

### Re-Registration

Re-registration is a simplified registration process that is available to applicants who have previously held registration with the College of Occupational Therapists of Manitoba (COTM) or formerly the Association of Occupational Therapists of Manitoba (AOTM). Re-registration may be an option for former members who meet all of the requirements for renewal of registration and;

- have chosen to be not registered for a period of time, or
- are registered to practise occupational therapy in another Canadian jurisdiction or
- have practised occupational therapy outside of Canada for a period of time.

#### **What is the advantage of re-registration compared to the regular registration process?**

If you have previously been on the register of practising members of COTM (or AOTM), and you have maintained current practice elsewhere, it will be assumed that you meet the COTM education requirement. You will not be required to re-establish your academic eligibility. If COTM does not have your education documents (ie – transcript, degree, exam certificate) on file you may be required to submit a copy of the missing document so that your file is complete. This may happen if the documents were not collected at the time of your previous registration. These documents will be collected but not evaluated.

#### **What documents do I need to provide for re-registration?**

You must provide;

- a completed application for registration form,
- evidence of current practice (600 hours of practice in the 3 years preceding date of application) or a certificate of registration from another Canadian jurisdiction,
- regulatory history if you have practised outside of Manitoba since being registered with COTM,
- evidence of professional liability insurance coverage, and
- declaration of an offer of employment.
- a criminal record check (COTM will accept original certificates less than six months old)

#### **I hold a practice certificate in another Canadian jurisdiction. Can I apply using the *Labour Mobility Support Agreement (LMSA)*?**

Yes, you can complete the re-registration process and use the LMSA confirmation form to facilitate the transfer of information. You may wish to contact COTM to discuss the benefits of this process as it relates to you.

**I was on the COTM register of provisional members when I practised in Manitoba. Do I need to provide my exam results?**

Yes, if you have passed the National Occupational Therapy Certification Exam (NOTCE), you must provide a copy of your exam results. If you have not passed the exam, you must provide the details required in the examination section of the application form and a statement of candidacy to write the exam.

If you were on the Register of Provisional Members as a supervised practice candidate, you will be eligible for the same category of registration. If you can provide evidence that you have met the requirement for which you required supervision, registration on the Register of Practising Members may be granted.

**Are there other requirements for re-registration?**

If you are applying for re-registration on the provisional register, you must provide a supervisory plan. If your registration with COTM has lapsed for greater than three months, you must also provide a criminal history report and evidence that you meet any continuing competence requirements that are required by the college.

**I was previously registered with COTM, but I do not have a current practice certificate and have not practised 600 hours in the past three years. Can I apply for re-registration?**

No, if you wish to practise in Manitoba, you will need to pursue re-entry. See the Currency and Supervised Practice Fact sheets for more information.

**My registration was suspended by COTM. When the issue is resolved, can I apply for re-registration?**

No, in this case reinstatement is required. COTM will advise you how to proceed.

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