

<b>Type of policy:</b> Registration	<b>Approved by:</b> Registration Committee
<b>Date approved:</b> October 28, 2021	<b>Next Review date:</b> October 2024
<b>Amendment dates:</b> N/A	

## Returning to Active Practice

### Purpose

This policy clarifies the ways in which a registrant returning from the Inactive category can demonstrate that they possess the current knowledge, skill and judgement that would be expected of a registrant holding a Registered Psychotherapist certificate of registration.

### Relevant Legislation

#### *Registration Regulation*

#### Moving from Inactive to Registered Psychotherapist certificate

20. The following rules apply where a member who holds an Inactive certificate of registration wishes to be issued the Registered Psychotherapist certificate of registration that he or she had previously held:

1. An application must be made to the Registrar.
2. The member must pay any outstanding fees owing to the College under the by-laws.
3. The member must provide the College with any information that it has required of the member.
4. The member must,
  - i. satisfy a panel of the Registration Committee that he or she possesses the current knowledge, skill and judgment relating to the practice of psychotherapy that would be expected of a member holding a Registered Psychotherapist certificate of registration, or
  - ii. have successfully completed such additional upgrading activities as are determined to be necessary by a panel of the Registration Committee.

### Scope

This policy applies to all registrants holding a Certificate of Registration in the Inactive category who are seeking to return to the Registered Psychotherapist category of registration.

## Policy

Applications to transfer from the Inactive category to the Registered Psychotherapist category will be considered on a case-by-case basis; however, Inactive registrants will be deemed to have satisfied that they possess the current knowledge, skill and judgement that would be expected of a registrant holding a Registered Psychotherapist certificate of registration, provided:

- the registrant's practice will be substantially as it was prior to entering the Inactive category of registration, e.g. similar clientele, practice setting and/or employer, roles and responsibilities;
- the registrant 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 to return to active practice will be referred to a panel of the Registration Committee where:

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

Inactive registrants referred to panel will be required to demonstrate that they possess the current knowledge, skill and judgement expected of a Registered Psychotherapist in their anticipated area(s) of practice. They will have 30 days to provide evidence of competency, upon receipt of the notice of referral.

The following are possible outcomes from the panel's review:

- the panel may direct that a Certificate of Registration in the Registered Psychotherapist category be issued where the panel is satisfied that the information the registrant has provided is sufficient;
- the panel may require the Inactive registrant to provide more information, in a manner approved by the panel, e.g. a self-assessment learning plan;
- an Inactive registrant may be required to successfully complete upgrading activities prior to transferring to the RP category, where the information the registrant has provided is insufficient for the panel to give its approval;
- the panel may direct that specified terms, conditions and limitations be imposed on the registrant's Certificate of Registration in the Registered Psychotherapist category;
- the panel may refuse the registrant's transfer to the Registered Psychotherapist category.

The name of all registrants reinstated to active practice in the Registered Psychotherapist category will be referred to the Quality Assurance Committee, for further possible action.

The following criteria may be used by the College to determine which outcome is most appropriate:

- time since last practice;



- nature and intensity of last practice;
- quality and quantity of efforts to maintain currency while not practising; and
- the registrant's re-entry plan.

An Inactive registrant is not authorized to resume practice until his or her application for transfer to the Registered Psychotherapist category has been approved in writing, and the registrant has paid the transfer fee.