

MSOT Private Practice Directory Listing Renewal

In June of each year, MSOT publishes one COMPLETE LISTINGS Private Practice Directory (of all listings received by MSOT's renewal deadline of April 30) to provide information to the public and others about private OT practices in Manitoba.

To have a listing in the MSOT Private Practice Directory (PPD), you must be a MSOT member and the owner/operator of an Occupational Therapy Private Practice.

The \$75.00 listing renewal fee includes one listing in the "Complete Listings" Directory, and the exact same listing in any/all of the other directories (Services for Children, Services for Adults, and/or Ergonomics/Return to Work). Your directory listing can be amended at any time. The renewal fee is payable to MSOT by cheque or credit card.

****NOTE: NEW Credit Card Invoicing Process for 2021** No need to call the MSOT Office****

1. Submit your Listing **Renewal Form** by email or mail **prior to April 30**. Any forms received after April 30 will have a \$25.00 processing fee applied to the invoice.
2. You will receive an **invoice** from MSOT **by May 10**. This invoice will include a secure, direct link to pay by credit card. **Payment is due by May 31**. Once paid, this invoice will indicate your renewal as "Paid" and will become your receipt.

Payment MUST be received prior to your listing being active in the latest published directory.

The Fine Print:

In order to prevent any delays in having your listing appear in the new directory, and to avoid paying the \$25.00 late processing charge, please ensure your completed and signed MSOT PPD Listing Renewal Form (attached) is submitted to the MSOT Office by email (msot@msot.mb.ca) or regular mail prior to April 30.

You have until May 31 to make the payment. Upon receipt of your renewal form at the MSOT Office, an invoice for payment will be emailed to you by May 10 which must be paid prior to May 31.

Please note: If you are submitting your renewal form electronically, please ensure your Listing Renewal Form is **signed**.

**** NEW for 2021 - If your PPD Listing Renewal Form is received after the April 30 deadline, a \$25.00 processing fee will be applied to your invoice. ****

MSOT Private Practice Directory Listing - Renewal

Please check which additional directories you wish to have your submission included in:

- Services for Children
- Services for Adults
- Ergonomics/Return to Work

Company Name:
Private Practice Owner:
Mailing Address:

Phone:
Fax:
Email:
Website:

Please find changes on a copy my listing attached.

Please note any changes to your listing here:

Method of Payment: Cheque Credit Card

I am an MSOT member. Name:

The listing is for my own Occupational Therapy private practice and not a company owned by another individual, group or corporation (i.e. the MSOT member wishing to advertise in this directory is an owner/operator of an Occupational Therapy private practice and not a contract or salaried employee of a private company).

The information provided is true and correct according to the best of my knowledge:

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Date Received:

Method of Payment: CHQ CC Date Payment Received: