



Professional Committee Appointee Application Form

Part A: Contact information

Name: _____

Address: _____

Email: _____

Phone: _____ Current Employer: _____

Part B: Eligibility Requirements

The COTO bylaws indicate that a Professional Committee appointee is eligible to sit on a Committee provided they meet specific criteria. Please review and check all that apply.

I hereby confirm the following:

- I practise and reside in Ontario
- I currently hold a valid general practising or provisional practising certificate of registration.
- I am not in default of payment of any fee.
- I have/will complete the College's orientation module.
- I am not subject of any disciplinary or incapacity proceeding in any jurisdiction.
- My certificate of registration has not been revoked or suspended, in any jurisdiction, in the six years proceeding the date of application as a result of a professional misconduct, incompetence, or incapacity proceeding.
- My certificate of registration is not subject to any order, direction, or term, condition, or limitation imposed by a panel of the Discipline Committee, Fitness to Practise Committee, Quality Assurance Committee, or by a similar committee, in any jurisdiction.
- I have not been disqualified from a board or committee in the six years preceding the date of application.
- I am not present nor have been at any time within the past three years preceding the date of application a director, owner, board member, officer, or employee of any professional association.
- I have not resigned from the Board in the three years preceding the date of application.
- I do not have a conflict of interest to serve as a Professional Appointee and agree to remove any such conflicts of interest before my appointment.
- A court or other lawful authority has not made a finding of guilt against me to any provincial or federal offence.
- I have not initiated, joined, or materially contributed to a legal proceeding against the College or any Committee or representative of the College.
- I have not been an employee or paid consultant of the College in the six years preceding the date of application.

Part C: Eligibility Requirements

Competencies are the knowledge, skills, and judgement required to perform the role effectively. The list of competencies to sit on a Committee can be found [here](#).

Please describe your knowledge of and experience in the following areas:

	Limited or basic knowledge and experience	Moderate knowledge and experience	Considerable training, knowledge and/or experience
<p>Leadership Demonstrates confidence, sound judgment, and the ability to inspire, motivate, and guide others. Skilled in consensus-building, facilitation, and fostering a collaborative leadership approach. Upholds and promotes the values and commitments of COTO.</p>			
<p>Board/Governance/Committee experience Demonstrates experience or expertise in governance within the private, public, or non-profit sectors, gained through board or committee service. Understands the distinct roles of the Board and management, as well as the difference between regulatory bodies and professional associations.</p>			
<p>Knowledge of Professional and Occupational Regulation Good understanding of the role and mandate of health regulatory Colleges in Ontario, with a focus on public protection. Understands the regulatory framework for various professions, including occupational therapy.</p>			
<p>Risk Management Knowledge of risk management principles, with experience in identifying, assessing, and mitigating significant risks that could affect the College's objectives and operations.</p>			
<p>Community and Public Relations Recognizes the importance of the public interest in decision-making and is mindful of how decisions are perceived by diverse groups. Fosters inclusive dialogue and engages meaningfully with various communities to ensure decisions reflect diverse perspectives. Recognizes the impact of public perception on decision-making and works to build trust and credibility through open dialogue.</p>			

<p>Technological competence Demonstrates proficiency with technology to support the College's operations while upholding standards of security, privacy, and efficiency.</p>			
<p>Ability Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.</p>			
<p>Standards and Professional Ethics Knowledge and experience of the standards of practice and professional ethics that guide occupational therapy practice in Ontario and be able to determine where a breach or potential breach might occur.</p>			
<p>Health Care Terminology Know and understand the common terminology, acronyms and phrases used in health care.</p>			
<p>Any other qualities or skills you would like to share for consideration?</p>			

a. Do you have experience reviewing and/or editing a significant number of documents electronically?

Yes No

Please note that all Committees meet during regular business hours, from Monday to Friday, statutory holidays excepted. Are willing to be available during regular business hours?

Yes No

Please indicate the amount of time per month you feel you can commit to the College.

2-4 hours/month 6-8 hours/month 8-12 hours/month

Part D: Privacy Notice

The College of Occupational Therapists of Ontario collects, uses, discloses, stores, and retains personal information in compliance with the *Regulated Health Professions Act, 1991*, RHPA Procedural Code, and the *Personal Health Information and Protection Act, 2004*.

The personal information you provide when submitting this nomination application to COTO is being collected and will be used by COTO to assess your qualifications and suitability for the position you apply for as a potential board member.

For more information about COTO's privacy practices, please see the COTO website summarized [privacy policy](#).

Part E: Equity, Diversity, and Inclusion

The following questions are included to support the College's commitment to equity, diversity, and inclusion. For the purposes of this survey:

- Francophone includes individuals who are proficient in the French language (listening, speaking, reading, and writing) and identify as part of the Francophonie.
- Indigenous persons include people who identify as First Nations (Status, non-Status, Treaty), Métis or Inuit.
- For the purposes of this survey, 2SLGBTQIA+ includes people who identify as two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and additional sexual orientations and gender identities.
- Racialized persons are people (other than First Nations, Inuit or Métis persons) who are affected by racism or discrimination that may be based on skin colour, origin, religion, language and so forth, regardless of their place of birth or citizenship.
- Persons with a disability are people who have functional conditions of a chronic, long-term, or recurring physical, sensory, mental, developmental, learning, or intellectual nature that affect one or more major life activities.

Gender: How do you identify?

- Male
- Female
- Non-binary
- Prefer not to answer
- None of the options applies to me. I identify as: _____

Do you consider yourself to be a Francophone?

- Yes
- No
- Prefer not to answer

Do you consider yourself to be an Indigenous person?

- Yes
- No
- Prefer not to answer

Do you identify as a racialized individual?

- Yes
- No
- Prefer not to answer

Do you identify as a person with a disability?

- Yes
- No
- Prefer not to answer

Do you identify as 2SLGBTQ+?

- Yes
- No
- Prefer not to answer

Part F: Resume

Attach resume

Briefly describe your current area of practice:

Part G: Consent

- By completing and submitting this application, I consent to my nomination as a candidate to sit on a Committee of the College of Occupational Therapists of Ontario, and affirm that all information and supporting materials, to the best of my knowledge, are complete and accurate. I authorize the College to verify any or all information provided by me to support my application.