

**POLICY**

Your ongoing participation in the Quality Assurance Program is a means by which the College of Registered Psychotherapists of Ontario (CRPO) and the public are assured that you continue to maintain the level of knowledge, skill and judgment required to practice the profession. In addition to this, the Quality Assurance Regulation under the Psychotherapy Act, 2007 requires that every member participate in the Program.

Understandably, exceptional circumstances can arise which can affect a member's ability to participate.

Requests for deferral are carefully considered, seeking to balance the needs of the member with the public interest, in accordance with the following summarized policies:

1. Members are required to submit requests for extension/deferral in writing.
2. Extension or deferral from requirements related to the Professional Development component may be granted for the following reasons:
  - personal illness;
  - discontinuing practice;
  - illness of an immediate family member where the member is the primary care giver;
  - bereavement;
  - personal crisis or other extenuating circumstances; and/ or
  - not meeting stratified random selection criteria.
3. Extension or deferral from Peer and Practice Review requirements may be granted for the following reasons:
  - personal illness;
  - currently not practising;
  - currently practising in a non-clinical role and not involved in direct client contact or clinical supervision;
  - discontinuing practice;
  - illness of an immediate family member where the member is the primary care giver;
  - bereavement;
  - personal crisis or other extenuating circumstances; and/ or
  - not meeting stratified random selection criteria.
4. Requests for extension/deferral must include evidence relating to the reason. Such evidence may include, but is not limited to:
  - employer letter
  - signed note from an appropriate health care professional
  - evidence of retirement
  - notice of death
  - other documentation approved by the Quality Assurance Committee
5. An extension will not exceed 60 days.
6. A deferral will not exceed one year.

For a complete list of deferral policies, please contact [qa@crpo.ca](mailto:qa@crpo.ca).

To request an extension to the deadline(s) associated with your Professional Development or Peer and Practice Review requirements, submit this Deferral Request form to CRPO within 14 days of the date recorded on your Notice of Selection.

CRPO may ask that you to submit additional information to support your request, for example a letter from your health care provider or your employer.

Submit the form by e-mail to [qa@crpo.ca](mailto:qa@crpo.ca) or fax it to 416-874-4079.

**Important:** Please save this fillable form to your computer and then open with Adobe Reader prior to completing it. If you fill out the form in your web browser, contents may not be saved.

### PERSONAL INFORMATION

Full Name:

CRPO Registration No.:

E-mail Address:

Primary Daytime Phone Number:

### REASON FOR REQUEST

1. My request applies to the deadlines related to the following (select only one):

Professional Development

Peer and Practice Review

2. I am requesting to defer the following:

3. I wish to defer my deadline until this date:

(DD/MM/YYYY)

4. I am requesting a deferral because:

5. I have attached the following documents to support my request: