



College of Occupational Therapists of Ontario

Regulator of occupational therapists in Ontario

New Canadian Graduate?
Register in

7

Steps!

Follow these steps to begin your registration.

1

Access the Online Application

- Go to coto.org/apply now to begin your application.

2

Complete and Submit Your Application

- Fill out the online application form.
- Pay the \$226 application fee.
- Submit your completed application.

3

Check Your Email for Next Steps

- After submission, you'll receive an email from the College.
- The email will include a link to your personalized application checklist, and this is where you'll upload your required documents.

Important: Upload all documents through your checklist. Do not email documents unless specifically requested.

4

Upload Your Required Documents

Please upload PDF files where possible:

- Proof of legal work authorization (Example: Canadian birth certificate, passport, citizenship card, permanent resident card, or valid work permit)
- Professional liability insurance (Copy of your insurance certificate)
- Vulnerable Sector (VS) check results (Note: Processing times vary by police service-check locally)

5

When to Start Your Application

You may begin your application once you've completed your university program.

- Program completion confirmation is sent directly from your university to the College (Example: affidavit).
- Final transcript: After your convocation, contact your university and request that your official transcript be sent to the College via email at registration@coto.org.

Applying for a Provisional Certificate?

- Upload proof of registration for the next CAOT NOTCE.
- Upload your Provisional Registration Supervision Agreement.

More info: coto.org/provisional

Applying for a General Certificate?

- NOTCE results are required.
- CAOT will send your results directly to the College.

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Pay the Registration Fee

- Once all documents are approved, you'll receive an email with a link to pay your registration fee.
- See fee details: coto.org/fees

7

Receive Your Registration Confirmation

- After payment, you'll receive a welcome email with your registration number and confirmation.

Note: You are not considered registered until you receive official confirmation and a registration number from the College.



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.
Go to coto.org for all practice resources and more information!

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