



You & the College



The enclosed registration certificate is an acknowledgement of your registration with the College. Annual registration seals will no longer be mailed.

All current, publicly available information about everyone who is, or was, registered with the College is found on the public register at Find an Occupational Therapist.

We encourage you to direct your clients and employers (or potential employers during a job hunt) to the register, as it provides the most current information regarding your registration status.

Maintaining Your Registration: Your Professional Requirements

Every occupational therapist (OT) must meet their ongoing professional obligations. As a member of the College of Occupational Therapists of Ontario, **you must:**



Ensure Your Information is Current and Accurate

You are required to inform the College of any updates to your personal and employment information within 30 days of the change. **All information must be current.** Please log in to your profile and familiarize yourself with the categories to make sure your information is up-to-date. All changes can be made online.



Have Professional Liability Insurance

All OTs, regardless of area of practice or practice status, must have professional liability insurance that meets the College's requirements. Changes, including revised policy expiration dates, must be updated within 30 days of the change. **Updates are made through the member login. All information with the College must be current and accurate.**



Self-Report

As an occupational therapist in Ontario, **you must tell the College if:**

- There is an event or circumstance (such as a health condition or disorder) that does or will affect your ability to practise safely and professionally.
- You are facing a proceeding with another regulator for – or there has been a finding of – professional misconduct, incompetence, incapacity, or a similar issue.
- There has been a finding of professional negligence or malpractice made against you by a court.
- You have been charged with an offence.
- A court has imposed conditions or restrictions (such as bail conditions) upon you.
- You have been found guilty of an offence by a court.

Self-reporting is a legal requirement for occupational therapists in Ontario. Self-reports may be submitted online through the member login.



Renew College Registration

To practise as an occupational therapist in Ontario, you must be registered with the College and registration must be renewed every year by May 31. Log in to renew.



Complete Quality Assurance Requirements

Every OT in Ontario is required to take part in the College's Quality Assurance (QA) program, which has three mandatory requirements:

- **Self-Assessment**
 - OTs must complete this assessment every other year, between June and October 31, or when a change in practice occurs. **Due: October 31**
- **Prescribed Regulatory Education Program (PREP)**
 - Every year, OTs must complete a self-directed learning module. **Due: October 31**
- **Professional Development Plan**
 - Every year, OTs must document their learning goals, activities and results of the learning. **Due: May 31**

All requirements are available online in MyQA. Log in to track your status, update your plan and check your deadlines.



Reminders

May

- Renew College registration
- Complete Professional Development (PD) Plan

June – August

- Start new PD Plan

October

- Complete Self-Assessment (SA)
- Complete Prescribed Regulatory Education Program (PREP)
- Update progress on PD Plan



Prevent Sexual Abuse

The College has a zero tolerance position towards sexual abuse of a client. This means that any form of sexual abuse, under any circumstances, is unacceptable. All OTs should be familiar with current legislation that defines sexual abuse.

Consent by a client is completely irrelevant. Any sexual activity between a health professional and a client is still considered abuse under the law.

The *Regulated Health Professions Act, 1991* defines sexual abuse of a client by a regulated health professional as:

- a. sexual intercourse or other forms of physical sexual relations between the member and the client,
- b. touching, of a sexual nature, of the client by the member, or
- c. behaviour or remarks of a sexual nature by the member towards the client.

A client is still considered a client after the point of discharge. A client remains a client for at least one year – and sometimes indefinitely – after the date the client-therapist relationship ends.



Submit Mandatory Reports

Occupational therapists must submit a report with a regulatory body in certain situations that could expose clients or colleagues to harm or injury.

Submitting a mandatory report is not optional. It is required by law. The report must be submitted in writing or online within 30 days. Failure to do so may result in a fine of up to \$25,000.00.

You must submit a report if:

- You believe a client may have been or is being sexually abused by an occupational therapist or another regulated health professional.
- You dissolve a partnership, health profession corporation or association involving an OT (or other regulated health professional) for reasons of professional misconduct, incompetence or incapacity.

Employers/managers, facility operators, and associates/partners of regulated health professionals must submit a report if:

- they restrict a regulated health professional's practice, suspend or terminate the employment of a professional, or dissolve their business relationship with a professional for any of these reasons – professional misconduct, incompetence, or incapacity. There is an obligation to file the report even if the professional resigns.
- they believe a regulated health professional who practises at their facility is incompetent, incapacitated, or has sexually abused a client.

Mandatory reporting is vital to public safety. Learn more at www.coto.org and please contact us at investigations@coto.org if you have questions or concerns.



Follow the Rules & Regulations

- Obey the laws governing your practice, such as the *Regulated Health Professions Act, 1991*, the *Occupational Therapy Act, 1991*, and College bylaws.
- Meet practice standards.
- Apply the principles of the Code of Ethics.
- Work within your scope of practice.
- Use your title and designation properly.
- Uphold the duty to report abuse or neglect.
 - When a child is, or may be, in need of protection because of possible abuse or neglect, you must promptly report to a Children's Aid Society. Visit www.oacas.org.
 - Reporting elder abuse is mandatory when the individual resides in a long-term care home or a retirement home (*Long-Term Care Homes Act, 2007* and *Retirement Homes Act, 2010*). If the client is in immediate risk of harm, you must take action, which may include contacting emergency personnel.
- Respect privacy and report breaches.
 - Be aware of, and comply with, reporting obligations under the *Personal Health Information Protection Act, 2004*. Learn what you need to know at www.coto.org or visit www.ipc.on.ca.



Stay Informed

Stay informed about changes to laws, regulations, standards and guidelines by visiting the College website and reading all College communications, including emails.

As a regulated health professional, you are accountable for meeting practice standards, regardless of your role, job description, or area of practice.

Please open and read College email as this is the key method for providing updates. We send information to the email address you have provided to the College.



Have questions? We are here to help.



Visit www.coto.org/obligations for more information.



Email practice@coto.org or info@coto.org



Call 416.214.1177/ 1.800.890.6570 x240 or 0

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