



COLLEGE of OCCUPATIONAL  
THERAPISTS of NOVA SCOTIA

March/April 2023 Newsletter

## *Renewal Time is Almost Here!*

Full registration occupational therapist licences in Nova Scotia expire on May 31, 2023.

Please renew your licence between April 1st and May 15th. Email reminders will be sent from the database system on April 1st when the renewal opens, then bi-weekly until you have completed your renewal.

Renewing your licence after May 15th does not guarantee that your application will be reviewed and approved before June 1st. After May 15th in addition to a late fee, if your renewal application is incomplete you run the risk of not be licensed on June 1st. A completed application includes all of the required information and uploaded documentation needed for the College to review and approve your application.

Renewal fees can be paid by credit card, e-transfers to [admin@cotns.ca](mailto:admin@cotns.ca), or cheque mailed to the College. Tax receipts are available to registrants within the option “My Applications” on the left-hand side of their profile.

### ***What should I know when completing my licence renewal application?***

All information on your profile needs to be reviewed and updated as needed. Please do not delete any information currently on your profile. The College uses your history when completing a Regulatory History Request Form.

### ***What documents do I need to upload to my profile to renew my licence?***

All registrants need to have the Certificate of Completion or Transcript for the [e-learning Competencies Module](#) within their Documents area.

If you were asked to submit a [Vulnerable Sector Check](#), this needs to be uploaded to your profile in the Vulnerable Sector Check area.

Without required documents, your application for renewal will not be reviewed.

*Registrants should review their details for accuracy and completeness.*

## College Updates

### Payroll Program Details for 2023

#### *I want to enroll in the payroll deduction program in 2023*

##### Nova Scotia Health Employees

If you are employed with Nova Scotia Health and wish to enroll in the payroll deduction program send your name and employee number to [krista.brien@nshealth.ca](mailto:krista.brien@nshealth.ca) by March 28, 2023.

##### IWK Employees

If you are employed with IWK and wish to enroll, please contact the College and we will send your the proper person's contact information.

##### Another Employer

If you would like your employer to participate in the payroll deduction program, contact the College.

#### *I participated in the Payroll Deduction Program last year*

With both the IWK and Nova Scotia Health, if you participated previously, you do not need to re-apply.

If you who participated in the payroll deduction program last year, you are still required to complete an online licence renewal application. At the end of the application, within the payment options, there is an option called "Payroll Deduction". This will allow you to submit your renewal application without paying.

*Where can I purchase liability insurance?*

[AON](#)

[CAOT](#)

Any Private Insurance provider that meets the minimum requirement.

### Documentation Requests

The College can process documentation requests from registrants. These requests may include LMSA transfer documents, regulatory history forms, and letters of standing. While some requests may be processed the same day, other requests may take between 2-7 business days. We ask that registrants make requests with consideration for this processing time.

## Fee Announcement

Annual Registration Fees will increase for 2023-2024 for New Applicants and 2024-2025 for Current Registrants. Registrants renewing this spring for June 1, 2023 will continue to pay the current \$490 registration fee.

	Current Fee	2023/2024 April 1, 2023	2024/2025 April 1, 2024
Current Registrants	\$490	\$490	\$530
New Applicants/ Re-Registrants	\$490	\$530	\$530

### Why are the fees increasing?

Over the next number of years, the College has forecast a significant increase in expenses. These expenses relate to both provincial and national regulatory initiatives to support the College's ability to meet our public protection mandate. Further, general operating expenses for regulatory organizations continue to rise annually and the College is not immune to these increases. To address the increase in expenses, the College will need to increase revenue.

To mitigate the fee increase, the College will introduce the registration fee increase gradually. Current registrants will not pay the increase until the renewal for the 2024/2025 registration year (April 1, 2024). New applicants or re-registrants will see an increase this year 2023/2024 registration year.

The last fee increase was gradually implemented in 2020.

### Are other fees increasing?

Yes, some application fees are also increasing. These fee increases begin on April 1, 2023.

To see a detail list of our current and upcoming fees, please visit [our website](#).

## Occupational Therapist Practice

### *Access to PPE Through Department of Health and Wellness Continues*

We have received the following email below from the Department of Health and Wellness.

Guidelines on PPE and private practice health professionals can be found on the NS Government [website here](#).

The Department of Health and Wellness has decided to provide an additional extension to the provision of PPE from the Strategic Stockpile. Access to PPE from the Strategic Stockpile will continue to be provided to practitioners, at no cost, until June 30, 2023. Starting July 1, 2023 practitioners will be responsible to secure any PPE needed for their practice.

New supply requests and updates to previous requests can be made by completing the online application at: [Provincial COVID19 PPE Inventory Request Application](#). When a request is processed, the organization's primary contact will be notified by email of their approved supply volume with instructions for setting up online ordering.

Please contact the Supplies Team at [PPerequest@novascotia.ca](mailto:PPerequest@novascotia.ca) for any questions.

## General Regulations (Board Bylaws)

The College has proposed the following minor amendments to our General Regulations. These proposed changes are presented to provide an opportunity for registrant feedback. Please note that the wording is not final, and minor changes to the specific amendments may change.

### **Proposed change - AGM Quorum:**

#### *Current*

Section 16(2) Ten percent (10%) of the members of the College shall constitute a quorum for the Annual General Meeting of the College.

#### *Proposed*

Section 16(2) 20 members of the College shall constitute a quorum for the Annual General Meeting of the College.

As the number of registrants at the College increases, obtaining a quorum at AGM is becoming increasingly difficult. To ensure official business can be conducted in a timely manner, the proposed change to reduce the number to get a quorum is appropriate. A fixed, lower number is in line with other regulators in Nova Scotia.

### **Removal of the Appointment of Board members to statutory committees:**

#### *Current*

Section 5(c) [Chair of the Board shall] be an ex-office (Officio) member of all Committees appointed by the Board.

#### *Proposed*

Removal of section 5(c)

Participation by members of a current Board on statutory committee panels can represent a conflict of interest and prevents separation of roles as indicated by best practice governance principles of an oversight Board.

### **Removal of Nominations at AGM:**

#### *Current*

Section 43(2) The Nominations Committee may receive nominations from the floor at the College'.

#### *Proposed*

Removal of Section 43(2)

Nominations made at the AGM cannot be verified properly and bypasses important review steps. There is also inconsistent language used in subsection (2) and subsection (3), with the terms "may" and "shall."

If you would like to provide any feedback regarding these proposed amendments, please contact the Registrar via e-mail [registrar@cotns.ca](mailto:registrar@cotns.ca), or phone 902-455-0556.

## Vulnerable Sector Check Requirement

A portion of the registrants have been selected to complete and submit a Vulnerable Sector Check. This Check must be uploaded to your profile prior to your renewal application being approved. If your Check is late, we cannot process your renewal application, and you will be at risk of not having an active license on June 1st.

### *Frequently Asked Questions about the Check:*

Q- I shared the Check through the my BackCheck service, isn't that enough?

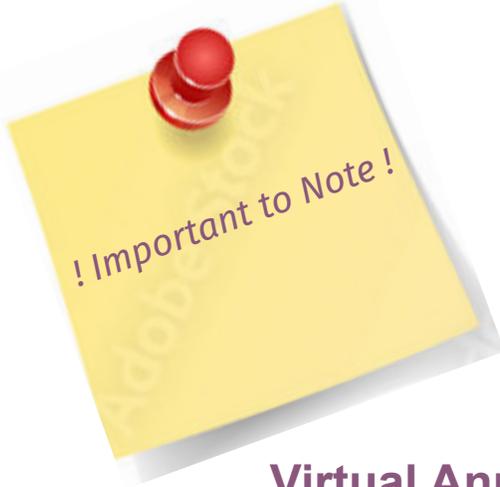
A- No. All registrants are required to upload their Vulnerable Sector Check to their profile.

Q- I completed a Vulnerable Sector Check 4 - 6 - 9 months ago, can I submit that?

A - No, a Vulnerable Sector Check is considered valid for 3 months. Checks must be uploaded within 3 months of the date on the Check.

Q- I continue to receive e-mails that my Vulnerable Sector Check is incomplete, can you please clarify?

A - A completed Vulnerable Sector Check shows both the Vulnerable Sector Check and the Criminal Record Check results. If your Check does not show the results of one of those Checks, we will contact you for either more information. We may also request that you provide a missing document/ component of the check. In some circumstances, we are unable to accept the Check and a new one must be ordered.



*The College does not have a fax number and no longer accepts faxes.*

## Virtual Annual General Meeting 2023

The Board of Directors of the College of Occupational Therapists of Nova Scotia (COTNS) is pleased to announce that the 2023 Annual General Meeting will be held as follows:

Thursday, June 22, 2023

12:00 noon to 1:00 pm

More information will be sent closer to the AGM for registration, location, and time.

## Upcoming Board Member Nominations

Two 2-year board positions will be open for registered occupational therapists this year. If you have any interest or would like more information about the College Board, please contact the College at 902-455-0556.

### College of Occupational Therapists of Nova Scotia

#### *COTNS Board*

Chair - Lisa Saunders-Green  
Vice-Chair - Phil Veinotte  
Treasurer- Sarah Teklet  
Secretary - Jen Davis  
Director - Kelsey Hunter  
Director - Maria Lasheras  
Director - Vacant

#### *Office Location*

380 Bedford Highway, Suite 302  
Halifax NS B3M 2L4  
  
Ph: 902-455-0556  
  
[www.cotns.ca](http://www.cotns.ca)

#### *COTNS Staff*

Kevin Wong, Executive Director  
[registrar@cotns.ca](mailto:registrar@cotns.ca)  
  
Jenn MacKay-Myra,  
Administrative Manager  
[admin@cotns.ca](mailto:admin@cotns.ca)