

Saskatchewan Society of Occupational Therapists
ADMINISTRATIVE BYLAW AMENDMENTS
FEE BYLAWS AMENDMENTS

Whereas *The SSOT Administrative Bylaws* requires amendments to prescribe the amount of registration, licensing and other fees payable to the association, the times of payment and penalties for late payment; and

Whereas *The SSOT Fee Bylaws* were adopted by resolution of the SSOT Council on December 21, 2021; and

Whereas, pursuant to clause 13(3)(b) of *The Occupational Therapists Act, 1997*, bylaws made by the Council must be confirmed by a two-thirds vote of the membership at an annual or special meeting;

Therefore, be it resolved that *The SSOT Fee Bylaws*, be confirmed in accordance with clause 13(3)(b) of *The Occupational Therapist Act, 1997*.

Title

1 These bylaws may be referred to as *The SSOT Fee Bylaws*.

Application fees

2 The non-refundable processing fee payable for an initial application for registration as a practising, non-practising, or restricted practising member is \$100.00.

Registration and initial licence fees

3 The fee for registration as a member and the relevant licence to practice in the year of registration and for each subsequent year is \$565.00.

Non-practising

4 The annual fee for a non-practising membership is \$140.00.

Change of status

5 The fee to change status from non-practising to practising and for the relevant licence to practice in the year in which the change occurs is the amount of the fee described in section 3, less the non-practising fee described in section 4.

Renewal of annual practising licenses

6(1) All annual renewal fees are payable on or before February 15.

(2) A member who pays the required renewal fee after February 15 shall, in addition, pay a late fee of \$100.00.

(3) A member who fails to pay the required licence renewal fee by the last day of February ceases to be a licensed practising member as of that date.

(4) A member described in subsection (3) may apply to be re-licensed on payment of:

(a) the licence renewal fee described in section 3;

(b) the late fee described in subsection (2); and

(c) an additional re-licensing fee of \$100.00.

Remission of fees

7 The council may, for cause, remit the whole or any portion of any fee or late payment penalty.

Repeal

8 All former bylaws relating to fees are hereby repealed.

SIDE-BY-SIDE – FEE BYLAWS

Administrative Bylaws Amendment
Proposed Fee Bylaws Amendment, 2022
Saskatchewan Society of Occupational Therapists

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>BYLAW XIV – FEES</p>	<p>Title</p> <p>1 These bylaws may be referred to as <i>The SSOT Fee Bylaws</i>.</p>	<p>The Fee Bylaws have been separated from the rest of the administrative bylaws to allow for members and potential applicants to access the information in an efficient and clear manner. A formal title has replaced the existing bylaw heading and is helpful for referencing the bylaws.</p>
<p>Section 1 – Registration Fee</p> <p>A non-refundable registration fee, as determined by council and reviewed annually, shall accompany each new application for practicing, non-practicing, and restricted license memberships, except as outlined in bylaw XIV, section 2.3 and/or per policy.</p>	<p>Application fees</p> <p>2 The non-refundable processing fee payable for an initial application for registration as a practising, non-practising, or restricted practising member is \$100.00.</p>	<p>Reference to an application fee, which is distinct and separate from the registration and initial licensing fee, is used.</p> <p>Includes reference to the exact cost of the initial application fee. Previously, the cost for initial application was \$75.00 for registration as a practising or non-practising member and \$120.00 for a restricted practising member. Having a consistent application fee for all member categories is fairer for internationally educated occupational therapists (IEOTs) who are required to initiate the application process with SSOT, upon successful completion of the Substantial Equivalency Assessment System (SEAS), in order to have access to the prescribed examination (National Occupational Therapy Certification Examination – NOTCE), but who may not want to obtain a practising licence at that time. The \$100.00</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
		application fee is comparable to similar regulatory organizations.
<p>Section 2 – Annual Licensing Fee</p> <p>1 The annual licensing fee, as determined by council and reviewed annually, for the subsequent membership year shall be payable by the end of February.</p> <p>2 Fees shall be collected for the following membership categories:</p> <p style="padding-left: 40px;">(a) Practicing License Fee</p> <p style="padding-left: 40px;">(b) Restricted License Fee</p> <p style="padding-left: 40px;">(c) Non-Practicing Membership Fee</p> <p>4 Life members pay no membership fee.</p> <p>5 Students pay no membership fee.</p>	<p>Registration and initial licence fees</p> <p>3 The fee for registration as a member and the relevant licence to practice in the year of registration and for each subsequent year is \$565.00.</p> <p>Non-practising</p> <p>4 The annual fee for a non-practising membership is \$140.00.</p>	<p>The registration fee has been combined with the initial licensing fee in the year of registration.</p> <p>The prescribed registration and licensing fee amounts have been indicated within the fee bylaws instead of determined by council to ensure consistency with <i>The Occupational Therapists Act, 1997</i>, and to allow for better transparency.</p> <p>The annual licensing fee remains at \$565.00 for those with a practising membership and a practising licence or restricted licence. This fee amount is comparable to similar regulatory organizations.</p> <p>The non-practising membership is separated from a practising membership to assist with distinguishing that non-practising members are not able to hold a practising licence. The annual fee for a non-practising membership remains at \$140.00 and is comparable to similar regulatory organizations.</p> <p>Reference to life members and student members have been removed as these membership categories are not consistent with a regulatory body. Removing the student and life membership categories will assist with distinguishing the role of SSOT as a regulatory body and to further separate the activities of a professional association. The current student and life membership categories have historically existed for primarily professional</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
		association purposes and do not currently serve a significant purpose for the role of a regulatory body.
<p>3 Where a member changes status to a practicing membership as per Bylaw XII, Section 8, the member shall pay the difference in fees between the two categories where applicable and provide required documentation as per Bylaw XII, Section 2.1.</p>	<p>Change of status</p> <p>5 The fee to change status from non-practising to practising and for the relevant licence to practice in the year in which the change occurs is the amount of the fee described in section 3, less the non-practising fee described in section 4.</p>	<p>Change of status information has been separated into its own section to improve readability.</p> <p>The fee remains the same for non-practising members to change their status to a practising membership and licence.</p>
<p>6 Members who have not submitted their completed renewal form and paid all applicable fees by February 15 will be charged a late fee.</p> <p>7 Members who have not submitted their completed renewal forms and paid all applicable fees by the end of February shall cease to be members of the Society. To be reinstated an individual must:</p> <ul style="list-style-type: none"> (a) make full payment of registration and membership fees; (b) make formal application for registration to prove the ability to meet eligibility requirements. 	<p>Renewal of annual practising licenses</p> <p>6(1) All annual renewal fees are payable on or before February 15.</p> <p>(2) A member who pays the required renewal fee after February 15 shall, in addition, pay a late fee of \$100.00.</p> <p>(3) A member who fails to pay the required licence renewal fee by the last day of February ceases to be a licensed practising member as of that date.</p> <p>(4) A member described in subsection (3) may apply to be re-licensed on payment of:</p>	<p>This section identifies the annual fee requirements of practising members with a practising licence or restricted licence.</p> <p>Annual renewal fees continue to be payable on or before the February 15th deadline. The late fee continues to be \$100.00.</p> <p>Members cease to be a licensed practising member for those that do not complete their renewal prior to the end of February and are still considered members but are “<i>not in good standing</i>”. A re-licensing fee continues to be \$100.00 in addition to the licence renewal fee and the late fee. The term re-licensing fee is used to replace “reinstatement fee” as reinstatement refers to a situation where a member has been previously expelled, as per <i>The Occupational Therapists Act, 1997</i>.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	(a) the licence renewal fee described in section 3; (b) the late fee described in subsection (2); and (c) an additional re-licensing fee of \$100.00.	
None	Remission of fees 7 The council may, for cause, remit the whole or any portion of any fee or late payment penalty.	Allows flexibility for decision-making by council due to extenuating circumstances.
None	Repeal 8 All former bylaws relating to fees are hereby repealed.	All former bylaws related to fees within the SSOT administrative bylaws are repealed and replaced by these fee bylaws.