

Application Instructions

Courtesy Register

1. Personal Information

Name

Your registration record must contain all your names. This includes full legal name, previous name, maiden name, alias or adopted name. Married physiotherapists who adopt their spouse's last name but continue to use their maiden name in practice must still report their adopted name.

Full name: Enter your full name exactly as it appears on the government issued identification included with your application. This is the name that will appear on your practice permit and the member register, unless you've informed us that you will use a different name when practicing physiotherapy.

Practice name: You must practice in the name that appears on your practice permit. If you plan to use a name other than your full name reported above, enter it here.

Other last name: This includes your legal name, previous name, maiden name, alias or adopted name not reported in the full name field.

Gender

Indicate your gender by checking the appropriate box.

Date of birth

Enter your date of birth either written in full or using the format of month/day/year.

2. Current Residence Address

Provide your current residence address, telephone numbers and email so we may contact you regarding your application. If this information changes before your application is processed you must inform our office.

3. Physiotherapy Education

Provide details about your physiotherapy education. You only need to report university-level education.

4. Registration

This section asks for information about your registration as either a physiotherapist or another regulated professional. Include details for the last 10 years. Include jurisdictions where you have been registered even if you did not practiced in that jurisdiction.

5. Purpose for Temporary Registration in Alberta

Registration on the Courtesy Register is available to physiotherapists currently registered in another jurisdiction requiring temporary entry to Alberta for a specific, approved purpose.

Indicate on the application form, in the appropriate section, the event name and dates you will be attending in Alberta.

6. Good Character + Reputation

This section asks for information about your current and past practice as a physiotherapist, or another regulated professional, criminal record, and civil judgments. Provide a written

explanation if you answer yes to questions A, B, C or D. You may include your explanation on your application or in a sealed envelop marked 'confidential'. The contents will only be disclosed to staff or committee members who have a need to know.

If in doubt, it is best to be honest and forthright by disclosing information rather than to risk dealing with a false report. Answering yes to a question does not necessarily mean that you will be refused registration. It does mean we may ask for and consider other information to make a decision about your character and reputation. You will have the opportunity to respond to any information provided by other sources.

7. Payment

You must pay the application fee. We accept the following payment by Visa, MasterCard, Personal cheque or Money order. If paying the fees by Visa or MasterCard, enter the credit card number and expiry date on the application. You may also pay by cheque or money order in Canadian dollars.

Fees will be charged to your credit card, or cheque/money order cashed, when your application file is complete. If you cancel your application the non-refundable application fee will be collected at that time.

8. Applicant's Declaration

Read and complete the declaration carefully before signing your application.

Forms you will need:

1. Application for Registration as a Physiotherapist

This is the form required to start the registration process. The application is a fillable PDF form. You may download and complete it on your computer or print and manually fill out the form. Either way, you must print the form to add your signature.

2. Regulatory History

This is the form you will send to the jurisdiction where you are currently registered to confirm your registration status and conduct history. The Regulatory History form must be received directly from the regulatory organization and no more than 3 months before your application file is complete.

3. Checklist

Use the Checklist to ensure you are submitting all the required documentation.