

Online Renewal Instructions

To renew your licence /membership, please follow the steps below:

1) **Access online database via SSOT website** (ssot.sk.ca), click on the orange *Login* button at the top of the webpage.

- Input your e-mail and address and password.
- If you forgot your password, click on ***I forgot my password***; input the email address where you receive SSOT information and click on ***Send Password Reset Link***.
 - SSOT does not have access to member's password information so be sure to record and store this information in a secure and confidential location for future reference.
- An automated email will be sent to the email address you provided; click on ***Click to Reset Password*** and follow the prompts to set up your new password.

2) **Online Dashboard/Profile Management**

- Click on the ***Licence Renewal*** tab in the left-hand column under ***APPLICATIONS***.

3) **Update & Confirm Renewal Information**

- ***Please note:*** *As per Registration Policy #03 – Register of Members, it is required that up-to-date information on all members is maintained in the register and that members are responsible for ensuring this information is provided and up to date. Please note that if a member needs to be contacted for regulatory reasons and the information on the register is out-of-date, that member will be deemed to be not in good standing until the information is updated.*
- Choose your class of licence or membership e.g. Practicing, Non-Practicing
- Proceed through each section – **Profile Details, Languages, Education, Employment, Professional Liability, Regulatory Registrations, Supporting Documents, Professional Currency (Practice Hours), and Self-Declarations**
 - Review and Update/Confirm the information in each section:
 - To edit/update, click on *No, I need to edit these details*; ensure you save the edits and click on *Continue Renewal* to return to the main renewal page
 - To confirm the information is accurate, click on *Yes, everything is correct and up to date*; this needs to be done for each section and a *Section Complete* will appear for each section
 - If you hold an active OT licence with another regulatory organization, please provide this information in the Regulatory Registration section
 - Upload/input the mandatory PDPO information
 - Completed 2020/21 PDPO document with reflections uploaded in the Supporting Documents section.
 - **New:** 2021/22 PDPO with two new goals and any ongoing goals inputted directly into the database platform. Refer to the ***Professional Development Plan and Outcomes: Requirements and Guidelines for Submission*** document for instructions.
 - ***Ensure the Name, Title, Phone Number, and Email of your Manager/Supervisor is correct.***
 - If the changes you are trying to make to your profile are not available on the system (e.g. your employer or educational institution is not listed in the drop down box), please contact SSOT at admin@ssot.sk.ca to make this change.
 - Complete Insurance Acknowledgement

4) **Payment of Fees**

- Choose your method of payment
 - If your employer pays your fees directly (e.g. SHA), choose the *Health Region Employee* option
 - To print the fee statement to provide to your employer for payment, go to *My Applications* and click on the *Print Statement* under payment status

5) **Submit Renewal**

- Your renewal has been submitted to SSOT for review; **this does not mean your renewal is complete and/or approved**
- You will receive further notification from SSOT via email regarding the status of your application (e.g. any outstanding fees, documents, etc.); you may also view the status of your renewal application directly on your online profile
- **You will receive written confirmation from SSOT via email once your renewal application has been fully submitted and approved**
- You will be able to access a copy of your SSOT licence as of March 1, 2021

Please review the complementary documents for reference regarding the fee schedule, practice hour requirements, and extended leave membership options. Please also refer to the Renewal Checklist and Frequently Asked Questions pages to assist with your online renewal.

Please Note: SSOT is working towards the transition of 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 membership year. Due to the pandemic this bylaw change was placed on hold and will be brought to the 2021 SSOT Annual General Meeting (AGM) for approval.

Please contact SSOT (admin@ssot.sk.ca) immediately if you encounter any difficulties or have any questions while completing your online renewal.