REGISTRATION FAQS FOR OCCUPATIONAL THERAPISTS

New Applicant FAQs

When will I be able to practise? How long does the registration process take?

For Canadian-educated applicants, once the College has received all required documentation, applications are typically processed within seven business days.

The Registration Committee makes decisions regarding Internationally Educated Occupational Therapists. The Registration Committee typically meets monthly and assuming all required documentation has been received, applications are typically processed within three to seven business days following the meeting.

Can I attend orientation before my registration is complete?

No, you will not be able to commence practice (this includes both orientation or training) or use OT title in BC until your registration has been finalized and a registration number has been issued to you.

I have a copy of my university transcript, can I submit this with my application for registration?
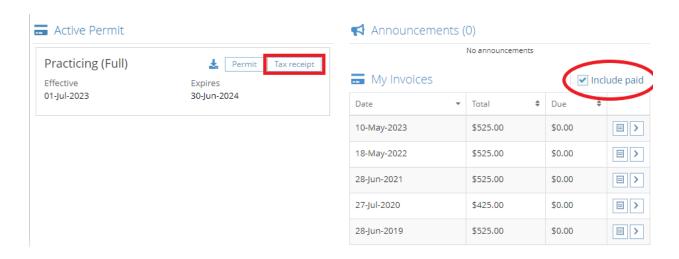
No. The transcript must be sent directly from the university or educational institution to the College. You must provide documentation or a written statement verifying your official final transcript (which states degree in occupational therapy conferred or granted) is being forwarded by the educational institution directly to the College. The College must have a copy of your transcript before your application for registration can be sent to the Registration Committee for approval.

I'm applying under the LMSA. Is there anything else I need to do besides asking my current regulatory college to fill out the LMSA and Regulatory History form?

Yes! You still need to create a Registrant Login and apply for registration. Please see the Registered in Another Province page for all the additional steps for registration in BC.

How do I download a tax receipt?

- Log in to the registrant portal account
- Toggle on the 'Paid invoices' box to access your recent and past year receipts
- Current permit and invoice are found on the center of your home page

Active Permit			
Practicing (Full)	⬇ Permit	Tax receipt	
Effective 01-Jul-2023	Expires 30-Jun-2024		

Announcements (0)

No announcements

My Invoices — ☑ Include paid

Date ▾	Total ⬍	Due ⬍	
10-May-2023	$525.00	$0.00	🗏 ›
18-May-2022	$525.00	$0.00	🗏 ›
28-Jun-2021	$525.00	$0.00	🗏 ›
27-Jul-2020	$425.00	$0.00	🗏 ›
28-Jun-2019	$525.00	$0.00	🗏 ›

How do I get a hard copy of my registration card (Permit)?

For 2024-25, registration cards will be available after amalgamation has taken place. Please look for communication regarding registration cards after June 28, 2024. Your registration can be confirmed by the public register.

Registration Renewal FAQs

I will only be working as an occupational therapist in BC for a few months in the next registration year. Can I receive a refund for the remaining months?

No, the College does not pro-rate the annual registration fee.

I am working only part-time, is there a part-time registration fee?

No, the fee is the same whether you are working full- or part-time.

I am renewing my registration in the Full Practising category. Do I need to send a copy of my Professional Liability Insurance receipt to the College?

No. When you complete your registration renewal you will enter your liability insurance details. There is a separate declaration stating you understand it is your responsibility to maintain professional liability insurance coverage throughout your registration and that you are insured for practice in all public and private places of employment. Please note, the College reserves the right to request documentation in support of your declaration.

I am changing my status to Non-Practising or cancelling my registration. Do I need to maintain Professional Liability Insurance?

Please contact your insurance provider with questions regarding your professional liability insurance coverage. While the College does not require you to maintain insurance while registered as a non-practising or a former registrant, it may be recommended to maintain

professional liability insurance while on leave or while retired to protect yourself in the event that a complaint is made to the College, or lawsuits are brought forth over situations that may have occurred in the past, when you were practising.

I don't have enough currency hours. Can I complete my renewal?

No, please contact the College office for further information regarding the options available to you.

I am taking a leave of absence from work (e.g., maternity leave, sick leave) and will not be renewing for the next year. What should I do?

If you will not be working or using title as an occupational therapist for the next renewal year then you have the following options:

- Renew in the Full Practising category. This allows you to return to practice at any time throughout the 2024-2025 registration year. You are still required to meet currency hour requirements.
- Renew in the Non-Practising category. You will remain on the mailing list of the College and continue to receive all College communications.
- Cancel your registration to Inactive-Former Registrant. You would then be a former registrant in good standing with the College and no longer receive College communications.

I am moving from Full Registration to Non-Practising status (or cancelling my registration). Why do I have to provide employment information?

The employment information you provide ensures we have the most recent information for the registration year currently finishing. In the event you return to practice, having your most recent employment information ensures your currency data is up to date.

I thought I was cancelling my registration as of June 30 but now plan to continue using title and working as an occupational therapist. Do I need to complete the Annual Continuing Competence Review (ACCR)?

Yes. Completing the ACCR is the continuing competence requirement for renewing your registration by June 30. Until your ACCR is done and submitted, your registration renewal cannot be finalized.

I am changing my status to Non-Practising or cancelling my registration. Do I need to complete the Annual Continuing Competence Review (ACCR)?

If you are currently non-practising, moving to non-practising or cancelling your registration as of July 1, 2024, you do not need to complete the ACCR. If you don't plan to do the ACCR, email the College with your intended registration status as of July 1, 2024.

Registrant Login Navigation, System Requirements

Which device and browser works best with the registrant portal?

Laptops, desktops, tablets, notebooks, and smartphones are all compatible, but a larger device or screen is best. All browsers will work except Internet Explorer.

What is my user ID?

Your user ID is the email address you provided to CHCPBC. If you are unsure of what email address you provided, please contact the College for further support.

I forgot my password, what do I do?

If you cannot remember your password, or if this is your first time renewing, please click on "Forgot Your Password" and enter the email that the College has on file. The system will email a password reset. You should receive the password within a few minutes. If you do not receive your password link, please check your junk/spam folder. If it's not in your junk/spam folder please contact the College to confirm your email.

Are the Annual Continuing Competence Review (ACCR) and Registrant Login Passwords the same?

No, the ACCR and Registration Renewal are on separate platforms. They do not communicate passwords or password resets. You may choose to set your renewal password as the same as your ACCR password, but it will not automatically update the other platform. Please use the reset "Forgot Your Password" to reset your renewal password if needed.

I changed my Registrant Login password. I still can't log in. Why?
Please allow a few minutes for it to update or use a different browser (chrome, Edge, Safari). Try clearing your browser history and reviewing your privacy settings.

Alternatively, you may use a Private Window (Incognito) in the different browsers by pressing:
- CTRL+SHIFT+N (Chrome in Windows)

I have been asked to enter a code after I have entered my password. Why?

The security of your personal information is important to the College. The College now uses two factor authentication as an added layer of security. You may be asked to enter in a code that has been sent to your email address, in addition to your password, to access your registration profile. The code usually arrives quickly, but it if does not, check your junk/spam folder and ensure you are checking the correct email address.

Please note that clicking 'Send New Code' will generate a different code and render the previous one invalid.

Do I need to do two-step authentication every time I log in?

Not necessarily. If you sign in using a different device than the first time you logged in (e.g., cell phone, iPad or laptop) then you will be asked to re-verify your identity using the two-step verification. If you change browsers (e.g., from Chrome to Firefox) you will be asked again to verify your identity using the two-step verification.

I've logged in to start my application/renewal however a cogwheel keeps spinning and I can't move to the next step. What do I do?

Check which internet browser you are using. **Internet Explorer is not supported.** Please use Chrome, Firefox, Edge, or Safari. If you still see a cogwheel, clear the browser history or try using another browser.