



## Accessing the 2022 National eLearning Module

### GETTING STARTED:

Welcome to the 2022 National eLearning Module – Competencies for Occupational Therapists in Canada. This document walks you through how to access the course. You may view the course on a computer, tablet, or smart phone.

To begin, open a web browser, type the following url: <https://ot-elearning.skillbuilder.co> and click “Enter”. From the home page, you will be able to sign in or, if you don’t have an account, create one.

1. Go to <https://ot-elearning.skillbuilder.co>

The Competencies for Occupational Therapists in Canada. ACOTRO, ACOTUP & CAOT (the “Competencies”) were released in December 2021 after an extensive development and validation process. This document ultimately replaces four competency documents and represents unified competencies for the profession.

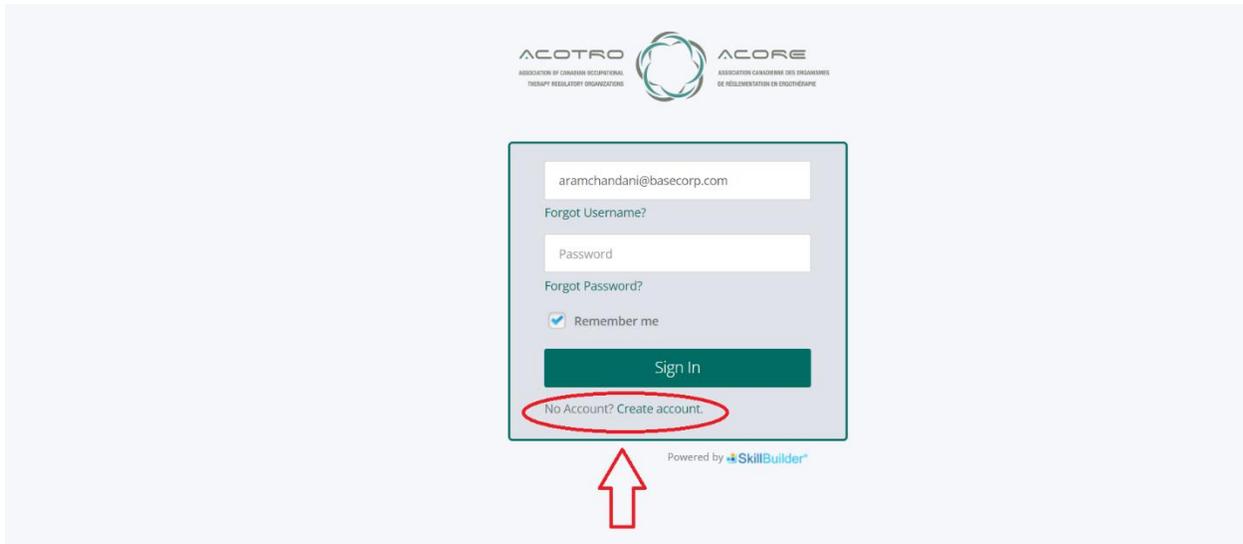
As the competencies are national in scope, a committee comprised of regulators across Canada was formed to develop this eLearning module to educate occupational therapists about them. Specifically, this module enables learners to:

2. If you have an account select “Sign In” (then skip to step 9 on this document, if you forgot your username and or password see step 3). If you do not have an account, select “Create account” (then skip to step 6 on this document).

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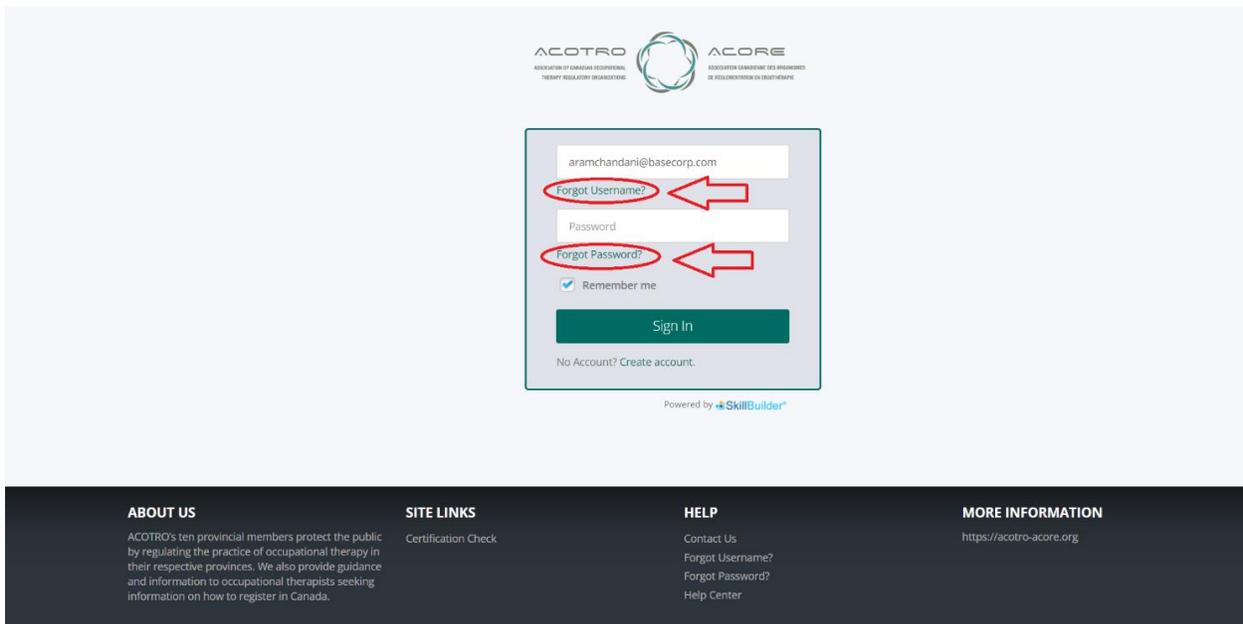
The screenshot shows the login interface with the following elements:
 

- Username field: `aramchandani@basecorp.com`
- Buttons: `Forgot Username?`, `Password`, `Forgot Password?`
- Remember me:  Remember me
- Sign In button
- Link: `No Account? Create account.` (highlighted with a red circle)
- Powered by SkillBuilder logo

 A red arrow points from the bottom of the page towards the `No Account? Create account.` link.

<p><b>ABOUT US</b></p> <p>ACOTRO's ten provincial members protect the public by regulating the practice of occupational therapy in their respective provinces. We also provide guidance and information to occupational therapists seeking information on how to register in Canada.</p>	<p><b>SITE LINKS</b></p> <p><a href="#">Certification Check</a></p>	<p><b>HELP</b></p> <p><a href="#">Contact Us</a>  <a href="#">Forgot Username?</a>  <a href="#">Forgot Password?</a>  <a href="#">Help Center</a></p>	<p><b>MORE INFORMATION</b></p> <p><a href="https://acotro-acore.org">https://acotro-acore.org</a></p>
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### 3. If you forgot your username and/or password, select “Forgot Username”, and/or “Forgot Password”.



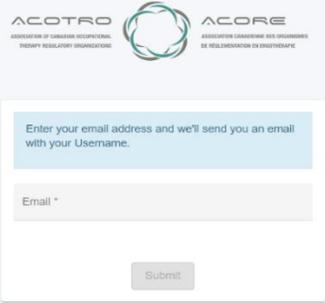
This screenshot highlights the recovery options on the login page:
 

- `Forgot Username?` (circled in red with a red arrow pointing left)
- `Forgot Password?` (circled in red with a red arrow pointing left)
- Other elements: `aramchandani@basecorp.com`, `Password`,  Remember me, `Sign In` button, `No Account? Create account.`, and SkillBuilder logo.

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- When you select “Forgot Username?” the following screen appears. Enter in your email address and an email will be sent to you with your username. Please note that sometimes this email is sent to your junk/clutter folder. We recommend adding [notifications@skillbuilder.co](mailto:notifications@skillbuilder.co) to your safe sender list.







Enter your email address and we'll send you an email with your Username.

Email \*

Submit

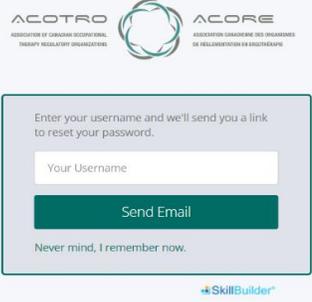
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**SITE LINKS**  
 Certification Check

**HELP**  
 Contact Us  
 Forgot Username?  
 Forgot Password?  
 Help Center

**MORE INFORMATION**  
<https://acotro-acore.org>

- When you select “Forgot Password?” the following screen appears. Enter in your username and an email will be sent to you to reset your password. Please note that sometimes this email is sent to your junk/clutter folder. We recommend adding [notifications@skillbuilder.co](mailto:notifications@skillbuilder.co) to your safe sender list.







Enter your username and we'll send you a link to reset your password.

Your Username

Send Email

Never mind, I remember now.

SkillBuilder®

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- If you are creating an account, fill in the following fields and select “Create Account”. Please ensure that you select the correct Organization.

Sign In



ACOTRO  
ASSOCIATION OF CANADIAN OCCUPATIONAL  
THERAPY REGULATORY ORGANIZATIONS





ACORE  
ASSOCIATION CANADIENNE DES  
ORGANISMES DE RÉGLEMENTATION EN  
ERGOTHÉRAPIE

CREATE ACCOUNT

SIGN IN

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As the competencies are national in scope, a committee comprised of regulators across Canada was formed to develop this eLearning module to educate occupational therapists about them. Specifically, this module enables learners to:

Sign In

### Create Account

Account Information

Username \*

Email \*

Password \*   
(Minimum 8 Characters Long, One Uppercase and One Lowercase Letter)

Confirm Password \*

Personal Information

First Name \*

Last Name \*

Preferred Language

Organization Name \*   
Enter your organization's name and then select from the filtered list

Create Account

**Note: You will be required to select your college from a dropdown list (image top of next page). If you are registered at more than one regulator, please choose the one where you reside.**



## Accessing the 2022 National eLearning Module

Personal Information

First Name \*

Last Name \*

Preferred Language

Organization Name \*

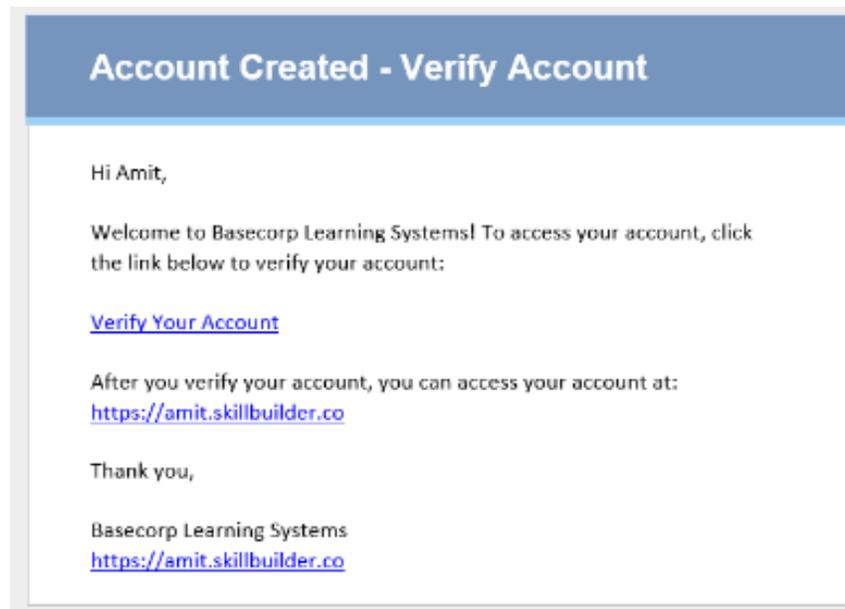
- Alberta College of Occupational Therapists
- College of Occupational Therapists of British Columbia
- College of Occupational Therapists of Manitoba
- College of Occupational Therapists of Nova Scotia
- College of Occupational Therapists of Ontario
- New Brunswick Association of Occupational Therapists
- Newfoundland Labrador Occupational Therapy Board
- Ordre des ergothérapeutes de Québec
- Other
- Prince Edward Island College of Occupational Therapists
- Saskatchewan Society of Occupational Therapists

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**SITE LINKS**  
Certification Check

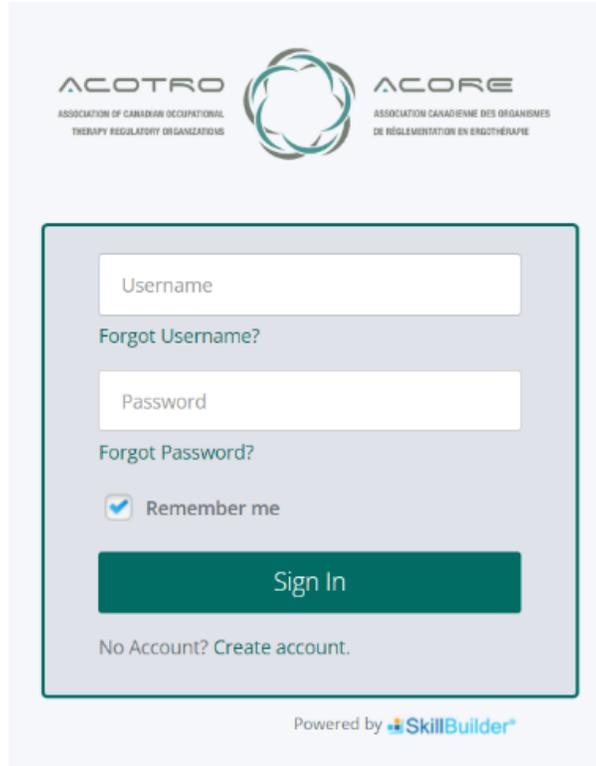
**MORE INFORMATION**  
<https://acotro-acore.org>

7. **Once you create an account, you will receive an email prompting you to verify your account. Click the “Verify Your Account” link to verify your account.**



## Accessing the 2022 National eLearning Module

8. After you have verified your account, enter your username and password and select “Sign In”.



ACOTRO ASSOCIATION OF CANADIAN OCCUPATIONAL THERAPY REGULATORY ORGANIZATIONS

ACORE ASSOCIATION CANADIENNE DES ORGANISMES DE RÉGLEMENTATION EN ERGOTHÉRAPIE

Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

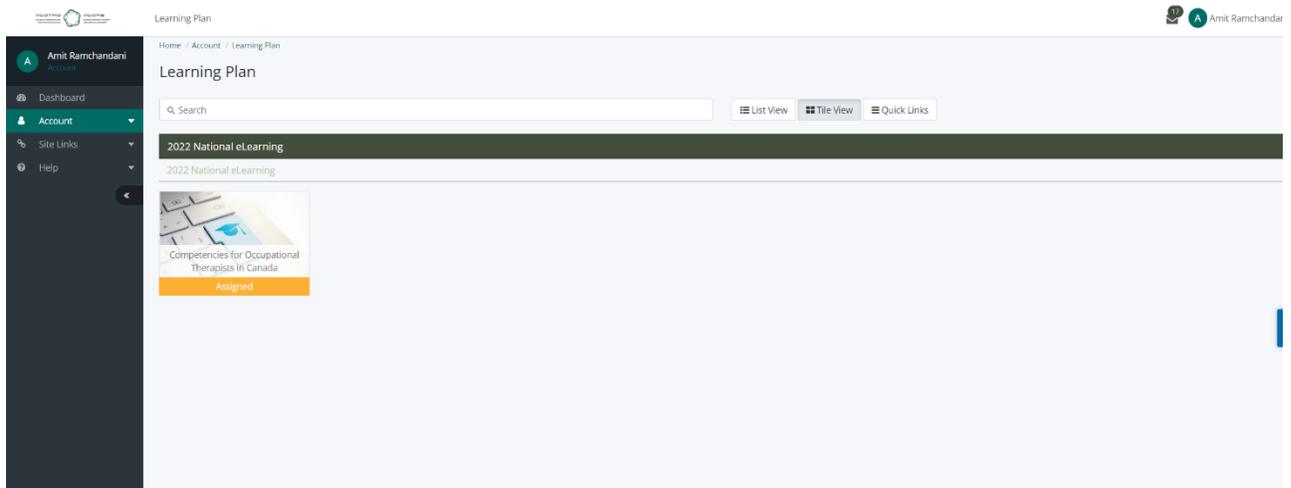
Remember me

**Sign In**

[No Account? Create account.](#)

Powered by SkillBuilder

9. Once you are signed in, you can view your Learning Plan and courses available to you. Clicking on any of the tiles (courses) will take you into the learning path (course). Here I can see the Competencies for Occupational Therapists in Canada course on My Learning Plan.



Learning Plan

Home / Account / Learning Plan

Amit Ramchandani

Learning Plan

Search

List View Tile View Quick Links

2022 National eLearning

2022 National eLearning

Competencies for Occupational Therapists in Canada

Assigned



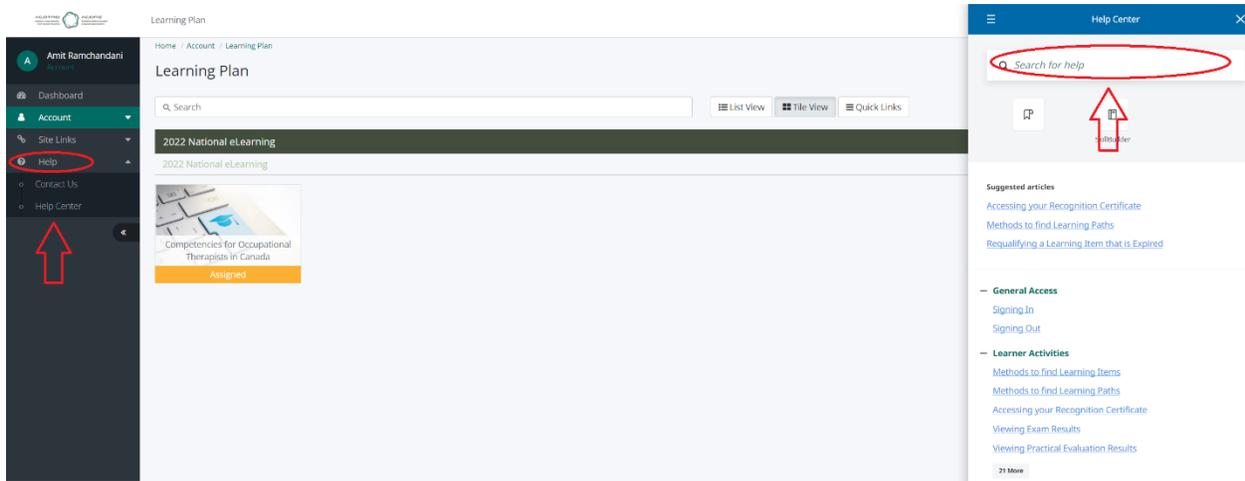
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10. When you click into the course (learning path) you can click on the icons, what we call learning items, to access course information/course content.

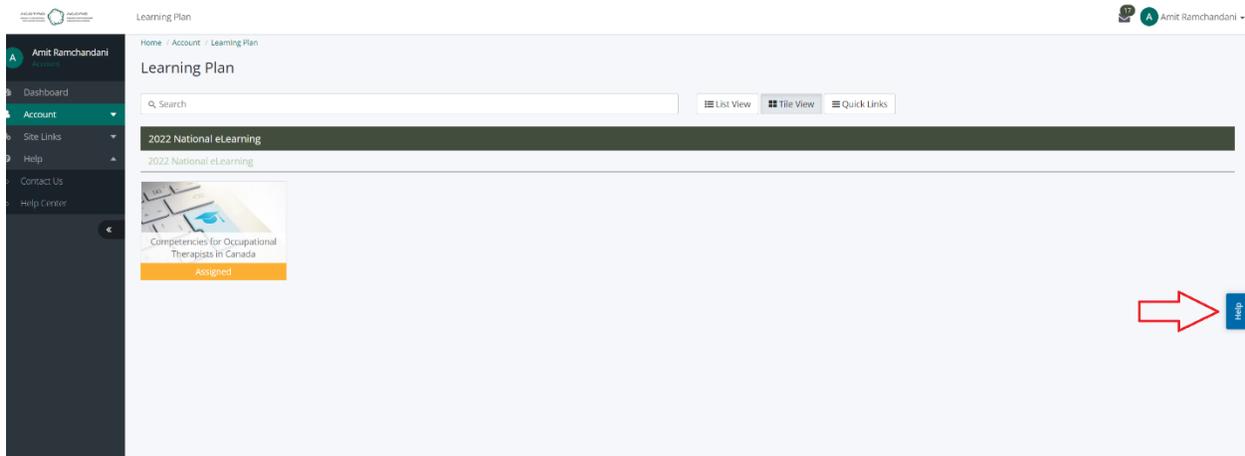
The screenshot displays the 'Learning Plan' for 'Competencies for Occupational Therapists in Canada'. The interface includes a dark sidebar with navigation options like 'Dashboard', 'Account', 'Site Links', and 'Help'. The main content area features a breadcrumb trail: 'Home / Account / Learning Plan / Competencies for Occupational Therapists in Canada'. Below this, there is a 'Back' button, an 'Assigned' status bar, and a date 'Assigned Sep 7, 2022 8:54:14 AM'. A search bar and view options ('List View', 'Path View', 'Legend') are also present. The central part of the page shows a sequence of learning items represented by icons and text: 'Path Information', 'Reflection Papers & PDF eLearning Module', '2022 National e-Learning Module Competencies L...', '2022 National eLearning Module National Survey', and 'Recognition'. The user's name 'Amit Ramchandar' is visible in the top right corner.

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A role-based Help Center is available to users. It can be accessed using the black menu bar on the left, under “Help”, select “Help Center”. Once the Help Center launches, enter a keyword into the search bar to find a help article.



The Help Center can also be accessed from the right-hand side of the screen.



If you need support, you can select the “Contact Us” option. This can be found under “Help” and then by selecting “Contact Us”. Fill in the required fields and add any comments.

