



SSOT

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. Please note that assistance from SSOT may not be available outside of these office hours.

2. I am experiencing technical difficulties, what do I do?

Please utilize the technical support feature (via telephone or email) when in your online profile on the database platform. This feature is located in the upper right-hand corner of your web browser and labeled “Tech Support”.

3. I have forgotten my password, what do I do?

Please utilize the ‘I forgot my password’ feature on the database log-in page. It is suggested that you record and store this information in a safe and confidential location for future reference. **SSOT does not have access to your password.**

4. Is there a drop box available for renewals after office hours?

SSOT does not have an external mailbox for renewal documents. You are required to submit the required documents and information via the upload supporting document feature on the database or directly into the database platform.

5. 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 health region employee option and then print the fee statement under the *My Applications* tab to provide to your employer, if needed.

6. 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, 2016 – February 28, 2021) or 600 hours in the three-year period (March 1, 2018 – February 28, 2021) immediately preceding the date of renewal application for the year in which licensure is sought (2021/22 licencing or 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 is working towards the transition of our practice hour requirements to be *600 hours in the three-year period immediately preceding the date of application for the year in which licensure is sought.* **This does not affect the practice hour requirements for the 2021/22 licencing year.** This bylaw change was placed on hold due to the pandemic and will be brought to the 2021 SSOT Annual General Meeting (AGM) for approval.

7. What are the requirements for proof of insurance?

SSOT requires you to provide the policy/certificate 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 28, 2022. 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.

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

Participation in the CCP is **mandatory** for all members that hold a practicing or restricted licence. Prior to the February 15th deadline, you are required to submit your completed 2020/21 PDPO (**with reflection**) by uploading the form in the *Supporting Documents* section of the renewal page. **NEW:** 2021-2022 PDPO with two new goals and any ongoing goals need to be inputted directly into the

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database platform in the *CCP Application* section. Refer to the **Professional Development Plan and Outcomes: Requirements and Guidelines for Submission** document for instructions. Please refer to the CCP and/or Renewal pages on the SSOT website for further information regarding the CCP requirements, educational information, and the self-assessment and PDPO templates.

9. I obtained a licence with SSOT during the 2020/21 licencing and membership year, what do I submit for the CCP?

You will only submit a PDPO for the 2021/22 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 self-assessment and PDPO templates.

10. I have completed portions of my renewal. Is my renewal considered late if it is missing information and/or I cannot upload 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 (\$100.00) will apply.

11. I will begin an extended leave during the 2021/22 licencing/membership year, how should I renew my licence or membership?

If you are on an extended leave as of March 1, 2021, you could renew your registration as non-practicing. If you are working any hours during the 2021/22 licencing or membership year, you must have a practicing licence until such time that your leave commences. Depending on the start date of your leave, you may wish to renew your practicing licence 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) to further discuss any specific questions you may have. **Remember: You must have a practicing licence in order to be eligible to practice OT in Saskatchewan.**

12. I am currently on an extended leave and a non-practicing member. How should I renew my membership?

If you will be returning to employment during the 2021/22 licencing/membership year, you must have a practicing licence prior to your return to work. You may choose to renew your non-practicing membership or upgrade to a practicing licence during the renewal period, depending on the continued length of your leave. **If you choose to renew your non-practicing membership, you must obtain a practicing licence prior to your return to work.** Please refer to the extended leave information sheet and/or contact SSOT (admin@ssot.sk.ca) to further discuss any specific questions you may have. **Remember: You must be have a practicing licence in order to be eligible to practice OT in Saskatchewan.**

13. 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*.

14. I uploaded the wrong document by accident. What do I do?

Upload the correct document and contact SSOT (admin@ssot.sk.ca) to request that the wrong document be removed. Registrants do not have access to deleting documents on their file.

15. I submitted my payment information, why did it not get processed yet?

SSOT staff double check to make sure all information is provided prior to approving the renewal application and processing the payment. Please provide SSOT (admin@ssot.sk.ca) with a few days

to complete this process. A reminder that the SSOT office hours remain 9:00 am to 5:00 pm Wednesday through Friday and will primarily be processed during that time.

16. The database will not let me update certain information. What do I do?

SSOT may require verification documents prior to having the information changed. Please contact SSOT (admin@ssot.sk.ca) to request a change to the information.

17. How do I print my receipt?

Click on "My Applications" and then click on "Print Receipt" under the "Payment Status" heading.

18. I do not see my question, what do I do?

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