



2025 Membership and Licence Renewal

Online Renewal Process Guide

Version: January 2, 2025

This document may be updated during the renewal period. The most current version of this document will be located on the [Annual Licence Renewal](#) page of the SCOT website.

Document Sections Overview

This document contains four main sections, and not all sections are required in order to complete the online renewal process. Refer to the document as needed, while completing the renewal process. The description of each section is provided below.

Section 1: Access the New Database

This section provides instructions on how to login to the database for the first and then subsequent times. It also provides instructions on how to verify your account if this is requested, and how to change your password if it has been forgotten.

Section 2: General Use of the New Database

This section is helpful to review when accessing the database for the first time. It provides information about how to navigate the database once you are logged into your account and shows you how to download your current and previous membership and licence permits.

Section 3: Update Information Outside of Renewals

You will have a chance to update your profile and learning plans during the renewal process. However, you may wish to update this information outside of the renewal process. This section provides information on how to access your profile and 2024/2025 learning plan outside of the renewal process.

Section 4: 2025 Renewal Application

This section provides information on how to start your 2025 renewal application, update your profile, complete your 2024/2025 learning plan, create your 2025/2026 learning plan, and submit your renewal.

Instructions are also provided so you can access your 2024/2025 learning plan information that was transferred over from the previous database.

Guidance is provided if you have more than two goals, if you needed to omit and replace a goal, and if you need to progress a goal past the date of your renewal submission but will complete it prior to the renewal deadline (February 15th).

If you would like to resign your membership, if you require assistance with the new database, or if you have any questions about the renewal process, please contact our office at admin@scot.sk.ca or 306-956-7768.

Table of Contents

Section 1: Accessing the New Database [Pages 6-13]

- A. Accessing the Alinity Database for the First Time: Confirm Account and Set Password.....Page 6**
 - 1. Ensure receipt of the Welcome Email
 - 2. Open the Confirmation Link & Create Password
 - 3. Enter Login Details
- B. Accessing the Alinity Database for Subsequent Logins.....Page 8**
 - 1. Open Member Portal Link
 - 2. Enter Login Details
- C. Verifying Your Account.....Page 9**
 - 1. Validate Account Request
 - 2. Obtain Code from Email
 - 3. Enter Code to Validate Account
- D. Forgotten Password.....Page 16**
 - 1. Open Member Portal Link
 - 2. Select Forgotten Password Link
 - 3. Request Password Reset
 - 4. Reset Password Email Notification
 - 5. Confirm Receipt of the Password Reset Email & Open Link
 - 6. Create New Password
 - 7. Enter Login Details

Section 2: General Use of the New Database [Pages 14-20]

- E. Navigating from the Home Screen.....Page 14**
 - 1. Logout and Change Password
 - 2. Review Announcements
 - 3. Access Support
 - 4. Download Current Registration
 - 5. Dashboard Options
 - 6. Return to Home Screen
 - 7. Download Registration
 - 8. My Documents
 - 9. My Groups
 - 10. My Learning
 - 11. My Profile

Section 3: Updating Information Outside of Renewals [Pages 21-23]

- F. Updating your Profile (Outside of Renewals).....Page 21**
 - 1. Edit Profile
 - 2. Items not Accessible
 - 3. Refer to Renewal Section “I.”

- G. Updating your 2024-2025 Learning Plan (Outside of Renewals)..... Page 21**
 - 1. Access your Learning Plans
 - 2. Add New Learning Plan
 - 3. Create 2024/2025 Learning Plan
 - 4. Refer to Renewal Section “J.”

Section 4: 2025 Renewal Application [Pages 23-61]

- H. Starting your Renewal Application..... Page 23**
 - 1. Review Renewal Options and Click Renew
 - 2. Read Instructions and Click Next
 - 3. Confirm Renewal Sequence

- I. Updating your Profile..... Page 25**
 - 1. Personal Section
 - a) Preferred Name
 - b) Legal Name Change
 - c) Racial Background and Indigenous Identify (both optional)
 - d) Address Change
 - e) Contact Information
 - f) Language(s)
 - 2. Education Section
 - a) New Education
 - 3. Professional Malpractice/Liability Insurance Section
 - a) Personal Insurance
 - b) Reliance on Employer Insurance
 - 4. 2024/2025 Employment Section
 - a) Employment Information Changes
 - b) Additional Employer(s)
 - c) Other Practice Hours
 - d) Previous Practice Hours
 - 5. Other Occupational Therapy Jurisdictions Section
 - 6. Other Regulated Professions Section
 - 7. Submit, Save, or Withdraw

- J. Updating your 2024-2025 Learning Plan..... Page 42**
 - 1. Learning Plan Exemptions
 - 2. Continuing Competence Program Instructions
 - 3. Navigating between Goals and Instructions
 - 4. Accessing your 2024/2025 Goal Information
 - 5. Updating Learning Goals
 - a) Omitted and Replacement Goal
 - b) Additional Goals (More than 2)
 - c) Input your 2024/2025 Goal
 - d) Indicate the Domain and Competency
 - e) Input the Target Completion Date
 - f) Select Anticipated Learning Activities/Resources
 - g) Initial Reflection (not required)
 - h) Completed Learning Activities
 - i) Goal Evaluation

j) Repeat for Second Goal

K. Creating your 2025-2026 Learning Plan..... Page 51

1. Learning Plan Exemptions
2. Continuing Competence Program Instructions
3. Navigate between Goals and Instructions
4. Create Two New Learning Goals
 - a) Select an Appropriate Domain and Competency
 - b) Select the Target Completion Date
 - c) Select anticipated Learning Activities/Resources
 - d) Provide an Initial Reflection
 - e) Repeat for Second Goal

L. Renewals Requiring Review.....Page 55

1. Admin Review Scenarios
2. Admin Review Process
3. Admin Review Process Complete

M. Submitting your Renewal.....Page 57

1. Good Standing Declarations
2. Additional Declarations
3. Review Invoice
4. Input Credit Card Information

Section 1: Access the New Database

A. Accessing the Alinity Database for the First Time: Confirm Account and Set Password

1. Ensure receipt of the Welcome Email

All members will receive a “Welcome to Alinity” e-mail from admin@scotsk.ca that looks similar to the following:



Hello **Member**,

As previously mentioned, the Saskatchewan College of Occupational Therapists (SCOT) has been transitioning to a new provider for our regulatory management software. This transition will occur in stages as new sections are developed and become available for your use.

The first stage is now complete and includes setting up your new member account and verifying the data within. Please do **NOT** delete this email until you have created a new password for the system.

The new link to your member portal is as follows, please bookmark it for future access: **Member Portal Link**

Your initial account has been set up and your username is below. There is also a confirmation link that can be clicked on to create a password for your account. If you do not click the confirmation link, your account will not be fully created.

Username: **Member Email**

[Confirmation Link](#)

You can also copy and paste the following confirmation link URL in a new browser: **Confirmation Link URL**

When you login, you will see a menu option on the left titled **Update Profile**. Please use this form to verify your personal and practice information.

Please contact us if you have any questions.

Saskatchewan College of Occupational Therapists (SCOT)
Box 9089, Saskatoon, SK S7K 7E7
admin@scotsk.ca
306-956-7768



The Saskatchewan College of Occupational Therapists acknowledges this land as the homeland of First Nations and Métis Peoples. Saskatchewan is located on Treaty 2, 4, 5, 6, 8, and 10 territories. SCOT is committed to an ongoing mission of truth and reconciliation.

PRIVILEGE AND CONFIDENTIALITY NOTICE

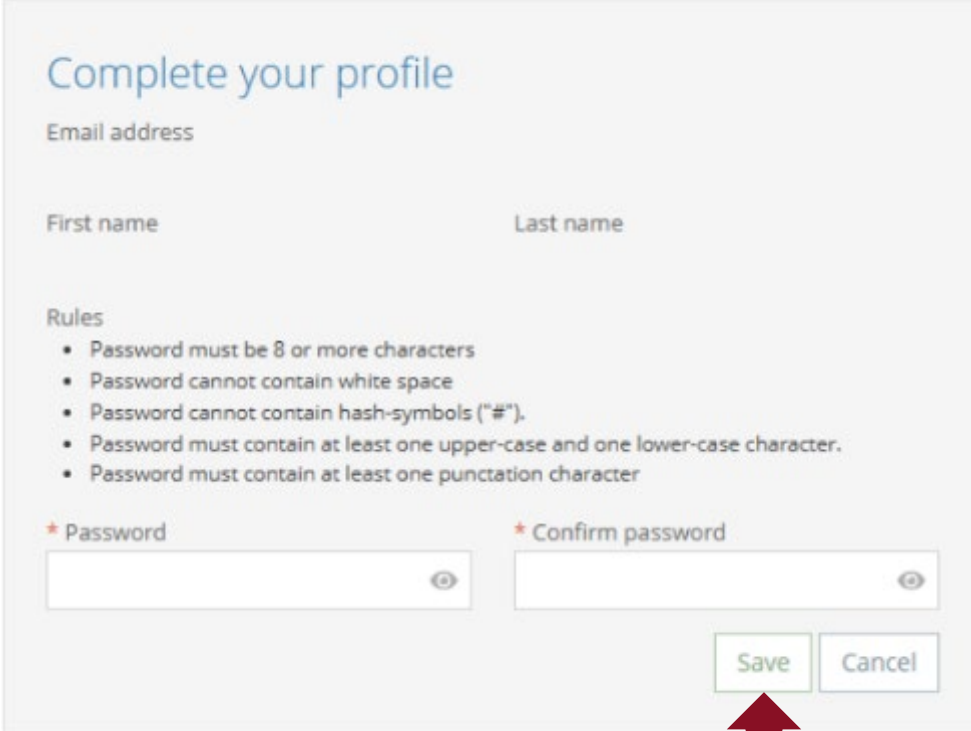
This email message is confidential and may contain information that is subject to privilege. All rights to that privilege are expressly claimed and not waived. If you are not the intended recipient, employee, or agent responsible for the delivering of this message to the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please respond by return email or telephone and delete this message in its entirety.

If you did not receive the “Welcome Email,” please contact us at admin@scotsk.ca.

2. Open the Confirmation Link & Create Password

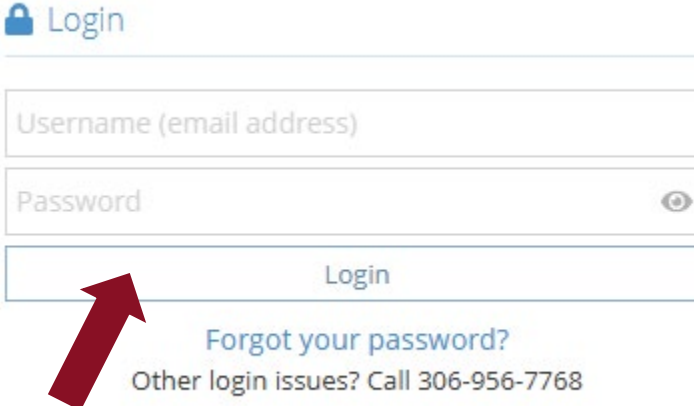
Click on the Confirmation link or copy and paste it into a new browser.

The following screen will appear. Create and enter a new password twice and select “Save.”



3. Enter Login Details

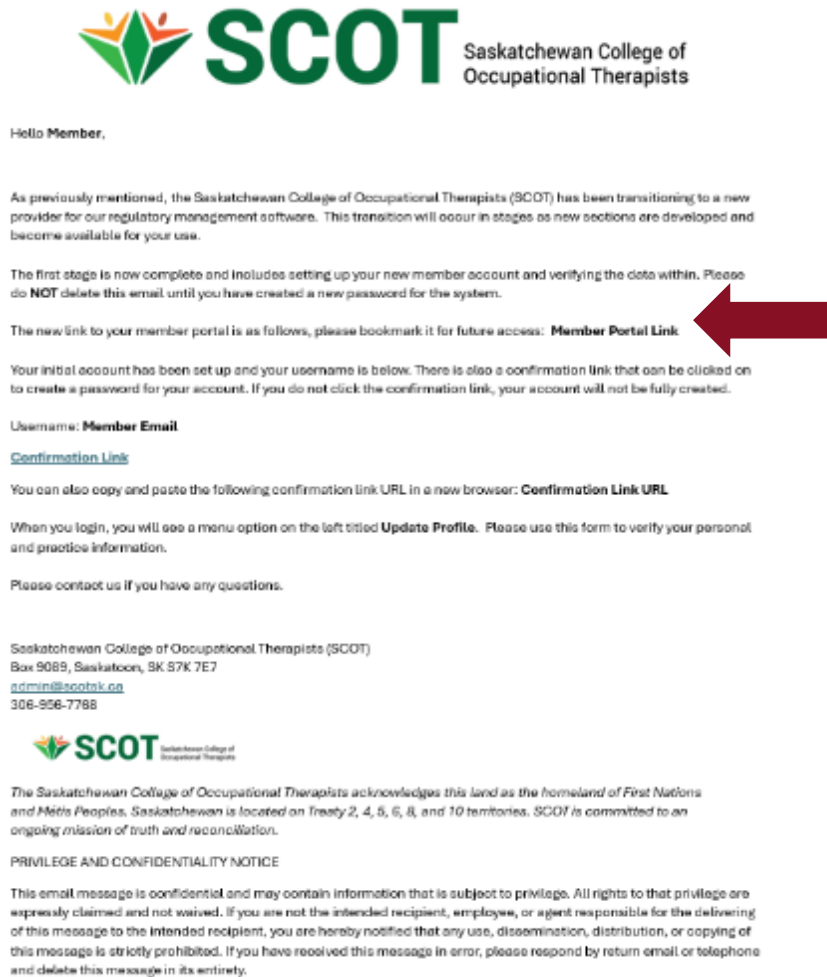
The following screen will appear. Enter your username and password and select “Login.”



B. Accessing the Alinity Database for Subsequent Logins

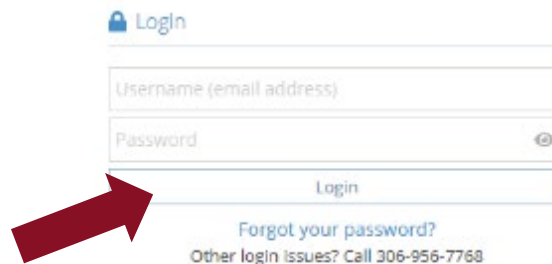
1. Open Member Portal Link

If you have previously logged into your account and want to login again, select or copy and paste the Member Portal Link that was provided in the “Alinity Welcome” Email. This link will also be placed on the SCOT website.



2. Enter Login Details

The following screen will appear. Enter your username and password and select “Login.”




The image shows the SCOT login page. It features a blue padlock icon and the word "Login" at the top. Below this are two input fields: "Username (email address)" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a "Login" button. A red arrow points to the "Login" button. Below the button are two links: "Forgot your password?" and "Other login issues? Call 306-956-7788".

C. Verifying Your Account

1. Validate Account Request

If you are using a new browser to login, the system may require you to re-validate your account. If this occurs, the following screen will appear, and you will receive an email with the code.

If you did not receive an email with a code, select “Send new code.”

 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Other issues? Call 306-956-7768

2. Obtain Code from Email

Ensure you have received the “Verify your Browser for Alinity” Email and obtain the code provided within the email.



Hello **Member Name**,

This is an automated email from Alinity in response to your recent log in. We did not recognize the browser you used, or your organization requires you to verify your browser occasionally.

To verify the browser, you used and access your account you will need to enter the following code exactly as it appears:



Code

Saskatchewan College of Occupational Therapists (SCOT)
Box 9089, Saskatoon, SK S7K 7E7
admin@scotask.ca
306-956-7768




The Saskatchewan College of Occupational Therapists acknowledges this land as the homeland of First Nations and Métis Peoples. Saskatchewan is located on Treaty 2, 4, 5, 6, 8, and 10 territories. SCOT is committed to an ongoing mission of truth and reconciliation.

PRIVILEGE AND CONFIDENTIALITY NOTICE

This email message is confidential and may contain information that is subject to privilege. All rights to that privilege are expressly claimed and not waived. If you are not the intended recipient, employee, or agent responsible for the delivering of this message to the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please respond by return email or telephone and delete this message in its entirety.


3. Enter Code to Validate Account

Enter the code and select “Validate.”

 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Enter the code sent to you

Validate 

Send new code

Other issues? Call 306-956-7768

D. Forgotten Password

1. Open Member Portal Link

If you have previously logged into your account and you have forgotten your password, select, or copy and paste the Member Portal Link that was provided in the “Alinity Welcome” Email into a browser window. The [Member Portal Link](#) will also be available on the SCOT website



Hello Member,

As previously mentioned, the Saskatchewan College of Occupational Therapists (SCOT) has been transitioning to a new provider for our regulatory management software. This transition will occur in stages as new sections are developed and become available for your use.

The first stage is now complete and includes setting up your new member account and verifying the data within. Please do **NOT** delete this email until you have created a new password for the system.

The new link to your member portal is as follows, please bookmark it for future access: [Member Portal Link](#) 

Your initial account has been set up and your username is below. There is also a confirmation link that can be clicked on to create a password for your account. If you do not click the confirmation link, your account will not be fully created.

Username: **Member Email**

Confirmation link: **Confirmation Link**

When you login, you will see a menu option on the left titled **Update Profile**. Please use this form to verify your personal and practice information.

Please contact us if you have any questions.

Saskatchewan College of Occupational Therapists (SCOT)
 Box 9083, Saskatoon, SK S7K 7E7
admin@scotsk.ca
 306-956-7768



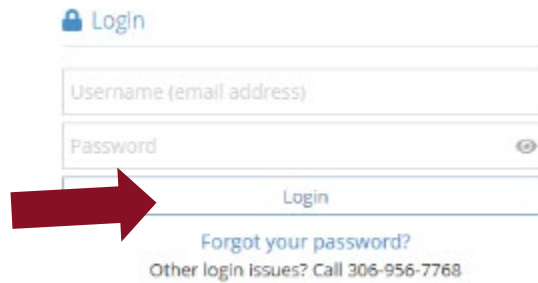
The Saskatchewan College of Occupational Therapists acknowledges this land as the homeland of First Nations and Métis Peoples. Saskatchewan is located on Treaty 2, 4, 5, 6, 8, and 10 territories. SCOT is committed to an ongoing mission of truth and reconciliation.

PRIVILEGE AND CONFIDENTIALITY NOTICE

This email message is confidential and may contain information that is subject to privilege. All rights to that privilege are expressly claimed and not waived. If you are not the intended recipient, employee, or agent responsible for the delivering of this message to the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please respond by return email or telephone and delete this message in its entirety.

2. Select Forgotten Password Link

The following screen will appear. Click on “Forgot your password?”



The screenshot shows a login form with the following elements: a lock icon and the word "Login" at the top; a text input field labeled "Username (email address)"; a text input field labeled "Password" with a toggle eye icon; a "Login" button; a blue link "Forgot your password?"; and a footer note "Other login issues? Call 306-956-7768". A red arrow points to the "Forgot your password?" link.

3. Request Password Reset

The following screen should appear. Enter the username that was provided in the “Welcome Email” and the code that is present on the screen. Then click “Submit.”

If you want a new code, click on “Click to change” to view a different code to enter.

Reset Password

Enter the user name associated with your Alinity account, then click Submit. We'll send an email to the email address associated with your account with a link to a page where you can create a new password.

NOTE: You may have another email address on file, but this is specifically what you type into the login field.

* User name

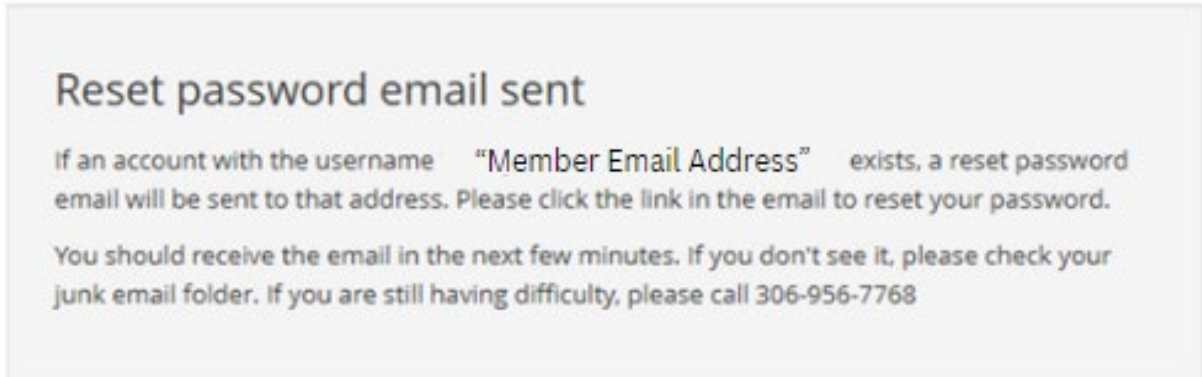
* Enter the code on the right

KNHSLE
Click to change



4. Reset Password Email Notification

Ensure that you receive a notification similar to the following:



5. Confirm Receipt of the Password Reset Email & Open Link

Ensure you receive an e-mail similar to the one below. Click on "Reset my password" or copy and paste the URL in a new browser.



Hello **Member Name**,

This is an automated email from Alinity in response to your request to reset your password. If you did not request a password reset, you can ignore this email, and your password will remain unchanged.

To reset your password and access your account, click the following link:

[Reset my password](#)

Alternatively, you can copy and paste the following URL:

URL Provided

Saskatchewan College of Occupational Therapists (SCOT)
Box 9089, Saskatoon, SK S7K 7E7
admin@scotask.ca
306-956-7768



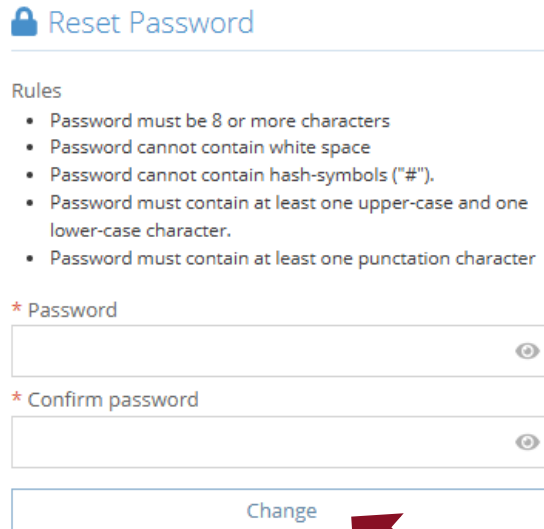
The Saskatchewan College of Occupational Therapists acknowledges this land as the homeland of First Nations and Métis Peoples. Saskatchewan is located on Treaty 2, 4, 5, 6, 8, and 10 territories. SCOT is committed to an ongoing mission of truth and reconciliation.

PRIVILEGE AND CONFIDENTIALITY NOTICE

This email message is confidential and may contain information that is subject to privilege. All rights to that privilege are expressly claimed and not waived. If you are not the intended recipient, employee, or agent responsible for the delivering of this message to the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please respond by return email or telephone and delete this message in its entirety.

6. Create New Password

The following screen will appear. Enter a new password twice and select “Change.”



Reset Password

Rules

- Password must be 8 or more characters
- Password cannot contain white space
- Password cannot contain hash-symbols (“#”).
- Password must contain at least one upper-case and one lower-case character.
- Password must contain at least one punctuation character

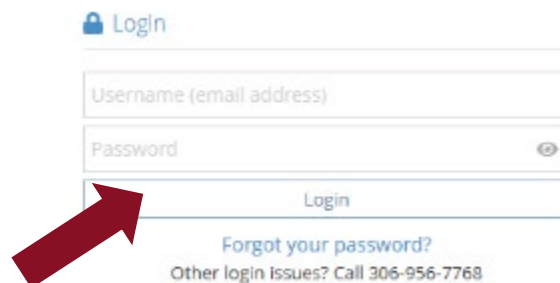
* Password

* Confirm password

Change

7. Enter Login Details

The following screen will appear. Enter your username that was provided in the “Welcome Email” as well as the new password you just created. Select “Login.”



Login

Username (email address)

Password

Login

[Forgot your password?](#)

Other login issues? Call 306-956-7768

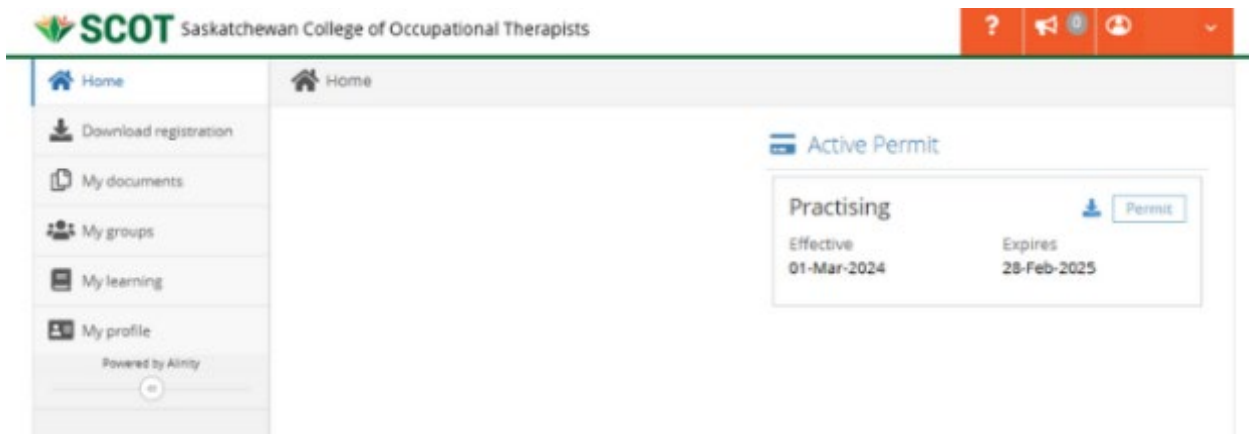
Section 2: General Use of the New Database

E. Navigating the Home Screen

This section introduces you to the different sections of the database that you can access in the Alinity Database.

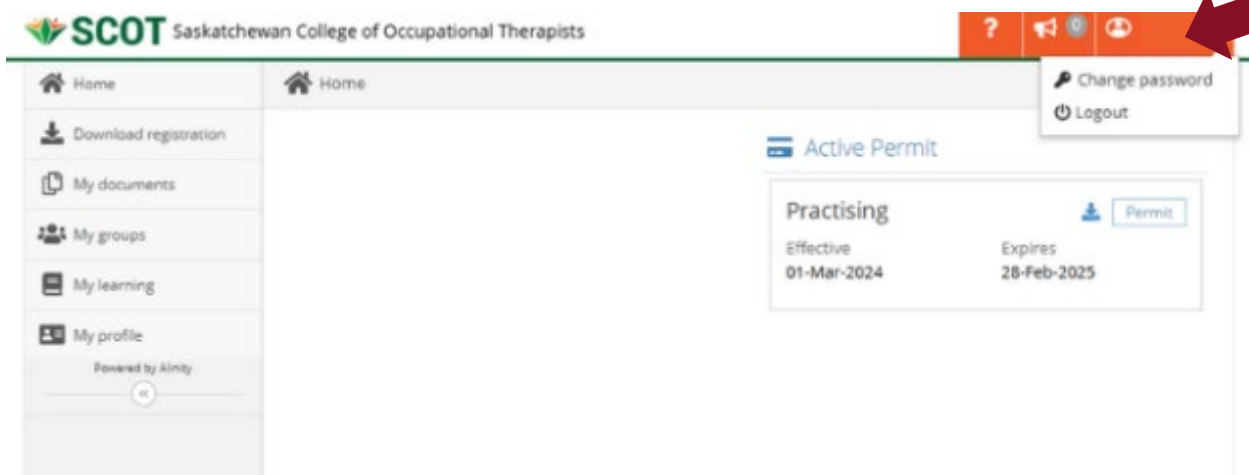
Once you login to your account, the “Home” screen will be displayed similar to what is shown below.

Once membership/licence renewal is open, your renewal options will also be displayed on the Home Screen.



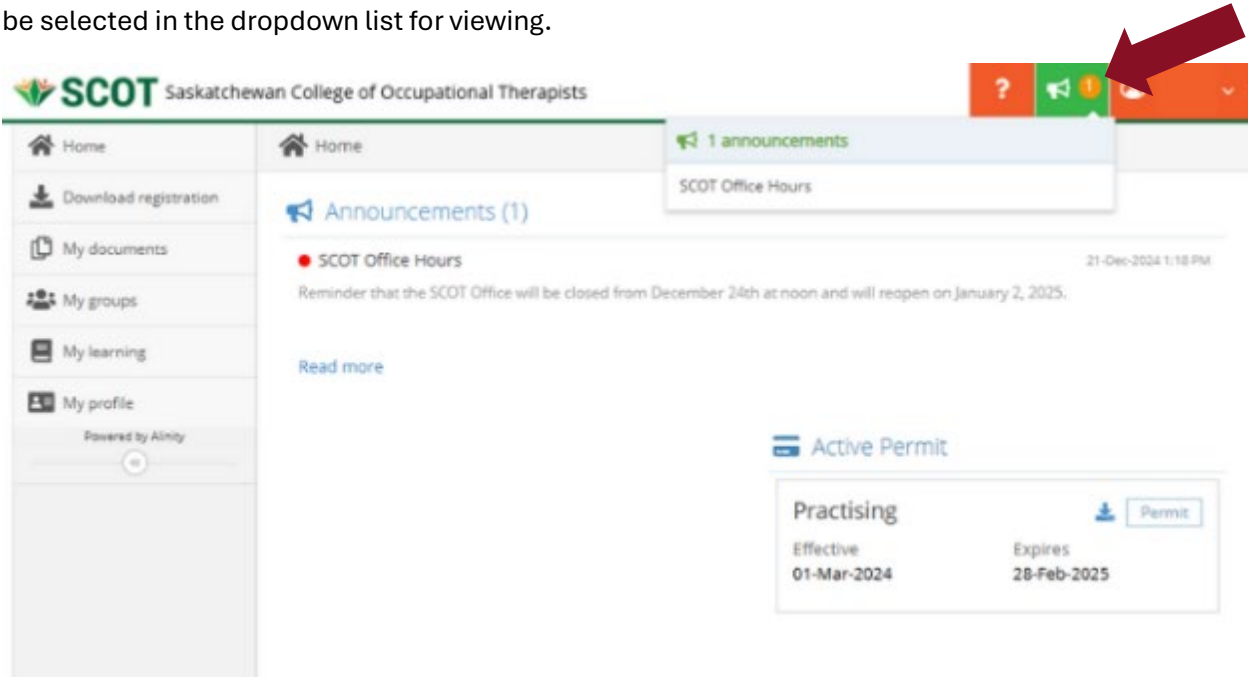
1. Logout & Change Password

In the top right corner of the screen, your name will be displayed. If you click on your name, a dropdown list will appear, which will allow you to change your password or logout of your account.



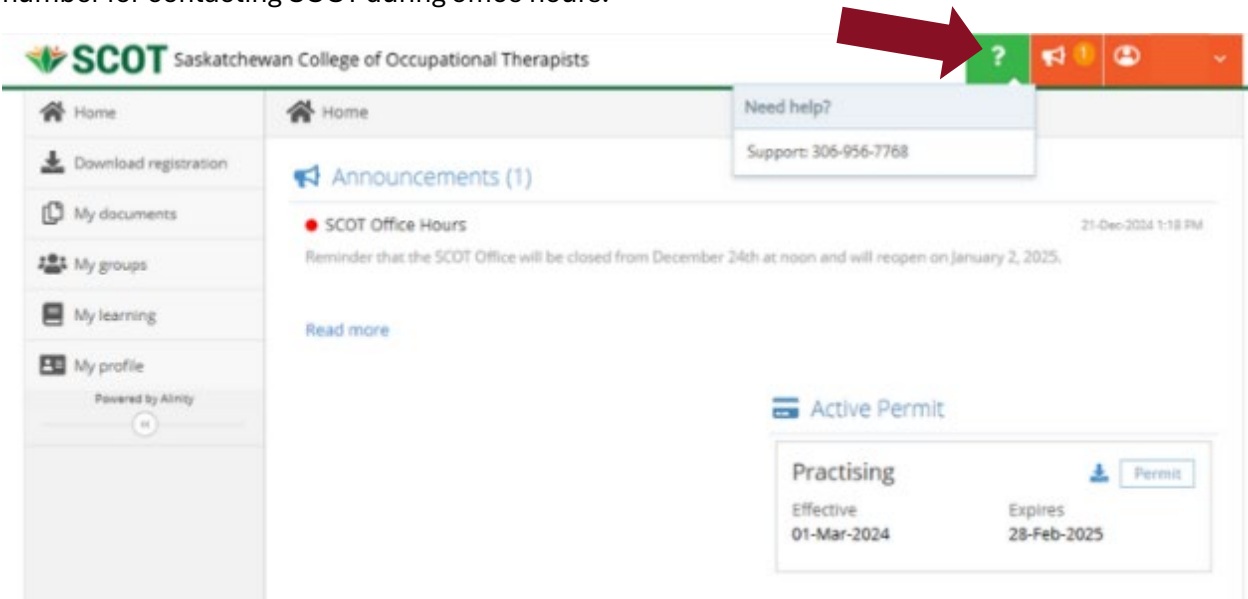
2. Review Announcements

If there are any active announcements, they will be visible on the Home Page. The number beside the megaphone icon indicates the number of active announcements and each announcement can be selected in the dropdown list for viewing.



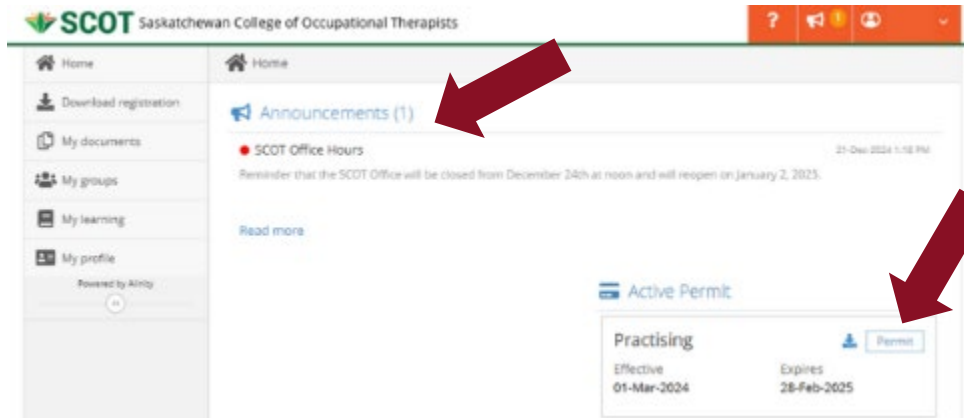
3. Access Support

If you require assistance, you can click on the question mark icon, and it will display the phone number for contacting SCOT during office hours.



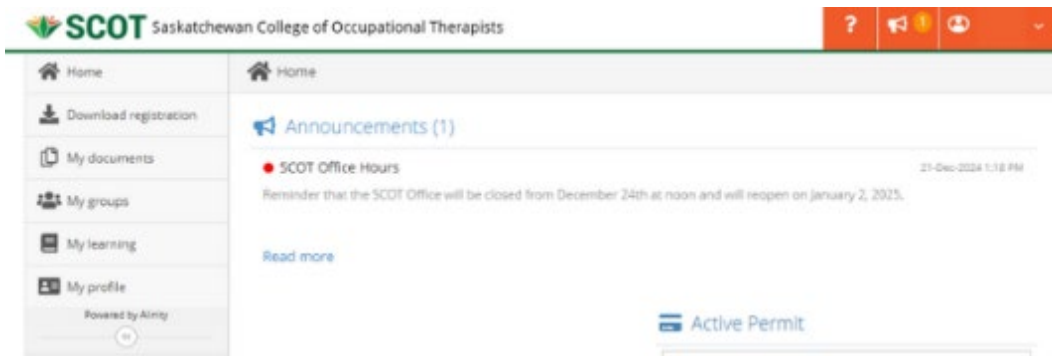
4. Download Current Registration

If you have an active permit, it will show up on the screen. You may download your current membership/licence permit by clicking on “Permit.”



5. Dashboard Options

On the left side of the screen, you will notice the following sections: Home, Download registration, My documents, My groups, My learning, and My profile. We will provide information about each section.



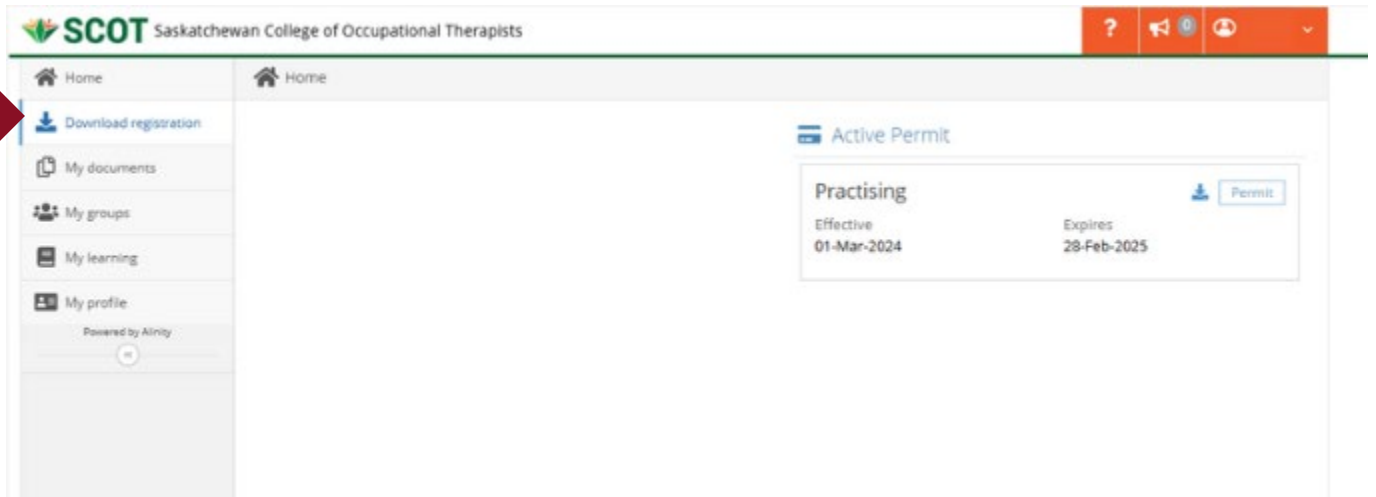
6. Return to Home Screen

If you would like to return to the home screen at any time, click on “Home” in the left column.



7. Download Registration

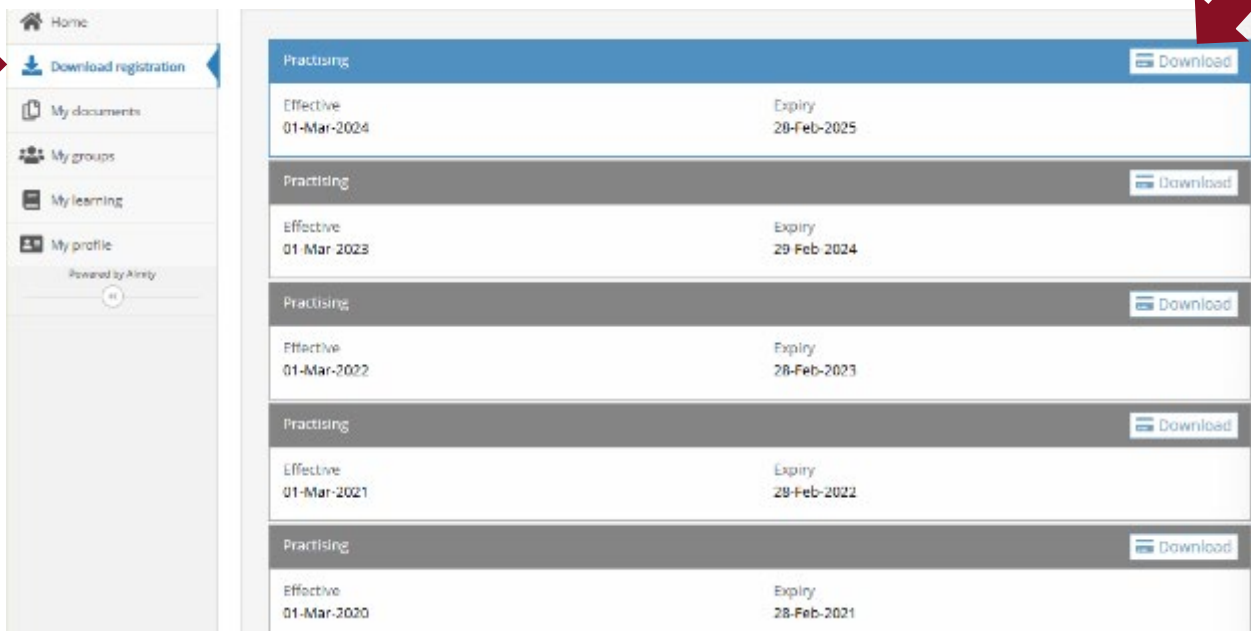
To download previous membership/licence permits in addition to your current permit, select “Download registration” in the left column.



A list of your current and past registrations will appear similar to the picture below. Please note that the permits are not the exact ones provided previously, as the information was transferred into the current permit template.

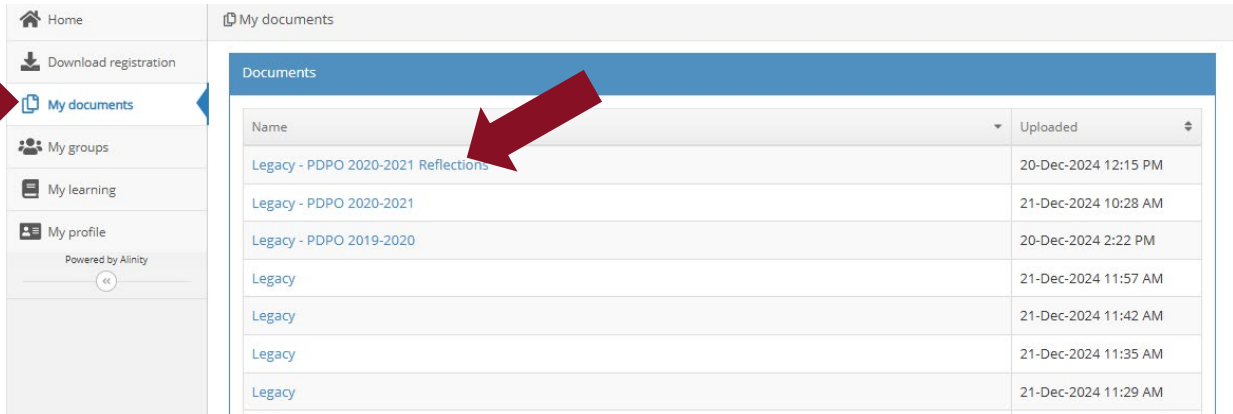
If your current membership and/or licence is not displayed as the correct category or does not have the correct expiry date, please contact us at admin@scotsk.ca as soon as possible.

If any of your past registration categories or effective/expiry dates are incorrect, please contact us and we will review the data from our previous registration database.



8. My Documents

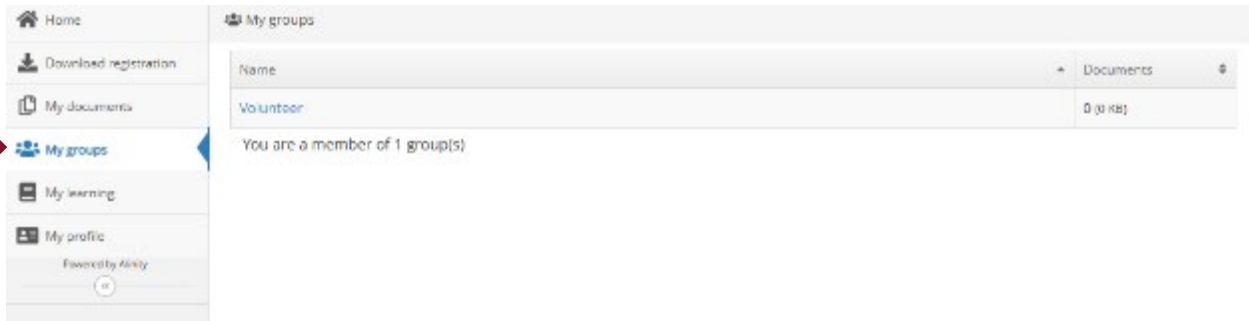
Your documents were transferred from the previous registration database to the new registration database. If you click on “My documents” in the left column, the page will look similar to what is shown below. You can select on the name of the document to download each one. Documents containing the word “Legacy” refers to documents that were transferred from the previous system.



Name	Uploaded
Legacy - PDPO 2020-2021 Reflections	20-Dec-2024 12:15 PM
Legacy - PDPO 2020-2021	21-Dec-2024 10:28 AM
Legacy - PDPO 2019-2020	20-Dec-2024 2:22 PM
Legacy	21-Dec-2024 11:57 AM
Legacy	21-Dec-2024 11:42 AM
Legacy	21-Dec-2024 11:35 AM
Legacy	21-Dec-2024 11:29 AM

9. My Groups

If you select on “My groups” in the left column, it will list any groups that you belong to, such as a group for SCOT committee or council members. This section will be utilized in the future once we get more acquainted with the new system.



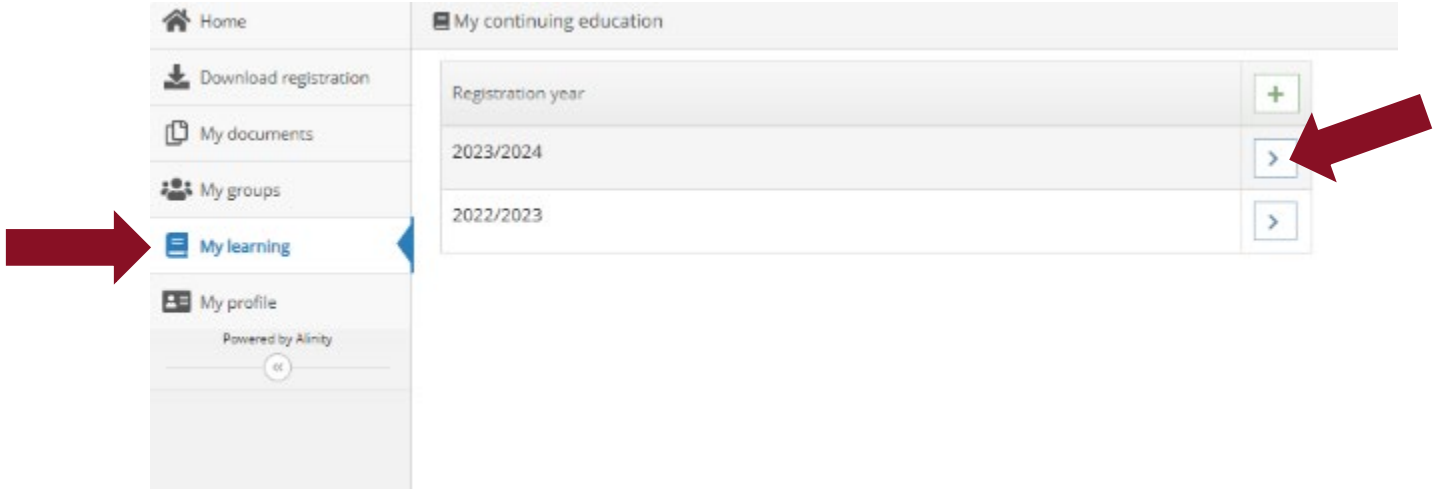
Name	Documents
Volunteer	0 (0 KB)

You are a member of 1 group(s)

10. My Learning

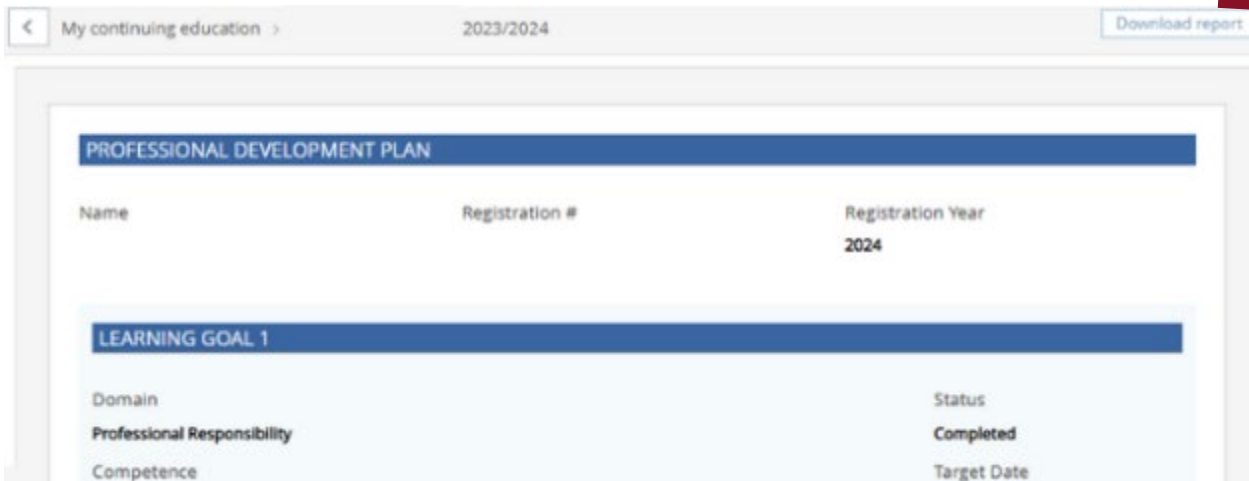
If you select “My learning” in the left column, it will bring up some of your past continuing competency program information.

If you click on the button on the right of the registration year you want to view, it will bring up your professional development plan from that year.



Not all of the information from the previous system will be displayed on this page. However, if you click on “Download Report” in the top right corner of the screen, it will provide you with a downloadable pdf that includes the information from both the learning log and CCP sections of the previous database.

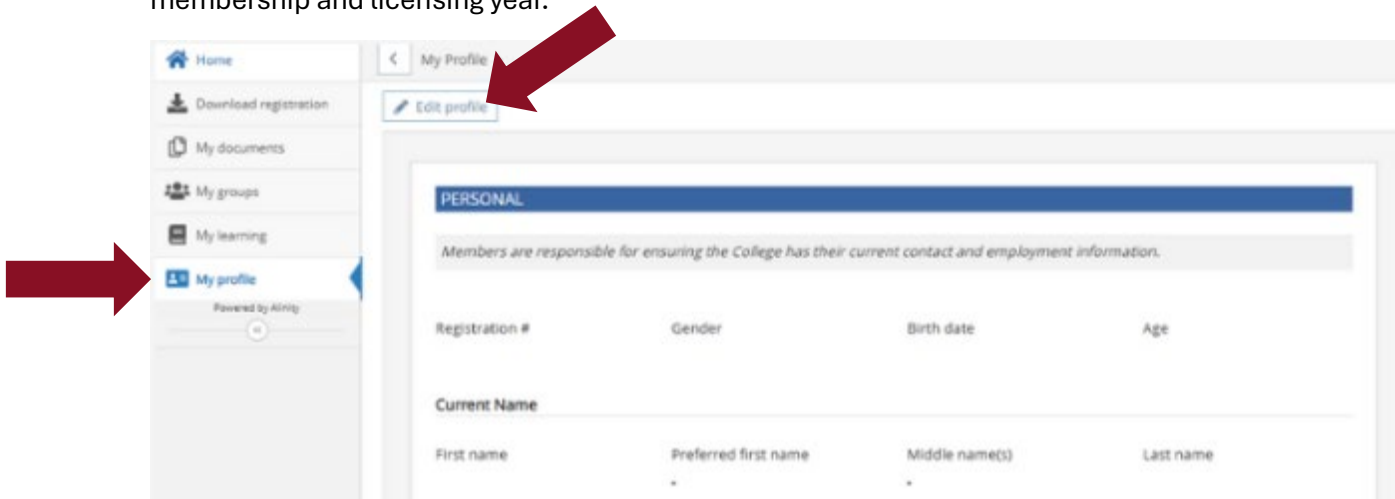
If you entered any additional information in the previous system on or after December 16, 2024, that information may not be included in the pdf. Please let SCOT staff know if any information is missing, and we can retrieve this information for you.



11. My Profile

If you select “My profile,” the following screen will appear with the information that was transferred over from the previous database.

Members will be required to update their profile at time of renewal; however, members are able to select “Edit profile” near the top of the page to update their information throughout the membership and licensing year.

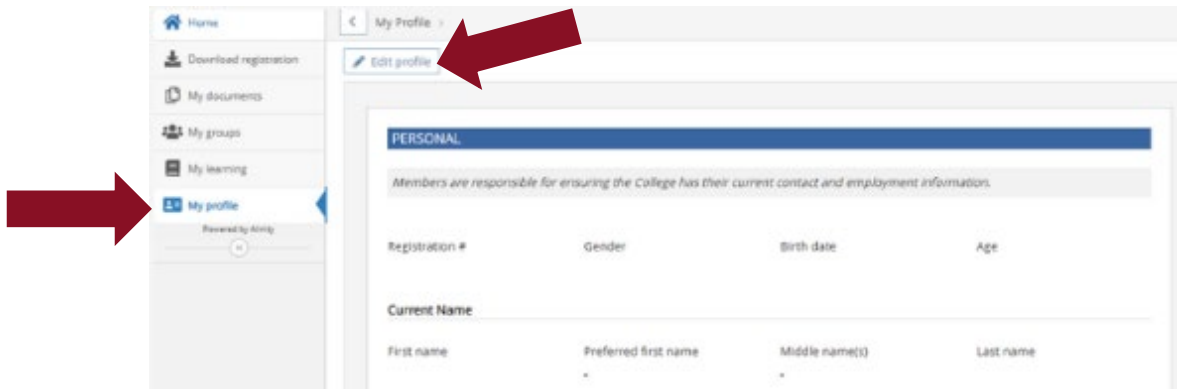


Section 3: Update Information Outside of Renewals

F. Updating your Profile (Outside of Renewals)

1. Edit Profile

Members may update their profile prior to renewals or at the time of renewals when it opens. To update your profile outside of the renewal process, select “My profile” from the left column and then “Edit profile,” which is located at both the top and bottom of the page.



2. Items not Accessible

Practice hours cannot be updated by members outside of the renewal process.

3. Refer to Renewal Section “I.”

For instructions on how to update your Profile, whether it is prior to or during renewals, refer to the instructions in subsection *I. Updating your Profile* in **Section 4: 2025 Renewal Application**.

G. Updating your 2024-2025 Learning Plan (Outside of Renewals)

1. Access your Learning Plans

If you decide to update your 2024-2025 Learning Plan prior to renewals, you can access your 2024-2025 Learning Plan by clicking on “My learning” on the left column

Your 2024/2025 Learning Plan will likely not be visible under the Registration Year. If it does, or once you have created your 2024/2025 Learning Plan on the new system, you will be able to click on the “>” icon in the same row.



2. Add New Learning Plan

If your 2024/2025 learning plan is not visible under the Registration year heading, click on the “+” icon.



3. Create 2024/2025 Learning Plan

The following screen will appear. Select the year “2025” under the Registration year and click “Save”.



4. Refer to Renewal Section

For instructions on how to update your 2024-2025 Learning Plan, whether it is prior to or during renewals, refer to the instructions in subsection ***J. Updating your 2024-2025 Learning Plan*** in ***Section 4: 2025 Renewal Application***.

Section 4: 2025 Renewal Application

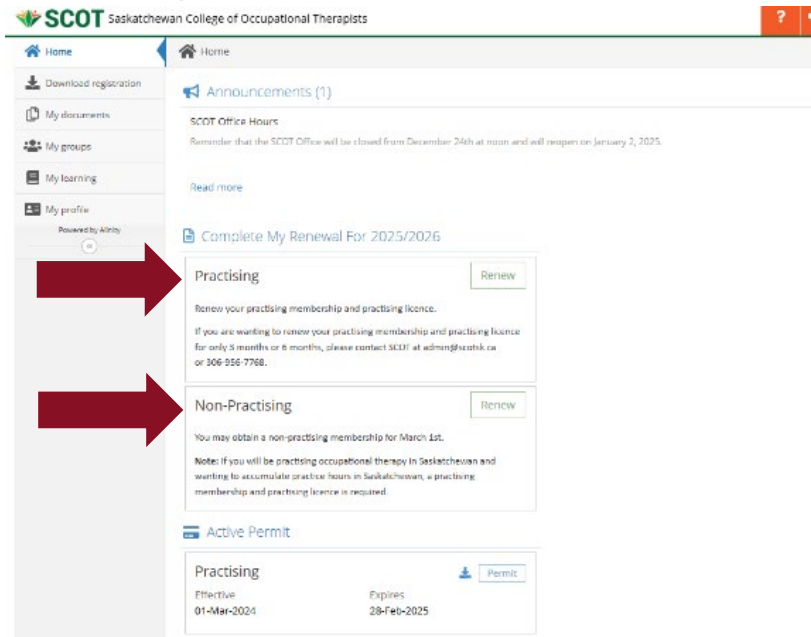
Important Notes:

- Many members will be able submit and pay for their renewal and it will be approved automatically by the database system. However, many renewals will not be automatically approved as it will require review by SCOT staff. There are various reasons why a renewal may require review. Refer to section **L. Renewals Requiring Review** for additional information about this process. We encourage members to start the renewal process in January to allow sufficient time for completion in case admin review is required.
- Please note that the database will require you to login after approximately 30-45 minutes of inactivity. It typically saves your information automatically.
- Members were previously able to progress goals to the following membership year. Members are required to complete their goals prior to the renewal deadline. Members are able to omit and replace their goals if their goals became unattainable or irrelevant throughout the year. If you are unable to complete your goals due to extenuating circumstances, please contact ed@scotsk.ca.

H. Starting your Renewal Application

The 2025 SCOT Membership and Licence Renewal will open in January 2025. When you login, you will find renewal options on your dashboard similar to the one below. Your renewal options will differ depending on which type of membership you hold. If you are wanting to apply for a membership or licensing category that is not made available to you on the dashboard, contact admin@scotsk.ca before starting the renewal process.

1. Review Renewal Options and Click Renew



2. Read Instructions and Click Next

An Instructions page will appear and will look similar to the picture below. Please note that this page is not accessible again unless you ‘Withdraw’ your renewal.

Once you have reviewed the information, click “Next.”

< Instructions

Annual Membership and Licence Renewal

Before beginning your 2025 renewal, please refer to the *2025 Membership and Licence Renewal: Online Renewal Process Guide* located on the SCOT website: [Annual Licence Renewal](#)

SCOT's fiscal year is from March 1st until the last day of February.

[Membership and Licensing Fees](#)

The membership and licensing fees can be found on the [SCOT Fee Schedule](#), located on the SCOT website.

[Late Fees](#)

Members are to complete their membership and licence renewals prior to February 15th of each year. A late fee penalty is applied after this date.

[Re-licensing Fees](#)

Individuals who do not complete their licence renewals by the last day of February at 5:00pm are not licensed to work as an Occupational Therapist in Saskatchewan and will be notified to cease practice immediately. An additional re-licensing fee of \$100.00 in addition to the \$100.00 late fee will be applied after March 1st.

[Practice Hours](#)

The currency policy has recently been updated and can be found on the [Annual Licence Renewal](#) page of the SCOT website.


[Continuing Competency Program](#)

The Continuing Competency Program Information and Purpose document as well as the Continuing Competency Program Policy have been updated and can be found on the [Continuing Competency Program page](#) of the SCOT website.

[Forms](#)

The following forms can be found on the [Annual Licence Renewal page](#) of the SCOT website:

- Professional Malpractice/Liability Insurance Form
- Omitted Goal Form
- Incomplete Goal Form
- Additional Goal Form

Next


3. Confirm Renewal Sequence

There will be a sequence of up to four renewal steps indicated at the top of the page, similar to the picture below. As you move to each section, it will appear dark blue, indicating the current section that you are on. The previous section will turn light blue and will display a checkmark in the circle instead of the number. You can click on the text to return to the previous section.

← Profile Update



Profile Update
2024/2025 - Learning Plan
2025/2026 - Learning Plan
Renewal

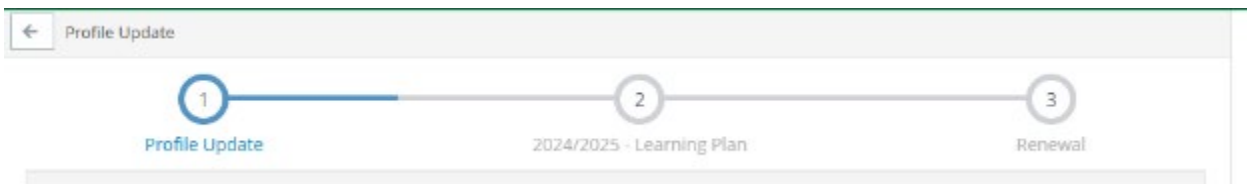
All members will have **Profile Update** as their first step and **Renewal** as their last step.

If you obtained a practising or restricted practising licence since March 2024, you may not have 2024/2025 learning goals. The **2024/2025 Learning Plan** will likely still be visible at the top of your screen; however, you will be exempt from completing that section.

If you had 2024/2025 learning goals and this step is missing, please discontinue the renewal process and contact admin@scot.sk.ca.

If you are obtaining a practising licence for March 1st and the 2025/2026 learning plan step is missing, please discontinue the renewal process and contact admin@scot.sk.ca.

If you have a practising licence and are applying for a non-practising membership for March 1st, your renewal steps will look similar to the following picture.

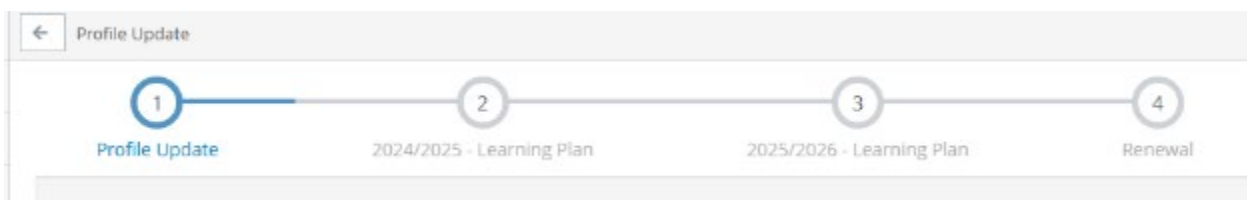


If you have a non-practising membership and are renewing your non-practising membership or if you have an extended access membership and are renewing your extended access membership, you will not have any learning plans indicated. Your renewal process will contain only two steps similar to the picture below.



If your renewal sequence looks accurate, then you can continue on to updating your profile.

I. Updating your Profile



Each section of the form is shown below as a blank form. When you view your profile, some of your information will be included in the form, as it was transferred from the previous registration database. Review your information and make updates where necessary.

c) Racial Background and Indigenous Identify (both optional)

Additional information will be provided to members about disclosing race-based and Indigenous identity data. This disclosure is voluntary.

Disclosure

Sharing of race-based and Indigenous identity data with SCOT is completely voluntary and can be updated, withdrawn, or changed at any time throughout the year. This information is not collected at the time of initial application. SCOT will be providing additional information about the rationale for collecting this data and how the data will and will not be used. Members may choose to refrain from making any disclosures about their racial background and/or Indigenous identity until that information has been shared with members.

Racial Background:

Indigenous Identity:

Racial Background

-
- Another race category
- Black
- Do not know
- East Asian
- Indigenous
- Latin American
- Middle Eastern
- Mixed racial group
- Prefer not to answer
- South Asian
- Southeast Asian
- White

Indigenous Identity

-
- Do not know
- First Nations
- Inuk/Inuit
- Métis
- Prefer not to answer

d) Address Change

Review your address and if it is no longer current, click “add” to update your address.

Current Address

Apartment / Box No. / Address or Street No.

-

-


City Postal/Zip code

Add Click to request an address change




If you are updating your address, type in your city and then select your City, Province, and Country in the dropdown list that pops up. If the dropdown list does not include your city, please contact admin@scotsk.ca.

Add Click to request an address change

Address change 

* Apartment / Box No. / Address or Street No.

* City  * Postal/Zip code

e) Contact Information

We encourage you to provide a contact email that you can access outside of your employment in case you are wanting to login to your profile outside of work hours, are on an unexpected or planned leave of absence, or if you change employers.

Contact Information

Enter the following:

- A Mobile phone number **OR** Home phone number (you are not required to enter both of them)
- Email address - this is the email that SCOT will use to contact you.

Mobile phone # 

Example: 306-555-5555 ExtC

Home phone # 

* Email 

f) Language(s)

All members are required to demonstrate proof of English language proficiency and therefore your spoken and written language must be selected for English.

Spoken/Written Languages (Other Than English)

Languages in which you can provide services.


Language:
English

Spoken

Written

Primary Language

If you are capable of providing occupational therapy services in additional languages, please click “Add” to indicate the Language(s), whether you are able to speak and/or write in the identified language(s), and indicate which language is your primary language.



Add Click to add additional languages to your profile

* Other language:

* Spoken: Yes No

* Written: Yes No

* Primary Language: Yes No

2. Education Section

Review your Education. If your designation, institute of study, and/or graduation year are not accurate, please contact admin@scot.sk.ca.


EDUCATION

Your education is listed below. If you have new credentials to add, click the “Add” button below.

Designation	Institute	Graduation year

a) New Education

If you have additional education to add, you can click “Add” to provide your designation, institute name, and field of study.



Add Click here to add additional education

New education

* Designation:

Institute:

* Field of study:

* Designation

- Baccalaureate
- Diploma
- Doctorate
- Master's
- Post-secondary certificate

* Field of study

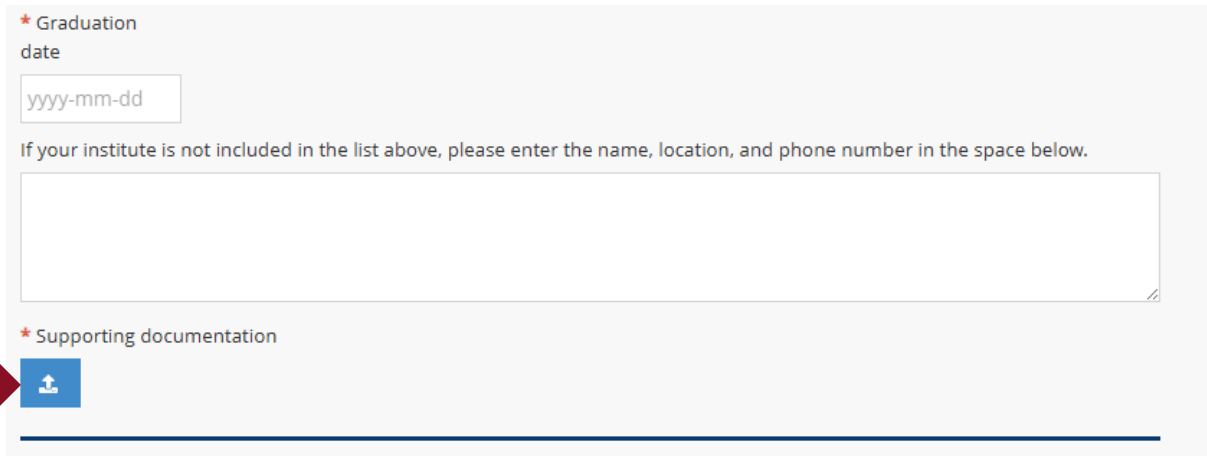
- Biological, Biomedical, and Physical Sciences
- Business, Management, Marketing and Related
- Education
- General Rehabilitation Science
- Gerontology
- Health Administration/Management
- Health Professions and Related Clinical Sciences

- Kinesiology and Exercise Science
- Law
- Not Applicable
- Other Field of Study
- Physiology
- Psychology
- Public Administration
- Public Health
- Social Sciences, Arts and Humanities

We will also require your date of graduation.

If your institute is not included in the dropdown list, there is space to provide this information. SCOT staff will then update the list of educational institutions for future selections.


Supporting documentation is required as proof of completion.



* Graduation
date
yyyy-mm-dd

If your institute is not included in the list above, please enter the name, location, and phone number in the space below.

* Supporting documentation



3. Professional Malpractice/Liability Insurance Section

As per [SCOT's Regulatory Bylaws](#), practising members and restricted practising members must provide proof of liability/malpractice insurance coverage for a minimum of \$5 million.

Your malpractice/liability insurance information may not have been transferred over from the previous database system. SCOT will continue to accept proof of employer insurance coverage, as the proposed regulatory bylaws to discontinue accepting this, did not receive final approval from the Minister of Health. SCOT will continue discussions about insurance requirements over the next year.

For those that have a non-practising membership and will be obtaining a practising licence for March 1st, your insurance must be active in order for your renewal application to be approved.

a) Personal Insurance

If you have personal malpractice/liability insurance, please indicate “No” regarding the question about relying on employer insurance.



PROFESSIONAL MALPRACTICE/LIABILITY INSURANCE

* Do you rely on the malpractice/liability insurance provided by your employer?

Yes No

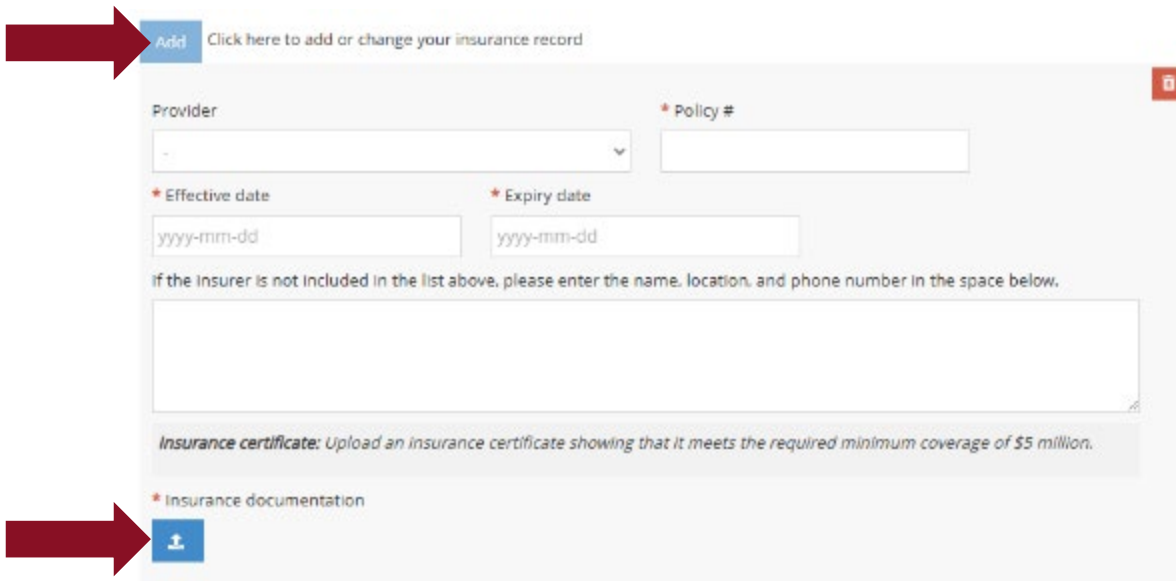
*Disclaimer: Your malpractice/liability insurance must be active before your application is considered complete.
Your insurance records for the current and next registration year (if available) are listed below.*

No active insurance records exist.

Click “Add” to input your personal liability insurance information including the policy number, effective date, and expiry date.

If your current insurance is due to expire prior to March 1st and have another policy extending past that timeframe, please add both policies. Select your insurance provider from the dropdown list. If your insurance provider is not included in the list, please provide the insurer’s name, address/location, and phone number in the space provided. If you obtain your insurance in association with a third party as a benefit of being a member of that third party, please indicate the insurance provider and not the third party that you are a member of that allows you to have a preferred rate.

Upload your insurance certificate.



The screenshot shows a web form for adding an insurance record. At the top left, a red arrow points to a blue button labeled "Add" with the text "Click here to add or change your insurance record". The form contains several fields: a dropdown menu for "Provider", a text box for "Policy #", two date pickers for "Effective date" and "Expiry date" (both with "yyyy-mm-dd" placeholders), and a large text area for "if the Insurer is not included in the list above, please enter the name, location, and phone number in the space below.". Below this is a note: "Insurance certificate: Upload an insurance certificate showing that it meets the required minimum coverage of \$5 million." At the bottom, a red arrow points to a blue button with a download icon, labeled "* Insurance documentation".

b) Reliance on Employer Insurance

If you **do not** have personal malpractice/liability insurance and rely solely on your employer’s insurance, please select “Yes” regarding the question about relying on your employer’s insurance.

PROFESSIONAL MALPRACTICE/LIABILITY INSURANCE

* Do you rely on the malpractice/liability insurance provided by your employer?

Yes No

You are responsible for understanding the limitations of relying on your employer’s insurance and are responsible for ensuring that your insurance covers all aspects of your practice. You are responsible for ensuring that you have personal malpractice/liability insurance coverage for any volunteer activities or other activities outside of employment that you are engaged in as an occupational therapist.

Disclaimer: Your malpractice/liability insurance must be active before your application is considered complete.

Your insurance records for the current and next registration year (if available) are listed below.

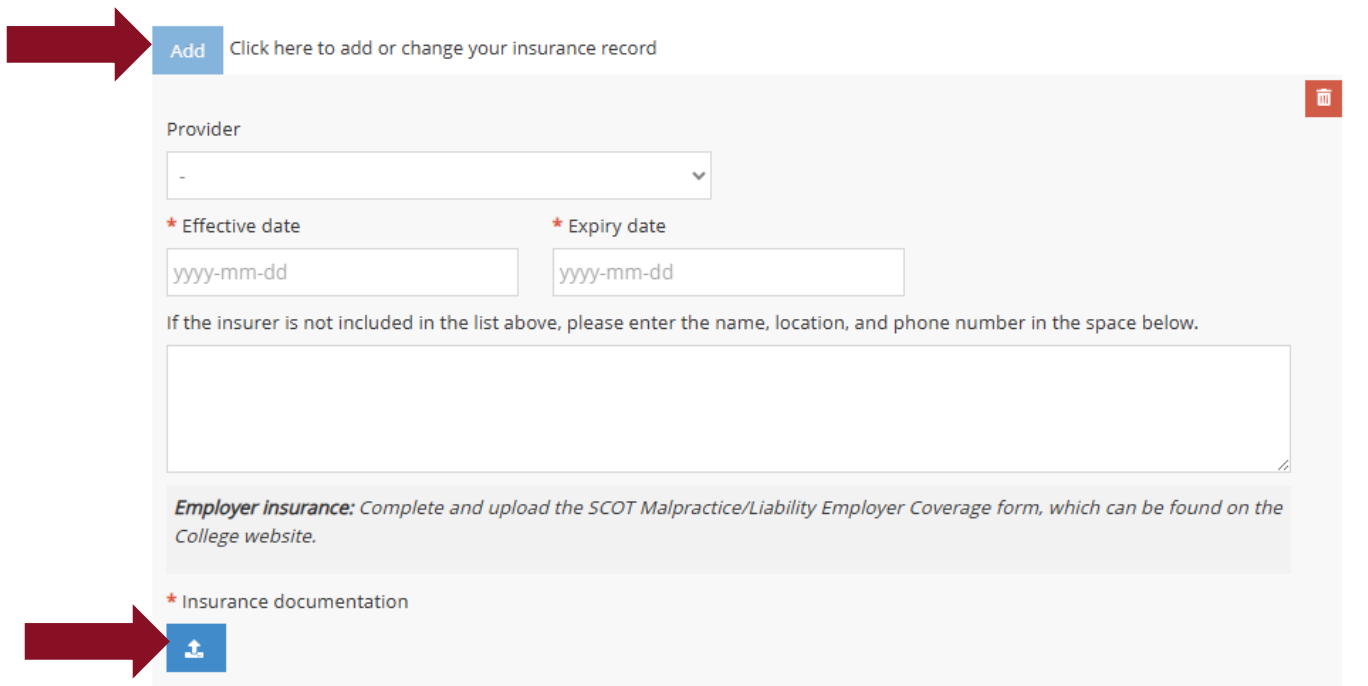
Disclaimer: If members choose to rely on their employer’s malpractice/liability insurance, it is their responsibility to understand the risks of doing so.

No active insurance records exist.

In the dropdown menu, indicate the malpractice/liability insurance provider that your employer uses.

- The Saskatchewan Health Authority (SHA) provides their policy number and coverage dates to SCOT on an annual basis. If you work for the SHA and rely solely on the insurance provided by the SHA, please indicate the effective date as January 1, 2025 and the expiry date as December 31, 2026.
- If you have a different employer and the insurance provider is not included in the dropdown list, please provide the name, location/address, and phone number of the insurance provider in the space below.

Complete and upload the **SCOT Malpractice/Liability Employer Coverage Form**, found on the [Annual Licence Renewal](#) page of the SCOT website.



Add Click here to add or change your insurance record


Provider
-

* Effective date * Expiry date
yyyy-mm-dd yyyy-mm-dd

If the insurer is not included in the list above, please enter the name, location, and phone number in the space below.

Employer insurance: Complete and upload the SCOT Malpractice/Liability Employer Coverage form, which can be found on the College website.

* Insurance documentation



4. 2024/2025 Employment Section

Indicate your overall employment status. If you were employed in the profession between January 1st and December 31st, select “Employed”. If not, choose the most relevant employment status for that time period.

If you are currently employed in the profession, please indicate “Yes.”

Indicate whether you are seeking employment and whether it is in the profession or not.

2024/2025 EMPLOYMENT

You are required to report your **overall** employment status between **01-Jan-2024** and **31-Dec-2024**, **not necessarily your current employment status**. If you have formerly been employed between these dates, you must select an employment status that indicates that you have worked in this registration period.

* Employment status

* Are you employed in the profession? No Yes

* Are you seeking employment?

* Employment status

-
- Employed
- On leave from work
- On long-term disability
- On maternity leave
- On paid leave of absence
- On parental leave
- On paternity leave
- On short-term disability
- On unpaid leave of absence
- Retired
- Retired because of age
- Retired because of disability
- Unemployed

* Are you seeking employment?

-
- In profession
- Not in profession
- Not seeking employment

a) Employment Information Changes

Some of your employment information will be included in your profile. Review your current information and make any changes to your 2024/2025 employment information.

Employment

Members are required to ensure that their employment information is accurate and current. If any of the employment information below is inaccurate, please make the necessary changes to the employer in the section below.

The remainder of this section will be required for each employment.

Note: Practice hours can only be updated by members during the renewal process.

For each employer, you will be asked to indicate the number of paid practice hours accumulated during employment from January 1st 2024 until December 31st, 2024. The currency policy was updated recently and is located on the [Annual Licence Renewal](#) page of the SCOT website. Refer to the policy to determine what is included in paid worked practice hours.

Note: There will be opportunity to provide additional practice hours outside of paid employment at the end of the employment section.

Please enter the total currency hours for this employer from 01-Jan-2024 to 31-Dec-2024.

Please refer to SCOT's policy on currency hours to determine what is included/excluded for paid worked practice hours.

The number of hours can be 0 but cannot exceed 4000. Keep in mind that a whole number must be used.

* Paid worked practice hours

* I acknowledge that the practice hours I have entered above is correct. I am aware that I am responsible to keep a record of my practice hours and am required to provide proof of practice hours if requested by the College.

Identify the employment type, employment preference, and employment role.

Changes

* Employment type

-

* Employment Preference ?

-

* Employment role

-

* Employment type

-

Casual work

Full time

Part-time

* Employment Preference ?

-

By choice

Seeking casual

Seeking full-time

Seeking part-time

* Employment role

-

Administrator

Analyst

Case manager

Chief executive officer/registrar

Consultant

Coordinator

Direct care provider

Director/assistant director

Educator

Manager/assistant manager

Other

Owner/operator

Professional leader

Researcher

Sales

Supervisor

Identify the contract type, funding source, and primary method of care.

Contract type	Funding source	* Primary method of care ?
-	-	-
<ul style="list-style-type: none"> Conditional employment Cooperative student employment Other — not elsewhere classified Permanent employee Practicum student work experience Self-employed Temporary employee 	<ul style="list-style-type: none"> Mix of public and private Private Public Unknown 	<ul style="list-style-type: none"> Email In person Messaging Other Telephone Video conference

Identify the virtual care delivery as well as your primary area of practice for that employment.

* Virtual care delivery ?	* Primary area of practice
-	-
<ul style="list-style-type: none"> More than 50% of the time 10% to 49% of the time Less than 10% of the time Never 	<ul style="list-style-type: none"> Emergency care Endocrinology and metabolism Ergonomics Foot care Forensics Gastroenterology General practice Genetics Geriatrics Gynecology Hand therapy Health policy Health promotion Hematology Infection control procedure Informatics/health information Institutional education Internal medicine Maternity/newborn Medical-legal-related client service management Mental health care Military medicine Musculoskeletal Nephrology Neurology Nutrition therapy Occupational health Oncology Ophthalmology Organ transplant
* Primary area of practice	* Primary area of practice
<ul style="list-style-type: none"> Addiction service Administration Advocacy Amputation care Anesthesiology Burns care Cardiology Chronic disease Chronic pain Client service management Client/patient education Clinical immunology and allergy Cognitive disorders Critical care Dentistry Dermatology Developmental habilitation/disabilities Diabetes care Ear, nose and throat (ENT) 	<ul style="list-style-type: none"> Orthopedics Other areas of practice Palliative care Pathology Patient safety Pediatrics Pelvic health Pharmacotherapy Physical medicine and rehabilitation Plastic surgery Primary care Psychiatry Public health and prevention Radiology Regulation Research Respirology Rheumatology Sales Sports medicine Staff education Substance use service Supervision Surgery Trauma Urology Vestibular rehabilitation Vision care Wound management service

Two additional areas of practice can be selected if applicable. The form will not allow you to continue if you select more than two additional areas of practice.

Additional area of practice

<input type="checkbox"/> Addiction service	<input type="checkbox"/> Administration	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Amputation care
<input type="checkbox"/> Anesthesiology	<input type="checkbox"/> Burns care	<input type="checkbox"/> Cardiology	<input type="checkbox"/> Chronic disease
<input type="checkbox"/> Chronic pain	<input type="checkbox"/> Client service management	<input type="checkbox"/> Client/patient education	<input type="checkbox"/> Clinical immunology and allergy
<input type="checkbox"/> Cognitive disorders	<input type="checkbox"/> Critical care	<input type="checkbox"/> Dentistry	<input type="checkbox"/> Dermatology
<input type="checkbox"/> Developmental habilitation/disabilities	<input type="checkbox"/> Diabetes care	<input type="checkbox"/> Ear, nose and throat (ENT)	<input type="checkbox"/> Emergency care
<input type="checkbox"/> Endocrinology and metabolism	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Foot care	<input type="checkbox"/> Forensics
<input type="checkbox"/> Gastroenterology	<input type="checkbox"/> General practice	<input type="checkbox"/> Genetics	<input type="checkbox"/> Geriatrics
<input type="checkbox"/> Gynecology	<input type="checkbox"/> Hand therapy	<input type="checkbox"/> Health policy	<input type="checkbox"/> Health promotion
<input type="checkbox"/> Hematology	<input type="checkbox"/> Infection control procedure	<input type="checkbox"/> Informatics/health information	<input type="checkbox"/> Institutional education
<input type="checkbox"/> Internal medicine	<input type="checkbox"/> Maternity/newborn	<input type="checkbox"/> Medical-/legal-related client service management	<input type="checkbox"/> Mental health care
<input type="checkbox"/> Military medicine	<input type="checkbox"/> Musculoskeletal	<input type="checkbox"/> Nephrology	<input type="checkbox"/> Neurology
<input type="checkbox"/> Nutrition therapy	<input type="checkbox"/> Occupational health	<input type="checkbox"/> Oncology	<input type="checkbox"/> Ophthalmology
<input type="checkbox"/> Organ transplant	<input type="checkbox"/> Orthopedics	<input type="checkbox"/> Other areas of practice	<input type="checkbox"/> Palliative care
<input type="checkbox"/> Pathology	<input type="checkbox"/> Patient safety	<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Pelvic health
<input type="checkbox"/> Pharmacotherapy	<input type="checkbox"/> Physical medicine and rehabilitation	<input type="checkbox"/> Plastic surgery	<input type="checkbox"/> Primary care
<input type="checkbox"/> Psychiatry	<input type="checkbox"/> Public health and prevention	<input type="checkbox"/> Radiology	<input type="checkbox"/> Regulation
<input type="checkbox"/> Research	<input type="checkbox"/> Respiriology	<input type="checkbox"/> Rheumatology	<input type="checkbox"/> Sales
<input type="checkbox"/> Sports medicine	<input type="checkbox"/> staff education	<input type="checkbox"/> Substance use service	<input type="checkbox"/> Supervision
<input type="checkbox"/> Surgery	<input type="checkbox"/> Trauma	<input type="checkbox"/> Urology	<input type="checkbox"/> Vestibular rehabilitation
<input type="checkbox"/> Vision care	<input type="checkbox"/> Wound management service		

Provide your work phone and work email. Include your office/suite# if applicable. Enter your start date and end date if applicable.

* Work phone	* Work email	Office/suite #
<input type="text" value="Example: 306-555-5555 Ext02"/>	<input type="text"/>	<input type="text"/>
Start date	End date (if applicable)	
<input type="text" value="yyyy-mm-dd"/>	<input type="text" value="yyyy-mm-dd"/>	

If you would like your employment information to be displayed on the [public directory](#) (Occupational Therapy Registry), select “Yes.” If not, select “No.” If you select “Yes,” your employer’s name, address, and phone number will be displayed.

Disclaimer: It is optional to show your employment on the public directory. Selecting “Yes”, will display your employer’s name, address, and phone number.

* Show employment on public directory

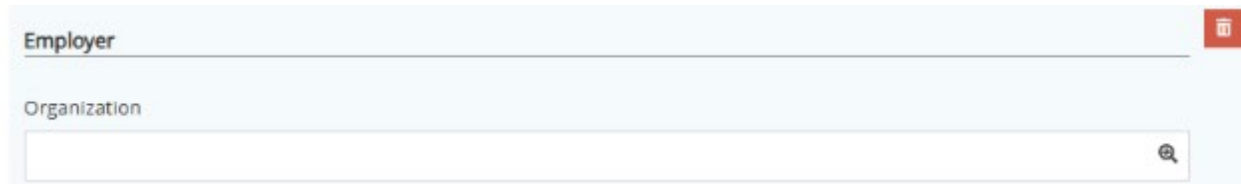
Yes No

b) Additional Employer(s)

If you worked for an employer since January 1st, 2024 that is not listed, click “Add”.

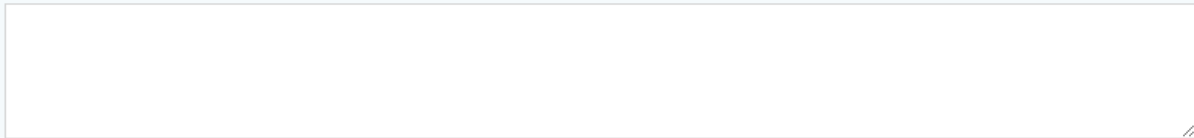
Add [Click here to add additional employer\(s\)](#)

Start typing the name of your employer. A list will appear that you can scroll through to select your employer. Please note that SCOT staff are currently updating the list of employers and will take some time for all employers to be listed in a consistent manner.



If your employer is not provided in the list, you can enter the name, location, and phone number in the space provided.

If your employer is not available in the list above please enter the name, location and phone # here



Refer back to the previous section [**I. 4. a) Employment Information Changes**] to fill out the rest of your employment information for all additional employers.

c) Other Practice Hours

Note: Practice hours can only be updated by members during the renewal process.

This section allows you to indicate additional practice hours that you accumulated from January 1st, 2024 until December 31st, 2024 that are not correlated with your paid employment as indicated in the 2024/2025 employment section.

The currency policy was updated recently and is located on the [Annual Licence Renewal](#) page of the SCOT website. Refer to the policy to determine what is included for educational and volunteer practice hours.

If you worked outside of Saskatchewan or outside of Canada and you inputted all of your paid worked practice hours in the employment section, you can put “0” for **Outside of jurisdiction practice hours**. If you have a non-practising or extended access membership with SCOT and accumulated paid practice hours in another jurisdiction where you are registered to practice, you can add those hours in this section.

Input any unpaid education practice hours and volunteer practice hours in the spaces indicated.

Other Practice Hours

Additional practice hours can be entered in this section. Please refer to SCOT's currency policy to determine what is included/excluded for each practice hours category.

Outside of jurisdiction practice hours: A practising licence is required to accumulate practice hours in Saskatchewan. This section is for members who do not have a practising licence with SCOT (non-practising and extended access members) and therefore cannot accumulate practice hours in Saskatchewan. These hours include any paid practice hours that were obtained outside of Saskatchewan while registered to practice occupational therapy in the other jurisdiction.

Education practice hours: These include unpaid education and/or professional development hours related to the occupational therapy profession. No more than 120 unpaid education hours will be accepted towards the 600 hours requirement for licensure, unless approved by the Registrar or SCOT Council.

Volunteer practice hours: These include unpaid volunteer practice hours that involve the provision of services requiring the professional skills of an occupational therapist. No more than 100 unpaid volunteer hours will be accepted towards the 600 hours requirement for licensure, unless approved by the Registrar or SCOT Council.

The number of hours can be 0. Keep in mind that a whole number must be used.

* Outside of jurisdiction practice hours

* Educational practice hours

* Volunteer practice hours

* I acknowledge that the practice hours I have entered above is correct. I am aware that I am responsible to keep a record of my practice hours and am required to provide proof of practice hours if requested by the College.

d) Previous Practice Hours

Your previous practice hours will be listed in a chart similar to the one below. During renewals, it will only display the previous two years. Only your total practice hours will be provided. If your total practice hours is not accurate, please contact admin@scot.sk.ca to make that change. The previous database did not separate out the practice hours into the separate sections, therefore the individual practice hours categories indicate: "N/A". Practice hours were previously provided for the timeframe of March 1st until February 28th/29th.

Practice Hours

The total practice hours for the previous 2 registration years is displayed below. The categories of hours are all displayed as "N/A", as this was not separated out in the previous registrant database system.

The total practice hours previously collected were hours obtained during the membership/licensing year (March 1 - February 28/29). If your total practice hours is not displayed correctly, please contact SCOT at admin@scot.sk.ca.

Year	Paid worked practice hours	Other Jurisdiction hours	Educational practice hours	Volunteer practice hours	Total practice hours
2023/2024	N/A	N/A	N/A	N/A	N/A
2022/2023	N/A	N/A	N/A	N/A	N/A



In order to renew a practising licence, members must have completed a minimum of 600 hours of occupational therapy activities recognized by our council. The currency policy was updated recently and is located on the [Annual Licence Renewal](#) page of the SCOT website. Your total practice hours over the past three years are automatically updated as you input your hours into your profile.

Since SCOT is now collecting practice hours from January 1st 2024 until December 31st, 2024 and no longer collecting hours from March until the end of February, there will be an overlap of hours (January and February 2024). If you do not meet the currency requirement or if you are unsure if you meet the currency requirement, continue with the renewal process, but please also contact ed@scotsk.ca well in advance of the February 15th deadline.

Practice hours must be a minimum of 600 hours in the past 3 years to be eligible for a practising license. Members who have completed their occupational therapy education or a re-entry program recognized by the College within the last 18 months are exempt from meeting the practice hours requirement.

Non-practising members do not have a licence to practice and are not eligible to obtain practice hours in Saskatchewan.

Total Hours (Most recent 3 years)

Outside of renewals, your practice hours for the past three years will be displayed in your profile section as well as your total hours from the past three years.

Practice Hours

The total practice hours for the previous 3 registration years is displayed below. The categories of hours are all displayed as "N/A", as this was not separated out in the previous registrant database system.

The total practice hours previously collected were hours obtained during the membership/licensing year (March 1 - February 28/29). If your total practice hours is not displayed correctly, please contact SCOT at admin@scotsk.ca.

Year	Paid worked practice hours	Other Jurisdiction hours	Educational practice hours	Volunteer practice hours	Total practice hours
2023/2024	N/A	N/A	N/A	N/A	
2022/2023	N/A	N/A	N/A	N/A	
2021/2022	N/A	N/A	N/A	N/A	

Total Hours (Most recent 3 years)



5. Other Occupational Therapy Jurisdictions Section

If you are currently registered as an occupational therapist in another jurisdiction in Canada, please add this information if it is not already displayed.

OTHER OCCUPATIONAL THERAPY JURISDICTIONS

This section lists jurisdictions where you are currently registered/licensed as an occupational therapist. Please ensure that all information listed below is correct and current.

This section is only meant for jurisdictions in which you are currently active. Do not enter historical registrations that are not current.



No **currently active** jurisdiction records exist.

Indicate your registration/licence number for the other jurisdiction and select the effective and expiry date of your registration. Select one of the occupational therapy regulatory organizations from the drop-down menu or the selection for an organization outside of Canada.



Add Click here to add another Occupational Therapy Jurisdiction

New Jurisdiction 🗑️

<p>* Registration #</p> <input style="width: 95%;" type="text"/>	<p>* Regulatory body</p> <div style="border: 1px solid #ccc; padding: 2px;">-</div>
<p>* Effective date</p> <div style="border: 1px solid #ccc; padding: 2px;">yyyy-mm-dd</div>	<p>* Expiry date</p> <div style="border: 1px solid #ccc; padding: 2px;">yyyy-mm-dd</div>

*** Regulatory body**

-

-
- College of Health and Care Professionals of BC
- Alberta College Of Occupational Therapists
- College of Occupational Therapists of Nova Scotia
- College of Occupational Therapists of Manitoba
- College of Occupational Therapists of Ontario
- Ordre des ergothérapeutes du Québec
- New Brunswick Association of Occupational Therapists
- Newfoundland and Labrador Occupational Therapy Board
- Prince Edward Island College of Occupational Therapy
- Occupational Therapy - Out of Country

If the regulatory body is outside of Canada, you will be asked to provide information about the location of the organization.

*** If your jurisdiction is not available in the list above, please enter the state/province and country here**

6. Other Regulated Professions Section

If you are registered with another regulated profession besides occupational therapy, please click “Add” to provide this information if it is not already listed.

OTHER REGULATED PROFESSIONS

Are you currently registered/licensed in another regulated profession? Please ensure that all information below is correct and current. This section is only meant for jurisdictions in which you are currently active. Do not enter historical registrations that are not current.

?

*No **currently active** profession records exist.*

Indicate your registration number, the other profession in which you are registered to practice, and the effective date and expiry date of your registration. If your jurisdiction is not listed in the drop-down menu, please add the location of the organization in the space provided.

Add

Click here to add an other regulated profession

New Jurisdiction
✕

* Registration #	* Jurisdiction	* Profession
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="-"/>	<input style="width: 95%;" type="text"/>
* Effective date	* Expiry date	
<input style="width: 95%;" type="text" value="yyyy-mm-dd"/>	<input style="width: 95%;" type="text" value="yyyy-mm-dd"/>	

*** If your jurisdiction is not available in the list above, please enter the state/province and country here**

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland/Labrador
- Nova Scotia
- Northwest Territories
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon
- Other Jurisdiction - Out of Country

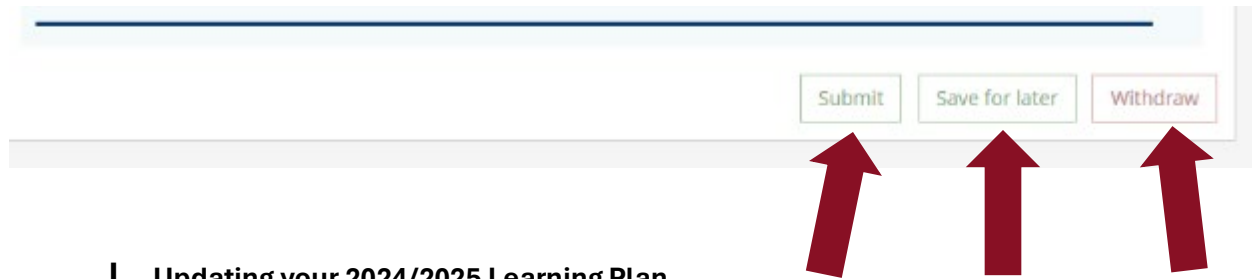
7. Submit, Save, or Withdraw

If you wish to cancel editing the form, you can select “Withdraw” at the bottom of the form.

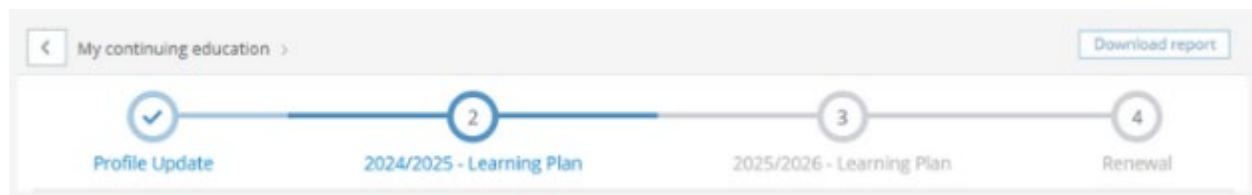
If you wish to save the edits made and return to it at a later time to make additional changes, you can select “Save for later.”

Once you have made the necessary changes, select “Submit.”

Please note that the system will require you to login after 30 minutes of inactivity.



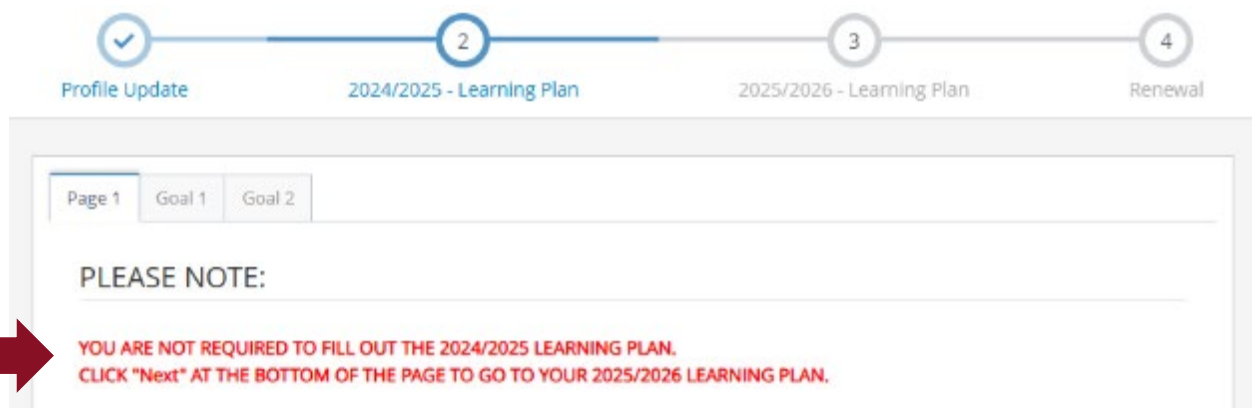
J. Updating your 2024/2025 Learning Plan



1. Learning Plan Exemptions

If you obtained a practising or restricted practising licence since March 2024, you may not have 2024/2025 learning goals. If you did not have 2024/2025 learning goals, then your screen should have the additional note in red font as shown in the picture below and you can click “Next” at the bottom of the page to go to your 2025/2026 learning plan.

If you did not have goals for 2024/2025 and you do not see the following notification, please contact admin@scotsk.ca.



2. Continuing Competence Program Instructions

Review the instructions page, similar to the picture below, and then select “Goal 1>” at the bottom of the page. These instructions are accessible while you are updating your learning plan.

Page 1
Goal 1
Goal 2

INSTRUCTIONS

Welcome to the SCOT Online Portal for Continuing Competence

Practising members who hold a current full practising licence or restricted practising licence are required to participate in SCOT's Continuing Competency Program (CCP).

2024/2025 Learning Plan

Prior to the end of the membership and licensing year, members are to submit a copy of their completed SCOT annual learning plan (professional development plan) and outcomes from that current licensing year.

New members who obtained a practising licence during the membership year may not have existing goals for 2024/2025, depending on the time of acquiring their licence, and thus are exempt from completing the 2024/2025 Learning Plan. If you are unable to click next to proceed to your 2025/2026 Learning Plan and you did not have 2024/2025 goals, please contact admin@scotks.ca.

Current Goals:

Members will notice that their 2024/2025 goals have not been transferred from the previous registrant database into the “Goal 1” and “Goal 2” pages.

We are asking members to input their current goals and additional details into the 2024/2025 learning plan before indicating the completed learning activities and evaluation sections for each goal.

Members are responsible for keeping a copy of their professional development plans and outcomes and to only provide a copy to SCOT. Members who wish to refer to the goals previously submitted to SCOT for the 2024/2025 membership and licensing year, can click on “Download report” in the top right corner of the screen to download a report with their existing goals.

Since there was no requirement to provide a pre-reflection when creating new goals during the 2024 renewal, members can indicate “Not applicable” in the space provided for their 2024/2025 goals. If there is a word minimum of 50 characters, you can copy and paste this message until you reach the minimum amount of characters. Members are required to provide reflections on their completed activities and goals.

Members are encouraged to refer to the 2025 SCOT Renewal Instructions Document on the College's website ([Annual Licence Renewal Page](#)) for assistance with completing their 2024/2025 Learning Plan. The specific scenarios are addressed:

- Completing the 2024/2025 Learning Plan.
- Providing self-reflections and goal status for more than two goals.
- Omitting and replacing goals.
- Incomplete goals.


2025/2026 Learning Plan

Practising members with a practising licence or restricted practising licence must submit their SCOT annual learning plan (professional development plan), consisting of two new goals, for the upcoming licensing year in order to renew their licence.

Members are no longer required to complete the *SCOT Self Assessment Form*; however, members are expected to review and reflect on *The Competencies for Occupational Therapists in Canada, 2021* when creating goals to work on over the upcoming membership/licensing year (March 1 – February 28/29). Members must continue to align their goals with a specific Domain and Competency.

Members are encouraged to refer to the 2025 SCOT Renewal Instructions Document on the College's website for assistance with completing their 2025/2026 Learning Plan. The specific scenarios are addressed:

- Completing the 2025/2026 Learning Plan.
- Incomplete goals.

< Goal 1 >


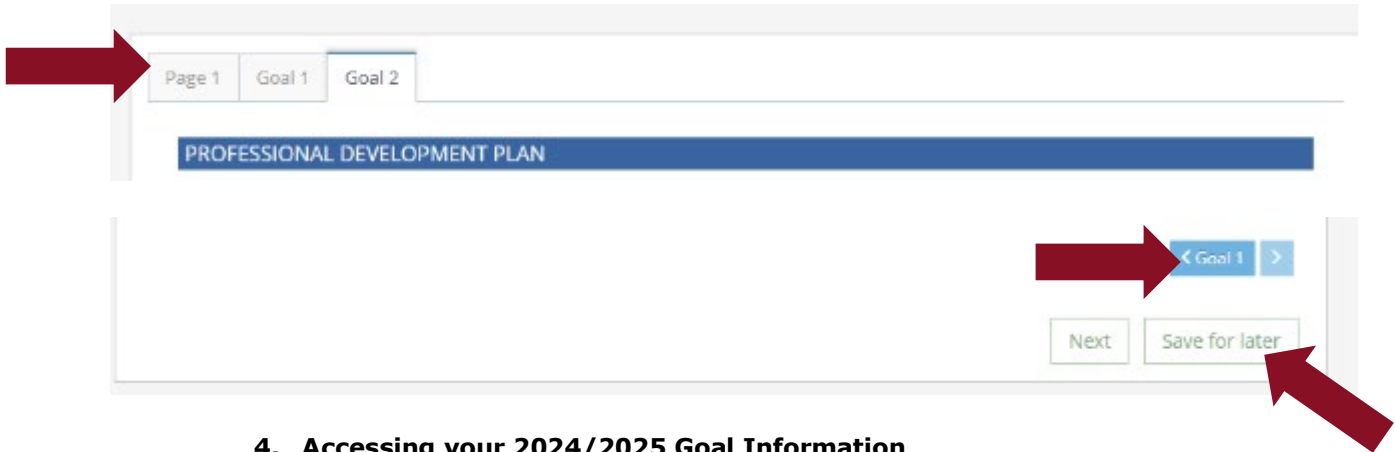
Next
Save for later

3. Navigating between Goals and Instructions

Your name, registration number, and registration year will appear at the top of the page.



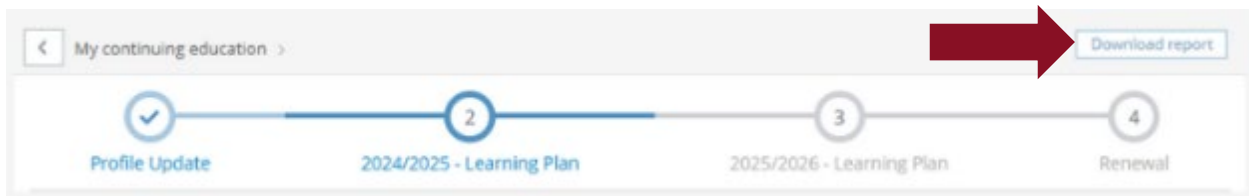
You may navigate between the instructions page (page 1), goal one, and goal two of your learning plan by clicking on the labeled tabs at the top of the page, or by clicking on the blue buttons at the bottom of the page. If you have inputted information and want to return at a later time, you may click "Save for later" at the bottom of the page.



4. Accessing your 2024/2025 Goal Information

Members are responsible for keeping a record of their annual learning plans (professional development plans) and outcomes. However, if you are wanting to refer to the information previously provided to SCOT, click on "Download report" to access your information. A pdf of your 2024/2025 Professional Development Plan will be available for you to download and save or print off. Information from both the Continuing Competency Program (CCP) section and the learning log from the previous database are included in the report.

If any information is missing from the pdf that you require, please contact admin@scotsk.ca and we will assist you with retrieving any information from the previous system.



5. Update Learning Goals

LEARNING GOAL 1

You are responsible for keeping a record of your annual learning plans (professional development plans) and outcomes. The space below is for you to provide a copy of your professional development and learning activities. The reflective components of your learning plan and activities are important and requires time to complete.

Due to moving to a new database system, your 2024/2025 learning goals will not be automatically embedded into your professional development plan. You can use the information from your downloaded report to refer to and can copy and paste some of the information into the new database.

a) Omitted and Replacement Goal

If you were not able to complete a goal as it became irrelevant or unattainable, but you omitted the goal and replaced it with a different goal, please fill out the **Replacement Goal Form**, located on the [Annual Licence Renewal](#) page of the SCOT website, and send it to admin@scot.sk.ca. Then proceed by using the replacement goal when filling out your learning goal information.

b) Additional Goals (More than 2)

The new database will only allow members to input two goals per membership/licensing year. If you had any progressing goals from the previous year, do not enter them in the system. Only input the two goals that were new for the 2024/2025 licensing year.

If you had progressed one or more goals from the previous membership year, you are not able to progress it any further. Instead of inputting these goals into the system, fill out the **Additional Goal Form**, located on the [Annual Licence Renewal](#) page of the SCOT website, and send it to admin@scot.sk.ca. The following steps will also assist you with filling out the electronic form, as the questions will be similar. All members that had additional goals for the 2024-2025 licensing year will automatically require admin review of their 2025 renewal to ensure the form is received.

c) Input your 2024/2025 Goal

Input your goal into the space provided. You can copy and paste your goal from the pdf report. You can click on the bottom right corner of the comment box and drag it down the screen to make the box bigger.

* Professional Learning Goal: What new knowledge/goal do you want to achieve?
(Limit 1000 characters)



d) Indicate the Domain and Competency

Identify the domain and competency associated with your goal. This information can be obtained from your pdf report and then selected from the drop-down menus. The competency drop-down menu will change depending on the specific domain selected.

If you have a replacement goal and had not identified the domain and competency, a link is provided to the [Competencies for Occupational Therapists in Canada, 2021](#) document to select the most appropriate ones.

* This goal is pertinent to the following Domain:

v

-

- A. Occupational Therapy Expertise
- B. Communication and Collaboration
- C. Culture, Equity, and Justice
- D. Excellence in Practice
- E. Professional Responsibility
- F. Engagement with the Profession

* Specifically, the Competency:

v

-

- A1: Establish trusted professional relationships with clients
- A2: Use occupational analysis throughout practice
- A3: Determine clients' needs and goals for occupational therapy services
- A4: Assess occupational participation
- A5: Develop plans with clients to facilitate occupational participation
- A6: Implement the occupational therapy plan
- A7: Manage the assignment of services to assistants and others

e) Indicate the Target Completion Date

Click on the box to indicate the target completion date. You can select the date that is provided in your pdf report.

* Target Completion Date:

yyyy mm dd

← Aug 2024 →

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

f) Select Anticipated Learning Activities/Resources

This section is new and will be used for your 2025/2026 goals, however, the 2024/2025 learning plan needed to be identical to the 2025/2026 learning plan.

If you want to select one of the options that corresponds to one or more of the activities/resources/strategies you planned on doing in order to complete your goal, you can select all that apply to your goal. You can also select **Other** from the list and identify your custom activity/resources/strategies. If you have a list of specific learning strategies in your downloaded report, you can select **Other** and copy and paste the information into the space provided.

The comment box can be expanded by clicking on the bottom right corner and dragging it down the page.

*** Learning Activities/Resources:** What do I want to, have to, and/or need to do to achieve my goal?

Select all that apply.

- Conduct a survey, review, or evaluate a service or program
- Engage in academic study
- Participate in self-study or a study group
- Listen and learn from podcasts or videos
- Prepare materials or presentations
- Volunteer (with college, professional association etc.)
- Participate in reflective dialogue with peers
- Engage in reflective journaling
- Review materials such as journal articles or text books
- Collaborate with other Occupational Therapists or colleagues
- Review legislation, regulations, bylaws, or policies
- Attend or participate in a course, conference, or workshop
- Review or develop tools or resources
- Join a committee or working group
- Provide or receive mentorship
- Participate in or review research/literature
- Other

If **Other** has been selected, please provide a description.

g) Initial Reflection (not required)

This section is new and will be used for your 2025/2026 goals, however, the 2024/2025 learning plan needed to be identical to the 2025/2026 learning plan. Since this was not a requirement for your 2024/2025 learning plan goals, you can indicate “n/a - An initial reflection was not a requirement of the 2024 renewals” or something similar in the space provided.

Initial Reflection

An initial reflection was not required for the 2024 renewal. Please indicate that this was not a requirement in 2024 in the initial reflection comment box below for your 2024/2025 learning plan goals. This is a requirement for the 2025/2026 learning plan.

*** Initial Reflection:** Please provide a reflection about why you selected your goal and how your goal is related to the identified competency. Describe how your anticipated learning activities and resources will develop your skills, attitudes, and/or judgment with your selected learning goal.

(Limit 1000 characters)

h) Completed Learning Activities

Select “Add” to identify the activities that you completed during this past membership year, as you worked towards achieving your overall goal. At least one activity must be identified for each goal.

Select the date you completed the activity. If you are unsure of the exact date, identify an approximate date.

From the dropdown menu, select an activity that you completed. If the item is not on the list, please select “Other”.

COMPLETED LEARNING ACTIVITIES

Add To add another activity, click the ADD button.

Activity

Date Completed

yyyy-mm-dd

* Activity Completed

-

* Activity Completed

-


-
-
- Conduct a survey, review, or evaluate a service or program
- Engage in academic study
- Participate in self-study or a study group
- Listen and learn from podcasts or videos
- Prepare materials or presentations
- Volunteer (with college, professional association etc.)
- Participate in reflective dialogue with peers
- Engage in reflective journaling

- Review materials such as journal articles or text books
- Collaborate with other Occupational Therapists or colleagues
- Review legislation, regulations, bylaws, or policies
- Attend or participate in a course, conference, or workshop
- Review or develop tools or resources
- Join a committee or working group
- Provide or receive mentorship
- Participate in or review research/literature
- Other

Provide a description of what you completed and identify evidence of your activity from the dropdown menu. If your evidence is not included in the list, please select “Other”. If you provided this information in the previous database, you can copy and paste information from your downloaded pdf into the Activity Description box. There is a word limit for the description box, however documents with additional information can be uploaded as described below.

* Activity Description

* Evidence of Activity 

* Evidence of Activity 

-

- Curriculum vitae (CV) or resume
- Written notes and learnings
- Diploma or degree certificate
- Education or training certificate
- Performance evaluation
- Certificate of Completion
- Examination results
- University transcripts
- Reference letter
- Documentation of involvement
- Presentation or resource
- Documentation of discussions
- Review of policies and procedures
- Letter acknowledging involvement

- Audit of skill or ability
- Survey results
- Grant or research proposal
- Program development
- Agenda or minutes
- Sample of anonymized documentation
- Budgets or business plan
- Reference list
- Information from inservice/meeting
- Reflective journal entry
- Written feedback
- Grants, scholarships, contracts
- Awards or certificates
- Publications
- Other

If you have a previously written reflection or any additional information about your completed learning activity that you wish to upload, you may do so by clicking on the blue button. This is optional. If you had provided this information in the previous database, you may copy and paste this information from your pdf report into a document on your computer and upload it in this section.

If you have additional reflections or information about completing this learning activity, you can upload the supporting documentation.



Click here to upload a supporting document from your computer

If you would like to provide a written reflection about the learning activity that you completed, you are able to provide this information in the space provided. This activity reflection is optional. If you provided a reflection for your activities completed in the previous system, you can copy and paste this information in the space provided.

Completed Activity Reflection

The following space is available for providing a reflection upon completion of a learning activity. What did you learn from completing this activity? How did completing this activity move you closer to achieving your overall goal?

(Limit 1000 characters)

i) Goal Evaluation

Indicate your goal status from the dropdown list.

If you have not completed one of your goals but intend to complete your goal prior to the renewal deadline (February 15th, 2025) select “In-progress” and ensure the target completion date near the top of the page is accurate. Once you complete your goal, you will be able to update your goal status to “Complete” and submit your renewal. If you are unable to complete your goals due to extenuating circumstances, please contact ed@scotsk.ca.

EVALUATION

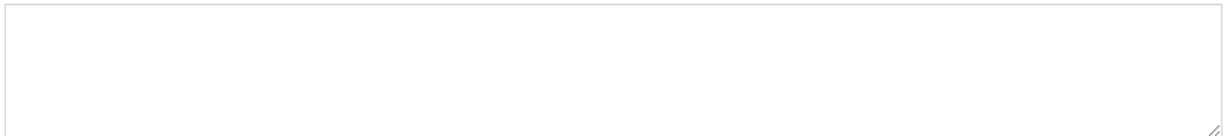
Indicate the status of your goal.

* Goal status



Provide a reflection upon completing your goal. Describe how completing this goal impacted your practice. What did you learn and how did you apply that learning?

* **Reflections:** Provide a reflection on how completing your goal has helped you develop your skills, attitudes, and/or judgment in your practice. Describe the effects and impacts that completing your goal has had on your practice. Identify how completing your goal has enhanced your competence with respect to the domain and competency selected from *The Competencies for Occupational Therapists in Canada, 2021* associated with your goal.



j) Repeat for Second Goal

To update your second goal, click on “Goal 2>” near the bottom of the page and repeat the steps for your second goal as outlined in subsection 5. **Updating Learning Goals** of section J. **Updating your 2024-2025 Learning Plan**.

Click “Submit” at the bottom of the page once your 2024/2025 learning plan has been filled out for both goals.

Reminder to complete and send the **Additional Goals form** to admin@scotsk.ca if you had more than two goals for the 2024/2025 membership year.

< Page 1 Goal 2 >

Submit

Save for later

K. Creating your 2025/2026 Learning Plan

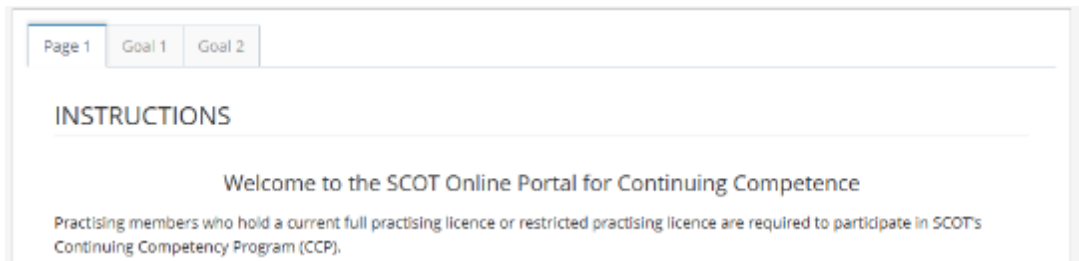


1. Learning Plan Exemptions

Members who are obtaining a non-practising membership or extended access membership for March 1st, 2025 are exempt from creating a 2025/2026 learning plan. If the learning plan is present in your renewal steps and is not allowing you to proceed to the last section, contact admin@scotsk.ca.

2. Continuing Competency Program Instructions

The same instructions pages from your 2024/2025 learning plan will appear. Once reviewed, you can click on “Goal 1>” in the bottom right corner.



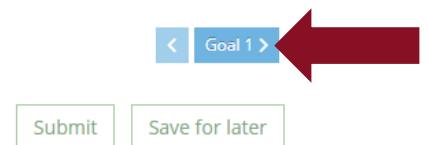
2025/2026 Learning Plan

Practising members with a practising licence or restricted practising licence must submit their SCOT annual learning plan (professional development plan), consisting of two new goals, for the upcoming licensing year in order to renew their licence.

Members are no longer required to complete the *SCOT Self Assessment Form*; however, members are expected to review and reflect on *The Competencies for Occupational Therapists in Canada, 2021* when creating goals to work on over the upcoming membership/licensing year (March 1 – February 28/29). Members must continue to align their goals with a specific Domain and Competency.

Members are encouraged to refer to the 2025 SCOT Renewal Instructions Document on the College's website for assistance with completing their 2025/2026 Learning Plan. The specific scenarios are addressed:

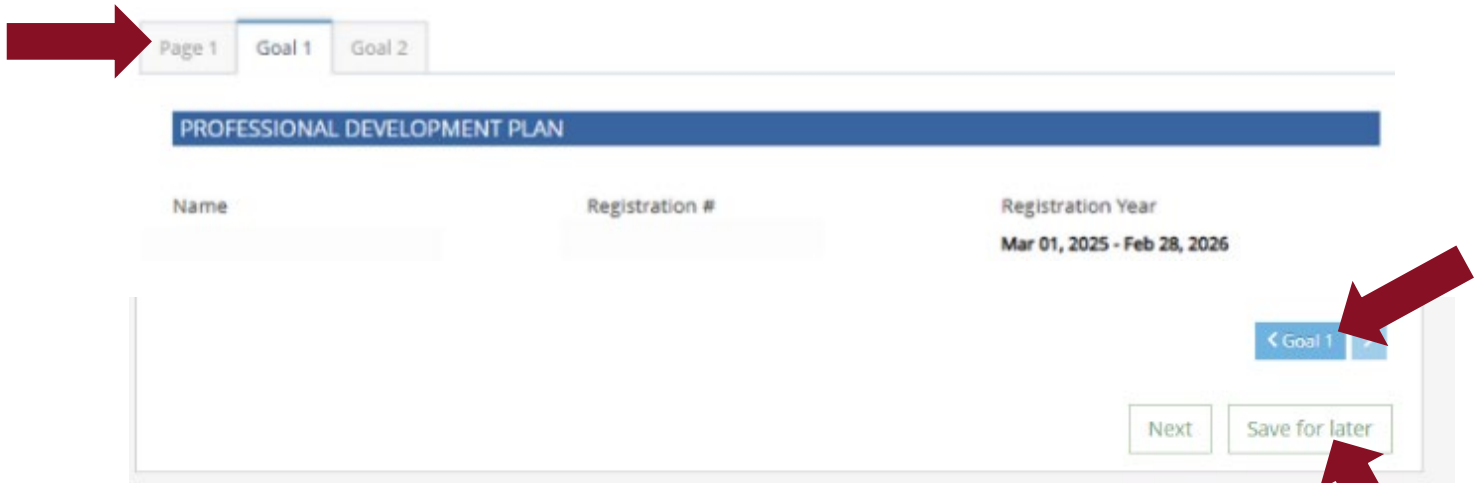
- Completing the 2025/2026 Learning Plan.
- Incomplete goals.



3. Navigate between Goals and Instructions

Your name, registration number, and registration year will appear at the top of the page.

You may navigate between the instructions page (page 1), goal one, and goal two of your learning plan by clicking on the labeled tabs at the top of the page, or by clicking on the blue buttons at the bottom of the page. If you have inputted information and want to return at a later time, you may click “Save for later” at the bottom of the page.



4. Create Two New Learning Goals

LEARNING GOAL 1

You are responsible for keeping a record of your annual learning plans (professional development plans) and outcomes. The space below is for you to provide a copy of your professional development and learning activities. The reflective components of your learning plan and activities are important and requires time to complete.

Input your goal into the space provided. Ensure it is a **SMART** goal that can be completed during the membership year (March 1st, 2025 – February 28, 2026).

* **Professional Learning Goal:** What new knowledge/goal do you want to achieve?
(Limit 1000 characters)

a) Select an appropriate Domain and Competency

Review the [Competencies for Occupational Therapists in Canada, 2021](#) document and identify the domain and competency that that best correlates with your goal.

Select the domain and the corresponding competency from the dropdown lists. The competency drop-down menu will change depending on the specific domain selected.

* This goal is pertinent to the following Domain:

-

- A. Occupational Therapy Expertise
- B. Communication and Collaboration
- C. Culture, Equity, and Justice
- D. Excellence in Practice
- E. Professional Responsibility
- F. Engagement with the Profession

* Specifically, the Competency:

-

- A1: Establish trusted professional relationships with clients
- A2: Use occupational analysis throughout practice
- A3: Determine clients' needs and goals for occupational therapy services
- A4: Assess occupational participation
- A5: Develop plans with clients to facilitate occupational participation
- A6: Implement the occupational therapy plan
- A7: Manage the assignment of services to assistants and others

b) Indicate the Target Completion Date

Click on the box to indicate the date that you anticipate that your goal will be completed. The date must be within the March 1, 2025 – February 28, 2026 membership year.

* Target Completion Date:

yyyy-mm-dd

← Aug 2025 →

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

c) Select anticipated Learning Activities/Resources

Indicate the learning activities that you plan on completing in order to achieve your overall goal. Select all that apply. You can also select **Other** from the list and identify your custom activity/resources/strategies.

The comment box can be expanded by clicking on the bottom right corner and dragging it down the page.

* Learning Activities/Resources: What do I want to, have to, and/or need to do to achieve my goal?
 Select all that apply.

- Conduct a survey, review, or evaluate a service or program
- Engage in academic study
- Participate in self-study or a study group
- Listen and learn from podcasts or videos
- Prepare materials or presentations
- Volunteer (with college, professional association etc.)
- Participate in reflective dialogue with peers
- Engage in reflective journaling
- Review materials such as journal articles or text books
- Collaborate with other Occupational Therapists or colleagues
- Review legislation, regulations, bylaws, or policies
- Attend or participate in a course, conference, or workshop
- Review or develop tools or resources
- Join a committee or working group
- Provide or receive mentorship
- Participate in or review research/literature
- Other

If **Other** has been selected, please provide a description.



d) Provide an Initial Reflection

Provide an initial reflection about why you chose your goal and how your goal is related to the selected competency. Describe how your identified learning activities and resources will develop your skills and abilities and how the effects of completing your goal may impact your practice.

Initial Reflection

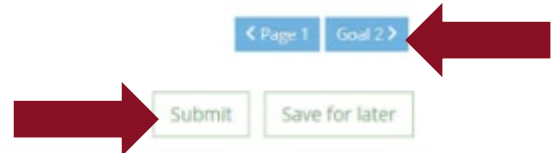
An initial reflection was not required for the 2024 renewal. Please indicate that this was not a requirement in 2024 in the initial reflection comment box below for your 2024/2025 learning plan goals. This is a requirement for the 2025/2026 learning plan.

* **Initial Reflection:** Please provide a reflection about why you selected your goal and how your goal is related to the identified competency. Describe how your anticipated learning activities and resources will develop your skills, attitudes, and/or judgment with your selected learning goal.
 (Limit 1000 characters)

e) Repeat for Second Goal

To update your second goal, click on “Goal 2>” near the bottom of the page and repeat the steps for your second goal as outlined in subsection 4. **Create Two New Learning Goals** of section K. **Creating your 2025-2026 Learning Plan.**

Click “Submit” at the bottom of the page once your 2025/2026 learning plan has been filled out.

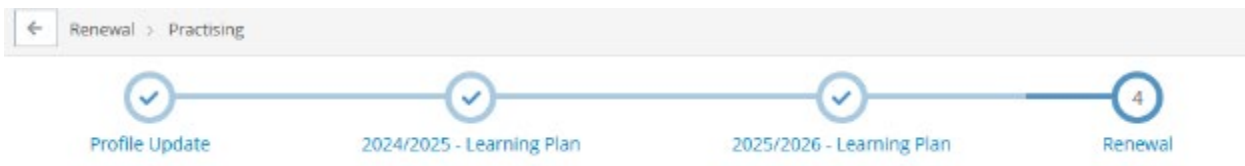


L. Renewals Requiring Review

Many members will be able submit and pay for their renewal and it will be approved automatically by the database system. However, many renewals will not be automatically approved as it will require review by SCOT staff.

An admin review requirement in one of the steps may impact your ability to move to the next section of the renewal process.

Payment of your renewal is the final step. Once payment has been made, the renewal submission cannot be edited further.



1. Admin Review Scenarios

There are various reasons why a renewal may require review. Below are a few examples.

- **Profile Update:**
 - Name change request. SCOT staff will need to verify official documentation of the name change.
 - Insufficient practice hours (less than 600 hours in the past three years). SCOT staff will review and accept the hours if you graduated from an occupational therapy program within the past 18 months or completed a re-entry program recognized by SCOT Council within the past 18 months.
 - Excessive practice hours reported. SCOT staff will review the hours submitted to ensure the submission is correct. Proof of practice hours may be requested of the member.
 - Education organization, employer, or regulatory body organization added that was not previously in the system.
 - Register change. Members changing from one membership category to another may require staff review to determine if any additional information is required.

- **2024/2025 Learning Log:**
 - Members with more than two goals. Those who had progressed a goal during the 2024 renewal and had more than two learning goals for the 2024/2025 membership year will require admin review. SCOT staff will ensure your **Additional goals form** is received prior to approving your 2024/2025 learning Plan.
 - One or more goal in the 2024/2025 learning plan was marked as “in progress” instead of “completed”.
- **Renewal**
 - A member answered “Yes” to a declaration. SCOT staff will review the declaration and information provided.

2. Admin Review Process

Please allow sufficient time for SCOT staff to review your renewal submission components. The timeframe is variable and is dependent on the number of renewals requiring review at a given time.

Once SCOT staff have reviewed your renewal component, SCOT staff will either approve the changes or will request additional information. If additional information is required, an email will be sent to you, similar to the one in the picture below, letting you know that additional information is required. You will be prompted to login to your profile to review the comments from SCOT staff and make any changes before resubmitting your information.

Hello Member,

Your **renewal** form has been returned to you. Please login to the portal to review and respond to the feedback:

[Link to Portal](#)

Thank you for your time.

Saskatchewan College of Occupational Therapists (SCOT)
Box 9089, Saskatoon, SK S7N 7E7
admin@scotsk.ca
306-856-7768



The Saskatchewan College of Occupational Therapists acknowledges this land as the homeland of First Nations and Métis Peoples. Saskatchewan is located on Treaty 2, 4, 5, 8, and 10 territories. SCOT is committed to an ongoing mission of truth and reconciliation.

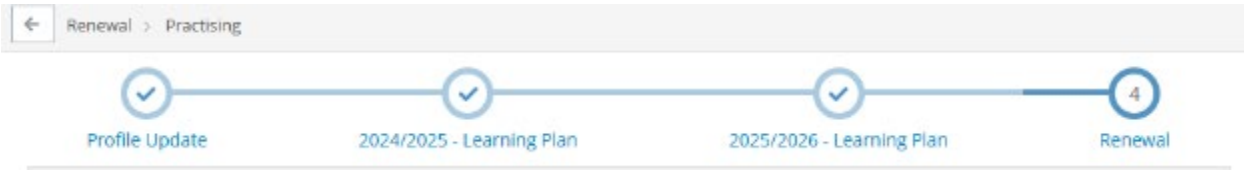
PRIVILEGE AND CONFIDENTIALITY NOTICE

This email message is confidential and may contain information that is subject to privilege. All rights to that privilege are expressly claimed and not waived. If you are not the intended recipient, employee, or agent responsible for the delivering of this message to the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please respond by return email or telephone and delete this message in its entirety.

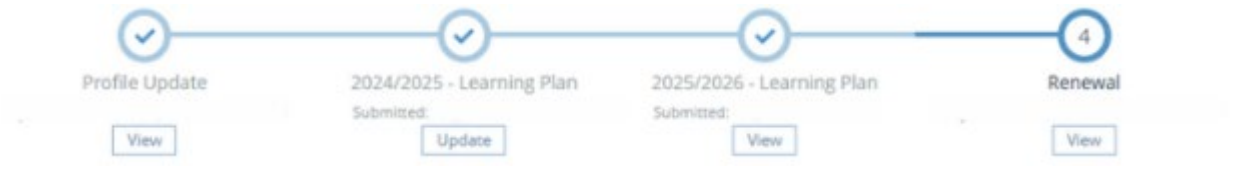
3. Admin Review Process Complete

If your renewal was requiring review by SCOT staff and your whole renewal was approved. You will receive an email indicating that you are able to pay your renewal fees.

M. Submitting your Renewal



If you are not able to access the last step of your renewal, it could indicate that you are required to submit additional information or that at least one of your items (profile update or learning plan) is awaiting review by SCOT staff. Refer to the previous section **L. Renewals Requiring Review** for additional information on this process.



1. Good Standing Declarations

Respond to the declarations. If you select “Yes”, a comment box will appear for you to provide additional information about your response.

GOOD STANDING DECLARATIONS

Have you ever been refused registration by an Occupational Therapy regulatory organization? Yes No

* Please provide a brief explanation

Have you ever had a finding of, or are you currently facing a proceeding for professional misconduct, competency, or similar issues as an Occupational Therapist in Saskatchewan or in another jurisdiction? Yes No

Have you ever had a finding of, or are you currently facing a proceeding for professional misconduct, incapacity, incompetency or similar issue in another profession in Saskatchewan or elsewhere? Yes No

Have you been convicted of a criminal offence or are you currently undergoing a criminal investigation? Yes No

Is there anything else in your previous conduct that would afford reasonable grounds for the belief that you lack the knowledge, skill or judgement to practice safely and ethically? Yes No

2. Additional Declarations

An additional declaration is required for all members to respond to.

If you are applying for renewal of an extended access membership or non-practising membership, there will be an additional declaration to respond to, that is specific to your membership category.

DECLARATIONS

I hereby certify that the statements made by me in this application are complete and correct to the best of my knowledge and belief. I understand that a false or misleading statement may disqualify me from registration or may be cause for revocation of any registration/license which may be granted to me. I agree to abide by *The Occupational Therapists Act, 1997*, the *SCOT Bylaws*, *The Professional Corporations Act*, and *SCOT Professional Corporation Bylaws*.

* I acknowledge and accept the above declaration

Once you have responded to all of the declarations and you have submitted all aspects of your renewal, you can click on “Submit” to submit your renewal.

WARNING: Please make sure that all information entered is accurate before your final submission.

Submit
Save for later
Withdraw

3. Review Invoice

An invoice similar to the one in the picture below will be displayed. Check to make sure that your name, address, invoice description, and total are accurate. Click “Pay” to pay by credit card. If you would like to download an unpaid receipt, you can click on “Download receipt”.

Invoice

From
Saskatchewan College of Occupational Therapists
P.O. Box 9089
Saskatoon, SK
S7K 7E7

To

01-Jan-2025 #1000114
Reference: -

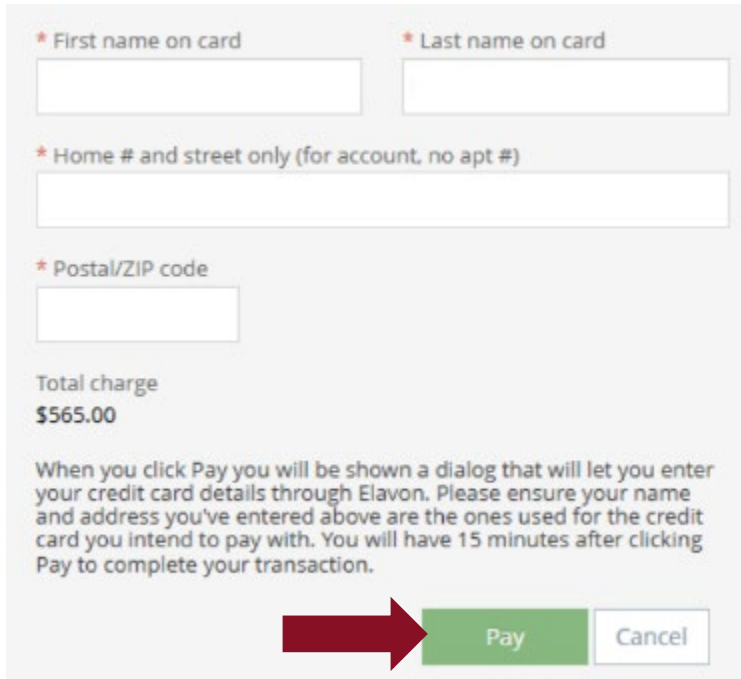
Description		Total
Registration Fee - Practising Membership and Full Practising Licence		\$565.00
	Subtotal	\$565.00
	GST	\$0.00
	PST	\$0.00
	Total due	\$565.00

If paying by cheque click “Close” and send payment to the College at the address above. Please include your invoice number on your cheque. Your form will not be processed without payment.

Close
Download receipt
Pay

4. Input Credit Card Information

Confirm and update your information as needed for your credit card and select “Pay.”



* First name on card


* Last name on card

* Home # and street only (for account, no apt #)

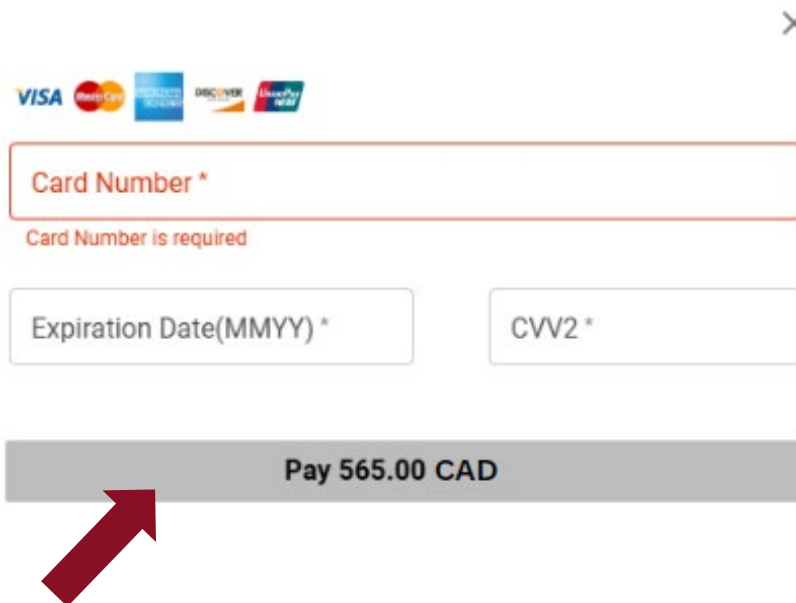
* Postal/ZIP code

Total charge
\$565.00


When you click Pay you will be shown a dialog that will let you enter your credit card details through Elavon. Please ensure your name and address you've entered above are the ones used for the credit card you intend to pay with. You will have 15 minutes after clicking Pay to complete your transaction.




Input your credit card number, expiration date, and the three digit code on the card. Then select Pay.



✕

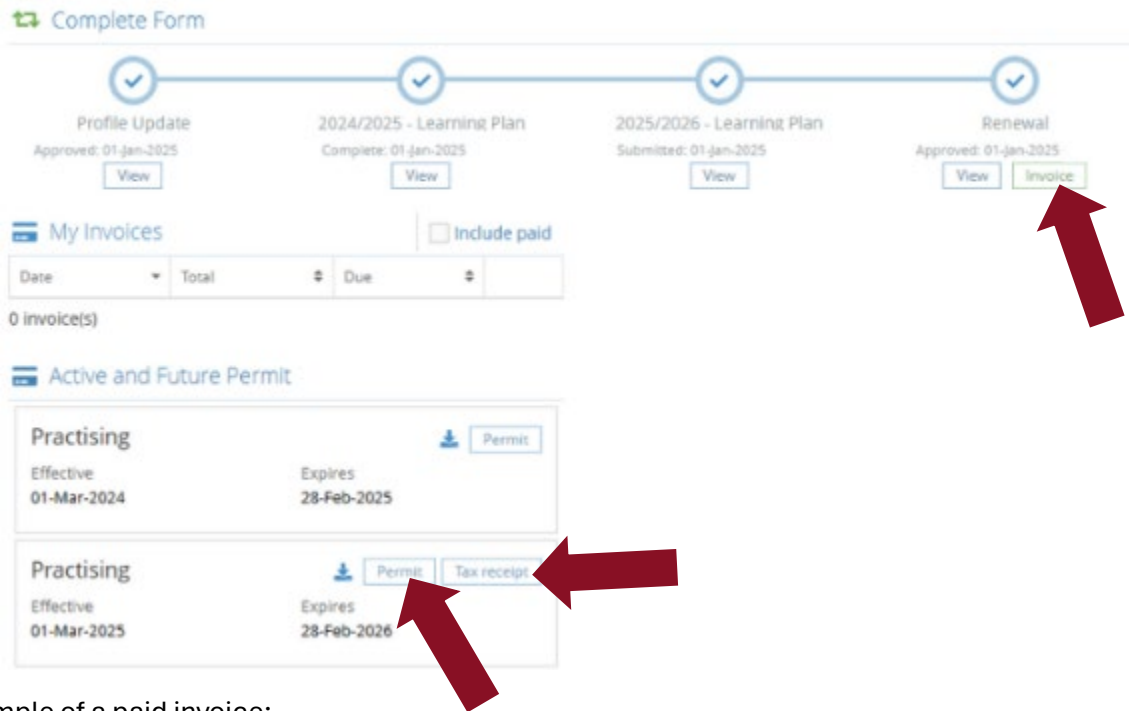


Card Number is required



5. Review Permit, Invoice, or Receipt

You can view your permit, paid invoice, and tax receipt from the **Home** screen.



Complete Form

- Profile Update (Approved: 01-Jan-2025) [View](#)
- 2024/2025 - Learning Plan (Complete: 01-Jan-2025) [View](#)
- 2025/2026 - Learning Plan (Submitted: 01-Jan-2025) [View](#)
- Renewal (Approved: 01-Jan-2025) [View](#) [Invoice](#)

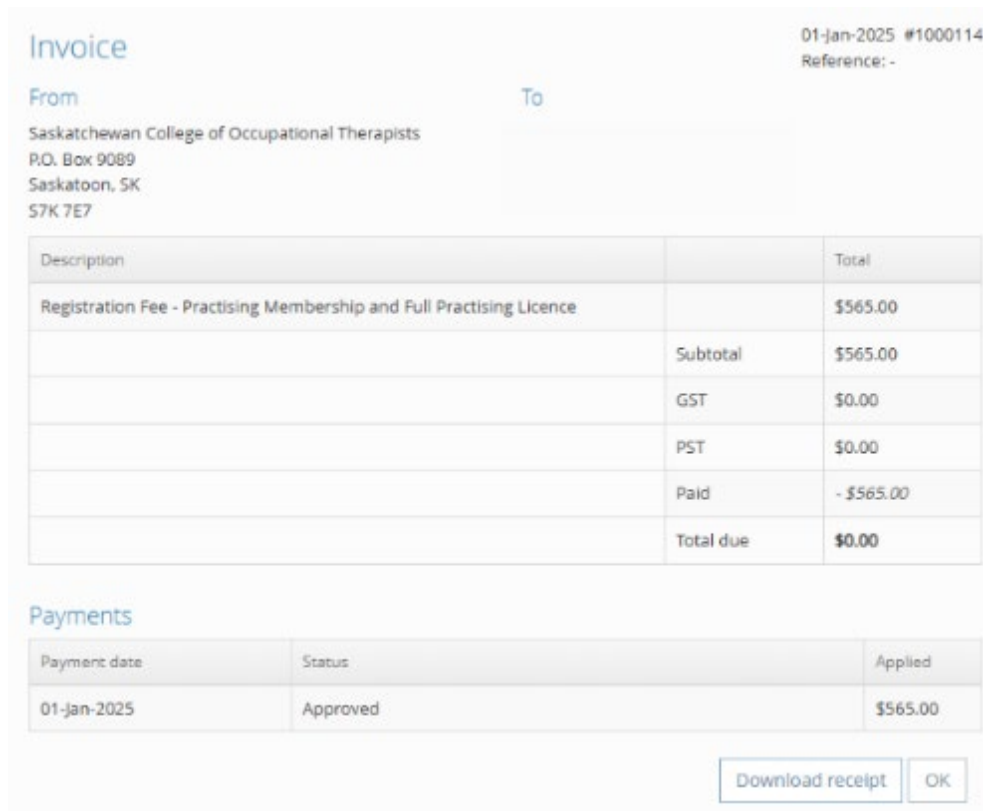
My Invoices include paid

Date	Total	Due
0 invoice(s)		

Active and Future Permit

- Practising (Effective: 01-Mar-2024, Expires: 28-Feb-2025) [Permit](#)
- Practising (Effective: 01-Mar-2025, Expires: 28-Feb-2026) [Permit](#) [Tax receipt](#)

Example of a paid invoice:



Invoice 01-Jan-2025 #1000114
Reference: -

From Saskatchewan College of Occupational Therapists
P.O. Box 9089
Saskatoon, SK
S7K 7E7

To


Description	Total
Registration Fee - Practising Membership and Full Practising Licence	\$565.00
Subtotal	\$565.00
GST	\$0.00
PST	\$0.00
Paid	- \$565.00
Total due	\$0.00

Payments

Payment date	Status	Applied
01-Jan-2025	Approved	\$565.00

[Download receipt](#) [OK](#)

Example of a receipt:


SCOT Saskatchewan College of Occupational Therapists

OFFICIAL TAX RECEIPT
 Retain for your records

P.O. Box 9089
 Saskatoon, SK
 S7K 7E7

Invoice #: 1000114
Date: 01-Jan-2025

Registrant #:
Register: Practising
Effective: 01-Mar-2025 to 28-Feb-2026

Description	Total	Tax Deductible
Registration Fee - Practising Membership and Full Practising Licence	\$565.00	✓
Total:	\$565.00	
Tax Deductible Total:	\$565.00	
Amount Paid:	\$565.00	

Payments:

Date	Status	Amount	Reference
01-Jan-2025	Approved	\$565.00	40*****0002

If you have any questions or require assistance, contact admin@scotsk.ca or 306-956-7768.

If any of these instructions were inaccurate as you completed your renewal process,
please contact us to let us know.