

Online Renewal Instructions

To renew your membership, please follow the steps below:

1. Go to ssot.sk.ca and log on to your SSOT Member profile with your User ID and Password. If you do not have your login information or are having difficulty logging in, please contact SSOT as soon as possible at admin@ssot.sk.ca.
2. Choose '**Click Here to Renew Your Registration**'.
 - If, after clicking 'Renew your Registration', you are not prompted to move through a series of tabs and simply receive a message that states "SSOT has successfully received your Registration", please contact the SSOT office immediately as your renewal has not been properly activated.
3. Proceed through the following tabs - **Welcome, Profile, Confirmation, Declaration, and Payment** - and ensure the information is up-to-date and reflects any changes over the course of the past year.
 - As per Policy #03 – Register of Members, it is required that up-to-date information on all members is maintained in the register and that members are responsible for ensuring this information is provided and up-to-date. Please note that if a member needs to be contacted for regulatory reasons and the information on the register is out-of-date, that member will be deemed to be not in good standing until the information is updated.
4. If the changes you are trying to make to your profile are not available on the system (e.g. your employer or educational institution is not listed in the drop down box), please contact SSOT at admin@ssot.sk.ca to make this change.
5. Please refer to the enclosed fee schedule for payment details. Payment options include:
 - Credit card (Visa, Mastercard).
 - If your employer pays your fees directly, choose the cheque option and print the renewal confirmation to provide to your employer (if needed).

Please review the enclosed information for reference regarding the fee schedule, practice hour requirements, and extended leave membership options. Please also refer to the Renewal Checklist and Frequently Asked Questions pages to assist with your online renewal.

Please Note: SSOT has approved the transition of our current practice hours policy to be consistent with the other Canadian provincial regulatory organizations as per the 2016 ACOTRO LMSA document, that is, *600 hours in the three year period immediately preceding the date of application for the year in which licensure is sought*. SSOT will be developing the processes for this transition in the upcoming year and further details will be provided as they become available. This does not affect the practice hour requirements for the 2019/20 membership year.

You will receive email confirmation from SSOT when your renewal has been submitted and received in full.

Please contact SSOT (admin@ssot.sk.ca) immediately if you encounter any technical difficulties or have any questions while completing your online renewal.