



COLLEGE OF  
**PHYSIOTHERAPISTS**  
*of* ONTARIO

# Application *for* Courtesy Registration ***Guide***

FOR ALL APPLICANTS APPLYING FOR COURTESY REGISTRATION

## Registration Categories at the College

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Courtesy Registration was introduced on December 15, 2011 and is meant to replace the Teaching Practice category and meet the broader types of situations where physiotherapists/physical therapists from other jurisdictions would need to be issued a temporary certificate of registration in Ontario. Courtesy registration allows registered/licensed physiotherapists/physical therapists from other jurisdictions who are coming to Ontario to teach a course, or participate in a course, event or research project for less than 30 days to be registered in Ontario.

This guide describes how to complete the Courtesy Application Form.

## Personal Data

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### Last Name

Enter your last name as you will use it in practice.

### Given Name(s)

Enter your given name(s) as you wish them to appear on the College's register.

### Examples:

If you prefer to use your middle name, please provide your name as follows: Nancy Jane Doe = N. Jane Doe

If you wish to practice under a name that is not part of your legal name, an example would be a nickname, indicate that name in brackets after your legal name. You must register under the name you will use in practice.

### Previous Last Name

If your last name is different than the one on your qualifying physiotherapy/physical therapy education document, you must provide a photocopy of your marriage certificate, divorce decree or legal name change document.

### Home Mailing Address

The College will mail you registration information and your receipt to your home address. The College does not provide this information to any source outside of the College. Please provide complete information.

### Email Address

The College often communicates with applicants by email. Please provide an email address where you prefer to receive information from the College.

### Purpose

Describe the purpose of your application for Courtesy Registration in Ontario. Courtesy Registration can be issued for any of the following reasons:

- To teach a course in Ontario that requires use of title or involves patients
- To participate in a course in Ontario that requires use of title or involves patients
- To participate in a research project in Ontario that requires use of title or involves patients
- To participate in a specific event in Ontario that required use of title or involves patients

## Education

List your formal physiotherapy/physical therapy education in this section. Include the name of the educational program, year of completion, academic institution and the location of the academic program. You must provide a notarized copy of your degree or direct notification from the educational institution that issued the degree that qualified you to practice in your home jurisdiction.

You do not need to include information about continuing education courses that you have completed.

## Professional Registration

Indicate the other jurisdictions where you are or were licensed or registered to practice physiotherapy/physical therapy. In order to qualify for Courtesy Registration, you must be registered/licensed in a jurisdiction with a reasonably equivalent regulatory scheme. As of November 2011, the following jurisdictions have been approved:

- Other Canadian Provinces and Yukon
- United States
- United Kingdom
- Australia
- New Zealand
- South Africa

Other jurisdictions are currently under review and may be added to the list shortly. If you are registered in a jurisdiction that does not appear on the list, please submit an application and the Registration Committee will determine if it meets the criteria as a reasonably equivalent regulated jurisdiction.

For each regulated jurisdiction where you are (or have been) licensed or registered, you must provide one of the following:

- A letter of professional standing; or
- A completed verification of registration form (some jurisdictions will only issue information on a specific form); or
- A website address where your registration AND professional standing can be verified.

Please also indicate other jurisdictions where you have practiced or are currently practicing even if the jurisdiction is not regulated.

## Professional Conduct

Answer all five questions related to your professional conduct history. If you answer 'yes' to any of these questions, your application will be referred to the Registration Committee. You will receive correspondence from the College instructing you on the next steps in this process.

## Practice Hours

The College needs to ensure that you are current in your physiotherapy/physical therapy practice. Provide your total practice hours for the last five years. If you have less than 1200 practice hours in the previous five years, your application will be referred to the Registration Committee for review.

## Definition of Practice Hours

Physiotherapy/physical therapy practice includes employment or other activities resulting from the possession of physiotherapy/physical therapy credentials and experience. Practice Hours include worked hours that are paid and professional activity hours. Worked Hours include hours of practice in clinical setting(s), consultation, research, administration, academia, and sales. It is not necessary to have the job title of Physiotherapist/Physical Therapist. Practice hours cannot claim hours related to vacation, sick leave, statutory holidays, leaves of absence and special leaves.

Professional Activity Hours include hours of volunteer activity which require the use of physiotherapy theory and knowledge, continuing education hours and/or participation in the physiotherapy/physical therapy professional/regulatory organizations. No more than 30 professional activity hours may be counted toward total practice hours each year.

Practice hours may be claimed from anywhere in the world.

### **Professional Liability Insurance**

If you will be providing patient care, you are required to hold professional liability insurance to cover your activities while in Ontario. You must indicate that you will be compliant with the College's position on professional liability insurance.

Professional liability insurance must:

- Be obtained individually or through an employer or event sponsor; and
- Have a minimum coverage of \$5 million for any one patient and for the policy year; and
- Have no deductible.

### **Additional Information**

Use this section to provide any additional information that you think would assist the College in its review of your application.

### **Fees**

If you have not held a certificate of registration issued by the College of Physiotherapists of Ontario that expired within the last year of the date that your new certificate of registration will be issued, you are required to pay the application fee of \$100.

There is no additional registration fee for Courtesy Registration.

Fees are payable by cheque, money order, or credit card (Visa or MasterCard only) and should be made in Canadian funds.

### **Declaration**

You must sign and date the declaration section of the form in order to complete your application for registration.

## **General Information**

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### **Processing Time**

If all registration requirements are met and the application is complete it will normally be processed within ten business days. If an application requires referral to the Registration Committee the length of time will vary based on the timing of the next available Committee meeting. College staff will discuss timelines with you.

### **Incomplete Applications**

You will be contacted if any documentation is missing or the application form is incomplete. This will delay the processing of your application.

**Confirmation of Registration**

The College will send you an email to confirm your registration. Your wallet card and tax receipt will be mailed to you.

**Document Retention**

Once your application has been processed, the College will be scanning all of the information that you provided and storing it indefinitely in an electronic format. All paper will be securely destroyed once the scanning process is complete. Please indicate in the additional information section if you would like any of the paper you submitted returned to you.

**Privacy**

The personal information collected on this form is used by the College of Physiotherapists of Ontario for its regulatory purposes (e.g., the registration and identification of College registrants, the administration of statutes governing physiotherapists in Ontario and the administration of the College). It is collected under the authority of the Regulated Health Professions Act, the Health Professions Procedural Code, the Physiotherapy Act and the regulations and by-laws made under the authority of these statutes. The College does not sell this information, nor does it provide the information to commercial entities in a format that facilitates mass marketing. For more information about the Privacy Code, please contact the College.

# Application *for* Registration *Checklist*

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Please include the following documentation to the College:

- Application for Courtesy Registration Form
- Evidence of Name Change if applicable. A photocopy of your marriage certificate, divorce decree or official name change document must be provided.
- Evidence of a degree in physiotherapy. A notarized photocopy of the degree or notification directly from the educational institution which issued the degree.
- Proof of registration/licensure and professional standing in all other jurisdictions where you are or have been registered/licensed as a physiotherapist/physical therapist. This can be done through a letter of professional standing, verification of registration form, or providing the College with a website where the College can verify this information online, where the regulatory body has such technology in place.
- The application fee of \$100 (if applicable).

For further questions about Courtesy Registration or the application process, please contact the Entry to Practice team:

By Phone: 1-800-583-5885 ext. 222  
By Email: [registration@collegept.org](mailto:registration@collegept.org)  
By Fax: 416-591-3834  
By Mail: College of Physiotherapists of Ontario  
375 University Avenue, Suite 901  
Toronto, ON M5G 2J5

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