

## New Registrant Application Enclosure Checklist

Before mailing your application, ensure that you have included the appropriate enclosures. The College cannot proceed with registration until all required documentation is received.

Everyone must include:

- A completed, signed, dated and witnessed New Registrant Application Form. Please be sure to complete the entire application form.
- Documentation or a written statement from you verifying that your official transcript(s) will be forwarded to the COTBC directly from the educational institution.
- Documentation of successful completion of the CAOT exam, unless graduated from a Canadian program prior to December 31, 1985.
- Documentation verifying professional liability insurance coverage.
- Completed & signed Criminal Record Check Consent Form. Return it with payment of (\$20.00 Canadian) either by certified cheque, money order or complete the Pre-Authorized Credit Card Application form.
- Copies of each signed Authorization for Release of Information Form(s) verifying that a form has/have been sent directly to the jurisdiction(s) where you are/or were registered to practice.
- One-time application fee of \$225.00.
- The annual registration fee (or pro-rated portion).

**\*Please refer to the form guide to determine if you need to include:**

- Verification that you are registered to sit the next CAOT exam (Provisional Registrants).
- Employer Acknowledgement Form (Provisional Registrants).
- Copy of MRA Authorization for Release of Information Form sent to originating Occupational Therapy Regulatory Authority (Full Registrants applying under the MRA).
- Documentation of English language fluency.
- Documentation verifying successful completion of clinical fieldwork if completed after graduation from the OT program.