



OCCUPATIONAL THERAPISTS

Occupational Therapists plan and carry out individually designed programs of rehabilitation for clients of all ages with physical or mental health problems to help improve their ability to care for themselves and to participate in work and recreation. Occupational Therapists work in a variety of areas including healthcare, education, industry, private practice and social agencies.

EDUCATIONAL REQUIREMENTS

Applicants must meet the education requirements as established by the Council of the College of Occupational Therapists of Manitoba (COTM). COTM requires that the applicant's occupational therapy academic program prepare them in manner considered comparable in content, though not necessarily program name, to the academic preparation of occupational therapists in Canada. The current educational program at the University of Manitoba graduates students with a Master of Occupational Therapy (MOT).

WORK EXPERIENCE REQUIREMENTS

To apply for registration, an applicant must have completed 480 hours of work experience as an Occupational Therapist in the three years preceding the date of application. Proof of this employment must be sent directly from the employer(s) to the College of Occupational Therapists of Manitoba (COTM). Effective June 1, 2007 this requirement will change to 700 hours of occupational therapy practice in the 3 years preceding the date of application.

OTHER REQUIREMENTS

Other requirements, introduced in The Occupational Therapists Act (2002), which went into effect in December 2005, include:

- Successful completion of the Canadian Association of Occupational Therapists (CAOT) certification examination
- The ability to practise occupational therapy in English or French
- Evidence of professional liability (malpractice) insurance

ASSESSMENT PROCESS

To become a registered Occupational Therapist in Manitoba an individual must first apply to **The College of Occupational Therapists of Manitoba (COTM)**. The applicant must submit:

- a completed *Application for Registration* form (available from COTM);
- a copy of all relevant degrees, certificates;
- results of CAOT examination or statement of candidacy to write examination;
- proof of identity in the form of a copy of a recent passport photograph, a notarized birth certificate, a notarized marriage certificate (if applicable), a copy of his/her passport information sheet; a copy of his/her Permanent Resident Card or Record of Landing Certificate;

- evidence of language of proficiency;
- copy of his/her Application for Criminal Record Check;
- an initial application fee of \$50.00 (non-refundable).

The applicant must also ensure that:

- verification of her or his work history as an Occupational Therapist is mailed directly from the employer(s) to COTM;
- a *Criminal Record Check* will be sent directly to COTM
- a *Registration in Good Standing Form* is completed by the regulatory organisation(s) with which the applicant is currently or has previously been registered. This/these form(s) must be mailed directly to COTM from the regulatory organisation(s); and
- an official transcript of his/her occupational therapy education is mailed directly from the applicant's academic institution / university to COTM.

If the applicant has completed an occupational therapy program at an educational institution from outside of Canada, then the applicant will be asked to provide the following information and a Credentials Assessment fee of \$225.00:

- an academic credentials assessment report from a COTM approved agency. This is used to authenticate documents, confirm the language of instruction and place the applicant's education in the Canadian context;
- course descriptions, including contact hours;
- a resume; and
- information regarding continuing education courses completed by the applicant.

If the program of study is assessed as equivalent, *and* the applicant has completed the minimum work experience requirement, *and* successfully completed the certification examination *and* the annual registration fee (\$250.00) is paid, and no practice conditions are required, full membership to the College of Occupational Therapists of Manitoba is granted. The individual can practise legally in Manitoba as an Occupational Therapist.

Applicants may be able to have his/her name entered on the Register of Provisional Members and practise under supervision if any of the following conditions exist:

- the applicant's program of study is assessed as not equivalent - the applicant may be required to achieve academic equivalency by completing the courses, practical work and/or examinations suggested by the COTM; or
- the applicant has not yet successfully completed the CAOT certification examination; or
- the applicant is unable to proficiently practise occupational therapy in English or French however has achieved minimally acceptable competencies; or
- the applicant is academically qualified but does not have the required work experience (480 hours in the past three years / 700 hours as of June 1, 2007) - he or she must complete a Re-entry Program. This program is tailored to the length of time the applicant has been away from practice and can include:
 - supervised practice co-ordinated by COTM,
 - successful completion of the Canadian Association of Occupational Therapists (CAOT) *Certification Examination*
 - course of study.

Examination Information

This Canadian Association of Occupational Therapists examination is offered once per year in Manitoba, usually in early November (*fee is approximately \$350.00*). CAOT offers examination information in the form of a (1) Resource Manual and (2) Examination Policies on the CAOT web site. CAOT may require academic program information and thus it is advisable to contact COTM and CAOT to determine the needed information.

Fees

- The **COTM Initial Application Fee** is \$50.00 (non-refundable)
- The **annual registration fee** is \$250.00 - and is prorated depending on the date of registration.

These two fees are all payable to the Canadian Association of Occupational Therapists. All fees must be in Canadian funds.

- The **Credentials Assessment Fee** is \$225.00. It is payable to the agency selected by the applicant to complete the required academic credentials assessment report.
- **Criminal Record Check report** fees are payable to the agency completing the report.
- **Regulatory History report(s)**. There may be a fee payable to the agency completing this report

The fees, documentation requirements, and assessment process detailed above are subject to change without notice. For more detailed information please contact:

College of Occupational Therapists of Manitoba

7 - 120 Maryland Street
Winnipeg, Manitoba Canada R3G 1L1
Phone: (204) 957-1214 Fax: (204) 775-2340
E-mail: OTinfo@cotm.ca
Web Site: www.cotm.ca

For more detailed information regarding the *Certification Examination* contact:

Canadian Association of Occupational Therapists (CAOT)

3400-1125 Colonel By Drive
Ottawa, Ontario, Canada K1S 5R1
Phone: (613) 523-2268 Fax: (603) 523-2552
Web site: <http://www.caot.ca>

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