



## ICBC Recovery Network Application Checklist for Occupational Therapist services outside of British Columbia

Review all requirements below, and the [Occupational therapy program guide](#) located on the ICBC business partners health services web page dedicated to [Occupational Therapists](#).

Occupational Therapists who operate outside of British Columbia and provide services to ICBC customer(s) outside of British Columbia may apply to join the ICBC Recovery Network by submitting the following documents to Supplier Programs and Administration via email to: [biproviderapp@icbc.com](mailto:biproviderapp@icbc.com).

### Business Documents

- [Occupational Therapy Firm Vendor Application](#)
- [ACG364 - Authorization for direct deposit](#)
- Legal Business Name as registered with the applicable provincial Registry and the provincial Registry number (required)
- Doing Business As (DBA) Name as registered with applicable provincial Registry
  - **Note:** Only registered Legal Business Names/DBAs will be considered for a vendor account. If the business is incorporated outside of BC, provide the BC Statement of Registration (as an Extra provincial Company) and a government-issued document that lists all current owners and directors.
- City Issued Business License
  - The business license is required to be in the legal business name of the applicant and valid for the current year
  - **Note:** If the applicant has employees, subcontractors or independent contractors that are not covered through the applicant's city issued business license, the employee, subcontractor or independent contractor will be required to provide a copy of their own business license
- Commercial General Liability Insurance (certificate of insurance evidencing minimum \$2,000,000 in coverage)
  - The policy is required to be in the name of the applicant and must identify the corresponding business location.

- Sales tax (GST/PST/RST/QST/HST) number (if applicable)
- Provincial Workers' Compensation registration number (excluding sole proprietors who do not employ any other employees)
- A copy of a void cheque OR bank issued direct deposit form

**Note:** Additional information or documents may be requested in order to process your vendor number application.

## Occupational Therapist Requirements

In addition to the [Business Documents](#), applicants are required to provide the following information and documentation for each practitioner they wish to add to the vendor account number.

- Driver's licence or other provincial authority equivalent ID
- Proof of practicing full membership status in good standing with the Canadian Association of Occupational Therapists (CAOT) or equivalent provincial association or Regulatory Organization authority for Occupational Therapists (e.g. membership card)
- Certificate of insurance evidence of at least \$5,000,000 in professional liability insurance
- A completed [Occupational Therapist Participation Agreement](#)