



Nova Scotia
Occupational Therapy
Regulator

Newsletter



Psychotherapy Consultation

Thank you to everyone who provided feedback in our second consultation on the proposed Psychotherapy Reserved Practice requirements. This consultation ended on March 6.

In total, NSOTR heard from over 200 registrants, including what we believe is the majority of occupational therapists who currently practice psychotherapy in Nova Scotia. We also received valuable commentary and suggestions from employers and professional leaders in psychotherapy.

NSOTR will consider all the feedback we received as we finalize the text of the *Standards for Psychotherapy* and the Psychotherapy Reserved Practice policy.

We will inform registrants as soon as the final documents are ready for release. We will share the specific timeline for implementation and detailed instructions about the Reserved Practice application process at that time.

Spring 2025

MAR 23, 2026

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Annual Renewal 2026-2027

The 2026-2027 Annual Renewal period will start on April 1. Licence renewal is completed entirely through the NSOTR Online Portal.

Registrants should set aside sufficient time to complete all steps of the renewal process. As part of the process, you must:

- enter your continuing competency learning activities and completing a learning reflection for the 2025/2026 year
- complete a self-assessment form
- create continuing competency Learning Goals for the 2026/2027 year
- declare your Currency hours for the 2025/2026 year
- update your employment, contact, and professional information on your Profile
- complete a declaration form
- pay the 2026/2027 licensing fee (\$575)

There will be a few new or updated questions on the Profile Update form this year. These are explained in the **Step-by-Step Renewal Guide**, available on our website.

What happens if I do not renew?

If a registrant does not complete the process to renew or surrender their licence by May 31, 2025:

- their licence will automatically become “expired”
- they cannot practise occupational therapy or use title until they complete the re-licensure process
- they must pay the reinstatement fee of \$100 in addition to the re-licensure application fee and any other applicable fees

Surrendering Your Licence:

If you do not intend to practice occupational therapy after May 31, 2025 and do not wish to renew your licence, you must formally surrender your licence before May 15, 2025.

If you surrender your licence, you will not be able to practice occupational therapy or use title. If you wish to return to practice in the future, you must apply for re-licensure.

Steps to surrender your licence:

- Log into your Online Portal after April 1.
- On the main page, select “Request” next to the heading “Surrendered”.
- Complete the form and hit “Submit.”

You will receive written confirmation from the Regulator when your surrender is approved.

Important Renewal Dates:

April 1, 2026: Renewal period starts; form is available through the Online Portal.

April 3-April 6, 2026: NSOTR offices are closed for Easter. Services will resume April 7, 2026.

May 15, 2026: Deadline to either submit a complete renewal request or surrender your licence. Registrants miss this deadline must a late renewal fee of \$100.

May 31, 2026: End of licensing year and final deadline for registrants to renew or surrender their licence.

Important Renewal Reminders

If you are required to submit a new **Vulnerable Sector Check**:

Registrants are required to submit a new Vulnerable Sector Check (VSC) at renewal every 5 years. We have directly contacted all registrants who must submit a new VSC this year. These registrants will not be able to submit their renewal applications without a new VSC.

If you haven't completed the 2025 **National e-Learning Module**:

All registrants were required to complete the 2025 National e-Learning Module "Advancing Culture, Equity, and Justice in Occupational Therapy Practice" by December 31, 2025. We contacted all registrants who missed this deadline in early January. If you have still not completed the module by renewal, your renewal will not be approved until you do so.

If you are **self-employed**:

If you are self employed, you may record your employment in your Online Profile by either:

- using the generic "Self-Employed" organization
- entering a name and address for your sole proprietorship/company

Please note: NSOTR reports the postal codes of registrant's place(s) of work to government to assist with workforce planning. This data is anonymized and aggregated. If you use the generic "Self-Employed" record, we will use the postal code of your home address as your "place of work."

If you are a **student** or **research assistant**:

Please note that work experience and student research that is part of a formal degree program is not accepted towards NSOTR's Currency requirement. When declaring your Currency Hours for 2025/2026 at renewal, you may only declare hours of service that are:

- paid
- in the scope of occupational therapy
- not a requirement or part of a formal degree program

For example, a full-time PhD student who takes on a part-time research assistantship on occupational well-being to help pay for her education can count this experience towards her currency hours. However, the same experience would not be acceptable if it was required by her program or if it was part of her doctoral research.



New Online Process for Labour Mobility and Regulatory History Forms

Registrants can now request that NSOTR send professional history forms to another regulator through their Online Portal. This replaces the paper-based system NSOTR had been using for this service. The electronic forms to request these documents are found on the main page of the Portal:



My forms	
Labour Mobility Support Agreement Confirmation	Fill in
Regulatory History	Fill in

Labour Mobility Support Agreement (LMSA) - This form is required when seeking licensure with another Canadian occupational therapy regulator. There is \$40 fee for this service, also payable online.

Regulatory History Form - This form may be required by another professional regulator, usually when seeking licensure, and can also be sent to employers or other organizations. There is no fee for this service.

Please note that you may still need to upload a scanned and/or signed copy of the other regulatory body's form to your online request, depending on their requirements.

Payroll Deduction

Payroll deduction is a program where your employer deducts small amounts from your paycheque over an entire year and then pays the total amount to NSOTR to cover the cost of your annual licensing fees for the **next** year (i.e. fees for 2027/28 are collected over the 2026/27 year).

Currently, employees of **Nova Scotia Health** and **IWK** may register for payroll deductions by contacting their payroll department. **We encourage all eligible employees to register for payroll deduction.**

Want to set up payroll deduction at your workplace?

NSOTR is happy to help facilitate payroll deductions from other organizations. The collection of payroll deductions is **handled by the employer**, so reach out to your payroll department to see if they are willing to set up regular deductions and pay the total collected amount to NSOTR in Feb/Mar of each year. If you or your employer have any questions, contact registration@nsotr.ca!

If you work for **IWK**:

We have learned that IWK did not renew the payroll deductions for most employees over the 2025/2026 year. This means that **if you were previously signed up for payroll deductions with IWK, you will likely have to pay your fees manually this year.**

If you would like to enroll in payroll deduction for the coming year, please contact Suzanne McNamara before **March 27**:

- suzanne.mcnamara@iwk.nshealth.ca



Ask the Regulator: How does NSOTR determine the fees it charges applicants and registrants?

All of NSOTR's fees are determined by the Board of the Regulator and published in the **Fee Schedule**.

Occupational Therapy is a **self-regulating profession** in Nova Scotia. In short, this means that the expectation is that professionals support all of the cost of regulating their profession. As the Regulator for Occupational Therapy, NSOTR relies on **applicant and registrant fees** to cover the costs of our regulatory functions and remain financially sustainable.

NSOTR currently optimizes its resources and limits expenses where possible, including by sharing services with other Nova Scotia Health Regulators and Canadian OT regulators.

What other fees does NSOTR charge?

- **Application fees** cover the cost of processing an application for most applicants.
- **Administrative fees** cover the cost of providing a specific service, such as sending a professional history form to another regulator, or running the Professional Corporation permit program.

NSOTR may also **fine** registrants. Fines are intended to discourage specific conduct (i.e. a liability insurance lapse). Application and administrative fees and fines form a small part of NSOTR's annual revenue.

Finally, in some cases, NSOTR may require additional payment to recoup regulatory costs as authorized in legislation.

What does the Board consider when determining fees?

NSOTR has a new legislated regulatory mandate that is set out in the *Regulated Health Professions Act (RHPA)*. This means that NSOTR **must** operate specific programs such as continuing competency, professional conduct, and the creation of practice standards. When setting fees, the Board focuses what is needed to provide quality and effective regulatory programs that meet this mandate and serve the public interest.

The Board regularly reviews all fees and fines, and communicates any fee changes to registrants with as much notice as possible.

What are some current factors that may affect NSOTR's fees?

- NSOTR faces increased costs associated with the legislative changes in the *RHPA*, which requires all regulated health professions to run new and resource-heavy programs, such as the Practice Review process.
- Inflation continues to have a large impact on the general operating expenses for all regulatory bodies, including NSOTR.

Clarification: Authorized Titles

Registrants must clearly identify themselves as an occupational therapist to clients, colleagues, and the public. **In conversation**, a registrant can use the following legally protected titles:

- **Occupational Therapist**
- **OT**

However, **in writing**, registrants must use the following title after their name:

- **OT Reg. (N.S.)**

The *Practice Standard for Record Keeping* requires registrants to use this title after their name in both e-mails and patient charts or notes, even if their job title identifies them as an “occupational therapist.”

Registrants who have not passed the NOTCE must use the title **Provisional OT Reg. (N.S.)** in writing and the titles **Provisional Occupational Therapist** or **Provisional OT** in conversation.

Students may use the title **Student Occupational Therapist**.

2026 Committee Appointments

Thank you to all registrants who expressed interest in serving on a committee of the Regulator.

The NSOTR Appointments Committee is currently reviewing the applications we received in January, and will meet shortly to finalize their recommendations to the Board on committee composition. We will contact all applicants directly after this meeting.

If you are interested in serving on a committee of the Regulator or learning more about NSOTR’s governance and processes, there are still opportunities to get involved! Reach out directly to Kevin Wong at **registrar@nsotr.ca** to discuss the many ways registrants can contribute to the regulation of the occupational therapy profession!



NSOTR BOARD

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