



Checklist

Previously registered applicant

Name: _____

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.

Completed checklist

- Include this completed checklist so registration staff know which documents will be sent separately.

Application

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

Payment

- We accept the following payment methods: Visa, MasterCard, personal cheque or money order. If paying by Visa or MasterCard, the card number and expiry date must be entered on the application. If paying by cheque or money order, payment must be in Canadian funds to the College of Physical Therapists of Alberta.

Important: Fees will be charged to your credit card, or cheque/money order cashed, when your application file is complete and based on the fees applicable for 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 the name under which you are applying, you must also 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.

Continuing competence

Only required if you were removed from the General Register after October 1, 2011.

- You must submit a completed [Reflective Practice Review Activity Report](#) as evidence of completing the Continuing Competence Program activities required for the last year you were registered in Alberta.

Arrange for another party to send directly to Physiotherapy Alberta

Character + reputation

- [Regulatory History](#) form from each jurisdiction where you were registered, licensed or practiced as a physiotherapist, or another regulated professional, since canceling your registration in Alberta (limited to the last 10 years). Important: the reference must be received **directly** from the regulatory organization and no more than 3 months before your application file is complete.