



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

New Canadian Graduate?
Register in

9

Steps!

Follow these steps to begin your registration.

1

Complete the online application at www.coto.org.

2

Pay the application fee of \$226.

3

Check for an email from the College notifying you to log in and check your progress online. The email should arrive in 1-2 business days. You can move on to steps 4 and 5 while you wait for the email.

4

Complete and submit the original results of a Vulnerable Sector (VS) Check. Copies, scans or faxes of results are not accepted. Review the requirements at www.coto.org.

5

Email the following documents to application@coto.org. Be sure to include your full name and applicant ID number in the email subject line.

- **Legal work authorization**

Copy of birth certificate, valid passport, proof of Canadian citizenship, valid work permit, or permanent resident card

- **Professional liability insurance**

Copy of insurance certificate

- **Affidavit**

Your university will send confirmation of graduation

Applying for a provisional certificate?

- Email confirmation of registration for the next available CAOT NOTCE
- Email Provisional Registration Supervision Agreement

Applying for a general certificate?

- CAOT will send NOTCE results directly to the College

6

Contact your university and request your final transcript be sent directly to the College after convocation.

7

Pay the registration fee. The College will email you the amount once all documents are received.

8

Check for an email from the College confirming your registration. **You are not considered registered until you have received written confirmation of registration from the College, and have been assigned a registration number.**

9

Registered with provisional certificate?

CAOT will send NOTCE results directly to the College. If you were successful, you will be issued a general certificate of registration with the College and receive an email from the College confirming the certificate has been issued.



Important Reminder

You may not begin working* as an OT until you are registered with the College and have received written confirmation and a registration number.

*Working as an OT includes participating in orientation or training at the workplace.

Registration questions

If you have questions about the registration process, please contact registration@coto.org.

Practice questions

You can also contact us with your practice questions at 416.214.1177/1.800.890.6570 x240 or practice@coto.org.

More information

The College website is your key resource. All standards, bylaws and official documents are available online. Go to www.coto.org for more information!

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