



### Quick Reference for New Graduates

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)
- 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 will 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
- a copy of your official university transcript confirming your Master of Occupational Therapy degree (you will need to arrange this with your university after convocation and have them send the transcript directly to COTM by email)

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

- your NOTCE examination result (you must still forward your certificate to [registration@cotm.ca](mailto:registration@cotm.ca) by email once received)

When you are ready to begin the registration process, you must email the Registration Associate at [registration@cotm.ca](mailto:registration@cotm.ca). You will then be provided with access to COTM's secure member portal so you can begin your online registration. The New Grad Online Registration Guide is available on the COTM website at <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"**

## Frequently Asked Questions

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

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

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

All initial registrations are completed online. You can contact the Registration Associate by email at [registration@cotm.ca](mailto:registration@cotm.ca) or by phone at 204-957- 1214, extension 1.

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

The online registration process is an applicant-driven process. Once all required documents have been received by COTM and the invoice has been paid, the completion of registration may take up to ten business days. COTM will prioritize the registration of qualified applicants in the public interest and a registration may be finalized in as few as one to two business days for complete and paid applications. If a number of completed applications are received in a short time period, they will be prioritized in order of completion and employment start date.

Applicants must wait until they have received official written notice from COTM that they are registered before starting any employment as an occupational therapist or using the title occupational therapist.

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

COTM accepts Visa or Mastercard payment directly through COTM member portal, or cheque/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, you can order your transcript to be emailed directly to COTM by your university.

6. **Does COTM 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 a police agency to complete the check may vary, therefore you are urged not to delay applying for the CRC. 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 proof of insurance.

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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### College of Occupational Therapists of Manitoba

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E-mail: [OTinfo@cotm.ca](mailto:OTinfo@cotm.ca)  
Website: [www.cotm.ca](http://www.cotm.ca)

**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 if there is no one in your agency, but you must also designate 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 [Supervision Confirmation Form \(cotm.ca\)](http://cotm.ca)

**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 (CAOT) and the Manitoba Society of Occupational Therapists. These professional organizations welcome student members.

When you are ready to begin working in Manitoba, 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: [Registration – College of Occupational Therapists of Manitoba \(cotm.ca\)](http://cotm.ca).

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

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