



# Saskatchewan Society of Occupational Therapists

## Frequently Asked Questions

- 1. What are the SSOT office hours during the renewal period?**  
The SSOT office hours remain 9:00 am to 5:00 pm Wednesday through Friday.
- 2. I have forgotten my user ID and/or password, what do I do?**  
If you do not have your login information or are having difficulty logging in, please contact SSOT ([admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)) as soon as possible. It is suggested that you record and store this information in a safe and confidential location for future reference.
- 3. Is there a drop box available for renewals after office hours?**  
SSOT does not have an external mail box for renewal documents. You may submit renewal documents via email ([admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)) or mail (SSOT, P.O. Box 9089, Saskatoon, SK, S7H 7E7).
- 3. Will I receive confirmation that my renewal has been received by the SSOT office?**  
You will receive email confirmation from SSOT when your renewal has been submitted in full.
- 4. What payment methods are accepted by SSOT?**  
SSOT accepts payment online via credit card (Visa, Mastercard) or from a member's employer (e.g. SHA). If your employer pays your registration fees, choose the cheque option on the online renewal and print the renewal confirmation to provide to your employer, if needed.
- 5. What are the practice hour requirements? Do I include vacation and/or sick days?**  
The practice hour requirements are 1000 hours in the five year period (March 1, 2014 – February 28, 2019) or 600 hours in the three year period (March 1, 2016 – February 28, 2019) immediately preceding the date of application for the year in which licensure is sought (2019/20 membership year). Any type of leave (e.g. vacation, leave of absence, maternity leave, illness, or disability leave) cannot be included as practice hours. Please refer to the enclosed Practice Hour policy for additional details.

**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.**

- 6. What are the requirements for proof of insurance?**  
SSOT requires you to provide the policy number and expiry date of your insurance. Your renewal cannot be processed without this information. If your employer provides your insurance coverage, enter the policy number as '123456' and the expiry date as February 29, 2020. If there are any changes with employment, e.g. you are no

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longer working there and are no longer covered, you will need to purchase insurance and update this information.

**7. Can you clarify the requirements of the Continuing Competency Program (CCP)?**

Participation in the CCP is **mandatory** for all practicing and restricted license members. You will self-declare on the online renewal that you have completed the CCP requirements for the year and you must mail or email your completed 2018/19 PDPO and new 2019/20 PDPO to SSOT prior to the February 15<sup>th</sup> deadline. Please refer to the CCP and/or Renewal pages on the SSOT website for further information regarding the CCP requirements, educational information, and the new self-assessment and PDPO templates.

**8. I became an SSOT member during the 2018/19 membership year, what do I submit for the CCP?**

You will only submit a PDPO for the 2019/20 year. Please refer to the CCP and/or Renewal pages on the SSOT website for further information regarding the CCP requirements, educational information, and the new self-assessment and PDPO templates.

**9. I've completed portions of my renewal. Is my renewal considered late if it is missing information and/or I cannot send the required documents/fees by the February 15<sup>th</sup> deadline?**

Yes, renewals must be completed in full and all supporting documents and fees must be received by the February 15<sup>th</sup> deadline. If information and/or fees are missing, your renewal will be considered late and the late fee (\$77.00) will apply.

**10. I will begin an extended leave during the 2019/20 membership year, how should I renew my registration?**

If you are on an extended leave as of March 1, 2019, you could renew your registration as non-practicing. If you are working any hours during the 2019/20 membership year, you must be registered as a practicing member until such time that your leave commences. Depending on the start date of your leave, you may wish to renew your practicing license for the full year or for a temporary (3 month) period. Please refer to the extended leave information sheet and/or contact SSOT ([admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)) to further discuss any specific questions you may have. **Remember: You must be registered as a practicing member in order to be eligible to practice OT in Saskatchewan.**

**11. I am currently on an extended leave and a non-practicing member, how should I renew my registration?**

If you will be returning to employment during the 2019/20 membership year, you must be registered as a practicing member prior to your return. You may choose to renew your membership during the renewal period as either practicing or non-practicing, depending on the continued length of your leave. If you chose to renew as non-practicing, you must upgrade your membership to practicing prior to your return to work. Please refer to the extended leave information sheet and/or contact SSOT ([admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)) to further discuss any specific questions you may have. **Remember: You must be registered as a practicing member in order to be eligible to practice OT in Saskatchewan.**

**12. I do not intend to renew my registration with SSOT, what do I do?**

You must advise the Registrar ([registrar@ssot.sk.ca](mailto:registrar@ssot.sk.ca)) 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 another regulatory organization, which requests registration history. If you voluntarily resign, your final standing is usually *Member in Good Standing*. Failure to notify SSOT that you do not intend to renew will result in a final standing of *Member Not in Good Standing*.

**13. I do not see my question, what do I do?**

Please contact SSOT ([admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)) if you have any additional questions.