



Saskatchewan Society of Occupational Therapists

Renewal Checklist

This checklist has been created to assist you with the renewal process. It is your responsibility to ensure that all requirements for your renewal have been completed and submitted in full by the February 15th deadline.

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.

- Complete Online Renewal
 - Update personal and employment information
 - Update practice hours
 - **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.**
 - Update insurance information
 - Self-declare CCP requirement
 - Pay fees online or submit receipt to employer for fees to be paid
- Complete the Self-Assessment tool
- Complete 2018/19 PDPO
- Create new 2019/20 PDPO
- Submit 2018/19 and 2019/20 PDPOs to SSOT by email or mail
- Receive email from SSOT that indicates renewal has been received in full

Making Everyday Tasks Reachable