Frequently Asked Questions (FAQs) About NBAOT Renewals

What is the deadline to renew? What are the late fees?

The NBAOT requests that you complete your membership renewal by submitting your online renewal and paying your membership dues no later than March 31st, 2021, in accordance with the provisions of our legislation, *An Act Respecting the New Brunswick Association of Occupational Therapists 1988*, and the Association's regulations.

A $150.00 late fee applies to renewals that are not completed by submission online with payment of fees by March 31, 2021.

How do I complete my online renewal?

Review the document - ***Department of Health Service Provider Database Occupational Therapists Self-Registration How-To Document***

Please note that you will have to calculate hours worked from April 1, 2020 until March 31, 2021 prior to completing your online renewal.

• Click on the link https://spd-bdsf.gnb.ca to renew your online registration.
• If you had to create an account with Service New Brunswick (SNB),
the username and password that you have to type in here are the same as the ones that allow you access to the SNB site.
• Click on the link on your dashboard to renew your registration.
• When you are finished filling in your online form, click submit.
• A link will appear on your dashboard to pay your dues. You will also receive the link by e-mail.

How do I create my SNB account?

Review the document - ***Department of Health Service Provider Database Occupational Therapists Self-Registration How-To Document***

To create your account with SNB:
• click on the link: https://www.iam-gia.snb.ca/idm/snb/
• click on Self- Registration.
• Fill in your information and create a username.
• Choose a password: The password must contain a minimum of one uppercase letter, one lower case letter, one number and one special character. After you have finished, you will receive a 9-digit account number. You must send us this number via e-mail to registrar@nbaot.org

It may take a day or two before you are granted permission for the next step.

You will then be able to log in to renew your registration by navigating the following link:
 https://spd-bdsf.gnb.ca

Type in the username and password that you created in SNB.

Follow the steps for online renewals in the **How-To Document** mentioned above**.**

What if I pay through payroll deduction?

For those of you who pay by payroll deduction please ensure that your completed online renewal is received by the NBAOT no later than March 31st of given year. Otherwise, the late fee will apply. If you wish to participate in payroll deduction, please consult your employer.

What are the dues for 2021-22?

The NBAOT dues for 2021-2022 year are as follows:

Individual membership - $300.00 (any one working as an occupational therapist within the province of New Brunswick, either full time or part time)

Non-practicing membership - $150.00 (for those who are not currently practicing)

Temporary membership - $150.00 (for those who have work in New Brunswick limited to 6 months or less)

Please note when paying online, you will have to include your name, your e-mail address and your membership number.

 Also, you must change the amount to reflect the appropriate payment.

How do I reset my password?

If you have a Service New Brunswick account and you have forgotten your password, click the following link:
https://www.iam-gia.snb.ca/idm/snb/

Click on "Forgot Password". For more information, please contact SNB
 at: 1-888-832-2762 and they will help you reset your password.

What if I don't want to renew my registration?

If you do not intend to renew your registration for the year because you are out of the work force on April 1st, due to a maternity leave, parental leave, sick leave or for any other valid reason, you must advise the NBAOT Registrar by e-mail prior to March 31st. registrar@nbaot.org

What if I am on parental/child care leave?

To determine appropriate membership categories/fees consult the *NBAOT Parental-Child Care Policy* available on our website at:
http://www.nbaot.org/forms-documents.html