

# College of Occupational Therapists of British Columbia Registration Reinstatement 2017-2018



In order to resume practice or use OT title in BC, your registration with the COTBC must be reinstated.

## Personal Information

<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Legal First Name	Middle Name	Legal Last Name
Commonly Used FIRST Name in Practice		Commonly Used LAST Name in Practice	Previous Name(s)
Home Address (Street Name, Number, Unit/Apartment)			
City	Province/Territory	Country	
Postal Code	Home Phone (Landline)	Cell Phone	

Email Address Required: Email is the primary method used by COTBC to communicate information essential to maintaining your registration.

## Work Eligibility

Please select the category that applies to you.

Canadian Citizen  Yes (proceed to next section)

Employment Authorized Under the *Immigration and Refugee Protection Act – Work Permit Expiry Date:* \_\_\_\_\_

Landed Immigrant  Permanent Resident  I do not yet meet this requirement

Note: If you are not a Canadian citizen you are required to provide proof that you are authorized to work in Canada in a Health Care Profession.

## Registration Category / Change of Status Notice (please check one only)

Full Registration  Provisional Registration  Other (Re-entry)

## National Occupational Therapy Certification Examination (NOTCE) Formerly CAOT Exam

Select any that apply and complete the details if required.

\_\_\_\_\_ I passed the NOTCE Year \_\_\_\_\_

\_\_\_\_\_ I failed the NOTCE Year(s) \_\_\_\_\_

\_\_\_\_\_ I was not required to write the NOTCE.

## Professional Liability Insurance You are not eligible for registration reinstatement unless this requirement has been met

Provide all the information requested below.

Plan held through  CAOT  AON  Employer Insurance Expiry Date \_\_\_\_\_ Certificate Number \_\_\_\_\_

Note: If you practice in both the public and private sector, you must hold professional liability insurance for all practice settings. If you do not have professional liability insurance, you do not meet the requirements and are not eligible to reinstate your registration until this mandatory requirement has been met.

I understand it is my responsibility to maintain professional liability insurance throughout my registration and I am insured for practice in all public and private places of employment.  Initial Here

## Currency Hours This section must be completed each year of registration

In the immediate past three years, I have worked at least 600 hours  I completed an approved re-entry program in the past 18 months

I graduated within the past 18 months  I do NOT meet any of the above currency requirements and require a review

## OT Post Entry Level Education Please indicate any other OT education you have attained since you were last registered with COTBC

<input type="checkbox"/>	University	Prov/State/Country	Year of Graduation
<input type="checkbox"/>	University	Prov/State/Country	Year of Graduation
<input type="checkbox"/>	University	Prov/State/Country	Year of Graduation

Degree/Diploma Codes: 20 Baccalaureate 32 Master's (post entry) 40 Doctorate

## Registration Reinstatement 2017-2018

### Education other than OT Please indicate all your education experience other than Occupational Therapy since you were last registered with COTBC

<input type="text"/> <input type="text"/> University	Field of Study <input type="text"/> <input type="text"/> <input type="text"/>	Prov/State/Country _____	Year of Graduation _____
<input type="text"/> <input type="text"/> University	Field of Study <input type="text"/> <input type="text"/> <input type="text"/>	Prov/State/Country _____	Year of Graduation _____

**Degree/Diploma Codes:** 10 Diploma      20 Baccalaureate      30 Master's Degree      40 Doctorate

<b>Field of Study</b>	010: General Rehabilitation Science 020: Health Administration/ Management 030: Public Administration	040: Public Health 050: Kinesiology and Exercise Sciences 060: Gerontology	070: Psychology 080: Health Professions & Related Clinical Sciences 090: Biological & Biomedical Sciences & Physical Sciences	100: Social Sciences, Arts & Humanities 110: Education 120: Law	130: Business Management, Marketing & Related 140: Other Field of Study
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### Employment Profile

This section must be completed. Registrants are responsible to notify the College and provide changes to contact information throughout the year. The College is required to maintain a public register. Your name, registration status and business information may be provided upon request (Section 22 and 22.1 HPA).

<input type="text"/> <input type="text"/> 10 Employed	20 Unemployed and seeking employment in Occupational Therapy	
11 Employed, on leave	30 Unemployed and not seeking employment in Occupational Therapy	

#### Initial Here

I understand that I must not return to work (this includes orientation or training) or use OT title in BC until my registration with the COTBC has been confirmed. I understand that I must provide my OT employment information to the College once I begin work.

Date that I require reinstatement of my COTBC registration \_\_\_\_\_

**This question needs to be answered by ALL categories of registrants.**

Please indicate the primary REGION in which you will be working (or seeking work) in BC.

<input type="text"/> <input type="text"/>	10 Vancouver Island and Gulf Islands	40 Sunshine Coast/Whistler	70 Cariboo & Chilcotin Coast
	20 Metro Vancouver	50 Thompson Okanagan	80 Northern BC
	30 Fraser Valley	60 Kootenay Rockies	90 I currently work outside BC

### Primary Employment Please provide contact information for specific work site

Employer Name (Health Authority or Business Name if self-employed) \_\_\_\_\_ Worksite or Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Postal Code reflects site of practice  Yes  No

### Secondary Employment Please provide contact information for specific work site

Employer Name (Health Authority or Business Name if self-employed) \_\_\_\_\_ Worksite or Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Postal Code reflects site of practice  Yes  No

### Third Employment Please provide contact information for specific work site

Employer Name (Health Authority or Business Name if self-employed) \_\_\_\_\_ Worksite or Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Postal Code reflects site of practice  Yes  No

### Employment Category (indicate only one for each employment)

Primary	Secondary	Third			
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	10 Permanent	20 Temporary	30 Casual
				40 Self-Employed	

## Registration Reinstatement 2017-2018

### Full/Part Time Status (indicate one for each employment including the average weekly hours of work)

Primary   @ \_\_\_\_\_ wk     
 Secondary   @ \_\_\_\_\_ wk     
 Third   @ \_\_\_\_\_ wk

10 Full-Time @ # hrs per week      20 Part-Time @ # hrs per week  
 If casual, provide a weekly average of your hours worked.  
 If on an approved leave, provide typical hours for your position.

### Position (indicate only one for each employment)

Primary        Secondary        Third

10 Manager      30 Direct Service Provider      50 Researcher  
 20 Professional Leader/Coordinator      40 Educator      60 Other

### Employment Type (indicate only one for each employment)

Primary         Secondary         Third

10 General Hospital      60 Community Health Centre      110 School or School Board  
 20 Rehabilitation Hospital/Facility      70 Visiting Agency/Business      120 Assoc./Government/Para-Governmental  
 30 Mental Health Hospital/Facility      80 Group Professional Practice/Clinic      130 Industry/Manufacturing/Commercial  
 40 Residential Care Facility      90 Solo Professional Practice/Clinic      140 Other  
 50 Assisted Living Residence      100 Post-Secondary Education Institution

### Area of Practice (indicate only one for each employment)

Primary         Secondary         Third

**Direct Service-Physical Health**  
 20 Neurological  
 30 Musculoskeletal  
 40 Cardiovascular/Respiratory  
 50 Digestive/Metabolic/Endocrine  
 60 General Physical Health

**Additional Areas of Direct Service**  
 10 Mental Health  
 70 Vocational Rehabilitation  
 80 Palliative Care  
 90 Health Promotion & Wellness  
 100 Other Areas of Direct Service Provision

**Additional Areas of Client Management**  
 120 Client Service Management  
 130 Medical/Legal

**Research**  
 150 Research

**Education**  
 140 Teaching

**Administration**  
 110 Service Administration  
 160 Other Areas of Practice

### Client Age Range (indicate only one for each employment)

Primary        Secondary        Third

10 Preschool Age (0-4)      30 Adults (18-64)      44 All Ages  
 20 School Age (5-17)      40 Seniors (65+)      50 Other Client Age Range  
 21 Mixed Paediatrics (0-17)      41 Mixed Adults (18-65+)

### Funding Source (indicate only one for each employment)

Primary        Secondary        Third

10 Public/Government      30 Public/Private Mix      45 Insurance Industry  
 20 Private Sector/Individual Client      40 Other funding source      55 Other Insurance

### Professional Registration

Are you currently registered/licensed to practice as an occupational therapist in other provinces/states/countries? . . . . .  Yes  No

Have you been registered/licensed to practice as an occupational therapist in other provinces/states/countries since you were last registered with COTBC?  Yes  No

If yes, please list below all regulators with whom you are or have been registered. Be sure to complete and sign the Authorization of Release of Information form and send it directly to the jurisdiction(s). Copy the form if needed and complete one for each jurisdiction where you hold/held a registration/license. Attach a separate sheet if additional space is required.

Regulatory Body	Prov/State/Country	Registration/License No.	Expiry Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Registration Reinstatement 2017-2018

### Previous History and Conduct

If you answer YES to any of the following questions, please provide full details on a separate page and enclose with your application

Have you been refused registration in an occupational therapy regulatory body since you were last registered with the COTBC? . . . . .  Yes  No

Since you were last registered with the COTBC, have you had a finding of, or are you currently facing a proceeding for professional misconduct, incompetence or similar issue as an occupational therapist in another jurisdiction? . . . . .  Yes  No

Since you were last registered with the COTBC, have you been the subject of a criminal investigation or criminal proceeding or, have you pleaded guilty or been convicted of a criminal offence? . . . . .  Yes  No

Is there anything else in your previous conduct that would afford reasonable grounds for the belief that you lack the knowledge, skill or judgment to practice safely, competently and ethically? . . . . .  Yes  No

If you have answered YES to any of the above questions, please provide full details on a separate page and enclose with your application.

Are you currently registered/licenced to practice in a profession other than OT in BC or elsewhere? . . . . .  Yes  No  
(If yes, you must provide all details required below. Use a separate sheet of paper if required).

Name of profession: \_\_\_\_\_

Regulatory Body	Province/State	Country	License/Registration Number	Expiry Date (dd/mm/yy)

### OT Practice History

Country where you *first* practiced OT \_\_\_\_\_

Province/territory/state where you *first* practiced OT \_\_\_\_\_

Year you *first* practiced OT \_\_\_\_\_

Country where you practiced OT most recently \_\_\_\_\_

Province/territory/state outside of BC where you practiced OT most recently \_\_\_\_\_

Most recent year of practice outside of BC \_\_\_\_\_

### Information Collection and Privacy

**Consent to release my email address** for the purpose of recruitment to research studies. By selecting Yes, I have authorized COTBC to release my email address to Canadian-based researchers who are conducting research relevant to the practice of occupational therapy practice in Canada and have made a specific request to COTBC outlining the purpose of the research and indicated that it has received ethics approval by a recognized review board. Consenting to the release of your email **does not** imply consent to participate in the research.

Yes  No

Information collected on this form relates to the mandate, operations and activities of the College as designated under the *Health Professions Act (HPA)* for the purpose of regulating the practice of occupational therapy in British Columbia. The College is a public body under the provisions of *Freedom of Information and Protection of Privacy Act (FOIPPA)* and promotes protection of privacy of personal information in a manner consistent with the FOIPPA. COTBC provides information for national and provincial reporting for the purpose of health human resource planning.

For more information or if you have any questions, please contact the Registrar.

### Other Information

COTBC, along with other BC health profession regulators is collecting information on participation of registrants in the San'yas Indigenous Cultural Safety Training (ICCT) – Core Health (formerly the Indigenous Cultural Competency Training (ICC Training) offered by Provincial Health Services Authority of BC.

Have you completed the San'yas Indigenous Cultural Safety Training – Core Health offered by Provincial Health Services Authority of BC?  Yes  No

OR  I am not aware of the ICCT Program.

## Registration Reinstatement 2017-2018

### Declaration

Initial Here

I hereby make application to reinstate my registration with the College of Occupational Therapists of British Columbia (COTBC) and declare that I do not know of any reason, condition or circumstance why I should not be granted reinstatement of my registration.

I declare that I am in possession of valid professional liability insurance for the practice of occupational therapy in British Columbia that affords me no less than \$5 million per occurrence insuring against liability arising from an error.

I hereby certify that the information given by me in this application is true, correct and complete to the best of my knowledge and belief. I acknowledge and provide consent to the College of Occupational Therapists of British Columbia to verify, at its discretion, any information I have provided. I understand that a false or misleading statement may result in a review of my registration, revocation of any registration granted to me, or other regulatory action.

I agree to abide by the *Health Professions Act* of BC, the Occupational Therapists Regulation and Bylaws (as amended from time to time) of the College of Occupational Therapists of British Columbia.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Requirement for Criminal Record Re-Check Authorization and \$28.00 Fee

If you are reinstating your registration from cancelled, you will be required to undergo a new criminal records check. If you are reinstating your registration from Non-practicing, please contact the College office and you will be advised if you are required to submit a criminal records re-check.

Please see the Criminal Record Check Instruction Guide or contact the College office for more information.

### Checklist

**Before mailing your Registration Reinstatement, check that you have included the appropriate enclosures.**

- A completed, signed, and dated Registration Reinstatement form.
- Documentation verifying eligibility to work in Canada if you are not a Canadian Citizen.
- Documentation verifying professional liability insurance coverage.
- The Registration Reinstatement Fee of \$525.00. If you are currently in the Non-Practicing category, you are required to provide \$400.00 which is the balance of the Annual Registration fee.
- Requirement for criminal record re-check. Contact College staff to advise if this is a requirement.

**Former Registrants who are requesting a change from Provisional to Full Registration, must provide:**

- Documentation of successful completion of the NOTCE.

**Former Provisional registrants who are requesting to reinstate registration as a Provisional registrant, must provide:**

- Documentation verifying that you are registered to write the next available sitting of the NOTCE.
- A copy of your Employer Acknowledgement Form, verifying that you are/will be practicing under the general supervision of a full registrant of the COTBC.

### Fees

Registration Reinstatement Fee \_\_\_\_\_ \$525.00      Total Amount Included \_\_\_\_\_

**Registration Reinstatement Fee:** For registration July 1, 2017 to June 30, 2018 the fee is \$525.00. The fee is not pro-rated.

Enclosed Initial

**Payment:** Make cheques or money order payable to COTBC. A \$25.00 fee is charged for cheques returned NSF (not sufficient funds). Duplicate receipts are provided at a cost of \$15.00 (no charge if the request is due to an official name change).

Practising without registration is considered unauthorized practice and subject to regulatory action for professional misconduct.

All sections of this form must be complete or your form will be returned to you.

## Registration Reinstatement 2017-2018

### Return the Registration Reinstatement Form to:

The Registrar, College of Occupational Therapists of British Columbia  
Suite 402-3795 Carey Road,  
Victoria, BC Canada V8Z 6T8

<b>Questions?</b>	Call (250) 386-6822	Toll free in BC (866) 386-6822	Fax (250) 386-6824	Email <a href="mailto:registration@cotbc.org">registration@cotbc.org</a>
<b>For Office Use Only</b>				
Date Received _____ Fees <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order				
Registration Reinstatement Fee \$ _____ Registration Number _____				

### General Information

**Name & Address:** Please ensure that you complete the personal information section. Please also provide your telephone number (including area code), and email address. Your business address, as it appears will be the one used on the public register.

**Work Eligibility:** Please forward proof of legal work authorization if you are not a Canadian citizen, e.g. valid work permit, permanent resident card.

**Business Information (BC):** This section MUST be completed. Your full BC business address(es) are a requirement for the public register. Please ensure your information is up to date, accurate and complete. NOTE: Registrants who are self-employed and provide business information that is the same as their personal contact information must be aware that the business information may be disclosed as a result of requests to verify registration status and information on the public register.

**Currency Hours:** Indicate your practice currency by indicating the category on the list that describes how you meet the hours required. Registrants must report currency hours each year as a condition of registration reinstatement.

**Professional Liability Insurance:** Documentation verifying professional liability insurance. As a condition of registration with the COTBC, it is your responsibility to ensure that your professional liability insurance remains current and valid for the entire registration year for all practice settings.

**Previous History & Conduct:** Note that the information requested is related to registration in other occupational therapy jurisdictions.

**Declaration:** Do not forget to sign your form.

**Registration Reinstatement Fee:** Method of payment is by cheque or money order payable to the COTBC. Please print your registration number on the front of the cheque.

**Criminal Record Re-Check Authorization and \$28.00 Fee:** Please see **Criminal Record Check Instruction Guide** for more information.

For more information regarding the completion of this form, please see the **Registration Reinstatement Form Guide**.