

Policy P-052  
Registration Committee  
Approved by Council: September 24, 2009

*Note to Readers: In the event of any inconsistency between this document and the legislation that affects chiropractic practice, the legislation governs.*

### Intent

To clarify for members CCO's classes of certificates of registration as set in Regulation R-003: Registration, the requirements of complying with the Quality Assurance program in the General class of registration and the requirements for transferring from an Inactive/ Retired class of registration to a General class of registration.

### Introduction

The legislation governing the regulation of the chiropractic profession in Ontario is the *Regulated Health Professions Act, 1991*, the *Chiropractic Act, 1991*, and its regulations. CCO is responsible for the registration of chiropractors in Ontario. Registration requirements are set in Regulation R-003: Registration, posted on CCO's website at [www.cco.on.ca](http://www.cco.on.ca).

This policy is intended to provide guidance to members in understanding the requirements of maintaining a General class of registration. If there is any inconsistency between this document and any regulation and/or legislation, then the regulation and/or legislation shall prevail.

### Description of Policy

#### Categories of Registration

CCO has four classes of categories of registration as described in Regulation R-003. These classes are as follows:

- General
- Temporary
- Inactive
- Retired

The requirements for registration for these four categories of certificates of registration are described in Regulation R-003.

### Requirements for Maintaining a General Certificate of Registration

A member registered in the General class of registration may be involved in the practice of chiropractic in a number of categories. These categories include, but are not limited to:

1. **General Active:** actively providing care to patients in Ontario as described in the scope of practice in the *Chiropractic Act, 1991*;
2. **General Non-practising:** involved in an educational, research, political, administrative or other position with no direct patient contact;
3. **General Non-resident:** not currently a resident in Ontario, but providing care to patients in a jurisdiction outside of Ontario.

All members registered in the General class of registration shall comply with all aspects of the Quality Assurance program, subject to this policy. The Quality Assurance program includes, but is not limited to:

- Peer and Practice Assessment
- X-ray Peer Review
- Self Assessment
- Maintaining a Professional Portfolio
- Continuing Education and Professional Development Log
- attending CCO's record keeping workshop

#### General, Active

A member who is registered in the General class of registration who actively provides care to patients as described in the scope of practice in the *Chiropractic Act, 1991* (General Active) shall comply with all aspects of CCO's Quality Assurance program.

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#### General Non-practising

A member who does not actively provide care to patients as defined under the scope of practice in the *Chiropractic Act, 1991* (General, Non-practising) may hold a General certificate of registration. However, he/she shall indicate on his/her registration renewal form that he/she does not currently treat patients.

A General, Non-practising member shall participate in all aspects of the Quality Assurance program. However, certain aspects of the Quality Assurance program, such as peer and practice assessment, may be modified to reflect the fact that a

General, Non-practising member does not currently actively provide care to patients in Ontario.

The Registration Committee has the discretion to impose terms and conditions on a certificate of registration for a General, Non-practising member. Terms and conditions may include, but are not limited to:

- agreeing not to treat patients in Ontario as defined under the scope of practice in the *Chiropractic Act, 1991*;
- agreeing not to perform any controlled acts in Ontario, as authorized to chiropractors under the *Chiropractic Act, 1991*;
- notifying CCO once the member chooses to begin treating patients in Ontario (at which time such terms and conditions will be removed from the member's General certificate of registration);
- attending a record keeping workshop once the member chooses to begin treating patients;
- writing the Legislation and Ethics examination once the member chooses to begin treating patients;
- agreeing to be peer assessed once the member chooses to begin treating patients again.

### **General Non-resident**

A member who is not currently resident in Ontario, but who actively provides care to patients in a jurisdiction outside of Ontario (General, Non-resident) may hold a General certificate of registration. However, he/she shall indicate on his/her registration renewal that he/she is not currently a resident in Ontario.

A General Non-resident member shall participate in all aspects of the Quality Assurance program. However, certain aspects of the Quality Assurance program, such as peer and practice assessment, and attendance at a record keeping workshop, may be modified to reflect the fact that a General, Non-resident member is not a current residence in Ontario.

Additionally, the Registration Committee has the discretion to impose terms and conditions on a certificate of registration for a General, Non-practising member. Terms and Conditions may include, but are not limited to:

- agreeing not to treat patients in Ontario, as defined under the scope of practice in the *Chiropractic Act, 1991*;
- agreeing not perform any controlled acts in Ontario, as authorized to chiropractors under the *Chiropractic Act, 1991*;
- notifying CCO once the member chooses to begin treating patients in Ontario (at which time such terms and conditions will be removed from the member’s General certificate of registration);
- attending a record keeping workshop once the member chooses to begin treating patients;
- writing the Legislation and Ethics examination once the member chooses to begin treating patients;
- agreeing to be peer assessed once the member chooses to begin treating patients again.

**General Class of Registration - Summary Chart**

General - Active	General - Non-practising	General - Non-resident
<ul style="list-style-type: none"> <li>• actively treating patients in Ontario as described in the scope of practice in the <i>Chiropractic Act, 1991</i></li> <li>• comply with all aspects of CCO’s Quality Assurance program</li> </ul>	<ul style="list-style-type: none"> <li>• involved in an educational, research, political, administrative or other position with no direct patient contact</li> <li>• may participate in a modified Quality Assurance program</li> <li>• possible terms and conditions imposed by Registration Committee</li> </ul>	<ul style="list-style-type: none"> <li>• not currently a resident in Ontario, but actively providing patient care in jurisdiction outside of Ontario</li> <li>• may participate in a modified Quality Assurance program</li> <li>• possible terms and conditions imposed by Registration Committee</li> </ul>

**Temporary**

The Temporary class of registration is intended for chiropractors who are registered or licensed in another jurisdiction other than Ontario and who are intending to practise chiropractic in Ontario for a specified period of time. A Temporary class of registration is often associated with temporary faculty appointments or participation in faculty exchange appointments in Ontario.

A Temporary certificate of registration will expire on the earliest of:

- the expiry date on the certificate;
- 12 weeks after the date the temporary certificate of registration was issued; or
- if the Temporary certificate of registration was issued for a temporary appointment or exchange program, the date of termination of the temporary appointment or exchange program for which it was issued.

### Inactive

If a member has been Inactive for a specified period of time, outlined in the chart below, and not registered for full scope of practice in another Canadian jurisdiction, the Registration Committee may require the member to take the following action upon returning to the General class of Registration:

#### Inactive less than 2 years

- submit a professional portfolio
- attend a record keeping workshop
- undergo a peer assessment

#### Inactive for 2 to 5 years

- submit a professional portfolio
- attend a record keeping workshop
- undergo a peer assessment
- write CCO's0 Legislation and Ethics examination

#### Inactive for more than 5 years

- submit professional portfolio
- attend a record keeping workshop
- undergo a peer assessment
- write CCO's Legislation and Ethics examination
- write an appropriate examination administered by the Canadian Chiropractic Examining Board, as determined by the Registration Committee

- complete a remedial or refresher course as determined by the Registration Committee
- otherwise satisfy the Registration Committee that the member is competent to practise in Ontario

**Retired**

The Retired class of registration is intended for members who intend never again to actively practise chiropractic in Ontario.

If a member has been retired for a specified period of time, outlined in the chart below, and not registered for full scope of practice in another Canadian jurisdiction, the Registration Committee may require the member to take the following action upon returning to the General class of registration:

**Less than 2 years**

- submit a professional portfolio
- attend a record keeping workshop
- undergo a peer assessment

**More than 2 years**

- submit a professional portfolio
- attend a record keeping workshop
- undergo a peer assessment
- write CCO’s Legislation and Ethics examination
- write an appropriate examination administered by the Canadian Chiropractic Examining Board, as determined by the Registration Committee
- complete a remedial or refresher course as determined by the Registration Committee
- otherwise satisfy the Registration Committee that the member is competent to practise in Ontario