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## RETURNING TO THE GENERAL CLASS OF CERTIFICATE OF REGISTRATION



**Policy P-053**  
**Registration Committee**  
**Approved by Council: December 1, 2011**  
**Amended: September 20, 2013, December 4, 2015**

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*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 what is required of a member in order to return to the General Class of Certificate of Registration after being in an Inactive or Retired Class of Certificate of Registration.

### DESCRIPTION OF POLICY

Under Ontario Regulation 137/11, the following are the prescribed classes of certificates of registration available to members of CCO.

1. General
2. Temporary
3. Inactive
4. Retired

Ontario Regulation 137/11 sets out for members the requirements of each different class of registration. Section 8(1) states the following rules apply when a member, who holds a Retired or Inactive Class of certificate of registration, wishes to be issued a General Class of Certificate of Registration as follows:

### Issuance of general certificate of registration to retired or inactive member

- 8(1)** The following rules apply where a member who holds a Retired or Inactive Certificate of Registration wishes to be issued a General Certificate of Registration:
1. An application must be made to the Registrar.
  2. The member shall pay the applicable fee for a General Certificate of Registration.
  3. A member who has held an Inactive or Retired Certificate of Registration for more than two consecutive years preceding his or her application for a General Certificate of Registration shall only be entitled to have a general certificate of registration issued if he or she satisfies the Registration Committee that he or she is currently competent to practise.
  4. The member shall not resume active practice until his or her application for issuance of a General Certificate of Registration has been approved by the Registration Committee.

This policy details what may be required of a member to regain his/her General Class of Certificate of Registration and what it means to “satisfy the Registration Committee that he/she is competent to practise.” These requirements apply to a member who has been in the Inactive or Retired Class of Certificate of Registration for a specified period of time.

The Registration Committee is required to examine all the relevant facts and make decisions consistent with Ontario legislation, CCO regulations, standards of practice, policies and guidelines. The Registration Committee will make decisions on each case based on the specific facts known and the facts supplied by the applicant on his/her application for registration.

The Registration Committee shall consider the following guidelines in rendering a decision of what may be required for a member to satisfy the Committee that he or she is competent to practise.

### **Inactive**

If a member has been inactive for a specified period of time, and not registered in a CCO recognized regulated jurisdiction outside of Ontario with an equivalent to CCO’s General (Active) Class of Certificate of Registration, the Registration Committee may require the member to take the following action(s) as outlined in Appendix 1 before or upon returning to the General Class of Certificate of Registration.

### **Retired**

The Retired Class of Certificate of Registration is intended for members who intend to permanently retire from the General Class of Certificate of Registration.

If a member has been in the Retired Class of Certificate of Registration, and not registered in a CCO recognized regulated jurisdiction outside of Ontario with an equivalent to CCO’s General (active) Class of Certificate of Registration, then before the member will be permitted to return to the General Class of Certificate of Registration the following actions would be required:

- pay the difference in the annual fees between the Retired Class and Inactive Class for each year the member was in the Retired Class instead of the Inactive Class; and
- meet the same criteria as all other inactive members as stated in Appendix 1 (inactive chart) within this policy.

All members are reminded that applicants for a General Class of Certificate of Registration are required to obtain professional liability protection before engaging in the practise of chiropractic in Ontario.

### **Partial Exemption of Fees**

Under By-law 13.14, The Registration Committee may grant a partial exemption from the fees payable by a member pursuant to this by-law if the committee is satisfied that extraordinary circumstances exist which justify the exemption.

**Appendix 1**

<b>Inactive for 2 to 5 years</b>	<b>Inactive for more than 5 years</b>
<ul style="list-style-type: none"> <li>• submit a professional portfolio within a specified period of time as determined by the Registration Committee</li> <li>• attend a record keeping workshop within a specified period of time as determined by the Registration Committee</li> <li>• undergo a peer and practice assessment within a specified period of time as determined by the Registration Committee</li> <li>• successfully pass the legislation and ethics examination set or approved by Council</li> <li>• complete an in-person workshop or course on the controlled acts authorized to chiropractors in Ontario;</li> <li>• otherwise satisfy the Registration Committee that the member is competent to practise in Ontario</li> </ul>	<ul style="list-style-type: none"> <li>• submit a professional portfolio within a specified period of time as determined by the Registration Committee</li> <li>• attend a record keeping workshop within a specified period of time as determined by the Registration Committee</li> <li>• undergo a peer and practice assessment within a specified period of time as determined by the Registration Committee</li> <li>• successfully pass the legislation and ethics examination set or approved by Council</li> <li>• as determined by the Registration Committee, successfully pass the appropriate examinations administered by the Canadian Chiropractic Examining Board or approved by Council as equivalent</li> <li>• otherwise satisfy the Registration Committee that the member is competent to practise in Ontario</li> </ul>

**Fees:**

<ul style="list-style-type: none"> <li>• Application fee for a General Class of Certificate of Registration; and</li> <li>• Renewal fee for a General Class of Certificate of Registration (or difference between Inactive and General Class, if applicable)</li> </ul>
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