

# Registering to Practise in BC

To work as an occupational therapist or use title, you must register with the College of Occupational Therapists of BC (COTBC), also known as the "OT College". Registration is also required prior to attending any pre-employment orientation or training. Get started as soon as you can!



## First Steps



New Registrant Application Form



Application Fee

## Documents to Submit



Proof you are authorized to work in Canada as a health care professional



Demonstrated proficiency in English language



Confirmation of your Criminal Record Check



Professional liability insurance

### More Tips!

- If your current registration is not in a practising category contact us.
- Familiarize yourself with our BC practice standards, practice supports, and the quality assurance program.
- Keep your email and other contact information up-to-date—it's required and it prevents missing important notices.

## If Currently Registered in Another Province

Apply Under the Labour Mobility Support Agreement (LMSA) to streamline the process.



Complete the LMSA Confirmation Form and forward it to the regulatory college where you are currently registered.



Complete the Regulatory History Form and forward it to the regulatory college where you are currently registered.

## If Not Currently Registered



Submit a copy of your National Occupational Therapy Certification Exam (NOTCE) or CAOT Exam results.



Arrange for the university to send an official transcript indicating completion of your occupational therapy education.

## Last Step



Registration Fee (pro-rated)

## COTBC

### It's All about Protecting the Public

COTBC is the regulatory organization established by the provincial government to oversee the practice of occupational therapists (OTs) in British Columbia.

Our role is to ensure that the public receives safe, ethical and effective occupational therapy services. The College protects the public and upholds public confidence by registering only those OTs that meet our established requirements for entry into the profession, setting standards for practice and ethical conduct, fairly investigating complaints raised about registrants' practice, and monitoring and supporting continued competence throughout a registrant's practice career.

## Contact Us

### College of Occupational Therapists of British Columbia

#402-3795 Carey Road  
Victoria, BC V8Z 6T8

Tel: (250) 386-6822  
Toll Free in BC: 1 (866) 386-6822  
Fax: (250) 386-6824

8:00 a.m. – 4:00 p.m. • Monday to Friday  
except for statutory holidays.

## More Information

[www.cotbc.org](http://www.cotbc.org) – Go to Registration - Application Guides and Forms



College of Occupational Therapists of British Columbia