SCOT

Saskatchewan College of
Occupational Therapists

2026 Membership and Licence Renewal

Online Renewal Process Guide

Version: January 5, 2026

*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 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 Database

This section provides instructions on how to login to the database, how to verify your account if this is requested, and how to change your password if it has been forgotten.

Section 2: Review of the General Use of the Database

This section is helpful to review when accessing the database. 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 current learning plan outside of the renewal process.

Section 4: 2026 Renewal Application

This section provides information on how to start your 2026 renewal application, update your profile, complete your 2025/2026 learning plan, create your 2026/2027 learning plan, and submit your renewal.

Guidance is provided 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 15, 2026).

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

Table of Contents

Section 1: Accessing the Database

A. Access the Alinity Database
1. Open Member Portal Link

Go to the SCOT website: https://scotsk.ca and click on "MEMBER LOGIN."

2. Enter Login Details

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

B. Verifying Your Account
1. Validate Account Request

If you are using a new browser or device to login or haven't logged on for a while, the system may require you to re-validate your account to ensure that it is indeed you that is logging into your account. This is to ensure the security of your information. 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", check your junk/spam folder and/or contact SCOT Admin to confirm which email address you have on file for your username.
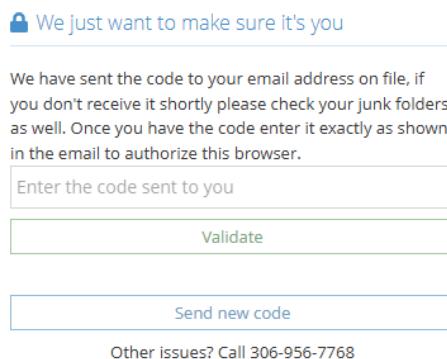
2. Obtain Code from Email

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

Verify your Browser for Alinity   Return to inbox

SCOT Saskatchewan College of Occupational Therapists

Hello SCOT Member

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:

trD7K5

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

SCOT Saskatchewan College of Occupational Therapists

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

C. Forgotten Password
1. Open Member Portal Link

Go to the SCOT website: https://scotsk.ca and click on "MEMBER LOGIN."

SCOT Saskatchewan College of Occupational Therapists   Search   GO

ABOUT SCOT   YOU & YOUR OT   REGISTRATION   QUALITY PRACTICE   RESOURCES   CONTACT US   **MEMBER LOGIN**

2. Select Forgot your Password Link

The following screen will appear. Click on "Forgot your password?"
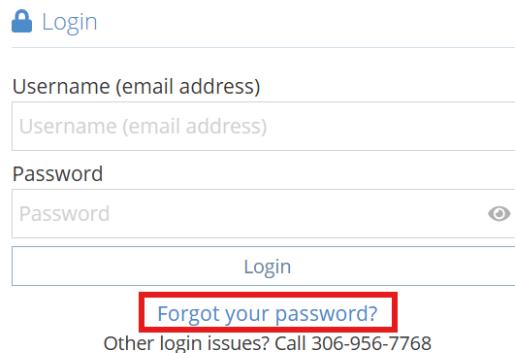
🔒 Login

Username (email address)

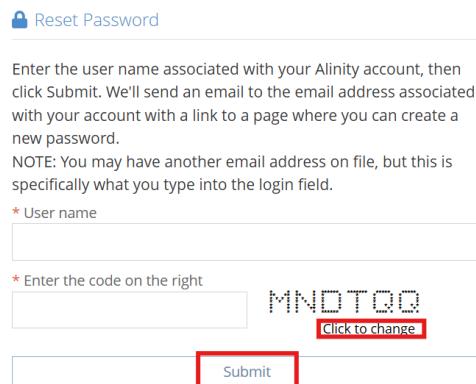> Username (email address)

Password

> Password 👁

> Login

Forgot your password?

Other login issues? Call 306-956-7768

3. Request Password Reset

The following screen will appear. Enter your username (email address) 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   MNDTQQ
                                        Click to change

> Submit

4. Reset Password Notification

Ensure that a notification similar to the following pops up on the screen.

Reset password email sent

If an account with the username [Member Email] exists, a reset password email will be sent to that address. Please click the link in the email to reset your password.

You should receive the email in the next few minutes. If you don't see it, please check your junk email folder. If you are still having difficulty, please call 306-956-7768
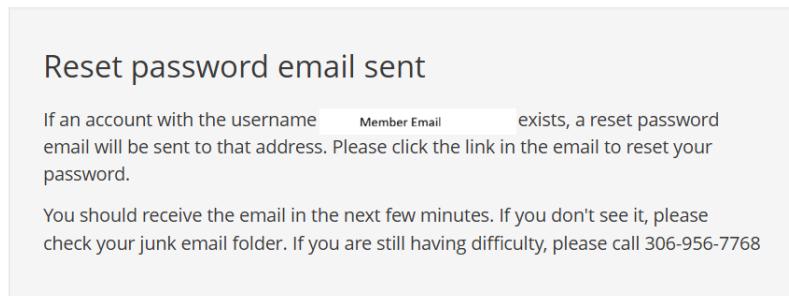
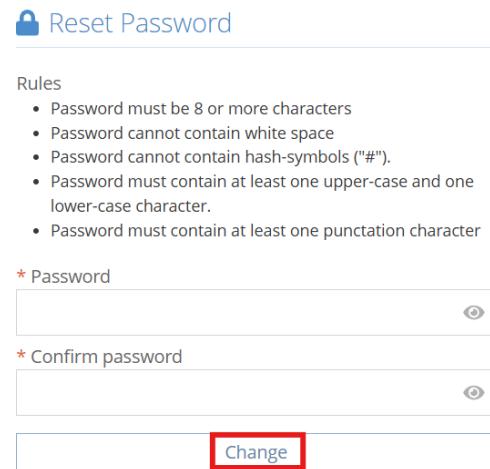### 5. Confirm Receipt of the Password Reset Email & Open Link

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.

6. Create New Password

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

7. Password Reset Notification

A notification will appear in the top right corner of your screen indicating that your password has been reset.

8. Enter Login Details

The following screen will appear. Enter your username (email address) as well as the new password you just created. Select "Login."

🔒 Login

Username (email address)

Username (email address)

Password

Password	👁

Login

Forgot your password?

Other login issues? Call 306-956-7768
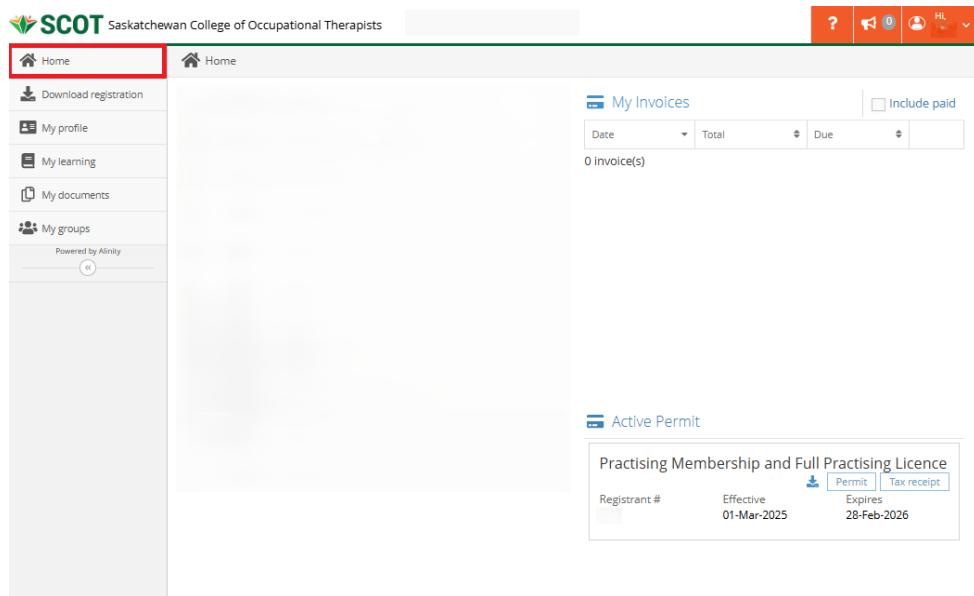
Section 2: General Use of the Database

D. Navigating the Home Screen

This section shows you the different sections that you can access in the Alinity Database.

1. Home Screen

Once you login to your account, the "Home" screen will be displayed similar to what is shown below. At any point when you are logged in and need to get back to this screen, click on the 'home' button on the lefthand side.

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


2. Logout & Change email/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, change the email you prefer to use to log on, or logout of your account.
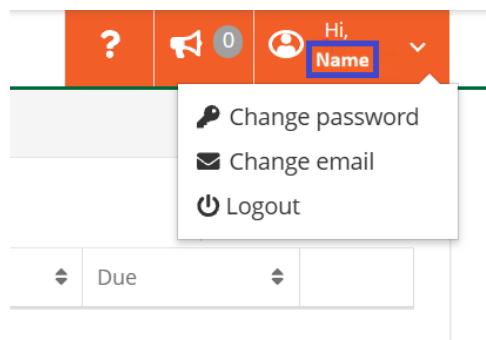
3. Review Announcements

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.
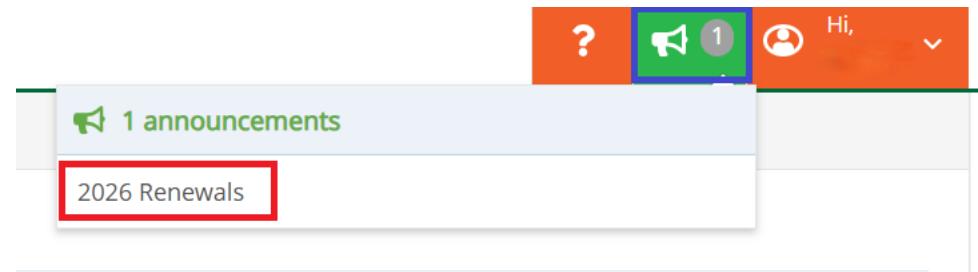
4. Access Support

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.

5. 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."
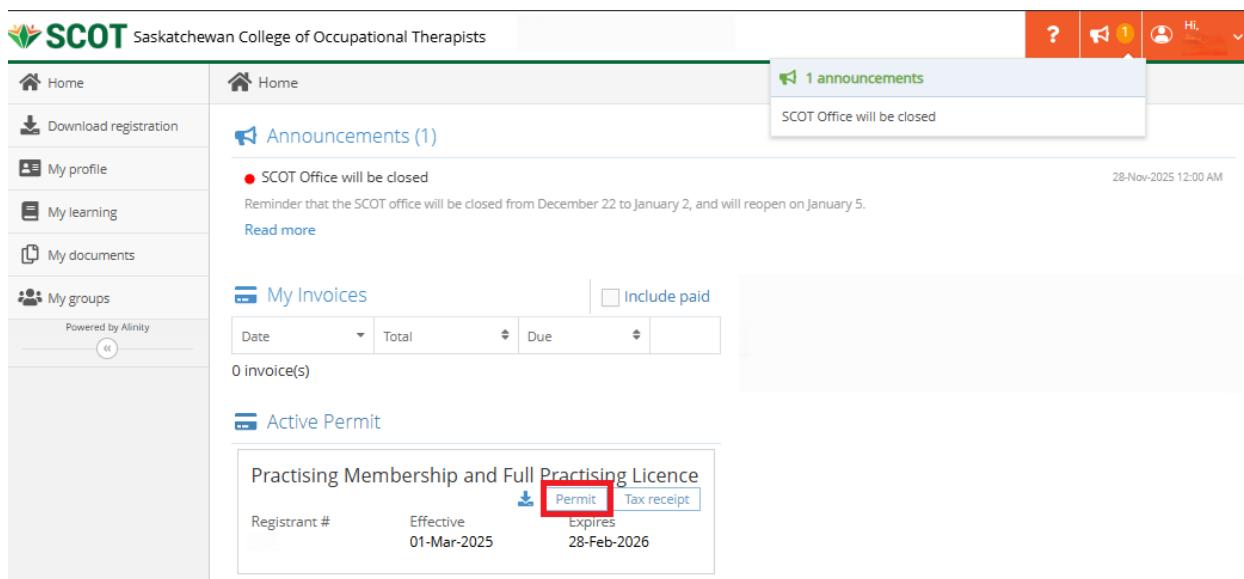
6. Dashboard Options

On the left side of the screen, you will notice the following sections: Home, Download registration, My profile, My learning, My documents, and My groups.

7. Return to Home Screen

If you would like to return to the home screen at any time, click on "Home" in the left column.
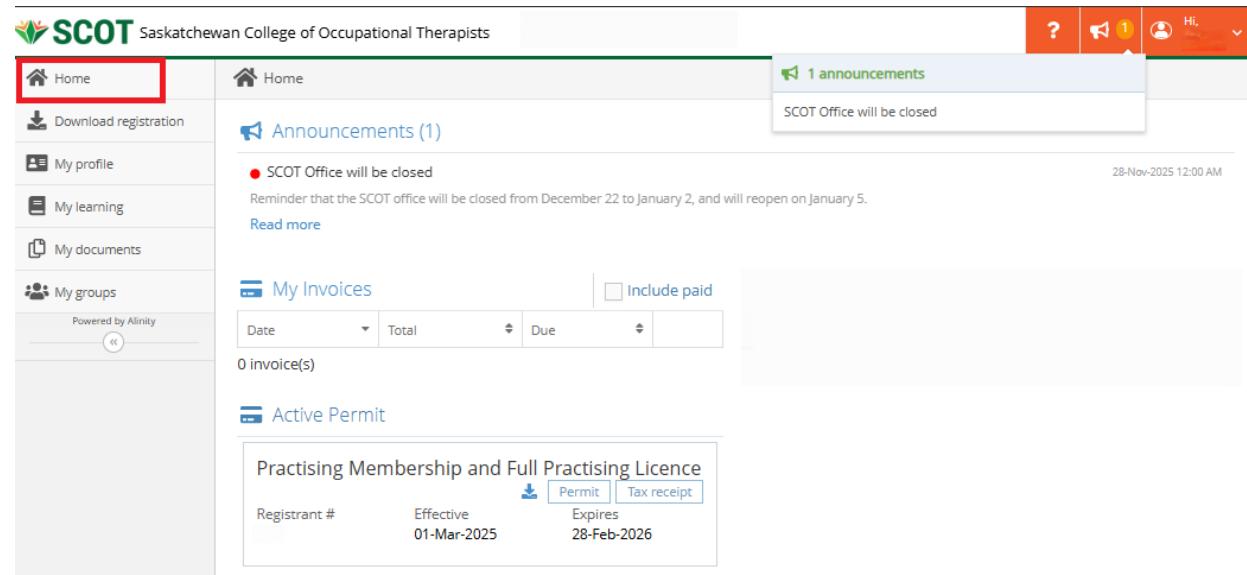
8. Download Registration

To download previous membership/licence permits in addition to your current permit, select "Download registration" in the left column.
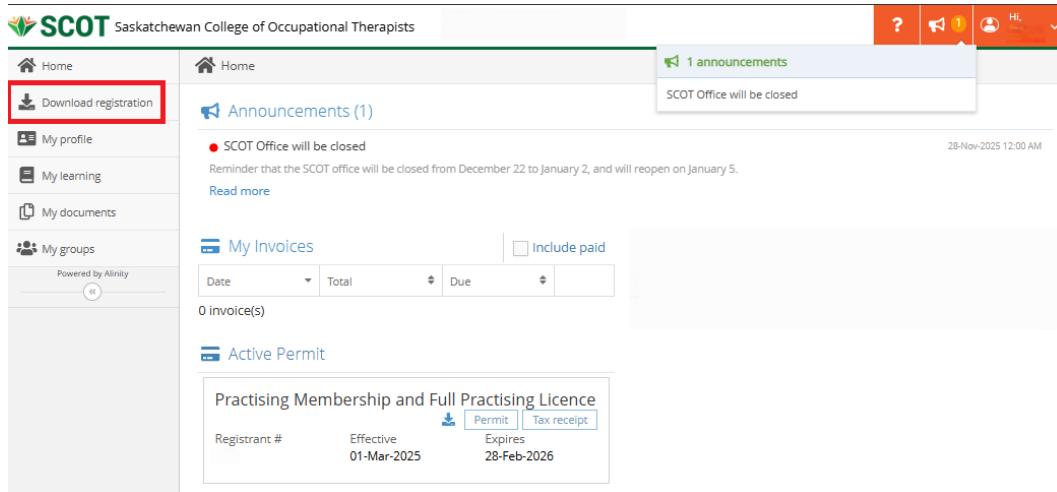
A list of your current and past registrations will appear similar to the picture below. Please note that the permits are not the exact ones provided previously, as the information was transferred into the current permit template.

If your current or past 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.

9. My Profile

If you select "My profile," the following screen will appear with your current information.

Members are required to update their profile at the time of renewals; however, members are able to select "Edit profile" to update their information throughout the membership and licensing year.
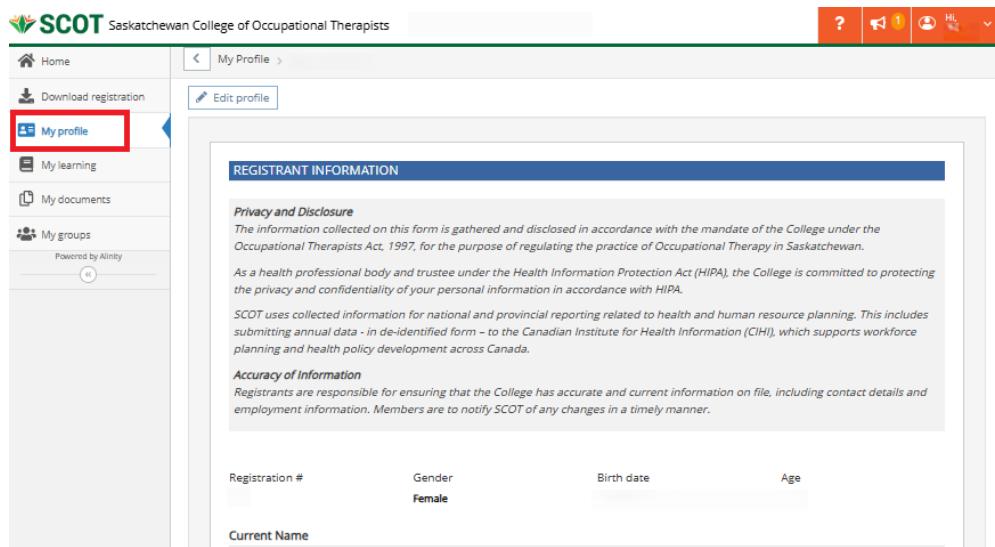
10. My Learning

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

Click on the chevron button on the right of the registration year you want to view, it will bring up your annual learning plan (professional development plan) from that year.
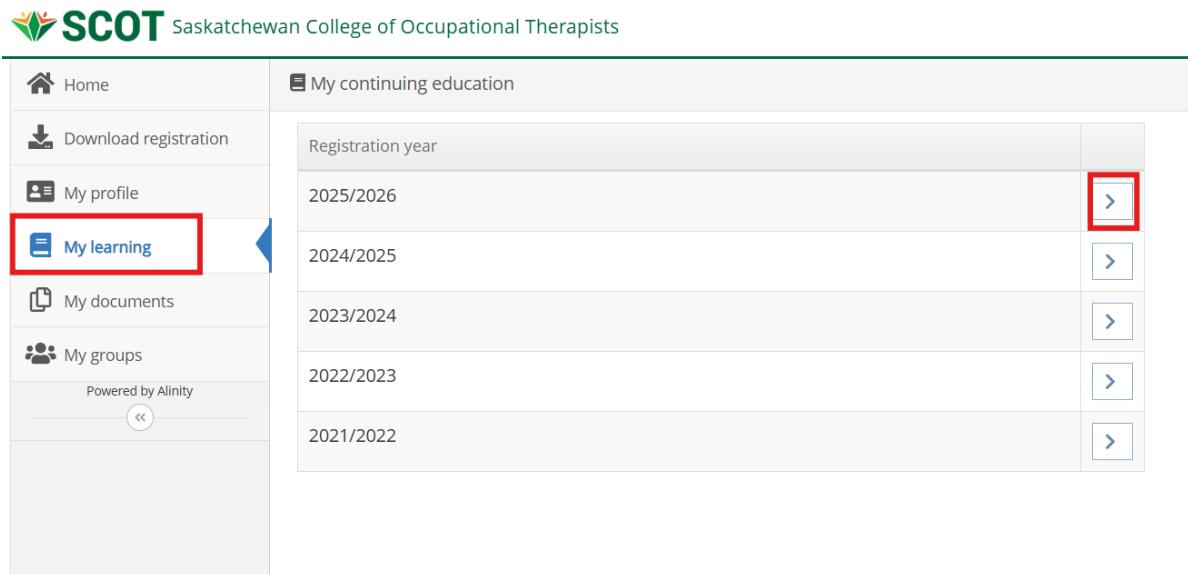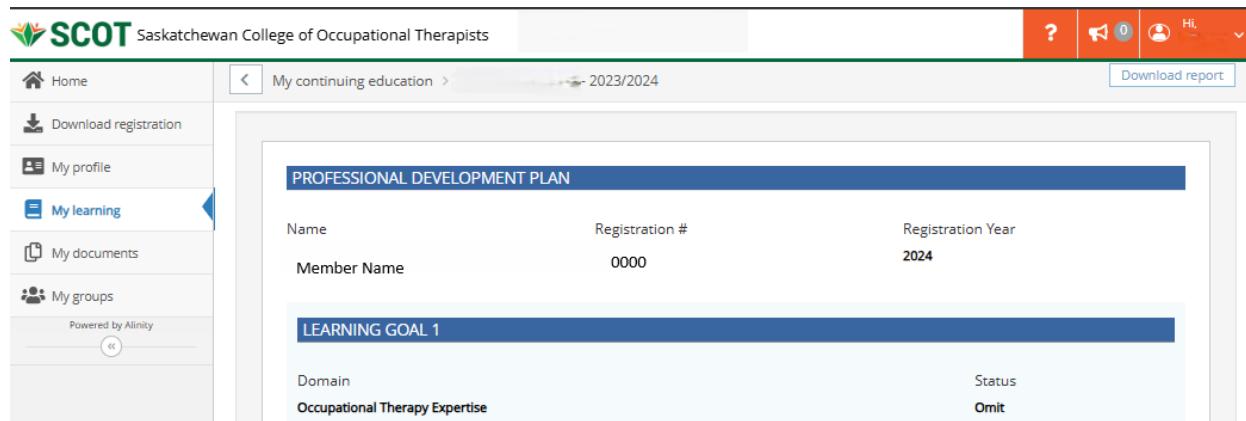
11. My Documents

Click on "My documents" in the left column, to view your documents. Click on the name of the document to download each one. Documents containing the word "Legacy" refers to documents that were transferred from the previous database system if applicable.
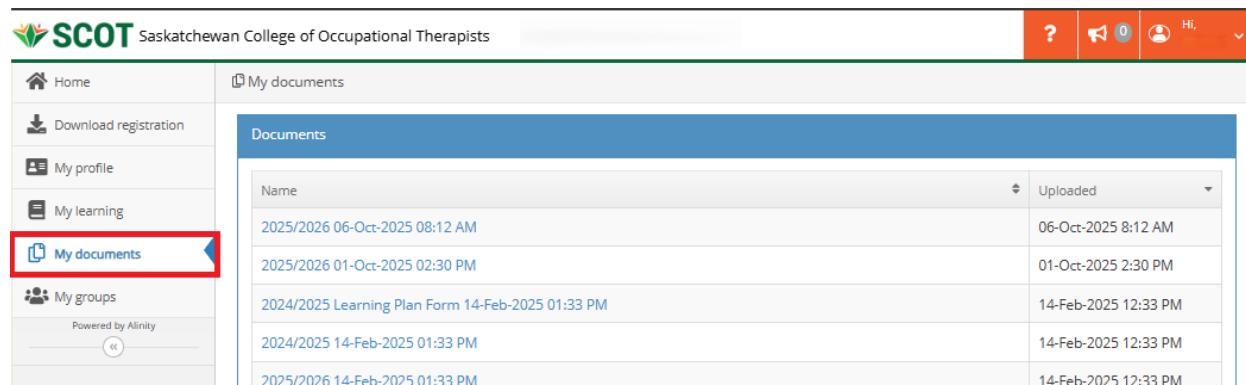
12. My Groups

If you click on "My groups" in the left column, it will list any groups that you belong to that use the database, such as certain SCOT committees.
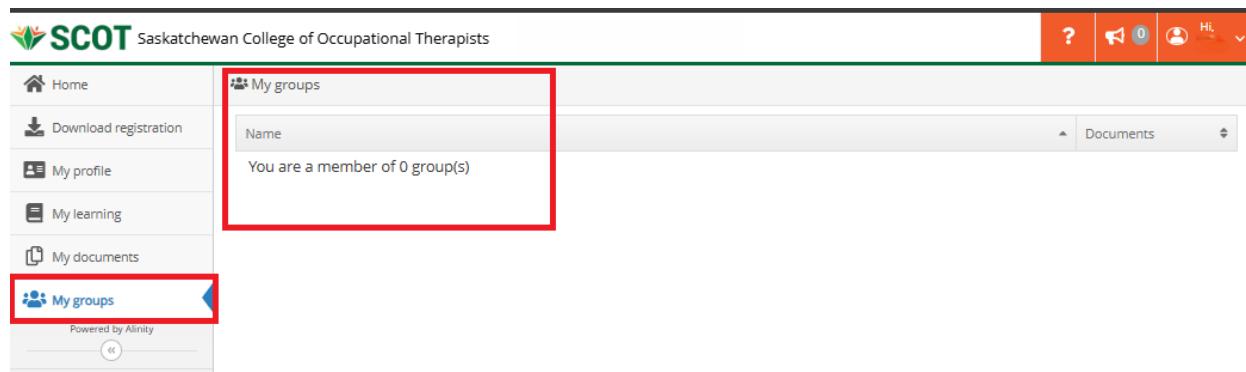
Section 3: Update Information Outside of Renewals

E. 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.
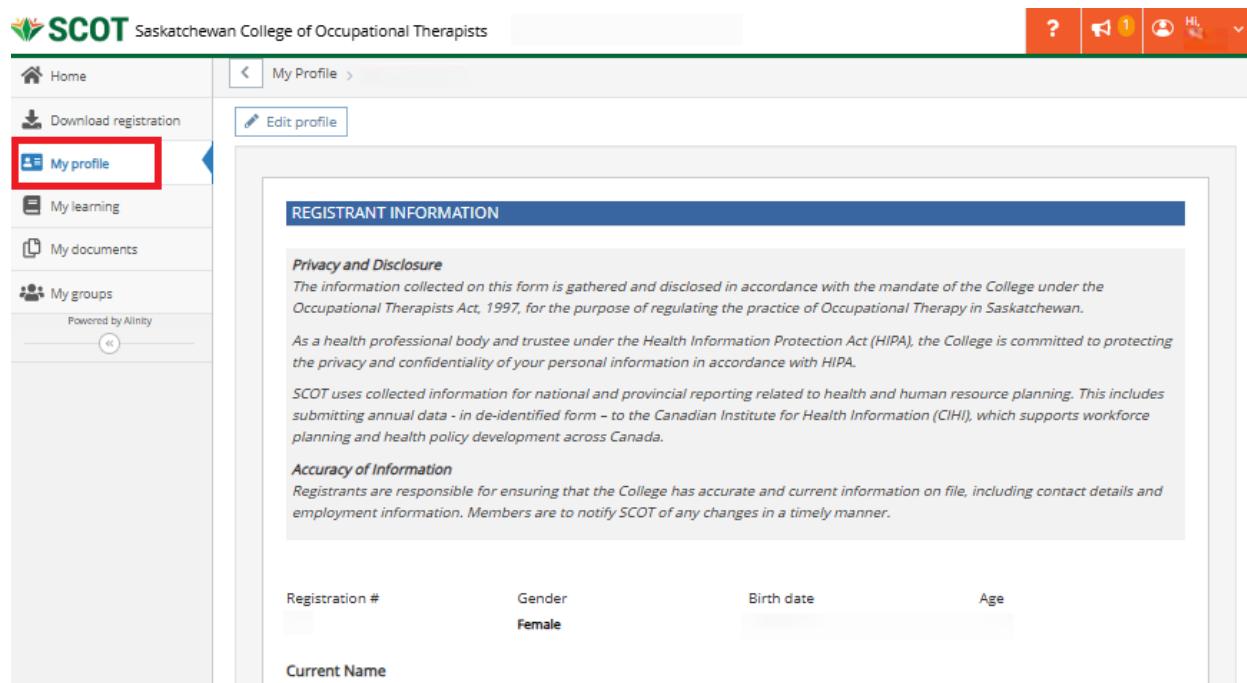
2. Practice Hours

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

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.

You may contact admin@scotsk.ca to update your practice hours during the membership year if needed.

3. Refer to Renewal Section "H."

For instructions on how to update your Profile, whether it is prior to or during renewals, refer to the instructions in subsection *H. Updating your Profile* in *Section 4: 2026 Renewal Application*.

F. Accessing and Updating your 2025-2026 Learning Plan (Outside of Renewals)
1. Access your Learning Plans Outside of Renewals

If you decide to update your 2025-2026 Learning Plan prior to renewals, you can access your 2025-2026 Learning Plan by clicking on "My learning" on the left column.

Members are responsible for keeping a record of their annual learning plans (professional development plans) and outcomes.

To see your submitted goals from the 2025/2026 registration year, click on the chevron button for the 2025/2026 registration year. This will take you to an editable learning plan. All fields can be edited if needed and then click 'save for later' at the bottom.
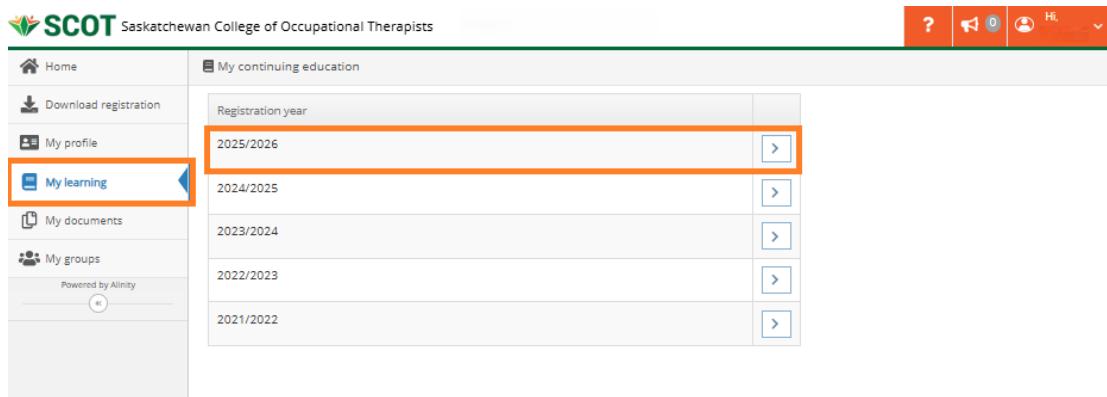
If you select **2024/2025**, this will open a pdf of your annual learning plan that was submitted at last year's renewal and cannot be edited. It is available to save or print. Information from the Continuing Competency Program (CCP) section and the learning log from the previous database are also included and can be accessed by clicking on the **download report button at the top** of the page.

2. Add New Learning Plan

If your 2025/2026 learning plan is not visible under the Registration year heading, click on the "+" icon.

3. **Create 2025/2026 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 2025-2026 Learning Plan, whether it is prior to or during renewals, refer to the instructions in subsection *I. Updating your 2025-2026 Learning Plan* in *Section 4: 2026 Renewal Application*.

Section 4: 2026 Renewal Application

Important Notes:

- Some renewals will not be automatically approved as it will require review by SCOT staff. There are various reasons why a renewal may require review. **Renewal approval may be required prior to having access to pay for your renewal.** Refer to section *K. Renewals Requiring Review* for additional information about this process. We encourage members to start the renewal process early to allow sufficient time for completion in case admin review is required.
- The database will require you to login after approximately 30-45 minutes of inactivity. It saves your information automatically. Login again to regain access.
- Both 2025/2026 goals must be completed prior to the renewal deadline (February 15, 2026). Members were 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.

G. **Starting your Renewal Application**

The 2026 SCOT Membership and Licence Renewal is open from January 5, 2026 until February 28, 2026 (late fee after February 15, 2026). When you login, you will find renewal options on your dashboard similar to the ones in the picture 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**
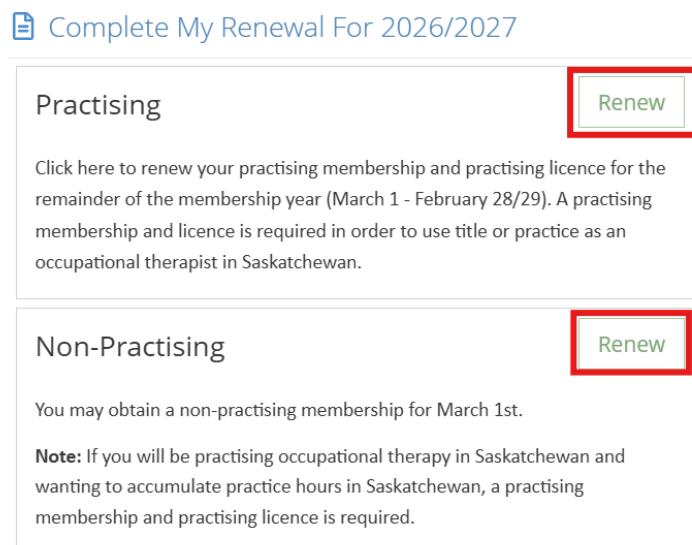
📄 Complete My Renewal For 2026/2027

Practising   Renew

Click here to renew your practising membership and practising licence for the remainder of the membership year (March 1 - February 28/29). A practising membership and licence is required in order to use title or practice as an occupational therapist in Saskatchewan.

Non-Practising   Renew

You may obtain a non-practising membership for March 1st.

Note: If you will be practising occupational therapy in Saskatchewan and wanting to accumulate practice hours in Saskatchewan, a practising membership and practising licence is required.

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
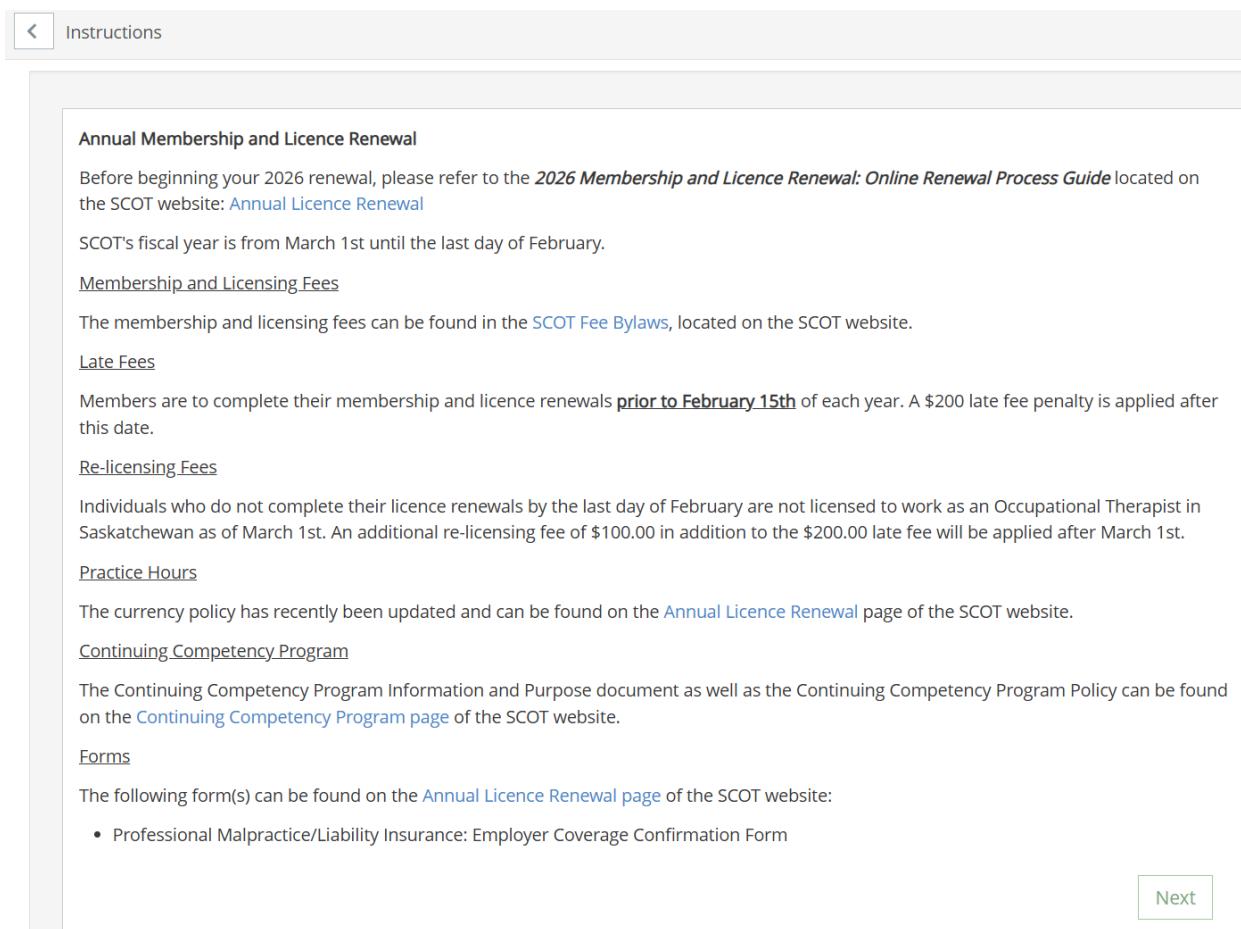
Annual Membership and Licence Renewal

Before beginning your 2026 renewal, please refer to the *2026 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 in the SCOT Fee Bylaws, located on the SCOT website.

Late Fees

Members are to complete their membership and licence renewals **prior to February 15th** of each year. A $200 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 are not licensed to work as an Occupational Therapist in Saskatchewan as of March 1st. An additional re-licensing fee of $100.00 in addition to the $200.00 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 can be found on the Continuing Competency Program page of the SCOT website.

Forms

The following form(s) can be found on the Annual Licence Renewal page of the SCOT website:

- Professional Malpractice/Liability Insurance: Employer Coverage Confirmation Form

Next

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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.
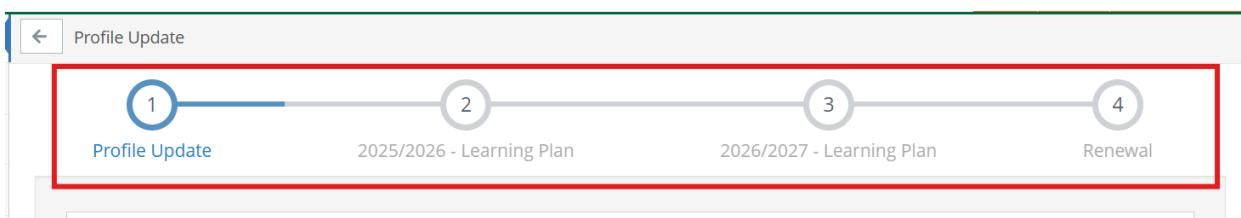
← Profile Update

(1) Profile Update — (2) 2025/2026 - Learning Plan — (3) 2026/2027 - Learning Plan — (4) 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 after December 1, 2025, you were not expected to create 2025/2026 learning goals. The **2025/2026 Learning Plan** heading will still be visible at the top of your screen; however, you will be exempt from completing that section.

If you had 2025/2026 learning goals and this step is missing, please withdraw from the renewal process by clicking on the 'withdraw' button at the bottom of the profile, and contact admin@scotsk.ca.
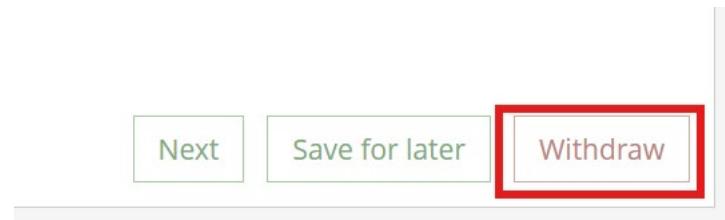
If you are obtaining a practising licence for March 1st and the 2026/2027 learning plan step is missing, please withdraw from the renewal process and contact admin@scotsk.ca.

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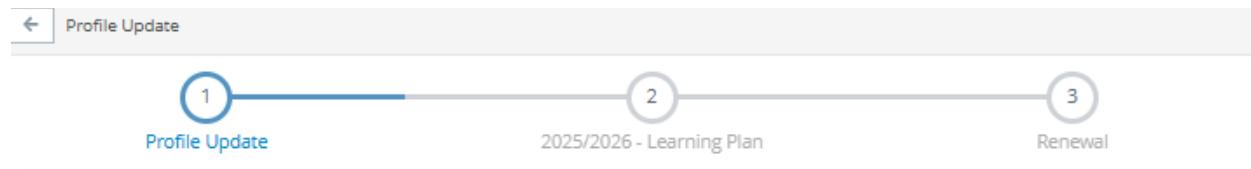
If you have a non-practising membership and are renewing your non-practising membership or if you have an extended access membership and are renewing your extended access membership, you will not have any learning plans indicated. Your renewal process will contain only two steps similar to the picture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

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

H. Updating your Profile
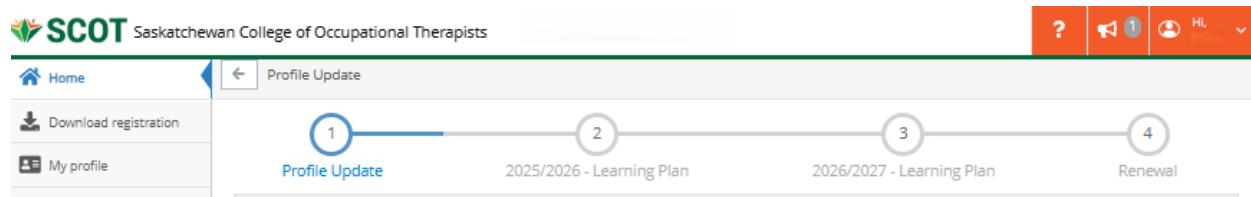
Review the current information contained in your profile and make any updates where necessary.

If you happen to miss answering a question or adding information to a field, you will receive a prompt from the system highlighting which area needs attention.

1. Personal Section

Read through both the *Privacy and Disclosure* and *Accuracy of Information* statements. Ensure your registration, gender, birth date, and age are correct. If any information is incorrect, please contact SCOT at admin@scotsk.ca.

a) Preferred Name

Review to ensure your current name is correct. If you have a preferred name that is different from your first name, click on "Yes" and type your preferred name in the box provided.

b) Legal Name Change

Click "Add" to indicate a legal name change. Official documentation is required to demonstrate proof of your name change. If you clicked on "Add" accidentally, you can select the garbage can icon in the top right of the picture below to close that section.

Add If your legal name has changed, click the "Add" button and indicate the changes.

Name change 🗑

* First name	Middle name(s)	* Last name

Acceptable Documents: marriage certificate, divorce certificate, court order approving the name change, certificate of change of registered name

* Supporting documentation

⬆

c) Racial Background and Indigenous Identity

A copy of the Sociodemographic Data Collection Update provided to members on September 26, 2025 and SCOT's Sociodemographic Data Collection and Use Policy is available on the SCOT website.

Although completing this disclosure is voluntary, a box must be selected.

Voluntary Disclosure of Race-Based and Indigenous Identity Data

SCOT is committed to advancing equity, diversity, and inclusion in the regulation of occupational therapy in Saskatchewan. To support this work, we are inviting registrants to voluntarily self-identify their racial background and/or Indigenous identity.

The information you provide will be **used in aggregate, de-identified form** to:
- Understand the composition of the occupational therapy workforce in Saskatchewan.
- Identify and address potential inequities within the profession of occupational therapy.
- Inform policy, planning, and equity initiatives at the provincial and national levels.
- SCOT **will not use this information** for any purpose related to individual registration, licensing decisions, or disciplinary processes.

Additional information about SCOT's secure collection, storage, and management of sociodemographic data can be found in SCOT's *Sociodemographic Data Collection and Use Policy*

This disclosure is **completely voluntary**. You may choose to **update, change, or withdraw** your response at any time. If you do not wish to disclose this information, you may select **"Prefer not to answer."**

☐ * I acknowledge that I have read and understand how my information will be used and understand that participation is voluntary and that my response may be updated or withdrawn at any time.

* Racialized Group
- ☐ African Nova Scotian
- ☐ Black
- ☐ East Asian
- ☐ Indigenous
- ☐ Latin American
- ☐ Middle Eastern
- ☐ South Asian
- ☐ Southeast Asian
- ☐ White
- ☐ Other
- ☐ Do not know
- ☐ Prefer not to answer

* Indigenous Identity ❓
- ☐ First Nations
- ☐ Inuk/Inuit
- ☐ Métis
- ☐ No
- ☐ 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

[🔍]   [Ex: T5T 2B2]

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 # ❓   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

Languages in which you can provide services.

No language records exist.

Add Click to add additional languages to your profile

Spoken/Written Languages

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@scotsk.ca.

OCCUPATIONAL THERAPY EDUCATION

Your Occupational Therapy education is listed below. If you have new credentials to add, click the "Add" button below.

Designation	Institute	Graduation year	Program Name
Baccalaureate			Bachelor of Science in Occupational Therapy

a) New Education

If you have additional education to add, you can click "Add" to provide your designation, institute name, field of study, program name and graduation date.

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.

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. Payment receipts will not be accepted as proof of insurance.

SCOT will continue to accept proof of employer insurance coverage, however personal malpractice/liability insurance is encouraged.

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

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 you 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.

Upload your insurance certificate. If you obtain professional malpractice/liability insurance through your membership with the Canadian Association of Occupational Therapists (CAOT), please upload a copy of the insurance certificate that **indicates your insurance coverage amounts.**

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.

* 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, 2026 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.

4. 2025/2026 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.

* Employment status	* Are you seeking employment?
Employed ▾	- ▾
-	
Employed	**-**
On leave from work	In profession
On long-term disability	Not in profession
On maternity leave	Not seeking employment
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	

a) Employment Information Changes

Review your 2025/2026 employment information and make any necessary changes.

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 the 2025/2026 employment 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 2025 - December 31st, 2025. The *Currency Policy* 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.

NOTE: If your renewal asks you to provide your hours from 01-Jan-2025 – *Now* (instead of 01-Jan-2025 – 31-Dec-2025) please only input your hours from January 1, 2025 until December 31, 2025.

Please enter the total currency hours for this employer from 01-Jan-2025 to 31-Dec-2025

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.

After you have entered your work hours and acknowledged the practice hours statement, you will be asked if you need to make changes to the above employer. Click on "yes" to make sure all employment fields are complete, as additional questions were added since last renewal. Please note that any field with a red '*' is a mandatory field and will need to be answered.

Proceed to the **Changes** section to update your current employer.

Identify the **employment type**, **employment preference**, and **job title**.

Changes

* Employment type	* Employment Preference ❓	* Job title
- ⌄	- ⌄	

* Employment type
- ⌄
-
Casual work
Full time
Part-time

* Employment Preference ❓
- ⌄
-
By choice
Seeking casual
Seeking full-time
Seeking part-time

Identify the primary **employment role**, secondary role (if applicable), and tertiary role (if applicable), contract type, and funding source.

Employment Role: *Select between one and three roles that best describe your employment role. Your primary role is the one you spend the most time doing in this position.*

* Primary role ❓	Secondary role	Tertiary role
- ⌄	- ⌄	- ⌄

Contract type	Funding source
- ⌄	- ⌄

Primary 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 |

Secondary role

| - ⌄ |

| - |
| Administrator |
| Analyst |
| Case manager |
| Chief executive officer/registrar |
| Clinical specialist |
| Consultant |
| Coordinator |
| Direct care provider |
| Director/assistant director |
| Educator |
| Manager/assistant manager |
| Owner/operator |
| Professional leader |
| Researcher |
| Sales |
| Supervisor |
| Other |

Tertiary role

| - ⌄ |

| - |
| Administrator |
| Analyst |
| Case manager |
| Chief executive officer/registrar |
| Clinical specialist |
| Consultant |
| Coordinator |
| Direct care provider |
| Director/assistant director |
| Educator |
| Manager/assistant manager |
| Owner/operator |
| Professional leader |
| Researcher |
| Sales |
| Supervisor |
| Other |

Contract type

| - ⌄ |

| - |
| Conditional employment |
| Cooperative student employment |
| Other |
| Permanent employee |
| Practicum student work experience |
| Self-employed |
| Temporary employee |

Funding source

| - ⌄ |

| - |
| Mix of public and private |
| Private |
| Public |
| Unknown |

Identify each **method of care** for the primary employment

Method of Care: Select between one and three options that best describe how you provide care. Your primary method of care is the one you use most often in this job.

Primary method of care ❓ *

| In person ⌄ |

Secondary method of care

| - ⌄ |

| - |
| Email |
| In person |
| Messaging |
| Other |
| Telephone |
| Video conference |

Tertiary method of care

| - ⌄ |

Identify the **virtual care delivery** as well as your **primary area of practice** for that employment. As you will notice in the images below, there are many 'area of practice' options to choose from.

* Virtual care delivery ?

* Primary area of practice ?

---

* Virtual care delivery ?

-
More than 50% of the time
10% to 49% of the time
Less than 10% of the time
Never

* Primary area of practice ?

-
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)

* Primary area of practice ?

-
Military medicine
Musculoskeletal
Nephrology
Neurology
Nutrition therapy
Occupational health
Oncology
Opthamology
Organ transplant
Orthopedics
Other areas of practice
Palliative care
Pathology
Patient safety
Pediatrics
Pelvic health
Pharmacotherapy
Physical medicine and rehabilitation
Plastic surgery
Primary care

* Primary area of practice ?

-
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

* Primary area of practice ?

-
Military medicine
Musculoskeletal
Nephrology
Neurology
Nutrition therapy
Occupational health
Oncology
Opthamology
Organ transplant
Orthopedics
Other areas of practice
Palliative care
Pathology
Patient safety
Pediatrics
Pelvic health
Pharmacotherapy
Physical medicine and rehabilitation
Plastic surgery
Primary care

* Primary area of practice ?

-

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 or if any of additional areas of practice are the same as your primary area of practice.

Additional area of practice

☐ 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)	☐ 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	☐ Opthamology
☐ Organ transplant	☐ 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 rehabilition
☐ Vision care	☐ 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 #
Example: 306-555-5555 Ext02		
Start date	End date (if applicable)	
yyyy-mm-dd	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, 2025 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. If you have your own business (sole proprietor, etc.) and complete contract work for antoher company, choose your own business from the list.

Employer

Organization

If your employer or your private practice (sole proprietor, etc.) is not included 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 [*4. a) Employment Information Changes*] to fill out the rest of your employment information for all additional employers.

10. 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 - December 31st, 2025 that are not correlated with your paid employment as indicated in the 2025/2026 employment section.

The currency policy 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 entered 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 house 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.

11. 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 for the 2023 Year, as the previous database did not separate out the practice hours into the separate sections. 2023 practice hours included hours during the timeframe of March 1st, 2023 – February 29, 2024. If your total pratice hours is not accurate, please contact admin@scotsk.ca.

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

Year 2023	Paid worked practice hours	Other Jurisdiction hours	Educational practice hours	Volunteer practice hours	Total practice hours
	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 council. The currency policy 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.

For the 2026 renewal, SCOT is collecting practice hours from January 1st 2025 until December 31st, 2025.

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)

12. 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.

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

13. Other Regulated Professions Section

If you are registered and licensed in another regulated professional besides occupational therapy, please click "Add" to provide this information if it is not already listed.

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.

5. Next, Save for Later, or Withdraw

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 "Next."

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

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

I. Updating your 2025/2026 Learning Plan
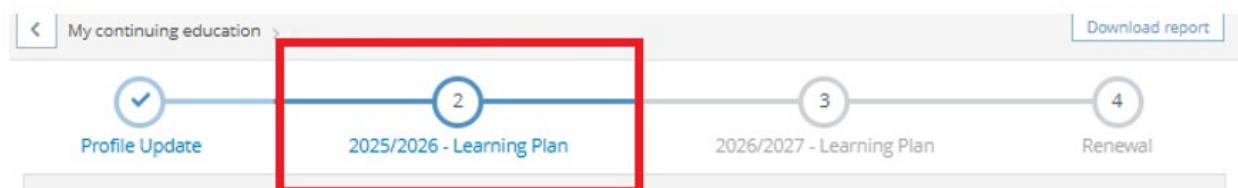
1. Learning Plan Exemptions

If you obtained a practising or restricted practising licence after December 1, 2025, you were exempt from creating 2025/2026 learning goals. If you did not have 2025/2026 learning goals, then your screen should have an additional note in red font similar to the picture shown below. Click "Next" at the bottom of the page to go to your 2026/2027 learning plan.

If you did not have goals for 2025/2026 and you do not see a similar notification, please contact admin@scotsk.ca.

Page 1 | Goal 1 | Goal 2

PLEASE NOTE:

YOU ARE NOT REQUIRED TO FILL OUT THE 2024/2025 LEARNING PLAN.
CLICK "Next" AT THE BOTTOM OF THE PAGE TO GO TO YOUR 2025/2026 LEARNING PLAN.

2. Continuing Competency Program Instructions

Review the instructions page, similar to the picture below, and then select "Goal 1" tab at the top of the page, "Goal 1>'" at the bottom of the page, or "Next" at the bottom of the page. These instructions are accessible while you are updating your learning plan.

3. Navigating between Goals and Instructions

Once you have clicked on Goal 1, your name, registration number, and registration year will appear at the top of the page for Goals 1 and 2.

ANNUAL LEARNING PLAN		
Name	**Registration #**	**Registration Year**
		Mar 01, 2025 - Feb 28, 2026

You may navigate between the instructions page (page 1), Goal 1, and Goal 2 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. **Completing your 2025/2026 Learning Plan**

a) **Omitted and Replacement Goal**

If you were not able to complete a goal, as it became irrelevant or unattainable, you will be required to update this information directly into the learning plan. Goals 1 and 2 for the 2025/2026 learning plan are editable and can be changed during the year if necessary. Since March 1st, members have access to their 2025/2026 learning goal information. Our policy states: "*If a member's goal(s) becomes irrelevant or unattainable within the year and is thus omitted, the member is required to establish an alternate goal and provided evidence for same. It is insufficient to omit Annual Learning Plan goals and/or evidence and not replace or modify them.*"

If you replaced your goal, indicate the rationale for changing your goal within the initial reflection section.

b) **Update your 2025/2026 Learning Plan (Goal 1)**

Your 2025/2026 goals will be available in an editable form. This will allow you to add your learning activities, change the goals status and add your reflection. Review your information to ensure that your information is correct.

c) **Complete 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. Upon goal completion, evidence should be able to support completion of each selected learning activity.

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 textbooks

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 activity completion from the dropdown menu. If your evidence is not included in the list, please select "Other". 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

* Evidence of Activity ❓

\-

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 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.

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 5000 characters)

d) Goal Evaluation

Update your goal status from the dropdown list. **Goals must be completed prior to the renewal deadline (February 15, 2026). Renewals will not be approved until both 2025/2026 goals have been marked as "complete".** 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

-

In-progress

Complete

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.

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. Completing our 2025/2026 Learning Plan** of section **J. Updating your 2025-2026 Learning Plan**. Click "Next" at the bottom of the page once your 2025/2026 learning plan has been filled out for both goals.

If "Next" appears on the bottom of the screen and you have not progressed to the next section, check both goals to determine if any additional information is required. Outstanding requirements will be shown in red font.

J. Creating your 2026/2027 Learning Plan
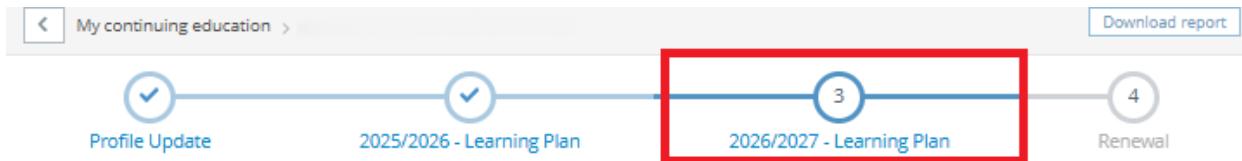
1. Learning Plan Exemptions

Members who are obtaining a non-practising membership or extended access membership for March 1st, 2026 are exempt from creating a 2026/2027 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 for 2026/2027

The same instructions page from your 2025/2026 learning plan will appear. Once reviewed, you can click on "Goal 1" tab at the top or "Goal 1>" in the bottom right corner.

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**

Input your annual learning goal into the space provided. Ensure it is a ***SMART*** goal that can be completed during the membership year (March 1st, 2026 – February 28, 2027).

a) Select an appropriate Domain and Competency

Review the *Comptencies 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.

b) Indicate 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, 2026 – February 28, 2027 membership year.
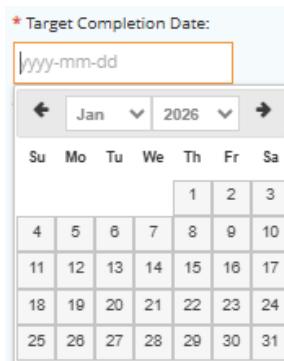
c) Select Anticipated Learning Activities/Resources

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. This list can be modified throughout the year. Upon goal completion, evidence should be available that selected items were completed.

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 textbooks

☐ 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

* 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.
(Minimum 50 characters, Limit 5000 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 **J. Creating your 2026-2027 Learning Plan**.

Click on 'Next' at the bottom of the page once your 2026/2027 learning plan has been filled out.

If "Next" appears on the bottom of the screen and you have not progressed to the next section, check both goals to determine if any additional information is required. Outstanding requirements will be shown in red font.

〈 Page 1   Goal 2 〉

Next   Save for later

K. Renewals Requiring Review

Renewals may be automatically approved unless it requires review by SCOT staff. Payment cannot be made until the renewal is approved either automatically or by SCOT staff.

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.
- Insurance information updated.
- **Renewal**
  - A member answered "Yes" to a declaration. SCOT staff will review the declaration and information provided.
- **eLearning Module Completion**
  - SCOT staff will confirm those that completed the 2025 national eLearning module: Advancing Culture, Equity, and Justice in Occupational Therapy Practice

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 requested changes before resubmitting your information.

3. Admin Review Process Complete

Once your renewal has been reviewed and approved by SCOT staff, you will receive an email indicating that you are able to pay your renewal fees.

L. 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 **K. 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.

2. Additional Declarations

Additional declarations are required for all members to respond to and are dependent on the specific membership category you are applying for.

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.

If you are applying for renewal of a practising membership, there will be an additional declaration regarding completion of the 2025 National eLearning module.

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

I have completed the 2025 National eLearning Module: Advancing Culture, Equity and Justice in Occupational Therapy Practice.

☐ * I acknowledge and accept the above declaration

3. Submit Renewal

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

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

[Submit]   [Save for later]   [Withdraw]

4. View Renewal

The Status of your renewal application can be found on the Home screen. You may click on "View" or "Update" as needed.

For practising members, once your renewal has been approved, it will look similar to the picture below. You will notice that your Profile Update indicates "Approved," your 2025/2026 Learning Plan is marked as "Complete", and your Renewal is marked as "Approved". Please note that your 2026/2027 Learning Plan will not be marked as complete or approved until next renewal.

You may click to view each section of your renewal application.
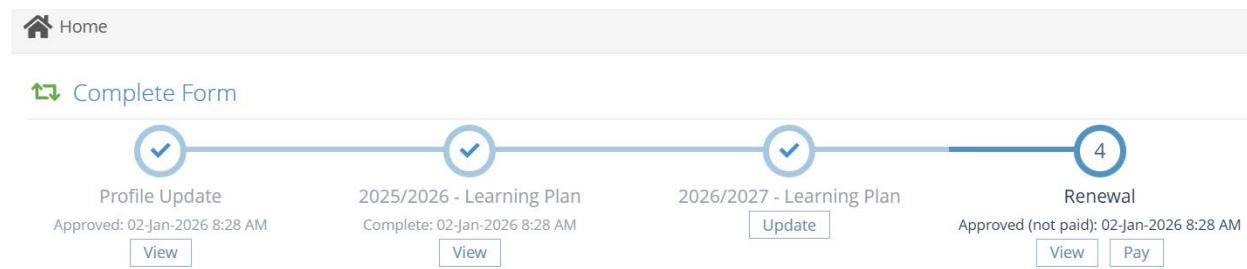
🏠 Home

🔁 Complete Form

Profile Update	2025/2026 - Learning Plan	2026/2027 - Learning Plan	Renewal
✓	✓	✓	4
Approved: 02-Jan-2026 8:28 AM	Complete: 02-Jan-2026 8:28 AM	Update	Approved (not paid): 02-Jan-2026 8:28 AM
View	View		View Pay

5. Invoice Notification

If your renewal is approved automatically, you will be able to proceed direclty to pay your invoice. If your renewal requires review and approval by SCOT staff, you will receive an email once your renewal has been approved.

6. Access Invoice

To view your invoice, you can either click "View" under the Renewal header or you can click on the $ icon under "My Invoices.

7. 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".
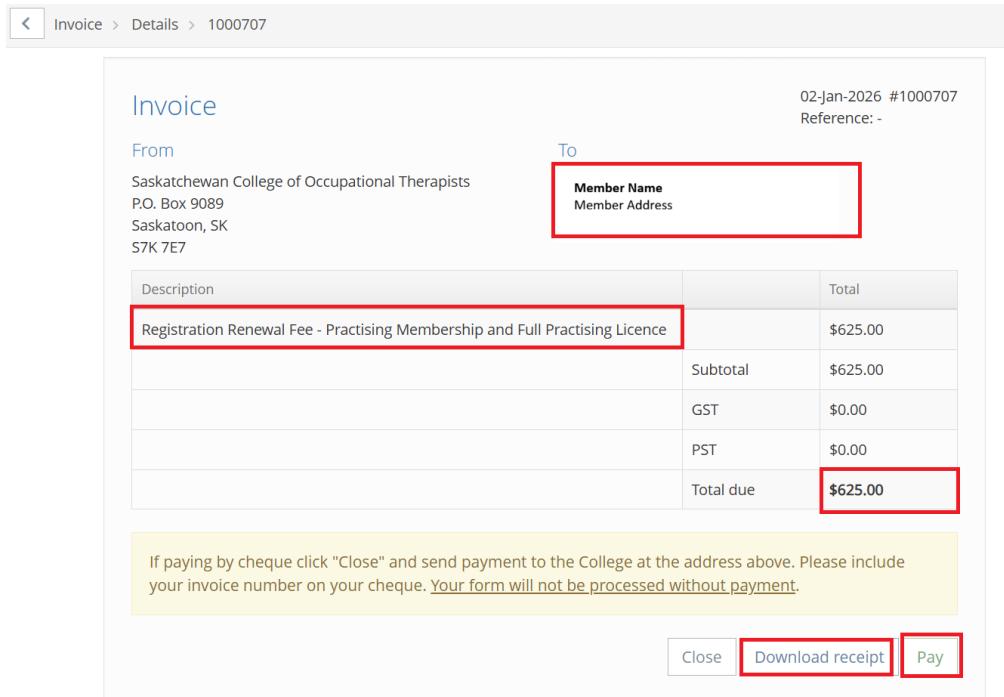
< Invoice > Details > 1000707

Invoice

02-Jan-2026 #1000707
Reference: -

From

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

To

Member Name
Member Address

Description		Total
Registration Renewal Fee - Practising Membership and Full Practising Licence		$625.00
	Subtotal	$625.00
	GST	$0.00
	PST	$0.00
	Total due	**$625.00**

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

8. Input Credit Card Information

Confirm your first name, last name, and address associated with your credit card and select "Pay."
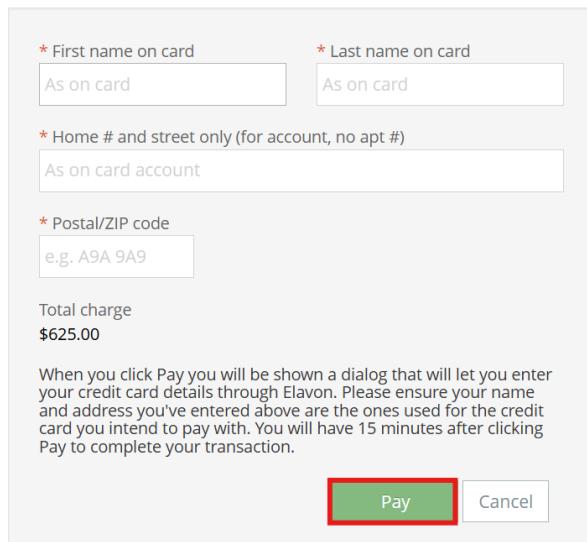
* First name on card
As on card

* Last name on card
As on card

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

* Postal/ZIP code
e.g. A9A 9A9

Total charge
$625.00

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.

Pay   Cancel

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

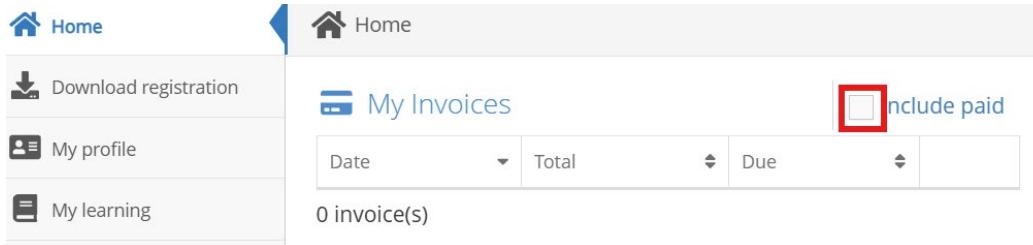A screen will pop up similar to the picture below to confirm that you are a person. Select the appropriate pictures and click "Verify."
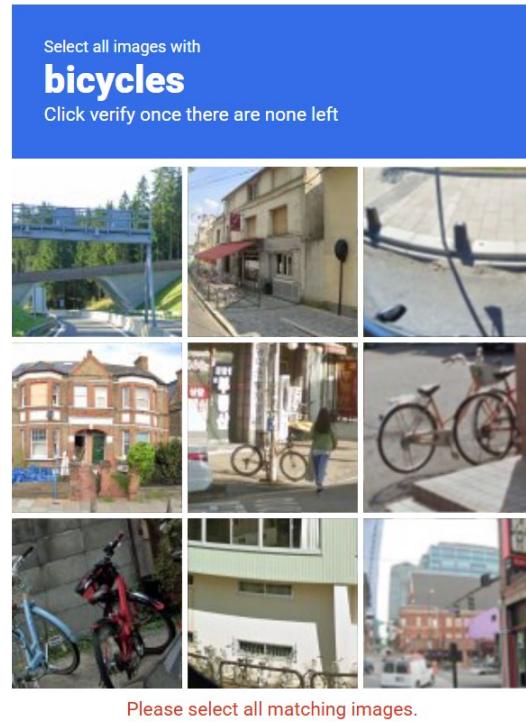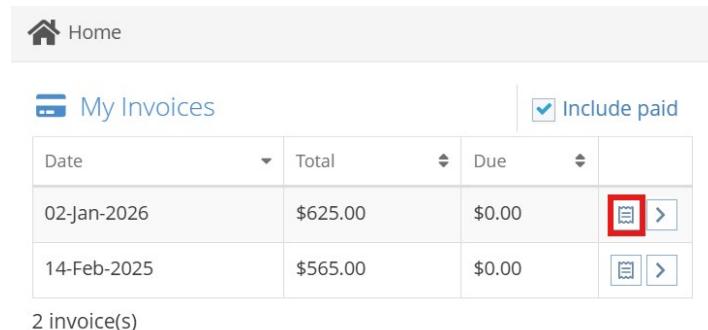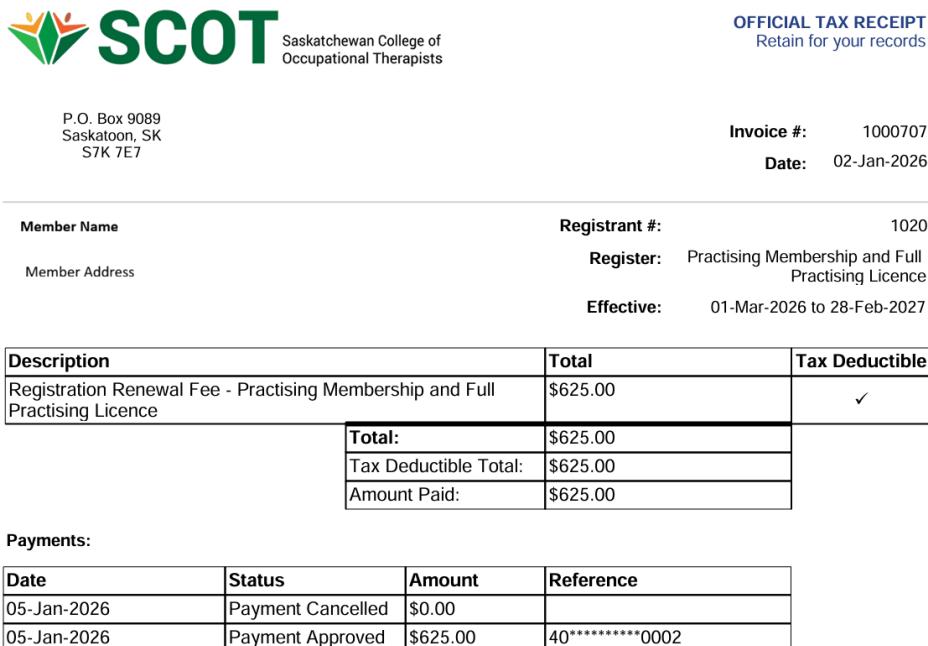
9. Review Invoice and Receipt

Once paid, you can view your permit, paid invoice, and tax receipt from the **Home** screen. Check the box next to "Include paid" next to "My Invoices."

A list of your paid invoices since January 1, 2025 will be listed. Click on the first icon to open up your official tax receipt in a new window

The official tax receipt will look similar to the one pictured below.

OFFICIAL TAX RECEIPT
Retain for your records

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

Invoice #:	1000707
Date:	02-Jan-2026

Member Name

Member Address

Registrant #:	1020
Register:	Practising Membership and Full Practising Licence
Effective:	01-Mar-2026 to 28-Feb-2027

Description	Total	Tax Deductible
Registration Renewal Fee - Practising Membership and Full Practising Licence	$625.00	✓
	Total: $625.00	
	Tax Deductible Total: $625.00	
	Amount Paid: $625.00	

Payments:

Date	Status	Amount	Reference
05-Jan-2026	Payment Cancelled	$0.00	
05-Jan-2026	Payment Approved	$625.00	40**********0002

Click on the second icon to view the Invoice in the same window.

Once you have reviewed the invoice, you can click "Download receipt" to review your official tax receipt in a new window to download. Or click "OK" to return to the home page.

10. Review Permit

To review your *Certificate of Registration*, click on "Permit" under "Active and Future Permit" on the Home page.

If you obtain a practising membership licence, your *Certificate of Registration* will look similar to the picture below.

If you obtain a non-practising or extended access membership, your *Certificate of Registration* will look similar to the picture below. It will indicate "Non-practicing" to indicate that both membership categories do not provide a practising licence.
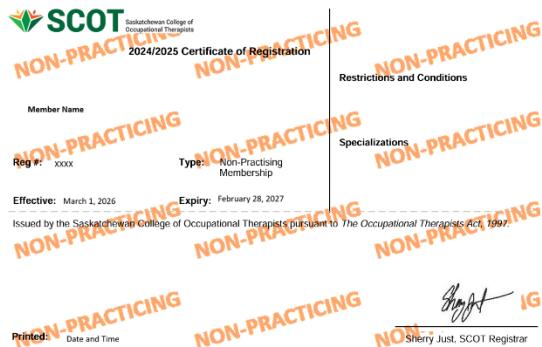
If you have any questions or require assistance, contact admin@scotsk.ca or 306-956-7768.

If any of these instructions were inaccurate as you completed your renewal process,

please contact us to let us know.