

April 1, 2010

Dear Registrants:

This package of information signals that it is time for you to renew your annual registration with the College. Registration is a professional responsibility and assures the public that you are entitled to call yourself an occupational therapist and qualified to practice in the Province of Nova Scotia. Practice includes a variety of roles such as administration, practice leadership, research, education, consultation and providing direct clinical services.

Included in this mailing are:

- Tips for Registration
- Registration Form Guide
- Annual Registration Form
- Annual General Meeting Notice
- Surrender Form / Committee Interest Form
- Nomination Material

You are required to complete all sections of the COTNS Annual Registration Renewal form. A Form Guide, which you should read and adhere to, is included to assist you.

For example, when completing the application and a heading says “Check only One”; it means only one. The “Form Guide” has the appropriate definitions for all headings. Make sure you read the definitions, especially under the Employment Type and Area of Practice for the appropriate one that suits your employment.

Applications will be returned if:

- you check off more than is required
- all sections are not completed
- your application is not witnessed

If you have any questions or if in doubt, please contact this Office for clarification. This may save your application being returned and a late charge applied.

Sincerely,

Gayle Salsman, BScOT, OT Reg (NS)  
Registrar