



Prince Edward Island College of Occupational Therapists
PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9

Initial Application to PEI College of OT - Registration Requirements Checklist

Step 1: Go to www.peiot.org; click on the College home page and then click on the On-line Registration button on any page of the College website. Once there, you enter your email address and password and click on “I want to register”. Fill in your full name and repeat your chosen password and click on the “back to log-in” to enter the data base and provide information on your member profile (contact information, education, employment, etc.), continuing education, etc.

Step 2: Mail the following information to the registrar

- Photocopy of birth certificate.
- Color photocopy of a validated picture ID (current passport or driver’s license).
- Completed, signed, and witnessed registration form.
- Official transcripts directly from the university (mailed from university to registrar) or letter from university confirming successful completion of all course work & fieldwork until official transcripts are available.
- Documentation of successful completion of the National Occupational Therapy Certification Examination (NOTCE), unless graduated from a Canadian program prior to Dec. 31, 1985, or statement of candidacy to write the NOTCE.
- Certificate of professional liability insurance, confirming \$5,000,000 coverage, policy number and expiry date.
- Recent criminal records check including vulnerable sector check (completed within the 6 months prior to initial application to PEICOT).
- Contact with Registrar for details re completion of PEICOT Jurisprudence Test
- If the applicant has been practicing in another Canadian jurisdiction(s), the following is required:
 - A completed regulatory history form from each jurisdiction (available on website), and
 - Proof of participation in a jurisdiction’s continuing competency program.
- Discussion with Registrar if practicing in another Canadian jurisdiction re eligibility to utilize the Labor Mobility Support Agreement process.
- Photocopy of degree, following convocation if new graduate (not required to move from Provisional Register to General Register).
- Evidence of meeting currency requirement: a) graduation from education program within the 18 months preceding the application, or b) active practice as an OT for at least 600 hours in the three (3) years preceding the date of application, or c) successful completion of a refresher/re-entry program within the 18 months preceding the date of application.

Cheque, money order or etransfer to PEICOT for administration fee + registration fee.

Please contact the Registrar for the most appropriate mailing address.

Approved By	Established	Reviewed/Revised	Next Review
Council	November 20, 2018	November 25, 2019	September 2021