

IMPORTANT NOTICE ABOUT YOUR COTBC REGISTRATION RENEWAL



May 16, 2008

Dear COTBC Registrant

This package of information signals that it is time for you to renew your annual registration with the College by the June 30, 2008 deadline. There are two important changes for renewal to bring to your attention.

1. ONLINE Renewal Option: We are pleased to announce that beginning on June 1, 2008 you can renew your COTBC registration online. Registrants' response to last year's survey question was overwhelmingly in favour of the college providing the online renewal option.

Visit the college website www.cotbc.org to learn more about the online option. Benefits of renewing online include an individualized renewal form where you can update your profile and complete the renewal form, and pay the annual registration fee by VISA or Mastercard.

Whether you renew online or return your renewal by mail, please note that you are also required to mail in verification of professional liability insurance to the College, and if required return the completed Criminal Records Authorization Form and payment (see below) in the envelope provided with the package. Incomplete forms are returned to you and may delay your renewal, so please take the time to complete all sections of the registration renewal form.

2. CRIMINAL RECORD RE-CHECK: Changes to the *Criminal Records Review Act (the Act)* requires the college to re-submit criminal record checks for all registrants with Criminal Record Check clearance letters older than five years. If your registration number begins with "AA, AB, AC or AD" you must comply with the *Act* (and the forms are included with your package). This is a mandatory requirement and your registration renewal cannot be finalized until the completed authorization form and \$20.00 fee is received by the College. Note that the \$20.00 fee is an administrative fee charged by the Criminal Record Review program. It is separate from your registration renewal fee and must be provided in the government prescribed form to the College with your signed form. More information is provided on the flyer included with this package and on the college website.

Please ensure that your annual registration is completed and returned to the College by June 30, 2008. This will avoid penalty fees and the risk of cancellation of your registration.

We are pleased to provide notice that the COTBC Annual General Meeting is being held in Vancouver on Saturday, October 25, 2008, a day we share with the British Columbia Society of Occupational Therapists to network and connect with other OT's. Watch for more details on this event in the Fall newsletter and information that will be mailed with the Annual Report in early September.

Yours truly,

A handwritten signature in black ink that reads 'Heather Gillespie'.

Heather Gillespie
Board Chair, 2008-2009

A handwritten signature in black ink that reads 'Kathy Corbett'.

Kathy Corbett
Registrar/CEO