

INITIAL REGISTRATION REQUIREMENTS

Council for Allied Health Professions

This document outlines the criteria for registration as an occupational therapist with the Council for Allied Health Professions.

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1. Introduction

This document outlines the requirements for registration with the Council for Allied Health Professions as an occupational therapist. While this document provides an overview of the criteria for initial registration, each application will be independently assessed based on its own merits.

2. General Requirements

2.1. Application

All applicants must submit an electronic [Health Professional Initial Registration Application](#). All supplemental documentation should be uploaded and attached to the application, with the exception of the [Certificate of Professional Education Form](#) (COPE) and evidence of professional standing from all jurisdictions of licensure. Please review the [Allied Health Initial Registration Checklist](#) for a list of required documentation.

2.2. Fees

The fee for initial registration as an occupational therapist is \$165. Payment must be made via credit card after the submission of the electronic application.

2.3. Eligibility to Work

Applicants for initial registration must be eligible to work in Bermuda. Documentation showing eligibility to work must be attached to the application and can include:

- Bermuda or BOTC passport copy with stamp
- Letter of Employment/Job Offer Letter
- Spousal letter
- Valid Work Permit
- Permanent Residency Card

2.4. Proof of Identification

Proof of identification includes a **notarized** copy of a valid passport or birth certificate. If your name has changed and differs from the name on your supporting documentation, notarized name change certification documentation must be provided (i.e. marriage certificate).

2.5. Proof of True Likeness

A digital head shot photo must be attached to your application. You can take the photo yourself if the image of likeness is clear.

2.6. Resume/Curriculum Vitae

A copy of the applicant's resume, or C.V. must be attached to the application and reflect the most up-to-date information.

2.7. References

Two letters of reference are required and must be attached to your application for registration. All references must be current (dated within the last 12 months), on an official letterhead and signed by the referee. References must be from your most recent previous employers/supervisors (most current and discipline specific).

3. Education Requirements

To register as an occupational therapist, applicants must have a degree in occupational therapy. The degree must be from an academic institution accredited by one of the following organizations and must meet the minimum requirement for licensure in the jurisdiction of study at the time of graduation:

- Accreditation Council for Occupational Therapy Education (ACOTE) in the United States;
- Health and Care Professions Council (HCPC) in the United Kingdom;
- Canadian Association of Occupational Therapists (CAOT) in Canada;
- Occupational Therapy Council (OTC) in Australia;
- Occupational Therapy Board of New Zealand (OTBNZ) in New Zealand;
- Health Professions Council of South Africa (HPCSA);
- An equivalent accrediting body, or;
- An education programme that is approved by the World Federation of Occupational Therapists (WFOT).

If the academic institution is not accredited or approved by one of the above bodies (or by a similar national organization of the country of training or other national body governing the profession deemed by the Council to represent a comparable standard) or the standards are significantly different from the above, the Council will request that the applicant submit a UK ENIC Statement of Comparability with a score of **Band 10** (RQF Level 6 / SCQF Level 10).

All applicants must have the institution where their professional qualifications were obtained complete the [Certificate of Professional Education Form](#) and email it directly to professions@healthcouncil.bm.

A **notarized** copy of the applicant's professional degree must also be attached to the application.

4. Examination Requirements

Applicants must successfully complete all examinations required for licensure in their jurisdiction of training, where applicable. For example, applicants trained in the United States or Canada must provide **official score reports** as evidence of successful completion of the National Board for Certification in Occupational Therapy (NBCOT) or Canadian Association of Occupational Therapy (CAOT) - respectively.

If an applicant was trained in a jurisdiction that does not require licensure examinations (e.g. the United Kingdom), this requirement does not apply.

Additionally, applicants who are already licensed in a jurisdiction that requires a licensure examination are not required to submit official score reports, as their evidence of professional standing satisfies this requirement.

5. Overseas Licensure

Evidence pertaining to your professional standing in any jurisdiction in which you are licensed or registered is required. A letter or form attesting to your professional standing must be submitted directly to professions@healthcouncil.bm by the relevant statutory authority.

The Council for Allied Health has discretionary authority to evaluate and recognize foreign licensure for allied health professionals, including occupational therapists. The Council for

Allied Health Professions aims to balance inclusivity for qualified international practitioners with the need to uphold professional standards and public safety.