



SSOT

Saskatchewan Society of
Occupational Therapists

Renewal Checklist

This checklist has been created to assist you with the renewal process. It is your responsibility to ensure that all requirements for your renewal have been completed and submitted in full by the February 15th deadline.

It is to your advantage to submit your renewal information early. In the event that your renewal application is incomplete or requires clarification, you will have some lead time to respond without jeopardizing your licence or membership status or incurring a late fee. Early submission also eases the workload in the office at the busiest time of the year.

- Complete the Self-Assessment tool
 - This tool is designed to help assist with the development of your goals on your PDPO for the 2021/22 licencing/membership year. **You are not required to submit this document with your renewal.**

- Complete Online Renewal
 - Update and confirm all personal, education, employment, and regulatory registration information
 - Update practice hours
 - **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/membership year.* This bylaw change was placed on hold due to the pandemic. This will be brought to the 2021 SSOT Annual General Meeting (AGM) for approval.
 - Update insurance information
 - Complete & upload/input the required documents/information for the CCP
 - Upload your completed 2020/21 PDPO form with reflections using the Supporting Documents section of the renewal page.
 - **NEW:** Input your two new 2021/22 goals and any ongoing goals directly into the database. Refer to the ***Professional Development Plan and Outcomes: Requirements and Guidelines for Submission*** document for instructions.
 - Pay fees online or submit fee statement to employer for fees to be paid

- Receive confirmation from SSOT that your renewal has been received in full and approved

Making Everyday Tasks Reachable