registration Renewal**

The misconduct levy does not apply to the situation in which an individual is late with the annual registration renewal. Late renewal results in a 25% late fee.

The misconduct levy will, however, be applied if the individual continues to practise after being removed from the register as a result of noncompliance with renewal of registration requirements. This will be applied in addition to other consequences as outlined under *The Occupational Therapists Act* related to practising without registration.

For more information, please contact COTM at (204) 957-1214 or by email at [registration@cotm.ca](mailto:registration@cotm.ca)

This publication is provided for general information. For more specific information see  
*The Essential Competencies of Practice for Occupational Therapists in Canada*,  
The COTM *Code of Ethics* for Occupational Therapists and  
*The Occupational Therapists Act and Regulation*.  
COTM publications are available on our website at [www.cotm.ca](http://www.cotm.ca)