



## Checklist

### Canada educated applicant

#### Include with your application.

*Regular mail, email and fax are all acceptable ways to send your application and supporting documents with the exception of photo identification. Photo identification must be mailed or emailed as faxed copies are not clear enough to accept.*

##### Application

- You must submit a completed [Application for Registration as a Physiotherapist](#) to start the registration process.

##### Payment

- We accept payment by Visa, MasterCard, personal cheque or money order. If paying by Visa or MasterCard, provide the card number and expiry date on the application. Cheque and money order must be in Canadian funds.

Fees are charged to your credit card when your application is approved **and based on the effective date of registration to September 30 of the current year**. You need to let us know if you want to delay the effective date of registration. If you cancel your application the non-refundable application fee will be collected at that time.

##### Identification

- We require a photocopy of government issued identification that matches your full name on the application form. The identification must include your photograph and signature. An example of a good identification is a passport or a driver's license.
- If your name on any document submitted with your application is different than your full name on the application, you must include a photocopy of documentation to support the name change. An example of documentation is a marriage certificate.

##### Liability insurance

- A photocopy of your Certificate of Insurance is required as evidence you personally hold professional liability insurance in the amount of \$5 million on any one patient and for the policy year.

#### Arrange for another party to send directly to Physiotherapy Alberta.

##### Education

- Official transcripts from the university is required to confirm your physiotherapy degree has been awarded.

##### Character + reputation

- [Regulatory History](#) form from each jurisdiction where you were registered, licensed or practiced as a physiotherapist, or another regulated professional, for the last 10 years. If you practiced, but were not registered, in a jurisdiction where the physiotherapy profession is subject to registration or any other form of regulation, a Regulatory History form is still required to confirm you were not registered. A Regulatory History form is valid for 90 days from date of issue.
- Criminal Record Check completed by Sterling Talent Solutions (BackCheck) from every country where you have lived for 90+ days within 10 years of this application or dating back to your 18th birthday. Criminal record checks are valid for 90 days from date of issue.

##### Language

###### *Canadian-educated in French*

- [Verification Request Form](#) from The Alliance to confirm you completed the PCE in English, OR
- [Language test](#) from approved testing agency. The language test is valid for two years from date of issue.