



INTERNATIONAL CREDENTIAL EVALUATION SERVICE

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Canadian Association of Occupational Therapists Evaluation Requirements

The **Canadian Association of Occupational Therapists** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

1. Evaluation Report Required

The **Basic Evaluation Report** is required for all evaluations conducted by the **Canadian Association of Occupational Therapists**. This can be ordered by completing the Credential Order Form section of the ICES Application Form. The cost of a Basic Report is **\$128.00** per credential. Detailed information about ICES fees, reports, and documents required as well as a copy of the ICES Application Package can be found at <http://www.bcit.ca/ices>.

2. Documents Required by ICES

a) **Official Documents:** The **Canadian Association of Occupational Therapists** requires that ICES base its evaluation report on *Official* documents for each credential that you are paying to be evaluated. For documents to be considered official, they ***must be sent directly to ICES by the educational institutions*** you attended. The official documents must indicate the name of the credential, the courses or subjects studied, the grades earned, the hours of study or number of credits for each course, and the date of graduation. These documents may be called an academic record, transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other names, depending on the country from which it is issued. If required, we may ask for the original copies of your educational documents after your official documents arrive at our office.

If it is not possible to have an official copy of your academic record sent to ICES, you may submit original documents instead; however, you will also need to request an official letter sent by the institutions you attended to confirm the credentials you have completed. These official degree confirmation letters must be sent directly to ICES and signed by the Registrar (or similar authority) of the institutions you attended.

ICES understands that it can be difficult and costly for some clients to arrange for official documents to be sent to our office. Official documents are required if you are planning to use your report for the **Canadian Association of Occupational Therapists**. ICES cannot waive this requirement.

b) **Translations:** All required documents written in a language other than French or English must be accompanied by an English translation completed by a certified translator. All translated documents must also be submitted with the original in the original language.

Affiliated Colleges: ICES only accepts educational documents from the institution that awards the credential. For that reason, ICES does not accept documents from affiliated colleges or institutes. ICES must see documents issued from the awarding institution.

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3. Additional Copy of Report

All clients receive two copies of the completed report. The first copy is always sent to you; the second copy of your report will be sent directly to the **Canadian Association of Occupational Therapists** as long as this is indicated in **Section D** of the ICES Application Form. If you do not indicate where you want your second copy sent, it will be automatically sent to you. If you require more than two copies of your report, the fee is **\$20.00** per copy.

4. Contact Information

If you have not already done so, please contact the **Canadian Association of Occupational Therapists** to see if they require any additional information from you. They can be reached at:

Canadian Association of Occupational Therapists

3400 – CTTC Building
1125 Colonel By Drive
Ottawa, Ontario

K1S 5R1

Telephone: (613) 523-2268 or Toll Free 1 (800) 434-2268

Fax: (613) 523-2552

Website: <http://www.caot.ca/>

Please contact ICES directly at icesinfo@bcit.ca if you have any questions about your ICES evaluation.