



Checklist for Registration Application Process For New Ontario Graduates

You can submit your application early – i.e. prior to completing your OT program and prior to securing employment. Submit as much information as you have at the time. We will open a file for you and outstanding pieces of information can be sent in as they become available.

A registration number will be granted to you once you have met **ALL** registration requirements. You are not considered registered until you are assigned a registration number.

You may register (and therefore) work prior to writing the CAOT exam. In this case you will need to be supervised by a registered OT. Details about supervision are in the Provisional Practising Certificate of Registration pamphlet.

Registration Requirements / Documents to be submitted

- Application form
- Application fee
- Registration fee – this can follow or be post dated to the date you wish registration to take effect, but must be paid before registration is complete
- Copy of: birth certificate, or valid passport, or Canadian citizenship card, or valid work permit or permanent resident card
- Copy of professional liability insurance certificate – confirmation from you that it has been purchased is accepted until you receive your certificate. If purchasing with CAOT request they e-mail confirmation of purchase to the College.
- Completed Employer Acknowledgement Form verifying supervision. You must register with CAOT to write the first available sitting of the exam (for provisional certificate of registration)
- CAOT confirmation that you passed the exam (for general certificate of registration)
- Transcript to be sent directly from your school to the College – it must state that your degree has been granted. This statement appears on the transcript after convocation. Do not have a transcript sent prior to convocation because it will not be accepted and you will be required to purchase another one.
- If you want to be registered before your convocation – we can accept confirmation from the OT department that you have completed the program and will be graduating – with this information we can initiate your registration (note that an official transcript must still be sent once available -after convocation).
- The College has established a process designed to allow you to register and start work shortly after completing your program but not before the school confirms graduation and you complete the application process. If you are uncertain of any expectations please contact the Registration Coordinator to avoid any delays in, or problems with, your registration.

IMPORTANT REMINDERS:

- You CANNOT start work, orientation or training until you have received a registration number from the College.
- Do not let anyone (including potential employers) tell you otherwise.
- If you have concerns or questions about the College and/or the registration process – call or email us!