



## Checklist Courtesy Register Cross-border

### Include with your application.

*Regular mail, email and fax are all acceptable ways to send your application, however, photo identification must be mailed or emailed as faxed copies are not clear enough to accept.*

#### Application

- You must submit a completed [Application for Courtesy Register](#) 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. 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.

#### Character + reputation

- [Regulatory History](#) form from the jurisdiction where you are currently registered or licensed as a physiotherapist. 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.