



The Saskatchewan College of Occupational Therapists (SCOT) licence/membership renewal is due in full by **February 15, 2024, at 5:00pm.**

This renewal package contains the following information:

- **RENEWAL INFORMATION & REMINDERS**                      **Pages 1-2**
- **PRACTICE HOURS INFORMATION**                      **Page 3**
- **EXTENDED LEAVE MEMBERSHIP OPTIONS**                      **Page 4**
- **RENEWAL INSTRUCTIONS**                      **Pages 5-12**

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## **RENEWAL INFORMATION & REMINDERS**

The renewal package documents can be found on the SCOT website on the SCOT Annual Licence Renewal page.

All information and supporting documents for the Continuing Competency Program can be found on the SCOT website on the Continuing Competency Program page.

### **Late Renewals**

Incomplete or late renewals received after the **February 15<sup>th</sup>** deadline will result in a **\$100.00** late fee.

Members who do not renew in full prior to **March 1<sup>st</sup>** are no longer legally permitted to work as an Occupational Therapist in Saskatchewan. The member and their employer will be notified by telephone and the member will not be permitted to work as an Occupational Therapist in Saskatchewan until all licensing requirements are complete. An additional re-licensing fee of **\$100.00** will be required in addition to the **\$100.00** late fee.

For all members renewing their practising and restricted practising licence, participation in the Continuing Competency Program (CCP) is **mandatory**. The CCP policies, outlining the requirements, are available on the SCOT website on the Continuing Competency Program (CPP). The **Self-Assessment Tool** and **PDPO template** is also available on this page.



You are required to submit your completed 2023/24 PDPO information and new 2024/25 PDPO information directly into the database platform. Instructions can be found in the [Professional Development Plan and Outcomes: Requirements and Guidelines for Submission](#) document.

### **Membership/Licence Resignation**

Members who intend to resign their membership/licence are required to advise the Registrar ([registrar@scot.sk.ca](mailto:registrar@scot.sk.ca)) so that a final standing can be identified. Individuals that voluntarily choose to resign are typically granted a standing of “Member in Good Standing” which is important when applying for a membership/licence in the future with SCOT or another regulatory organization where a regulatory history is required. **Failure to notify SCOT about resigning your membership/licence will result in a final standing of “Member Not in Good Standing.”**

### **Practice/Currency Hours Reminder**

SCOT practising members are required to maintain 600 practice/currency hours in the past 3 years preceding the date of registration or renewal application.

### **Competencies**

The [Competencies for Occupational Therapists in Canada](#), published in December 2021, are recognized in the SCOT Regulatory Bylaws. All goals must be based on these competencies for the 2024/2025 membership/renewal year.

### **eLearning Module**

The 2022 National eLearning Module was a licence renewal requirement for all practising and restricted practising members for the 2023 renewal. It is not a requirement for this upcoming renewal however, it is available on the SCOT website on the annual licence renewal page.

### **Reminder: Changes to the Continuing Competency Program**

***SCOT will only allow the progression of any one goal to one membership/licensing year.*** Evidence of progress towards the goal must be made and a reflection and rationale as to why the goal(s) were not completed is required. Two additional goals are required for submission in addition to any progressing goals.

### **Assistance**

If you require assistance with the technical features of the online database while you are in your online profile, please select the **Tech Support** button in the upper right-hand corner of your web browser.

If you require assistance with the renewal process from SCOT, please contact our administrative assistant at [admin@scot.sk.ca](mailto:admin@scot.sk.ca) or 306-956-7768. The typical SCOT office hours are 8:00am – 4:00pm Monday through Wednesday. SCOT requires up to seven working days to resolve any difficulties you may encounter when completing your renewal.

If you have questions about the renewal information, please contact our volunteer registrar at [registrar@scot.sk.ca](mailto:registrar@scot.sk.ca) or executive director at [ed@scot.sk.ca](mailto:ed@scot.sk.ca). If you have any questions about the Continuing Competency Program (CPP) contact our volunteer Member at Large (Quality Assurance) at [competence@scot.sk.ca](mailto:competence@scot.sk.ca).



## PRACTICE HOURS INFORMATION

Individuals who have been educated as occupational therapists are considered to be:

- Practising if they are involved in activities such as:
  - A. performing client assessment, planning, treatment, and follow-up, including instruction and supervision of clients, family, support personnel, and caregivers; and/or
  - B. administration, research, education, consultation in a position where the skills and education of an occupational therapist are utilized and constitute the basis for practice.
  
- Non-practising if they are involved in activities in Saskatchewan for which the qualification of an occupational therapist or a health care professional are not required.
  - **Individuals should be aware that under this category they will not be accumulating practice / currency hours, and they may not hold themselves out to be an occupational therapist in Saskatchewan.**

Notes regarding practice hours:

1. Only actual worked hours are counted towards the practice hours required to maintain a practising licence. *To maintain eligibility as a practising member, an occupational therapist must: work in activities requiring the skills of an occupational therapist as approved by council, for at least 600 hours in the three-year period immediately preceding the date of application for the year in which licensure is sought. Any type of leave (vacation, leave of absence, maternity leave, illness, or disability) cannot be included as practice hours.*
2. Practice hours may be a combination of paid, volunteer, and education hours, as long as they meet the definition of “practising”. Volunteer and/or education hours may comprise up to 50% of practice hours in a three-year period. If therapists have any questions as to whether the hours they intend to claim as practice hours fall within the definition of practising, they should consult with the SCOT Registrar ([registrar@scot.sk.ca](mailto:registrar@scot.sk.ca)) for guidance.
3. Positions with a different job title, other than OT, but requiring that the incumbent be a health care professional would mean that the person was “practising” and would therefore count the hours as practice hours.
4. Verification of hours may be requested by the registrar/council at any time.
5. The registration and licensing committee may at any time review an individual’s reported practice hours and decide whether the hours constitute occupational therapy practice.
6. If the applicant is not satisfied with the findings of the registrar, they may appeal to council.



## EXTENDED LEAVE MEMBERSHIP OPTIONS

### Option 1 – Practising Licence

- Members may choose to renew their practising licence for the upcoming membership/licensing year (March 1, 2024, to February 28, 2025) and retain all their privileges as a practising member of SCOT.
  - *All occupational therapists providing occupational therapy services (examples are direct treatment, consultation, telepractice and telephone services) in Saskatchewan must be licensed by SCOT.*
- The cost of a practising licence for the 2024/2025 membership/licensing year is **\$565.00**.
- Practising members are required to participate in the SCOT Continuing Competency Program.

### Option 2 – Non-Practising Membership

- Members who are on an extended leave as of March 1, 2024 and held a practising licence in the 2023/2024 licensing/membership year, may wish to change their status to a non-practising member for the 2024/2025 membership year.
- The cost of a non-practising membership for the 2024/2025 membership/licensing year is **\$140.00**.
- **Non-practising members may not work or volunteer in any capacity as an occupational therapist in Saskatchewan. Currency/practice hours in Saskatchewan may not accumulate while holding a non-practising membership with SCOT.**
- Members planning on returning to employment/volunteering as an occupational therapist prior to February 28, 2025, will be required to obtain a practising licence and pay the difference from a non-practising membership to obtain a practising licence prior to working. Members can check on their online profile or on the [SCOT OT Directory/Register](#) to determine if they hold a practising licence.
- **Non-practising members must notify SCOT if they wish to obtain a practising licence at least one month prior to their return to employment/volunteering as an occupational therapist in Saskatchewan.**
- Non-practising members are not required to participate in the SCOT continuing competency program.

### Option 3 – Membership/Licence Resignation

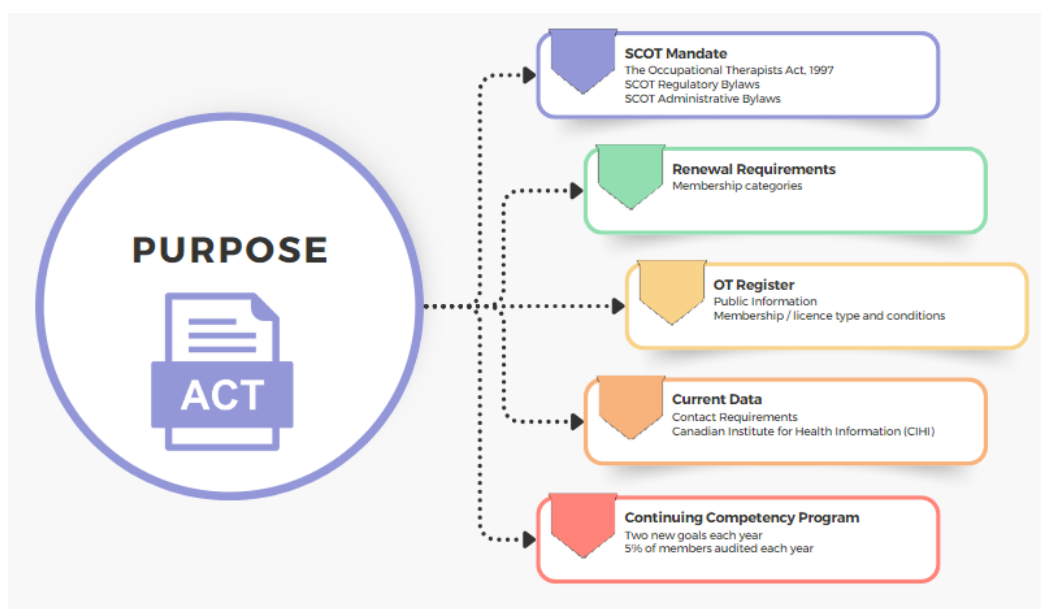
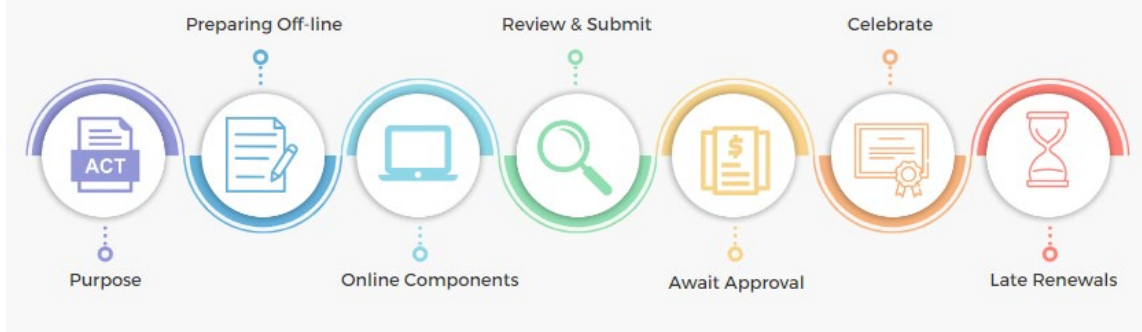
- Members on an extended leave as of March 1, 2024, may choose to resign their membership/licence for the 2024/2025 membership/licensing year. **Members choosing this option must notify the Registrar (registrar@scot.sk.ca) in writing.**
- Members that resign their membership/licence, are unable to work as an occupational therapist in Saskatchewan and must reapply to SCOT if they wish to do so.
- When reapplying, the member will be charged the initial application fee in addition to the fee for the appropriate membership/licensing category.

**\*\*\* Remember: Members MUST have a practising licence from SCOT if they are practising Occupational Therapy or using title in Saskatchewan\*\*\***



## RENEWAL INSTRUCTIONS

### 2024 SCOT RENEWAL OVERVIEW



#### SCOT Mandate

The Saskatchewan College of Occupational Therapists (SCOT) was given the ability and privilege to self-regulate Saskatchewan occupational therapists through provincial legislation, [The Occupational Therapists Act, 1997](#). The [SCOT Regulatory Bylaws](#) identify the categories and requirements for SCOT membership and licensure as well as the requirements of members regarding the continuing competency program. The [Fee Bylaws](#) (administrative bylaws) outlines the renewal fees required.

#### Renewal Requirements

Practising and restricted practising members are required to participate in SCOT's continuing competency program.



Non-practising and extended access members are exempt from participating in the continuing competency program.

These renewal instructions are not intended for extended access members. SCOT staff will contact extended access members to renew their membership for the 2024/2025 membership year.

### OT Register

If you are a non-practising member and wish to renew as a practising member, please contact SCOT staff. The [OT Register/directory](#) is on the SCOT website and indicates your licence number, licence status, and membership/licence expiry.

### Current Data

Members are required to update their contact information, employment status/information, and insurance information throughout the year. SCOT members that cannot be contacted due to out-of-date information on the register will be deemed to be not in good standing until the information is updated.

SCOT has an agreement with the Canadian Institute for Health Information (CIHI) and provides de-identified data to allow the profession of occupational therapy in Saskatchewan to be compared to other jurisdictions in Canada. The Saskatchewan government utilizes this data when making human health resource decisions and is important to ensure accuracy of the data.

### Continuing Competency Program

It is the purpose of SCOT to protect the public by ensuring the competency of its members, which is monitored through the Continuing Competency Program. The requirements of SCOT members holding a full practising or restricted practising licence can be found in the [Professional Development Plan and Outcomes: Requirements and Instructions for Submission](#) document.

**PREPARING OFF-LINE**

## 5 WAYS TO PREPARE

There are ways to prepare offline before you head online to complete the renewal process.

- 2023-2024 Goals**  
Complete your 2023-2024 goals and corresponding reflections.
- Currency Hours**  
Determine your practice hours from March 1, 2023 until present. Estimate your future hours until February 29, 2024. Review past hours to ensure they are correct.
- Updated Information**  
Be prepared to update any changes in contact information, insurance, and employment information.
- Competencies**  
Review the Competencies for Occupational Therapists in Canada, 2021 and complete the self-assessment tool.
- Create Goals**  
Identify two competencies from the self-assessment tool that you want or need to improve upon. Create new goals associated with each competency.

### 2023-2024 Goals



Complete your 2023-2024 goals and write your reflection. Members are encouraged to use the [Professional Development Plan and Outcomes \(PDPO\)](#) form to identify their completed learning strategies/activities, completion date, goal status, and reflection. Instructions on how to fill out this form can be found in the [Professional Development Plan and Outcomes: Requirements and Instructions for Submission](#) document.

### **Currency Hours**

Practising members are required to maintain 600 currency/practice hours within the 3 years preceding the date of renewal. Members who have completed a re-entry program or an OT program within the past 18 months are exempt from this requirement.

### **Updated Information**

Be prepared to update any changes in contact information, insurance, and employment information.

### **Competencies**

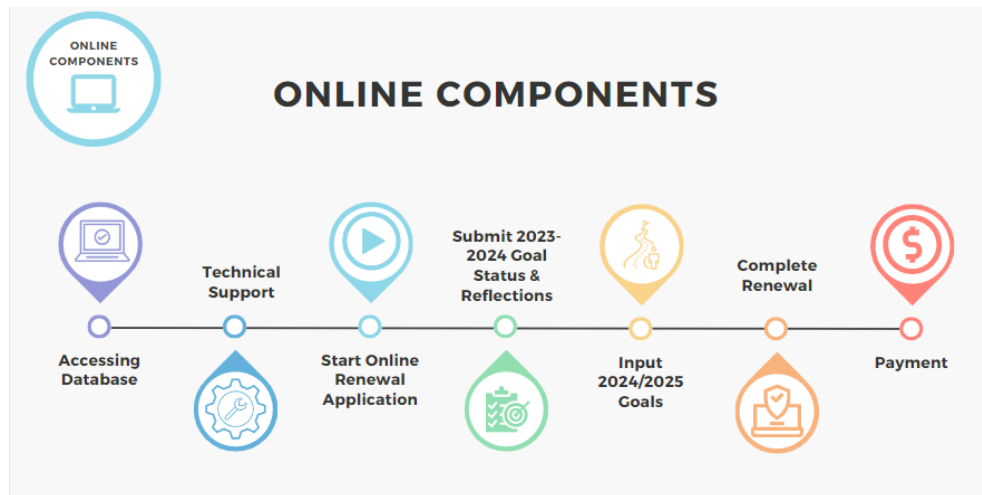
Review the Competencies for Occupational Therapists in Canada, 2021 and fill out the [Self-Assessment Tool](#). The tool is designed to assist members with preparing their goals for their Professional Development Plan. **Members are not required to submit the completed self-assessment tool with their renewal.**

If the competency document is new for you and you did not complete the [2022 e-learning module](#) on the national competencies prior to the 2023 renewal, it is still available on the ACOTRO and SCOT websites. The e-learning module is not a requirement for the 2024 renewal.

### **Create Goals**

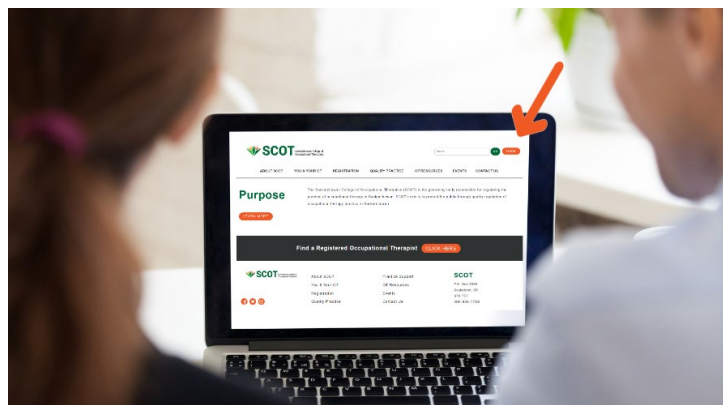
Identify two competencies that you are wanting to improve upon during the 2024/2025 membership/licensing year. Create new goals associated with each competency. Create SMART goals using the [Professional Development Plan and Outcomes \(PDPO\)](#) form. Instructions on how to fill out this form can be found in the [Professional Development Plan and Outcomes: Requirements and Instructions for Submission](#) document. The PDPO forms no longer need to be submitted to SCOT, as the information is inputted directly into the database. However, members are encouraged to use the PDPO forms and keep them for their own records in their professional portfolio.

All members with a practising or restricted licence are required to submit two new goals (in addition to any progressing goals) as part of their Professional Development Plan.



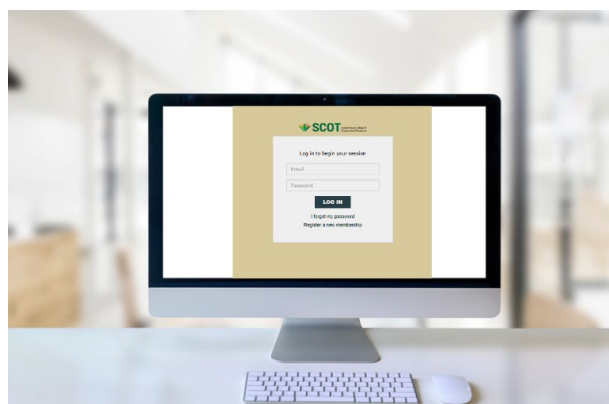
## Accessing Database

Members can visit the [SCOT website](#) and access their online portal by clicking on **Login** at the top of the webpage and entering their email and password.



SCOT does not have access to members' password information. Members are encouraged to record and store their password in a secure and confidential location.

Members who forget their password can click on ***I forgot my password***, input their email address that SCOT has on file, and click on, ***Send Password Reset Link***.

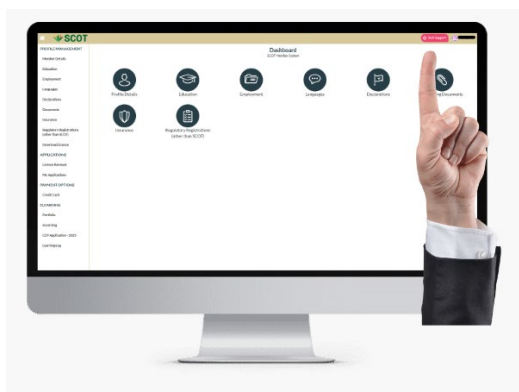






## Technical Support

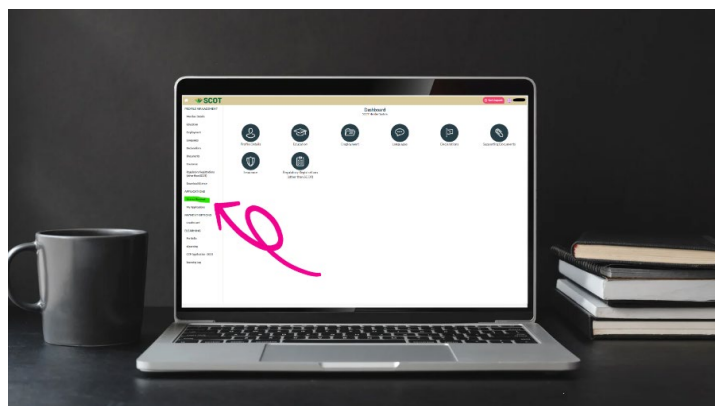
If you require assistance with the technical features of the online database while you are in your online profile, please select the **Tech Support** button in the upper right-hand corner of your web browser.



## Start Online Renewal Application

### *Online Dashboard/Profile Management*

Selecting the **Licence Renewal** tab in the left-hand column provides access to the member's renewal application.

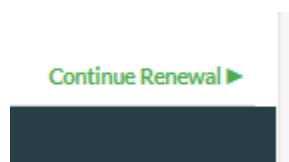
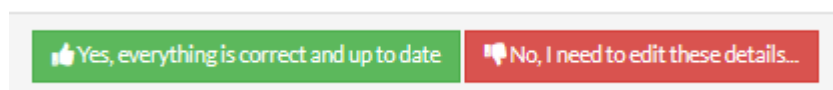


### *Update & Confirm Renewal Information*

- Class of Registration
  - Choose the class of registration you are renewing.
  - If you are a non-practising member and wish to renew as a practising member, please contact SCOT.
- Review and update or confirm the information in each section. To edit/update, click on **No, I need to edit these details**; ensure you save the edits and click on **Continue Renewal** to return to the main renewal page. To confirm that the information is accurate, click on **Yes, everything is correct and up to date**. This needs to be done for each section and a **Section Complete** will appear for each section:
  - Profile Details
  - Continuing Competence Program



- The Continuing Competence Program renewal requirements are embedded within the overall renewal submission.
- Languages
- Education
- Employment
  - Members are responsible for ensuring the **Name, Title, Phone Number**, and **Email** of their Manager/Supervisor is correct.
- Professional Liability Insurance
  - Members are responsible for updating the policy/certificate number and expiry date of their liability/malpractice insurance when it is renewed during the SCOT fiscal year.
  - If members rely on the Saskatchewan Health Authority (employer) for insurance coverage, the policy number can be entered as “123456” and the expiry date as **February 28, 2025**. This information will need to be updated if a change in employment affects the member’s insurance coverage.
- Regulatory Registrations (Other than SCOT)
  - Members that hold an active occupational therapy or other professional licence with another regulatory organization are asked to provide this information.
- Your Supporting Documents
  - SCOT may require verification documents prior to changing certain information in a member’s profile (example: change of name).
  - Members do not have access to delete previously uploaded documents. If a document was uploaded in error, members can contact SCOT at [admin@scot.sk.ca](mailto:admin@scot.sk.ca) to request a change.
- If any drop-down menu options require additional options (example: name of employer), members can contact SCOT at [admin@scot.sk.ca](mailto:admin@scot.sk.ca) to request those changes.



- Professional Currency
  - SCOT’s currency/practice hour requirement is 600 hours in the three-year period immediately preceding the date of application for the year in which licensure is sought.
  - Review your past currency/practice hours and make any updates as required. Input your currency hours for March 1, 2023 – February 29, 2024.
  - This section allows you to indicate whether you have graduated from an OT program or completed a re-entry program within the past 18 months, if you are a non-practising member, or if you do not meet currency requirements.
- Self-declarations
- Insurance Acknowledgement



- Payment of Fees
  - Members will be asked to select a method of payment. The [SCOT Fee Schedule](#) on the SCOT website indicates the cost of each membership/licence.
  - Members that have their employer pay their licensing fee directly can select **“Health Authority Employee Option.”**
    - Members are responsible for ensuring that their employer will provide payment to SCOT prior to the February 15<sup>th</sup> deadline.

### **Submit 2023-2024 Goal Status & Reflections**

Members are required to update the status of their 2023-2024 goals with their reflections.

Members who were not required to participate in the continuing competency program during the 2023-2024 membership/licensing year are not required to provide an update on previous goals or submit a reflection.

Instructions can be found in the [Professional Development Plan and Outcomes: Requirements and Instructions for Submission](#) document.

### **Input 2024/2025 Goals**

Two new goals for the 2024-2025 SCOT membership/licensing year must be inputted directly into the database. Instructions can be found in the [Professional Development Plan and Outcomes: Requirements and Instructions for Submission](#) document.

### **Complete Renewal**

Select **Submit!**

### **Payment**

Members paying their fees by credit card will be prompted to input their credit card information at this time.

The fee statement can be printed by selecting on **“My Applications”** and clicking on **“Print Statement”** under payment status.

Members can print their receipt by clicking on **“My Applications”** and then **“Print Receipt”** under the **“Payment Status”** heading.

**IMPORTANT:** Fees will not automatically be processed by credit card once information has been provided. SCOT staff need to process the payment and it may take a few days for this to occur.



Ensure you have reviewed your renewal information and continuing competency program information before submitting your renewal application.

Members will be notified by e-mail directly from the database if their renewal application is incomplete and the outstanding items.



SCOT staff will review your renewal submission within 7 days, and it will be approved once all items and payment has been received.

Members will continue to receive automatic reminders from the database until the renewal has been approved. Members can view the status of their renewal application directly on their online profile.



**Members will receive written confirmation from SCOT once their renewal submission is complete and approved.** Members will have access to a copy of their SCOT licence as of March 1, 2024.



Incomplete or late renewals received after the **February 15<sup>th</sup>** deadline will result in a **\$100.00** late fee.

Members who do not renew in full prior to **March 1<sup>st</sup>** are no longer legally permitted to work as an Occupational Therapist in Saskatchewan. The member and their employer will be notified by telephone and the member will not be permitted to work as an Occupational Therapist in Saskatchewan until all licensing requirements are complete. An additional re-licensing fee of **\$100.00** will be required in addition to the **\$100.00** late fee.