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 NOTICE
   - Email Provisional Registration Supervision Agreement

   **Applying for a general certificate?**
   - CAOT will send NOTICE 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 NOTICE 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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