



**Canadian Association of Occupational Therapists**

103 - 2685 Queensview Drive, Ottawa, ON K2B 8K2  
 E-mail: membership@caot.ca • Fax: (613) 523-2552  
 Tel: (800) 434-2268 or (613) 523-2268, ext. 601

Member number
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**MEMBERSHIP CHANGE/UPGRADE**

<b>Instructions</b>	1) Only fill out sections that apply to you	3) <b>If purchasing insurance</b> , complete and sign the <b>BMS Declaration on page 3</b>
	2) Consult the <b>fee schedule on page 2</b> and enter the appropriate amounts	4) Calculate the total fees due and make your payment accordingly

**Members on the Monthly Payment Program - please contact membership@caot.ca directly for your individual upgrade costs to be calculated.**

Member name		Email	
Preferred Pronouns (optional)	Address		
City	Province	Postal code	
Country	Telephone		

**Any additional items or upgrades added to your active membership will expire on the last day of your membership year.**

<b>Change membership status from:</b>		<b>Upgrading to:</b>	
<b>CHOOSE ONLY ONE</b>	<input type="checkbox"/> Non-Practicing or on Parental leave	<b>CHOOSE ONLY ONE</b>	<input type="checkbox"/> Part-Time Working less than 800 hours during your own membership year
	<input type="checkbox"/> Part-Time		<input type="checkbox"/> Full-Time Working more than 800 hours during your own membership year
	<input type="checkbox"/> Retired Member		
<b>Purchase CAOT Professional Liability Insurance coverage</b> (must be a current CAOT Member, BMS declaration on pg. 3 must be signed)			
<input type="checkbox"/> Option 1	Professional Liability Insurance – Basic (\$6,000,000), Legal expenses (\$150,000) and Criminal defense (\$175,000)		
<input type="checkbox"/> Option 2	Professional Liability Insurance – Basic (\$10,000,000), Legal expenses (\$200,000) and Criminal defense (\$250,000)		
<b>Upgrade your CAOT Professional Liability Insurance coverage:</b>		<b>Upgrading to:</b>	
<input type="checkbox"/> Option 1	Professional Liability Insurance – Basic (\$6,000,000), Legal expenses (\$150,000) and Criminal defense (\$175,000)	<input type="checkbox"/> Option 2	Professional Liability Insurance – Basic (\$10,000,000), Legal expenses (\$200,000) and Criminal defense (\$250,000)
<b>Add on to your current CAOT Membership</b>			
<b>Member and Associate Assistance Program (MAAP):</b> Enroll in the Member and Associate Assistance Program (optional, Canadian residents only). MAAP is a wellness program that provides professional counseling services when you or your family need support and guidance. Access in-person or telephone counseling for a range of issues such as financial, personal, family, work-related, elder-care and more: <b>\$68.00</b>			
			<b>Total payment due</b> CAOT GST REG. NO. R100759877 QST 1020753675



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**MEMBERSHIP CHANGE/UPGRADE**

Fees: Upgrading your membership status		Total cost (taxes included)				
	Fee	AB, MB, SK (with 5% GST)	ON (with 13% HST)	NB, NL, NS, PE (with 15% HST)	BC, QC, NT, NU, YT Chapter Fee	BC, QC, NT, NU, YT (with 5% GST)
Upgrading from <b>Non-Practicing or Parental leave to Part-Time</b>	\$69.00	\$72.45	\$77.97	\$79.35	\$89.00	\$93.45
Upgrading from <b>Non-Practicing or Parental leave to Full-Time</b>	\$127.00	\$133.35	\$143.51	\$146.05	\$160.00	\$168.00
Upgrading from <b>Part-Time to Full-Time</b>	\$58.00	\$60.90	\$65.54	\$66.70	\$71.00	\$74.55
Upgrading from <b>Retired to Full-Time</b>	\$237.00	\$248.85	\$267.81	\$272.55	\$312.00	\$327.60
Upgrading from <b>Retired to Part-Time</b>	\$179.00	\$187.95	\$202.27	\$205.85	\$241.00	\$253.05

Note, if you live outside of Canada, taxes do not apply.

Purchase CAOT Professional Liability Insurance coverage	Total cost (taxes included)					
	SK (6% PST)	MB (7% PST)	ON (8% PST)	QC (9% QST)	NL (15% PST)	All others
<b>OPTION 1.</b> Professional Liability Insurance (Basic) (\$6,000,000), Legal Expenses (\$150,000) and Criminal Defense (\$175,000)						
<input type="checkbox"/> 1st year practitioner members are eligible for a 50% discount. <b>\$36.50</b>	\$38.69	\$39.06	\$39.42	\$39.78	\$41.98	\$36.50
<input type="checkbox"/> 2nd year practitioner members are eligible for a 25% discount. <b>\$54.75</b>	\$58.03	\$58.58	\$59.13	\$59.68	\$62.96	\$54.75
<input type="checkbox"/> Individuals who are or will be on parental leave for 6 or more consecutive months of their own membership year are eligible for a 50% discount. <b>\$36.50</b>	\$38.69	\$39.06	\$39.42	\$39.78	\$41.98	\$36.50
<input type="checkbox"/> All others. <b>\$73.00</b>	\$77.38	\$78.11	\$78.84	\$79.57	\$83.95	\$73.00
<b>OPTION 2.</b> Professional Liability Insurance (Basic) (\$10,000,000), Legal Expenses (\$200,000) and Criminal Defense (\$250,000)						
<input type="checkbox"/> 1st year practitioner members are eligible for a 50% discount. <b>\$63.50</b>	\$67.31	\$67.94	\$68.58	\$69.22	\$73.02	\$63.50
<input type="checkbox"/> 2nd year practitioner members are eligible for a 25% discount. <b>\$95.25</b>	\$100.97	\$101.92	\$102.87	\$103.82	\$109.54	\$95.25
<input type="checkbox"/> Individuals who are or will be on parental leave for 6 or more consecutive months of their own membership year are eligible for a 50% discount. <b>\$63.50</b>	\$67.31	\$67.94	\$68.58	\$69.22	\$73.02	\$63.50
<input type="checkbox"/> All others. <b>\$127.00</b>	\$134.62	\$135.89	\$137.16	\$138.43	\$146.05	\$127.00

In order to purchase professional liability insurance, the BMS Declaration on page 3 of this form must be completed, signed and submitted with your Change/Upgrade form.

Upgrade your CAOT Professional Liability Insurance Coverage		Total cost (taxes included)					
Upgrade from:	Fee	SK (6% PST)	MB (7% PST)	ON (8% PST)	QC (9% QST)	NL (15% PST)	All Others
Regular Option 1 to Option 2	\$54.00	\$57.24	\$57.78	\$58.32	\$58.86	\$62.10	\$54.00
Parental Leave Option 1 to Regular Option 1	\$36.50	\$38.69	\$39.06	\$39.42	\$39.78	\$41.98	\$36.50
Parental Leave Option 1 to Regular Option 2	\$90.50	\$95.93	\$96.84	\$97.74	\$98.64	\$104.08	\$90.50
Parental Leave Option 2 to Regular Option 1	\$9.50	\$10.07	\$10.16	\$10.26	\$10.36	\$10.92	\$9.50
Parental Leave Option 2 to Regular Option 2	\$63.50	\$67.31	\$67.94	\$68.58	\$69.22	\$73.02	\$63.50

**DISCLOSURE**  
 BMS is the managing broker and is responsible for placing your insurance coverage(s) referenced above, as well as providing additional services, including dedicated resources and risk management. The above information provides a breakdown of the total annual cost for each line of coverage.

Coverage Options	Limit	Premium	*BMS Fee	Total Cost
CAOT Professional Liability Insurance				
Option 1	\$6M/\$6M	\$63	\$10	\$73
Option 2	\$10M/\$10M	\$117	\$10	\$127

Coverage Options	Limit	Premium	*BMS Fee	Total Cost
CAOT Professional Liability Insurance				
OTA/PTA	\$6M/\$6M	\$76	\$0	\$76
Individual Associate	\$6M/\$6M	\$76	\$0	\$76

\* In addition to the information above, BMS also receives a commission from the insurer. Commission may vary depending on a number of factors, including the insurance purchased and the insurer. For more information, contact BMS Group at 1-855-318-6024 or caot.insurance@bmsgroup.com.



**CAOT - ACE**

Canadian Association of Occupational Therapists  
Association canadienne des ergothérapeutes

## LIABILITY INSURANCE DECLARATION

In choosing to apply for Professional Liability Insurance, the insurer asks that you respond to the following. Please note that if you have previously reported a past professional liability claim or circumstance to CAOT's liability insurance program broker, BMS Canada Risk Services Ltd. (BMS), you can select "Yes" and proceed with your purchase.

If you are not able to select "Yes", please contact CAOT membership services by phone 1-800-434-2268 ext. 601 or email [membership@caot.ca](mailto:membership@caot.ca) who will connect you with BMS to facilitate the completion of your insurance application.

I declare that, in the past 5 years, I have not been the recipient of a claim which could be covered under this policy, and I am not aware of any circumstances which could lead to a claim under this policy.

I further declare that during the last five years no insurer has cancelled, declined, or refused to issue me any form of individual and/or clinic professional liability insurance and that this application discloses the hazards known to exist at the date of this application.

- YES**, I declare that the statements made herein are in every respect true and correct and hereby apply for a contract of insurance to be based upon the truth of the said statements.
- NO**, I am unable to declare that the statements made herein are in every respect true and correct. I will contact CAOT membership services by phone 1-800-434-2268 ext. 601, or email [membership@caot.ca](mailto:membership@caot.ca) to facilitate the completion of my insurance application.

Signature \_\_\_\_\_



Check this box if you are unable to provide a signature electronically.

**Are you an independant contractor or business owner?**

Yes

No

If yes, CAOT's liability insurance program broker, BMS Canada, advises that you may have other exposures and risks that are not covered by your individual Professional Liability Insurance policy. You will be receiving an email from CAOT with contact information and next steps.



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Member number

**MEMBERSHIP CHANGE/UPGRADE**

Member and Associate Assistance Program (MAAP)				
Fee \$68.00	AB, BC, MB, NT, NU, SK, YT (5% GST)	QC (5% GST + 9.975 % QST)	ON (13% HST)	NB, NL, NS, PE (15% HST)
	\$71.40	\$78.18	\$76.84	\$78.20

**Fee payment**

Please make Canadian cheques or money orders payable to "CAOT".  
A fee of \$50.00 will be charged on all NSF items.

**Total payment due:** \$ \_\_\_\_\_  
GST REG. NO. R100759877

- Cheque enclosed  
  Money order  
  Visa  
  MasterCard  
  e-Transfer\*

VISA / MasterCard

Expiry date

CVC

Your credit card security number is the last three digits of the number in the security strip on the back of your card.

Cardholder name \_\_\_\_\_ Signature \_\_\_\_\_

\* Please send the Email Money Transfer to [membership@caot.ca](mailto:membership@caot.ca). Please provide the answer to your security question in a separate email.

Check this box if you are unable to provide a signature electronically. In doing so, you authorize CAOT to charge the amount listed above and agree to comply with CAOT Bylaws.