

Dear Applicant:

Thank you for your interest in applying to the College of Occupational Therapists of Nova Scotia. **It is your responsibility to familiarize yourself with the following documents:** the Nova Scotia *Occupational Therapy Act*, the General Regulations, Registration Regulations, Professional Regulations, Sponsorship Acknowledgment Form and Provisional Practising Certificate. **Please complete appropriate forms.**

The following is a checklist to ensure you have included and/or completed everything that is required by the College. We suggest that you must refer to the Form Guide, which is included, when completing this application to ensure all requirements are met.

EVERYONE must include:

- A completed, signed, dated and witnessed registration form
- A mandatory application fee
- A registration fee
- A copy of your professional liability insurance certificate or a written statement that you have purchased, but not yet received, your insurance certificate sent directly to the College. A copy of that certificate must be forwarded once you receive it.
- A curriculum Vitae
- NSSOT Fees paid

Please refer to the form guide to determine if you need to include any of the following:

- Documentation to verify Canadian Citizenship, permanent resident, landed immigrant status or employment authorization (e.g. work permit) under the *Immigration Refugee Protection Act or Birth certificate*
- A written statement from you verifying that your official transcript(s) will be forwarded by the education institution or forwarded under the MRA.
- Documentation of successful completion of the CAOT exam
- Verification that you are registered to sit the next CAOT exam
- Sponsorship Form
- Authorization for Release of Information/Registration in Good Standing Form (s), to be completed and stamp sealed by appropriate Regulatory Authority.
- Documentation of English/French language fluency
- A registration number or copy of registration card from other O.T. regulatory body(ies)
- A registration number or copy of registration card from other professional regulatory body(ies)
- Unmounted Notarized-size photo (approximately 3" x 3")

Completed applications require a minimum of 10 business days to be processed. **Incomplete applications will be returned.**

You may not begin working in the Province of Nova Scotia until you have received notification from the College that your application has been approved.

Should you require any assistance, please do not hesitate to contact the office and we will be pleased to assist you.

Sincerely,

Gayle Salsman, BScOT, OT Reg (NS)
Registrar