



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. 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) 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. health region). If your employer pays your registration fees, choose the cheque option on the online renewal and print the receipt on the 'Membership Card and Receipt' page, if needed
- 5. What are the practice hours requirements? Do I include vacation and/or sick days?**
The practice hour requirements are 1000 hours in the five year period (March 1, 2013 – February 28, 2018) or 600 hours in the three year period (March 1, 2015 – February 28, 2018) immediately preceding the date of application for the year in which licensure is sought (2018/19 membership year). Please refer to the enclosed Practice Hour policy for additional details. Any type of leave (e.g. vacation, leave of absence, maternity leave, illness, or disability leave) cannot be included as practice hours.
- 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 the insurance coverage, enter the policy number as '123456' and the expiry date as February 28th, 2019. If there are any changes with employment, e.g. you are no 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 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 2017/18 PDPO and new 2018/19 PDPO to SSOT prior to the February 15th deadline.
- 8. I became an SSOT member during the 2017/18 membership year, what do I submit for the CCP?**
You will only submit a PDPO for the 2018/19 year.

Making Everyday Tasks Reachable

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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 15th deadline?

Yes, renewals must be completed in full and all supporting documents and fees must be received by the February 15th 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 a leave during the 2018/19 membership year, how should I renew my registration?

If you are on a leave as of March 1, 2018, you could renew your registration as non-practicing. If you are working any hours during the 2018/19 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 contact SSOT (admin@ssot.sk.ca) to further discuss any specific questions you may have.

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

If you will be returning to employment during the 2018/19 membership year, you must be registered as a practicing member. 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 contact SSOT (admin@ssot.sk.ca) to further discuss any specific questions you may have.

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

You must advise the Registrar (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) if you have any additional questions.