

The College of Occupational Therapists of Ontario

Welcome to the College



College of Occupational Therapists of Ontario
Ordre des ergothérapeutes de l'Ontario

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Congratulations!

You are now registered with the College of Occupational Therapists of Ontario. We look forward to working with you during your career.

This welcome guide will help you get started. Here you will find need-to-know information and direction to further resources.

Your New Title

It's official - you've earned it. As a registrant, you are entitled to full use of the title "Occupational Therapist" and its abbreviation "OT". Title is protected by law and may only be used by registrants of the College.

Please use the designation **OT Reg. (Ont.)** after your name.

OT Reg. (Ont.)

Do you have another professional designation and are now wondering how to use it with your OT designation? Please contact our Practice Resource Service at practice@coto.org for guidance.

Your Commitment to Quality Practice

Now that you're an OT, you're required to complete quality assurance processes every year. This commitment to continuous improvement ensures your knowledge and skills meet the demands of changing practice environments and client needs.

Visit the Quality Practice section of the website to learn more.



A little about who we are and what we do...

What is the College?

The College of Occupational Therapists of Ontario is a regulatory organization established by the provincial government to oversee the practice of occupational therapists (OTs) in Ontario. We are responsible for protecting the public and do so by making sure OTs practice safely, ethically and effectively.

How does the College protect the public?

In Ontario, self-regulation is granted to professions that have shown they are able to put the interests of the public ahead of their own. Self-regulated health professionals such as OTs, doctors, nurses, physiotherapists and others are subject to a code of ethics and standards of practice. Each is governed by a regulatory College like the College of Occupational Therapists of Ontario.

The College helps:

- ensure OTs provide the highest quality care
- build the public's trust and confidence in the profession

We protect the public by:

- setting the requirements for entry into the profession
- establishing standards of practice
- monitoring practice and promoting continuing competency
- investigating complaints

How is the College run?

The *Regulated Health Professions Act, 1991* (RHPA) gives the College its mandate to regulate the practice of OTs.

The College is governed by a board of directors called a Council.

The Council is made up of:

- OTs elected by registrants of the College
- public members appointed by the provincial government
- academic members appointed by the Chairs of the occupational therapy programs at the five Ontario universities

A staff team fulfills the day-to-day duties of the College, and is led by our Registrar.



Get plugged in at www.coto.org

Your Resource Centre

Current versions of important documents are posted on the College website www.coto.org. Please review these materials to ensure you continue to meet College requirements and expectations in your practice. These documents include regulations, standards, and guidelines.

We have standards you need to know!

Topics include:

- Acupuncture
- Conflict of Interest
- Consent
- Infection Control
- Occupational Therapy Assessments
- Prevention of Sexual Abuse
- Professional Boundaries
- Psychotherapy
- Record Keeping
- Supervision of Students
- Supervision of Occupational Therapy Assistants



REGULATIONS

are laws published under the *Regulated Health Professions Act, 1991* and address aspects of practice that have the greatest potential to result in harm to the public.

STANDARDS

reflect the most common and consistent approach to practice and describe the minimum expectation for an aspect of practice.

GUIDELINES

describe recommended practice.



Position statements and learning tools are also available.

Make sure you are familiar with these materials as well as the Code of Ethics and the Guide to the Code of Ethics.

Log in to www.coto.org

To get started:

1. Go to www.coto.org.
2. Click on the Login button.
3. Log in with the username and password set during your application process.

Annual renewal

To practice as an OT in Ontario, you must be registered with the College and registration must be renewed annually. Renewal reminders are provided to registrants 60 days prior to the **May 31 renewal deadline**, so please make sure to keep your contact information current.

The annual renewal process is completed online through our website. The process requires you to verify or update your current information, answer mandatory questions confirming you meet registration requirements, and pay the annual renewal fee.

Resignation

If you are no longer working as an OT in Ontario, you can resign from the College. You must reapply to the College and receive a new certificate of registration before you return to work in the province.

30 days to change your information

Moving? New job? New email address?

You are required to inform the College of any updates to your personal and employment information **within 30 days of the change**, including:

- insurance
- professional registration
- suitability to practice
- finding of guilt for an offence
- any current bail condition or restriction
- any discipline decision
- and more.

View the complete list online at www.coto.org. Changes can be made online.

Tax receipts

Obtain your tax receipt online:

1. Log in at www.coto.org.
2. Click 'Print Receipt' and follow instructions.

Quality Assurance (QA)

Our QA Program supports your OT practice and provides resources to enhance your knowledge and skills, and to demonstrate your ongoing competence.

Log in to the College website and select MyQA to manage your QA requirements.



You're now a part of the public register of OTs! Make the most of Find an Occupational Therapist

Find an Occupational Therapist is the public register of OTs. This online listing is found on our website and contains all the publicly available information about registered OTs in Ontario. This is an important tool that anyone can use to search for details such as registration status, contact information and more.

We encourage you to direct your employers (or potential employers) to Find an OT, as it provides your most current professional information and confirms your registration as an OT in Ontario.



Practice advice, complaints and insurance

Questions about practice?

Contact the confidential Practice Resource Service

Our Practice Resource Service is available to provide private and confidential support to OTs and stakeholders such as students, applicants, employers, members of the public and other health professionals.

If you have questions about an ethical, regulatory or clinical issue, please contact practice@coto.org or 416.214.1177/1.800.890.6570 x240. Calls are confidential.



practice@coto.org



416.214.1177/
1.800.890.6570 x240

Complaints process

One key role of the College is to consider concerns and complaints regarding OTs and their practices. Concerns can be identified by any member of the public including clients, colleagues, and employers.

In the public interest, the College has a responsibility to give serious consideration to each matter, ensuring a fair and just process. The College's inquiry, complaints and reporting processes are intended to provide reasonable assurance that all OTs in Ontario practice safely and competently.

More information about the complaints process is available on our website.

Professional liability insurance

All registered OTs are required to maintain professional liability insurance and update the College about any policy changes within 30 days of the change. Changes include: insurer name, expiry date, and policy number.

Please visit our website for information about specific insurance policy requirements.



Keep in touch!

Contact

For help with...

General Inquiries

info@coto.org
x236

- Resetting your username and password
- Using the public register of OTs
- Finding your way around the website
- Using MyQA
- Finding information about the College

Investigations & Complaints

investigations@coto.org
x234 or x223

- Concerns about your practice or another OT
- Questions about complaints and reports processes
- Information about mandatory reports

Practice Resource Service

practice@coto.org
x240

- Questions about practice including consent, record keeping and billing
- Ethical, clinical or regulatory issues

Registration

registration@coto.org
x224 or x254

- Annual renewal
- Taking a leave of absence (including parental leave)
- Moving to another jurisdiction

Quality Assurance

qaprogram@coto.org
x227 or x239

- Annual quality assurance requirements
- Competency review and evaluation process

Communications

communications@coto.org
x257

- Eblasts or enewsletters
 - Annual Reports
 - www.coto.org
-

Please check Contact Us at www.coto.org for a complete staff listing.



Stay connected and get involved

Stay connected!

Don't miss out! The College provides important updates and reminders by email.

Make sure you keep your contact information up to date to stay informed and connected with the College.

Renewal reminders, notices of deadlines, calls for feedback and other important updates are sent electronically.

It is your responsibility to stay informed!



Follow us

Are you on social media? Follow us!

Connect with us to get the latest news and updates!



@CollegeofOTs



@CollegeofOTs



LinkedIn



YouTube

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Tel: 416.214.1177/1.800.890.6570

Fax: 416.214.1173

www.coto.org

Interested in getting involved?

The work of the College is possible because of the dedication of our registrants. This is your College and we invite you to get involved and share your ideas.

If you are interested in volunteering, serving on a committee, or providing your thoughts and feedback, please email info@coto.org.



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