



Guide to Completing Your Membership Renewal

Revised for the 2018-19 Membership Year

Notice:

In the event of any inconsistency between information presented in this document and College of Registered Psychotherapists of Ontario (CRPO) legislation and policy, the latter takes precedence.

Legislation and policy refers to the [Regulated Health Professions Act, 1991](#) and the [Psychotherapy Act, 2007](#), including its regulations, and any by-laws and policies of the College.

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About this Document

This *Guide to Completing Your Membership Renewal: 2018-19*, provides detailed instructions on how to renew your membership with the College, including how to access and complete the online Renewal form, make payment and next steps.

Members are strongly urged to read this document before commencing the renewal process.

The first half of this Guide provides instructions on how to complete the online Renewal form that should be used once you are ready to get started. You should review this Guide in advance so that you have all of the information required to complete the Renewal form. The second half provides important background related to the annual renewal requirement and the different options for renewal in various categories and what happens if one fails to renew.

Guidelines for Completing Your Membership Renewal

Introduction

Membership renewal for the 2018-19 membership year opens in mid-January and will close at **11:59 p.m. EST on April 3, 2018**. CRPO must receive your fee payment (allow at least three business days for the payment to clear) and a completed online Renewal form **before April 3rd**. Starting April 4th, a \$78 +HST late fee will be applied.

To minimize delays in renewal of your registration and to avoid the late fee, we recommend you complete your form and pay the renewal fee **well in advance** of the **April 3, 2018 deadline**. A renewal submission is not complete until **both** the form and a cleared payment have been received by the College. The Renewal form may take half an hour or so to complete, depending on if any information is changing and how much; completing it will be more efficient if you have the required information readily available.

The College does not issue a new Certificate of Registration upon the successful completion of membership renewal. Clients or other interested parties may search the Public Register to verify your current status with the College.

Before You Begin

You may find it helpful to have the following items at hand for easy reference:

- log-in details for your online banking institution;
- address(es) for new employer(s) or practice location(s).
- details of professional activities you have completed over the past three years to satisfy CRPO's currency requirement, i.e. between Jan. 1, 2015 and Dec. 31, 2017 only;
- new, refused or past memberships in statutory regulatory bodies; and
- details of any offences or professional conduct proceedings in the past 12 months.

Fee Payment

Members are required to pay an annual fee each year to renew their membership with the College. The renewal fees for the 2018-19 membership year are as follows:

- Registered Psychotherapist - \$572.00 +HST
- Qualifying Member - \$312.00 +HST
- Inactive Member - \$286.00 +HST

You can access your invoice by clicking on the "Invoices" tab on your CRPO user account home page. Instructions for payment can be found on this page. When your payment clears the banking system, you will be sent the customary "Payment Received" message and it will also indicate "Payment Received" in the status column on the "Invoices" page.

Since payments can take at least three business days to clear, members are strongly advised to pay the Renewal fee early on in the process, but if not, **no later than March 27th** to avoid the risk of incurring the late fee. CRPO must receive full payment before the "Submit Renewal" button will activate. You must return to the renewal landing page (the page with links to each of the sections) and click "Submit Renewal" once the payment is received and your renewal is complete; failure to do so before the deadline will mean that you incur the late fee.

Important: If the College does not receive a completed Renewal form and a cleared fee payment **before 11:59pm EST on April 3, 2018**, a fee of \$78 +HST for late renewal will be applied to your

account on April 4th. Both the renewal **and** late fees must then be paid before your renewal can be processed. Further, your membership may be suspended if payment (including late fee) is not received within 30 days of the deadline.

Accessing the Renewal Form

The Renewal Form, much like the application for registration, is online and available only by logging into your [CRPO user account](#). Before you can access the Renewal form you must be a CRPO member. Once you log into your account, you will see the “Renewal” tab at the top.

Note: You may access your CRPO user account from a computer using any internet browser from anywhere in the world. Since the system is optimized for use on Google Chrome, we suggest that you download and use the latest version of this platform. While you can use other browsers, some users may encounter technical difficulties.

The Renewal form consists of a number of sections which can be completed in one sitting or over several sessions, and in any order.

To access the Renewal form:

1. Click the “Renewal” tab. This will open the annual renewals home page. Detailed instructions are provided to help you navigate your way through the renewal process. Read the instructions carefully before proceeding.
2. When you’re ready, click “Begin Renewal” for the 2018-2019 renewal period. You will then be taken to the Membership Renewal landing page with links to the various sections of the online form as well as additional questions about awareness of the Quality Assurance Program and a general declaration. The greyed out “Submit Renewal” button will activate once your cleared renewal payment has been received by the College **and** you have answered all the required questions.

Renewal Form Overview

The Renewal form is pre-populated with information you entered on your application, on last year’s renewal or content modified by staff (with your agreement). You will be able to review the content in each section and accept, modify and/or add new entries, where necessary.

You will be asked to review information in the following areas:

1. Personal Information
2. Practice Profile
3. Currency Hours
4. Professional and Other Conduct
5. Health Professions Database Questions

Click each section to access it and be sure to **review the information in each section carefully**. If you do not need to make any changes, click the “No Changes Required” button. This will confirm that you have reviewed the content and will return you to the Renewal form landing page. If changes are required, select the “Unlock Page for Editing” button and make changes where necessary. Click the “Save” button after each change.

Note: Do not make your selection until you have reviewed the **entire page**. If you unlock the page for editing, but don’t in fact have any change to make, this slows down the review and processing of your renewal. Please be sure of your selection before you click on one of the buttons.

You will also be asked to respond to questions about your awareness of CRPO's Quality Assurance Program and confirm a declaration statement. If none of your information has changed, the Renewal form should take no more than 10 minutes to complete. If changes are required, it still should take no more than half an hour to complete.

If you wish to add clinical experience hours to satisfy the independent practice requirements, please contact CRPO for separate instructions by sending a message to us using the "Messages" tab in your CRPO user account.

1. Personal Information

You must ensure the College has an accurate record of your full legal name (including any middle names), commonly used name in practice and all former names since age 18. If your name has changed, you must enter your new name(s). CRPO will require government-issued documentation (e.g. copy of marriage or name change certificate, etc.), to be mailed or faxed to the College to substantiate the change.

In accordance with CRPO's By-laws, your full legal name, commonly used name in practice and all former names will be displayed on the Public Register, except where the Registrar believes on reasonable grounds that exceptional circumstances warrant withholding one or more of the Member's former names from the public.

2. Practice Profile

Here you can review the details of all practice sites previously reported.

To report changes, e.g. you've ceased employment at a particular site/private practice and/or changed location or phone number(s), click the link to the employer's name to open the "Detail" page. Enter an end date for the last day of employment at that site, or update the address, etc.

Please note that employment includes self-employment and client work in non-employment settings where you have completed direct client contact hours, e.g. seeing another therapist's clients in exchange for receiving clinical supervision, volunteer work, placements, etc.

To add a new practice site where you provide or supervise direct client services, click "Add Employer" to enter required information, including the address at which you practice, a description of your role and the start date of employment. **Do not** include other current employers if you have not provided/supervised direct client services.

If you are self-employed at a site, enter *your* name/business name as the contact name.

Note: If you have more than one practice site, you must identify one as your Current Primary Employer.

3. Currency Hours

All Members (except those registered in the Inactive category) must continue to demonstrate ongoing currency in the practice of the profession. To satisfy this requirement, a member must have completed at least 750 currency hours in the previous three years. So for the purposes of the 2018-19 renewal, members must report hours for currency activities they've completed between **January 1, 2015 and December 31, 2017 only**.

Note: If you are a Qualifying member who was registered through the regular route within the past 12 months, the 750 currency hour requirement is not applicable to you for this renewal period.

In exceptional circumstances, the College will consider cases where a member has not completed the full 750 currency hours and, therefore, fails to meet the currency requirement. You can indicate on the form that you have not met the requirement, either because you are registered in the Inactive category, or you are seeking special consideration based on exceptional circumstances. A detailed explanation of the circumstances is required.

Currency hours encompass a broad range of professional activities that may include:

- direct client contact (DCC);
- record-keeping and preparation in relation to direct client contact;
- professional development in psychotherapy;
- participating in clinical supervision as a supervisor or supervisee;
- conducting research or writing in the field of psychotherapy;
- teaching psychotherapy;
- managing staff/associates engaged in psychotherapy;
- consulting in psychotherapy; and
- other professional activities that impact the practice of psychotherapy.

Note: CRPO may request proof of a member's currency hours for the previous three years. On request, the member must provide documentary evidence that supports completion of at least 750 hours of currency activities between **January 1, 2015 and December 31, 2017**.

4. Professional and Other Conduct

On this page, you will find information you reported in your initial application for registration or any previous renewals, about past, present or refused memberships in any statutory regulatory bodies; findings of misconduct; professional negligence or malpractice; and findings related to criminal and other offences. You must update this information with respect to professional conduct as it relates to statutory regulatory bodies, and information about criminal or other offences that may have occurred within the past 12 months. **Do not** include details of your professional memberships (e.g. OACCPP, CAPT, CCPA, etc.).

If you became a member, ceased to be a member or were refused membership in any other statutory regulatory bodies, you must disclose the details.

Note: In this section, unlike other sections, existing entries cannot be modified. If you need to update information or report new disclosures, add a new entry, providing the details in the relevant category.

You are required to report an offence even if it does not relate to the practise of the profession, regardless of how minor it is, as well as findings of professional misconduct made against you within the past membership year, April 1 to March 31. If you have previously reported an offence or finding to the College, you do not need to report it again. If in doubt, it is safer to report a finding of guilt than to risk failing to make a required report. To add a new disclosure, click "Add" to open a new Detail page and enter the required information before clicking "Save".

5. Health Professions Database (HPD) Questions

Each year, the Ministry of Health and Long-Term Care collects anonymized information about members of all regulated health professions. This information includes demographic, geographic, educational and employment data. It helps the ministry develop policies and programs that address supply and distribution, education, recruitment and retention of healthcare practitioners.

Ontario's 80,000 regulated health professionals are required to provide this information as part of their initial application and annual renewal process, under the authority of the *Regulated Health Professions Act, 1991*. To protect your privacy, the data submitted by the College to the ministry is anonymized.

Note: If you answered the HPD questions during a previous renewal period and need to make changes to your answers, click the “Unlock Page for Editing” button and make changes where necessary. If no changes are required, click the “No Changes Required” button. If you have not previously answered the HPD Questions during a renewal process, you must click the “Unlock Page for Editing” button to answer each. Once completed, be sure to **save** your answers.

Quality Assurance

All CRPO members are required to participate in the Quality Assurance (QA) Program, though participation requirements may differ depending on your registration category and other factors. For details, see our website for an [overview of the QA Program](#).

By completing this section, you help the College monitor your awareness of, and participation in, the QA Program. Also use this section to inform the College if you have significantly changed your area of practice within the past year; for example, you are working with new client populations, have changed practice settings; or have added/changed therapeutic techniques or services, etc.

Note: Changes to your area of practice should also be reflected in your QA Program materials – see the [Professional Development Guide](#) for details.

General Declaration & Consent to the Release of Information

By clicking on the box in the General Declaration section, you are confirming that you will abide by the terms of the declaration and, understand that it may be considered professional misconduct if you fail to abide by the terms. You are also providing your consent for the College to contact any third party listed in the application to verify information.

Note: You must check this box or you will not be able to submit your Renewal form.

Submission of Your Renewal

Once you have paid (and received confirmation that the payment has been received) and completed every section of the Renewal form, you must remember to return to the form to click “Submit Renewal.” Failure to do so before the deadline of **April 3, 2018** will result in a late fee.

The Renewal status indicator on the landing page will change from ‘Open’ to ‘Received’ or ‘Fast Track’ once your form has been submitted and successfully received by CRPO. If you are having trouble, review the “Requirements to Submit” checklist on the Renewal form landing page to verify that all of the required items have a checkmark beside them:

- Invoice Paid
- All Forms Have Been Reviewed
- Health Professions Database Questions Completed
- Quality Assurance Section Completed
- General Declaration & Consent to the Release of Information Confirmed

After Renewal – Next Steps

Once you’ve submitted your Renewal form, you can view and print a copy for your records but cannot make any changes.

Your Renewal form will be reviewed by CRPO staff for any new information and you will be contacted if staff has any questions or if more information is required. Please monitor your CRPO user account or your email inbox regularly for the notifications we send alerting you to a system message, and respond to any questions or requests for additional information as quickly as possible to prevent delays.

Members will not be individually notified after the processing of their renewal is complete. To monitor your renewal status, see the “Status” indicator found on the Renewal landing page (the page with links to sections of the Renewal Form). Statuses include:

- Fast Track – Renewal form has been received by CRPO and since no changes were made on any pages of the Renewal form from the previous year’s renewal submission, the renewal is automatically complete as there is no new information required for staff review.
- Received – Renewal form and fee have been received by CRPO.
- Under Review 1 – 5 – Initial review by designated staff member is underway.
- Manager Review – Secondary review by senior staff member is underway.
- Complete – Renewal approved, any changes will be reflected on the Public Register.
- Recommend to Panel – Referred to Registration Committee for consideration.

It normally takes a regulatory body several months to review all membership renewals. Members can continue to practise as usual while their renewal is being processed.

Members will not receive a new Certificate of Registration for every membership year but any changes to names, employers or practice sites, will be updated on the [Public Register](#). The Public Register is the official source that any interested party may use to check your current registration status with CRPO. Your profile on the Public Register will be updated to reflect any changes.

General Information about Membership Renewal

Annual Renewal Requirement

CRPO members (including those in the Inactive category) are required to renew their membership on an annual basis, by the end of March each year. Members are required to demonstrate ongoing currency in the practice of the profession (i.e. show they have completed 750 hours of broadly defined activities related to psychotherapy in a rolling three-year period), update CRPO with any changes to personal information and/or practice sites, report any conduct-related concerns and pay the associated fee.

The Renewal form for each membership year is available under the “Renewal” tab found in members’ user accounts by mid-January. In addition to the online Renewal form, members will find their membership fee invoice for the next year (April 1 to March 31) under the “Invoices” tab.

For the 2018-19 membership renewal period, members are advised to pay the membership fee early in the renewal period but **no later than March 27, 2018** to allow at least three business days for the bank transfer payment to clear before the **deadline on 11:59 p.m. ET on April 3, 2018** (Please note CRPO’s office will be closed on April 2, 2018 for the Easter holiday). Once the payment has cleared, you must remember to return to the online Renewal form and click “Submit” to send the Renewal form to us **before the deadline on 11:59 p.m. ET on April 3, 2018**, or a late fee of \$78 +HST will be applied.

Note: Any individual who is approved as a new member on or after February 19, 2018 is not required to complete the renewal process for the 2018-19 membership year.

Professional Liability Insurance

CRPO members are required to maintain professional liability insurance (PLI) in the amount and in the form required under the By-laws. Members must provide the College with written details within two days of becoming aware of not having PLI as required under the By-laws. The Registrar may suspend a member if they do not have the coverage required. Review the [Professional Liability Insurance](#) page of CRPO’s website for more information about insurance requirements. Contact your insurance provider to discuss your options.

Professional Liability Insurance Coverage Audit

The College may conduct audits seeking proof of members' PLI coverage. During such an audit, and upon request, the member must provide proof (generally a copy of their insurance certificate or a letter from their employer), which must include the following information:

- policy number;
- name of the insured that matches the name of the member;
- address of the insured;
- policy period; and
- coverage details.

All members of CRPO are required to comply with information requested as part of a PLI audit.

Transferring to the Inactive Category

Inactive members are practitioners who, for one reason or another, are not currently engaged in the practice of the profession, or need to take an extended leave from active practice, but wish to maintain membership with CRPO.

There are many reasons a member may wish to take an extended break from practice. A break might facilitate management of a personal crisis such as illness, bereavement or caretaking of a family member with a serious illness or injury, military deployment, extended travel, relocation out of province or overseas, sabbatical, etc.

A member should carefully weigh their options before applying to transfer into this category since Inactive members are prohibited from:

- providing or supervising direct client care;
- providing supervision; and
- making any claim or representation to having any competence in psychotherapy.

Members in the Inactive category must use the appropriate title: Registered Psychotherapist (Inactive) or the acceptable abbreviated form, RP (Inactive).

****Qualifying members and RP (Temporary) members cannot transfer to the RP (Inactive) category.***

Fees

The annual membership fee for a member who transfers into the Inactive category before the renewal period is \$286 +HST.

Note: The College does not provide any credit, refund or reimbursement to a member who moves from RP status to Inactive at any point during the membership year, which runs from April 1 – March 31.

When the request to return to active practice is approved, the member must pay the registration category transfer fee (\$78+HST) and the difference between the Inactive fee and the annual membership fee for RP status (\$572 +HST), prorated for any months remaining in the registration year.

Professional Liability Insurance

CRPO requires that Inactive members carry liability run off coverage (sometimes called enduring or tail coverage) for a minimum of two years since last practising in Ontario. Review the [Professional Liability Insurance](#) page of CRPO's website for more information about insurance requirements. Contact your insurance provider to discuss your options.

Note: Members who are covered by employer liability insurance should contact their employer for more information about coverage during leave. The onus is on the member to ensure they have liability coverage which meets the criteria stipulated by CRPO.

Eligibility

In order to be eligible to apply for a Certificate of Registration in the Inactive category, members must:

1. Be a current, active member holding a Registered Psychotherapist (RP) Certificate of Registration.
2. Provide an undertaking to CRPO, in a form satisfactory to the Registrar, agreeing to comply with the terms, conditions and limitations in section 19 of the [Registration Regulation](#).
3. Have paid all fees owing to CRPO under the [By-laws](#).
4. Have provided CRPO with any information that it has required.
5. Be in compliance with:
 - a) any outstanding requirements or orders issued by a panel of the Inquiries, Complaints and Reports Committee,
 - b) any requirement to participate in specified continuing education or remediation programs that were issued by the Quality Assurance Committee, and
 - c) any terms, conditions or limitations that were placed on the member's Certificate of Registration as a result of a direction of the Quality Assurance Committee.

Renewal of Membership in the Inactive Category

If you would like to switch to the Inactive category for the upcoming 2018-19 membership year, you must upload the [Transfer form](#) and notify CRPO in writing **by March 2, 2018** and everything needs to be **complete with your renewal** all **by April 3, 2018** to avoid incurring a late fee. To have everything complete with your renewal, the following steps need to be met:

1. Complete and upload the [Transfer form](#) to your [CRPO user account](#) by March 2, 2018.
2. A new Inactive category invoice will be issued. Pay this invoice, allowing at least three business days for funds to clear the banking system.
3. Complete and submit the online Renewal form.

For more information about the Inactive category, please review the Registration Regulation and CRPO's By-laws. If you have any questions, please contact us by sending a message using the "Messages" tab in your CRPO user account.

Returning to Active Practice

Any member registered in the Inactive category wishing to resume practice of the profession must apply, in writing, to the Registrar for permission to do so by completing the [Return to Active Practice form](#). Members wishing to return to full RP status may be required to satisfy a panel of the Registration Committee that they possess the knowledge, skill and judgment required of a current, active member. In some cases of lengthy leave, a member may be required to complete upgrading activities.

Members who wish to return to active practice are asked to consider their anticipated date of return and must apply **at least eight weeks** before the date they would like to resume to ensure the required steps can be completed in a timely manner. Depending on a member's individual circumstances, the processing time may take longer.

Note: Inactive members cannot resume practice until they have received written authorization from the Registrar. Resumption of practice without this authorization may be considered an act of professional misconduct.

Fees

When the request to return to active practice is approved, the member must pay the registration category transfer fee (\$78+HST) **and** the difference between the Inactive fee and the annual membership fee for RP status (\$572 +HST), prorated for any months remaining in the registration year.

Eligibility

The following rules apply when a member who holds an Inactive Certificate of Registration wishes to return to active practice and be re-issued a Certificate of Registration in the Registered Psychotherapist (RP) category.

1. An application must be made to the Registrar.
2. The member must pay any outstanding fees owing to CRPO under the [By-laws](#).
3. The member must provide CRPO with any information it has required of the member.
4. The member must:
 - a. satisfy a panel of the Registration Committee that they possess the current knowledge, skill and judgment relating to the practise of psychotherapy that would be expected of a member holding a Certificate of Registration in the Registered Psychotherapist category, or
 - b. have successfully completed such additional upgrading activities as are determined to be necessary by a panel of the Registration Committee.

Applications will be considered on a case-by-case basis; however, Inactive members will be deemed to have satisfied requirement 4 above, provided:

- the member's practice will be substantially as it was prior to entering the Inactive category (e.g. similar clientele, practice focus and/or employer, roles and responsibilities);
- the member has completed at least 750 currency hours in the three year period immediately prior to submitting an application to return to active RP status; and
- there are no other factors which would require further review.

Applications for transfer from the Inactive category to the Registered Psychotherapist category may be referred to a panel of the Registration Committee where:

- the member has not completed 750 currency hours in the three year period immediately prior to submitting an application to return to active RP status;
- the member expects to significantly change the nature of his or her practice (e.g. clientele, practice focus and/or employer, roles and responsibilities); or
- factors exist that warrant further review.

Certificate of Registration

Once your application is approved and all fees are paid, you will receive a confirmation letter for your return to active practice and an updated Certificate of Registration. Your registration category on the Public Register will be changed from Registered Psychotherapist (Inactive) to Registered Psychotherapist and will reflect your current practice sites.

If your application cannot be approved based on the information provided, staff will contact you and you may be asked to provide additional information, which may then require further consideration by a panel of the Registration Committee. Members whose applications are referred to a panel of the Registration Committee may experience longer than average processing times.

For more information about returning to active practice, review the [Returning to Active Practice policy](#) in full.

Suspension of Membership for Non-Payment of Fees

CRPO members must renew their membership by the renewal deadline each year. For the upcoming 2018-19 membership year, the deadline is April 3, 2018. Any Member who does not meet all of the renewal requirements within the stipulated deadlines, risks suspension of their membership with CRPO. After the stated renewal deadline, any member who has not completed the requirements for renewal incurs a late fee and is given an additional 30 days to complete outstanding requirements (e.g. pay fees in sufficient time for the payment to clear ahead of the new deadline, submit the online renewal form, etc.). Periodic reminders are sent, however, if the outstanding requirements are not completed in time, the Member is suspended.

Note: Any member who does not maintain [professional liability insurance](#) in the form and amount required in CRPO's [By-laws](#) may also be suspended. Under this circumstance, unlike suspensions or revocations for non-payment of fees, if/when the member is reinstated, the former suspension notation remains visible on the Public Register.

What are the implications of suspension and will it affect my practise of the profession?

In effect, the suspension means that a member has forfeited their good standing with the College, is no longer a member of CRPO, and so is not permitted to use any restricted title, practise or supervise the provision of psychotherapy for the purposes of registration with the College, nor hold themselves out as qualified to practise as a psychotherapist in Ontario. In other words, if a member sees clients or provides clinical supervision to other practitioners who see clients, these services must cease effective from the date of the suspension, as must use of the restricted title. In the interests of public protection, the suspension is also reflected on the Public Register.

How do I return to good standing?

To return to good standing, any member who is suspended needs to submit the online Renewal form or any other documentation as required, pay any outstanding fees (i.e. the annual membership fee, late fee and the additional penalty fee levied by the Registrar to lift a suspension). The Registrar will lift the suspension if they are satisfied that the former member has paid the outstanding fees, has professional liability insurance coverage in the amount and form required under the By-laws, and will be in compliance on the anticipated date on which the suspension is to be lifted with any outstanding requirements or orders issued by CRPO's statutory committees (e.g. Inquiries, Complaints and Reports Committee, Discipline, Fitness to Practise or Quality Assurance Committees).

When the outstanding items are completed and conditions satisfied, the member is reinstated to good standing, details of the suspension are removed from the Public Register and the member is permitted to resume practice of the profession and use of the title.

Revocation and Reinstatement

If the Registrar suspends a Certificate of Registration and the member does not take the steps outlined above to lift the suspension, the Registrar has authority to revoke the member's certificate **two years** after the day it was suspended. Again, this status will be reflected on the Public Register.

If a former member, whose Certificate of Registration was revoked because they failed to pay a fee that is required to be paid in accordance with the By-laws, wishes to return to practice, the Registrar has the authority to reinstate the Certificate if certain conditions are met. The former member will have to satisfy a panel of the Registration Committee that they are competent to safely practise psychotherapy, will pay the outstanding fees, have professional liability insurance coverage in the amount and form required under the By-laws, and will be in compliance on the anticipated date on which membership is to be reinstated with any outstanding requirements or orders issued by CRPO's statutory committees (e.g. Inquiries, Complaints and Reports Committee, Discipline, Fitness to Practise or Quality Assurance Committees)

For more information about the conditions associated with suspensions, revocations and reinstatement, see sections 23 to 27 of the [Registration Regulation](#). If you have any questions, please contact us by sending a message using the “Messages” tab in your CRPO user account.

Resignation of Membership

Any CRPO member who wishes to resign their membership should understand what it means to resign. Resignation means your membership with CRPO ceases. Annual renewal and participation in other College programs, such as the Quality Assurance Program, would no longer be required.

A non-member may not:

- Use the title “psychotherapist”, “Registered Psychotherapist” or any abbreviation or variation thereof in any language.
- Hold oneself out as qualified to practise as a psychotherapist in Ontario (no matter what title one uses).
- Perform the controlled act of psychotherapy once it is in effect (January 1, 2020).

A former member wanting to return to practice at any future date must **submit a new application** for registration and **pay all associated fees**. The former member would also need to demonstrate that they **meet all registration requirements** at the time of re-application. **No refunds** of membership or other fees will be made. If any fees are owed by you to CRPO, you will need to be in good standing (have paid the outstanding fees) with the College before re-applying.

Resignation and Quality Assurance

Former members, who resigned at any point during a Quality Assurance review process, including the Professional Development tool review and Peer and Practice Review, should expect to resume these processes in the event of re-registration with the College.

Resignation and Outstanding Investigations

- If a member resigns during, or as a result of a complaint/investigation into their conduct, a notation to this effect will be made on the Public Register.
- If the former member then re-applies for registration with the College, the outcome of re-application may be affected by the decision to resign.
- If re-registered as a member, the complaint/investigation process may resume.
- If a complaint or report is received after a member has resigned, the College can still investigate and prosecute conduct that occurred while the person was a member.

Professional Liability Insurance

Former members are advised to maintain run off liability insurance coverage for a reasonable time period after the last date of practise (please consult with your insurance provider for more information).

If you would like to resign your membership with CRPO, please complete the [Membership Resignation form](#) and return it to us by uploading the form to the “Documents” tab and sending a message to us using the “Messages” tab in your CRPO user account. Once processed, the registration category on the Public Register will display “Former Member” effective the date the letter is processed by the College.

** Treating, by means of psychotherapy technique, delivered through a therapeutic relationship, an individual’s serious disorder of thought, cognition, mood, emotional regulation, perception or memory that may seriously impair the individual’s judgment, insight, behaviour, communication or social functioning.*