



RC/06-05.01.01 Application Cover Letter

Dear Applicant

The College of Occupational Therapists of British Columbia (COTBC) is pleased to provide a registration package for application to register with the COTBC. The College was designated under the *Health Professions Act* in December 1998 and the Occupational Therapists Regulation came into force July 1, 2000. Occupational therapists must be registered with the College of Occupational Therapists of British Columbia (COTBC) to legally to practice in British Columbia.

In order to use the title Occupational Therapist or O.T. and/or represent oneself as an occupational therapist, an individual must meet the requirements of the College and provide information related to the set requirements by completing the enclosed application form. All information requested must be provided prior to the processing your application.

A form guide is provided to assist you in completing the application form and other required forms. It is important to ensure that the information you provide is correct and complete. You will be contacted if further information is required or if your application is incomplete.

One of the requirements to register with the College is successful completion of the examination offered under the auspices of the Canadian Association of Occupational Therapists (CAOT). If you have not successfully completed the examination, you are eligible to apply for registration in the “provisional” category with the College. However, you must provide verification that you are eligible to sit the exam and you have registered for the next scheduled sitting of the exam. The CAOT “Statement of Candidacy to Write the Exam” letter is accepted by the College as verification of eligibility. I encourage a prospective applicant to contact CAOT as soon as possible and apply to write the examination.

CAOT can be contacted at: CTTC Building, Suite 3400, 1125 Colonel By Drive, Ottawa, Ontario, Canada, K1S 5R1 or by telephone at, (613) 523-CAOT (2268) or www.caot.ca

The Registration Committee must meet to approve all applications for registration. Please plan for three to four weeks for processing of your registration. Foreign-trained occupational therapists moving to Canada should anticipate a minimum of four weeks processing time. Be sure your application is complete, including all signatures, forms and required documentation. This will ensure a timely processing of your application.

If you have any questions about the information in this package, please contact the College. The Registrar can be reached by telephone at (250) 386-6822 or by email address kcorbett@cotbc.org or registration@cotbc.org

Sincerely,

Kathy Corbett
Registrar