



SSOT

Saskatchewan Society of
Occupational Therapists

December 15, 2020

Dear SSOT Member,

Please be advised that your SSOT licence/membership renewal is due in full by **February 15th, 2021 at 5:00 pm.** To renew your licence/membership, please follow the steps outlined in the online renewal instruction document.

A **\$100.00 late fee** will be applied to all incomplete license renewals following the **February 15th deadline.** **If your license renewal is not received in full by February 28th, 2021, you are not legally permitted to work as an Occupational Therapist in Saskatchewan.** You and your employer will be notified by telephone and you will not be permitted to work as an Occupational Therapist in Saskatchewan until your licence has been reinstated and the **reinstatement fee of \$200.00** has been paid.

For all members renewing their practicing and restricted licence, participation in the Continuing Competency Program (CCP) is **mandatory.** The CCP policies, outlining the requirements, are available on the SSOT website on the Continuing Competency Program (CCP) and Renewal pages. The Clinical and Non-Clinical Self-Assessment Tools and PDPO templates are also available on these pages.

You are required to submit your completed 2020/21 PDPO information via the document upload feature on the database and new 2021/22 PDPO information directly into the database platform. Instructions can be found in the *Professional Development Plan and Outcomes: Requirements and Guidelines for Submission* document.

Please advise the Registrar in writing if you do not intend to renew your licence/membership, as SSOT grants a final standing to past members. This final standing is important when you apply for registration in the future with SSOT or with other regulatory organizations, which request registration history. If you voluntarily resign, your final standing is usually *Member in Good Standing*. **You must notify SSOT in writing if you are not planning to renew your licence or membership. Failure to do so will result in a final standing of *Member Not in Good Standing.***

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 membership year. Due to the pandemic, this bylaw change was put on hold and will be brought to membership for approval at the 2021 SSOT Annual General Meeting (AGM).**

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.

Please utilize the technical support feature (via telephone or email) when in your online profile on the database platform or contact SSOT (admin@ssot.sk.ca) immediately if you encounter any technical difficulties with your online renewal. SSOT requires up to seven (7) working days to resolve any difficulties you may encounter when completing your renewal. If you have any other questions, please do not hesitate to contact us. Thank you for your prompt attention to this very important matter.

Sincerely,

Arien Ferré
SSOT Registrar

Sherry Just
SSOT Executive Director/Regulatory Coordinator

Making Everyday Tasks Reachable

P.O. Box 9089, Saskatoon, Saskatchewan S7K 7E7 • Telephone (306) 956-7768 • admin@ssot.sk.ca