



Saskatchewan Society of Occupational Therapists

December 14th, 2017

Dear SSOT Member,

Please be advised that your SSOT membership renewal is due in full by **February 15th, 2018 at 11:59 pm.** SSOT is pleased to continue with our online renewal system for the 2018/19 membership year. To renew your membership, follow the steps outlined on the page attached.

A **\$77.00 late fee** will be applied to all incomplete membership renewals following the **February 15th deadline.** **If your renewal is not received in full by February 28th, 2018, you are not legally permitted to work as an Occupational Therapist.** You and your employer will be notified by telephone and you will not be permitted to work as an Occupational Therapist until your membership has been reinstated.

For all members renewing in practicing and restricted license categories, participation in the Continuing Competency Program (CCP) is **mandatory.** The CCP policies, outlining the requirements, are available on the SSOT website on the Continuing Competency Program page. The Clinical and Non-Clinical Self-Assessment Tools and PDPO templates are also available on this page.

You will declare in your online renewal that you have completed the CCP requirement for the year. Please submit your completed 2017/18 and new 2018/19 PDPOs to the SSOT Office by the February 15th deadline via email (admin@ssot.sk.ca) or mail (SSOT, P.O. Box 9089, Saskatoon, SK S7K 7E7).

Please advise the Registrar in writing if you do not intend to renew your registration. SSOT grants an individual, who is no longer a member, a final standing. This final standing is important when you apply for registration in the future with SSOT or with other regulatory organizations, which request registration history. If you voluntarily resign, your final standing is usually *Member in Good Standing.* **You must notify SSOT if you are not planning to renew your membership. Failure to do so will result in a final standing of *Member Not in Good Standing.***

It is to your advantage to submit your registration information early. In the event that your application is incomplete or requires clarification, you will have some lead time to respond without jeopardizing your registration status or incurring the late fee. Early submission also eases the workload in the office at the busiest time of the year.

Please contact SSOT (admin@ssot.sk.ca) immediately if you encounter any technical difficulties with your online renewal. SSOT requires seven (7) working days to resolve any technical difficulties you may encounter when completing your renewal. If you have any other questions, please do not hesitate to contact us. Thank you for your prompt attention to this very important matter.

Sincerely,

Miranda Hall
SSOT Registrar

Sherry Just
SSOT Executive Director/Regulatory Coordinator

Making Everyday Tasks Reachable

P.O. Box 9089, Saskatoon, Saskatchewan S7K 7E7 • Telephone (306) 956-7768 • admin@ssot.sk.ca