

The College of Occupational Therapists of Ontario

Welcome to the College

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Congratulations!

You are now registered with the College of Occupational Therapists of Ontario. We look forward to working with you during your career.

This welcome guide will help you get started. Here you will find need-to-know information and direction to further resources.

Your New Title

It's official - you've earned it. As a registrant, you are entitled to full use of the title "occupational therapist" and its abbreviation "OT". Title is protected by law and may only be used by registrants of the College.

Please use the designation **OT Reg. (Ont.)** after your name.

OT Reg. (Ont.)

Do you have another professional designation and are now wondering how to use it with your occupational therapist designation? Check our Standard for Use of Title! More questions? Please contact our Practice Resource Service at practice@coto.org for guidance.

Your Commitment to Quality Practice

Now that you're an occupational therapist, you're required to complete quality assurance processes every year. This commitment to continuous improvement ensures your knowledge and skills meet the demands of changing practice environments and client needs.

Visit the Registrants section of the website to learn more.



A little about who we are and what we do...

What is the College?

The College of Occupational Therapists of Ontario is a regulatory organization established by the provincial government to oversee the practice of occupational therapists (OTs) in Ontario. We are responsible for protecting the public and do so by making sure occupational therapists practice safely, ethically and effectively.

How does the College protect the public?

In Ontario, self-regulation is granted to professions that have shown they are able to put the interests of the public ahead of their own. Self-regulated health professionals such as occupational therapists, doctors, nurses, physiotherapists and others are subject to a code of ethics and standards of practice. Each is governed by a regulatory College like the College of Occupational Therapists of Ontario.

The College helps:

- ensure occupational therapists provide safe, ethical, quality care
- build the public's trust and confidence in the profession

We protect the public by:

- setting the requirements for entry into the profession
- establishing standards of practice
- monitoring practice and promoting continuing competency
- investigating complaints

How is the College run?

The *Regulated Health Professions Act, 1991* (RHPA) gives the College its mandate to regulate the practice of occupational therapists.

The College is governed by a Board of Directors.

The Board is made up of:

- occupational therapists elected by registrants of the College
- public members appointed by the provincial government
- academic members appointed by the Chairs of the occupational therapy programs at the five Ontario universities

A staff team fulfills the day-to-day duties of the College, and is led by our Registrar & CEO.



Get plugged in at www.coto.org



REGULATIONS
are laws published under the *Regulated Health Professions Act, 1991* and address aspects of practice that have the greatest potential to result in harm to the public.

STANDARDS
reflect the most common and consistent approach to practice and describe the expected level of performance for an aspect of practice.

PRACTICE GUIDANCE
describes recommended practice.

Your Resource Centre

Current versions of important documents are posted on the College website www.coto.org. Please review these materials to ensure you continue to meet College requirements and expectations in your practice. These documents include the Competencies for Occupational Therapists in Canada, regulations, and Standards for Practice.

We have standards you need to know!

Topics include:

- Acupuncture
- Assessment and Intervention
- Consent
- Infection Prevention and Control
- Prevention and Management of Conflicts of Interest
- Professional Boundaries and the Prevention of Sexual Abuse
- Psychotherapy
- Record Keeping
- Supervision of Students and Occupational Therapy Assistants
- Use of Title



Advisories and learning tools are also available.

Make sure you are familiar with these materials as well as the Code of Ethics.



Log in to www.coto.org

To get started:

1. Go to www.coto.org.
2. Select the Login button.
3. Log in with your username and password.

Annual renewal

To practice as an occupational therapist in Ontario, you must be registered with the College and registration must be renewed annually. Renewal reminders are provided to registrants 60 days prior to the **May 31 renewal deadline**, so please make sure to keep your contact information current.

The annual renewal process is completed online through our website. The process requires you to verify or update your current information, answer mandatory questions confirming you meet registration requirements, and pay the annual renewal fee.

Resignation

If you are no longer working as an occupational therapist in Ontario, you can resign from the College. You must reapply to the College and receive a new certificate of registration before you return to work in the province.

30 days to change your information

Moving? New job? New email address?

You are required to inform the College of any updates **within 30 days of the change**, including:

- contact details
- employment information
- insurance
- professional registration
- finding of guilt for an offence
- any current bail condition or restriction
- any discipline decision
- and more.

View the complete list of your professional obligations online at www.coto.org. Log in to your profile to make any changes.

Tax receipts

Obtain your tax receipt online:

1. Log in at www.coto.org.
2. Select 'Print Receipt' and follow instructions.

Quality Assurance (QA)

Our QA Program supports your practice and provides resources to enhance your knowledge and skills, and to demonstrate your ongoing competence.

Log in to the College website and select MyQA to manage your QA requirements.



Stay current and covered

Update your profile within 30 days of any change.

Professional liability insurance

Professional liability insurance helps protect you and your clients by ensuring there is money available to compensate any client who sustains a loss or injury as a result of your service delivery. Professional liability insurance, subject to any applicable exclusions, generally provides you with legal and financial support should a client bring a claim against you.

All occupational therapists are required to maintain professional liability insurance and update the College about any policy changes within 30 days of the change.

Changes include: insurer name, expiry date, and policy number.

Please visit the Registrants/Registration Services area of coto.org website for information about specific insurance policy requirements.

Note: The College monitors compliance with this requirement so please ensure your policy is maintained and up-to-date. Contact registration@coto.org if you have questions.





You're now a part of the public register of occupational therapists! Make the most of Find an Occupational Therapist

Find an Occupational Therapist is the public register of occupational therapists (OTs). This online listing is found on our website and contains all the publicly available information about registered occupational therapists in Ontario. This is an important tool that anyone can use to search for details such as registration status, contact information and more.

We encourage you to direct your employers (or potential employers) to Find an Occupational Therapist, as it provides your most current professional information and confirms your registration as an occupational therapist in Ontario.





Practice advice and complaints

Questions about practice?

Contact the confidential Practice Resource Service

Our Practice Resource Service is available to provide private and confidential support to occupational therapists and other interested parties such as students, applicants, employers, members of the public and other health professionals.

If you have questions about an ethical, regulatory or clinical issue, please contact practice@coto.org or 416-214-1177/1-800-890-6570 x240. Calls are confidential.



practice@coto.org



416-214-1177/
1-800-890-6570
x240

Complaints process

One key role of the College is to consider concerns and complaints regarding occupational therapists and their practices. Concerns can be identified by any member of the public including clients, colleagues, and employers.

In the public interest, the College has a responsibility to give serious consideration to each matter, ensuring a fair and just process. The College's inquiry, complaints and reporting processes are intended to provide reasonable assurance that all occupational therapists in Ontario practice safely and competently.

More information about the complaints process is available on our website.



Keep in touch!

Contact

For help with...

General Inquiries

info@coto.org
x0

- Using the public register of occupational therapists
- Finding your way around the website
- Finding information about the College

Investigations & Complaints

investigations@coto.org
x220

- Concerns about your practice or another occupational therapist
- Questions about complaints and reports processes
- Information about mandatory reports

Practice Resource Service

practice@coto.org
x240

- Questions about practice including consent, record keeping and billing
- Ethical, clinical or regulatory issues

Registration

registration@coto.org
x230

- Annual renewal
- Resetting your username and password
- Taking a leave of absence (including parental leave)
- Moving to another jurisdiction
- Assistance with COTO Portal

Quality Assurance

qaprogram@coto.org
x227 or x239

- Annual quality assurance requirements
- Using MyQA
- Competency review and evaluation process

Communications

communications@coto.org
x257

- Eblasts or enewsletters
 - Annual Reports
 - Social media
 - Public awareness initiatives
 - www.coto.org
-

Please check Contact Us at www.coto.org for a complete staff listing.



Stay connected and get involved

Stay connected!

Don't miss out! The College provides important updates and reminders by email.

Make sure you keep your contact information up to date to stay informed and connected with the College.

Renewal reminders, notices of deadlines, calls for feedback and other important updates are sent electronically.

It is your responsibility to stay informed!



Follow us

Are you on social media? Follow us!

Connect with us to get the latest news and updates!

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Toronto, ON M5J 2N8

Tel: 416-214-1177/1-800-890-6570

Fax: 416-214-1173

www.coto.org

Interested in getting involved?

The work of the College is possible because of the dedication of our registrants. This is your College and we invite you to get involved and share your ideas.

If you are interested in volunteering, serving on a committee, or providing your thoughts and feedback, please email info@coto.org.



@CollegeofOTs



@CollegeofOTs



@CollegeofOTs



LinkedIn



YouTube

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