



FAQS ABOUT ANNUAL REGISTRATION RENEWAL, HST, AND LEAVES OF ABSENCE

What is HST?

A new HARMONIZED SALES TAX (HST) will come into effect as of July 1, 2010. There is incentive to renew early - REGISTRATION RENEWALS RECEIVED BETWEEN APRIL 1 TO 30TH, 2010 WILL BE SUBJECT ONLY TO THE 5% GST. After April 30th, payments received during the following two month period will be subject to 13% HST, but only to goods and services provided after June 30th, 2010 (for the membership period of July 2010 to May 2011).

I would like to get my password but am unable to login.

If you are unable to login, it is possible that we do not have your current email address on file. In this case, email registration@coto.org so we can make the change for you. Please include your name, registration number and the correct email address in the body of your email.

I have registered with a new Regulatory Body in Canada/USA. Why am I still getting correspondence from COTO?

If you are moving to another province or state, a request to complete a Regulatory History Form or LMSA Form does not give the College the authorization to cancel your certificate of registration. Some OTs hold certificates of registration in more than one province/state. If you wish to cancel your certificate of registration, please complete the Request to Cancel Certificate of Registration Form (PDF: 31Kb).

How do I request a new wallet card or a duplicate tax receipt?

Please print the Request for Duplicate Wallet Card or Tax Receipt form and fax to 416.214.0851. The cost is \$10.00 + applicable taxes. Please allow 7 days for processing.

I paid my annual renewal fee using telephone/internet banking before I completed the Annual Registration Renewal form. When I login to *Registration > Annual Registration Renewal*, it says there are no dues owing for me at this time and I cannot access my online form. What should I do?

Once your annual fee payment has been processed, you are no longer able to access your online form. Please make sure your form is complete before you submit payment. If not, you will need to print the Annual Registration Renewal Form, answer all questions on the form, indicate the method of payment, and fax your form to the College (416.214.0851).

I will stop work on May 31 and then take 2 weeks vacation before starting my leave of absence. Do I have to renew my certificate for the 2 weeks I will be on vacation?

If you do not use title, or hold yourself out to be an occupational therapist during the 2 week vacation time, then you can Request to Cancel your Certificate of Registration, which will render your certificate of registration inactive effective May 31st. If you will be required to write reports, sign reports, finish paperwork for any length of period after May 31st, you are required to renew your certificate of registration for June 1st. Note that you may be eligible for a partial refund of your annual renewal fees.

I have completed the annual registration renewal but I will cease practice in Ontario prior to September 1st. What do I have to do to obtain my partial refund?

If you will only work for a portion of the 2010/11 registration year you may be eligible for a partial refund of the annual fee.

The College will issue a partial refund equal to 50% of the annual fee to those Registrants who end their employment within the first quarter of the College's fiscal year (June 1 - August 31).

To be eligible to receive a refund you must meet the following conditions:

1. Employment must end on or before August 31, 2010.
2. The Request to Cancel Certificate of Registration Form must be received on or before September 30, 2010.
3. Registration wallet card and tax receipt must be returned to COTO on or before September 30, 2010. A new tax receipt will be issued.
4. Written proof of employment termination and date of termination must be received from the employer (where applicable). If you are a self-employed OT, employer documentation is not required.

I will not be working past May 31 and I would like to cancel my certificate of registration. How do I do this? Is there a form I need to complete?

There are two methods to cancel your certificate of registration. Please choose one option only:

1. Log into *Registration > Annual Registration Renewal* and select the link: *Cancel Your Registration*. An email to confirm your change to inactive status will be sent to you automatically.
2. Print a fax back form – *Request to Cancel Certificate of Registration* - found in *Registration > Annual Registration Renewal*. This form can be returned to the College by fax or by mail.

If you will not be working or using the OT title on June 1st you have 2 options:

1. Renew your certificate of registration as usual and then you can return to practice at any time throughout the year.
2. Request your certificate of registration be cancelled/rendered inactive. This means that you will no longer be registered with the College. You will be required to re-apply for a new certificate of registration prior to returning to work. This will involve completing the Registration Application Form (PDF: 264kb), paying an application fee of \$40.00 plus applicable taxes (if you meet all registration requirements), and paying the registration fee (which will be pro-rated if you re-apply in the second, third or fourth quarter of the registration year).

I hold a Provisional Practising Certificate of Registration that expires 60 days after the date of the CAOT exam. Do I have to renew my certificate on June 1st for the full year? Do I have to pay the full registration fee?

Both the general and provisional practice certificates expire on May 31st. All OTs working on June 1st must renew their certificate (general or provisional) for the full year and pay the full annual registration renewal fee. Once your provisional certificate has been renewed on June 1st, it will then be valid for 60 days after the July CAOT exam date. If you pass the exam, your certificate will automatically change to a general practice certificate and be valid until May 31st the following year. If you fail the exam, and it was only your first attempt at the exam, you are required to notify the College of the failure and register for the November CAOT exam. Your provisional certificate will be extended for 60 days after the November exam. You are not required to make any additional registration fee payments at this time.

I hold certification with the NBCOT but do not hold a license in any state. When I enter this information in the professional registration section it requires me to enter the state of licensure. I do not have one. How should I answer this question in order to proceed to the next step?

If you hold a professional license or certification with a regulatory authority but it is not linked to any one state/province, to answer this question online choose the option of 'Other', or indicate the province/state where the regulatory authority holds office, e.g. NBCOT - Maryland.

I will be going on a one year maternity leave starting before June 1st, 2010. Do I need to renew my certificate of registration if I will not be working or using title while I am off?

If your leave starts before June 1st, 2010 and you will not be working or using title as an occupational therapist while on your leave, you are not required to be registered; therefore, you may choose to Cancel your Certificate of Registration. It is your responsibility to inform the College of your intent to Cancel your Certificate of Registration before the June 1st renewal deadline.

What web browser can I use to renew online?

The online system is optimized for use with Microsoft Internet Explorer 6 (or higher) or Mozilla Firefox 2 (or higher).

How do I know if I have completed the Annual Registration Renewal process?

If you pay online (the last step in the online renewal process), an automated email message will be sent to you once your payment has been accepted. This is your confirmation of payment. Further verification will not be provided prior to receiving your wallet card and tax receipt issued by mail. If you make an offline payment, an email will be sent to your email address on file within 5 business days of processing payment to confirm receipt of payment. Further verification of payment will not be provided prior to receiving your wallet card and tax receipt issued by mail.

When will I receive my wallet card and tax receipt?

Wallet cards and tax receipts will be mailed in batches starting as early as June 1, 2010 with the last batch to be distributed by August 1, 2010.

Questions?

Email registration@coto.org with any questions or concerns regarding Annual Registration Renewal.