

<b>Type of policy:</b> Regulatory	<b>Approved by:</b> Registration Committee
<b>Date approved:</b> May 6, 2022	<b>Next Review date:</b> May 6, 2025
<b>Amendment dates:</b>	

## Qualifying Expiration Policy and Process

### Purpose

Qualifying registrants have obligations they need to fulfil to avoid expiration of their registration. This policy sets out the process when a Qualifying registrant does not meet one or more of these obligations.

### Relevant Legislation

#### O. Reg. 67/15: REGISTRATION

6. (1) Subject to section 7 and subsection 13 (2), the following are non-exemptible registration requirements for a Registered Psychotherapist certificate of registration:

1. The applicant must,
  - i. have successfully completed a program in psychotherapy that has been approved by the Registration Committee or by a body that is approved by the Registration Committee for that purpose,
  - ii. have been awarded a master's degree in a program that has been approved by the Registration Committee or by a body that is approved by the Registration Committee for that purpose,
  - iii. have successfully completed a program that the Registration Committee considers to be substantially equivalent to a program referred to in subparagraph i or ii, or
  - iv. have such other education and training, which must include one or more programs in psychotherapy, together with any further education or training, or combination of education and training, that when taken together evidences, in the opinion of the Registration Committee, successful completion of a program that is substantially equivalent to a program referred to in subparagraph i or ii.
2. The applicant must have successfully completed the registration examinations set or approved by the Registration Committee.
3. The applicant must have successfully completed clinical experience in psychotherapy that includes at least 450 hours of direct patient contact and at least 100 hours of clinical supervision where that clinical supervision relates to those hours of direct patient contact.

(4) Subject to subsections (5) and (6), the requirement in paragraph 2 of subsection (1) is not considered to have been met unless the applicant,

- (a) sits his or her first attempt at the examinations within the 24-month period following the date on which he or she submitted his or her application for registration unless a panel of the Examination Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examination within this period;
- (b) sits his or her final attempt at the examinations within the five-year period following the date on which he or she submitted his or her application for registration unless a panel of the

Examination Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examinations within this period; and

- (c) successfully completes the examinations,
  - i. within two attempts, or
  - ii. on a third attempt after having first successfully completed such further upgrading, if any, required by a panel of the Examination Committee.

(5) Where, by virtue of clause (4) (a) or (b), an applicant is not considered to have met the requirement in paragraph 2 of subsection (1), the successful completion of the examinations on any further attempt will not be considered as satisfying the requirements in paragraph 2 of subsection (1) unless, before sitting the examinations, the applicant submits a new application for a certificate of registration.

11. It is an additional term, condition and limitation of every Qualifying certificate of registration that the member must at all times,

- (a) practise psychotherapy with clinical supervision; and
- (b) be actively pursuing the completion of any of the requirements set out in clause 10 (a), (b) or (c) that the member has yet to complete unless the Registrar has provided the member with permission in writing to interrupt the pursuit of one or more of those requirements due to exceptional circumstances.

## **Scope**

This policy applies to all Qualifying registrants.

## **Policy**

If a Qualifying registrant has not fulfilled obligations to avoid expiration of their certificate of registration, the Registrar or Examination Committee (as the case may be) will consider whether there are extenuating circumstances warranting an extension. If there aren't extenuating circumstances, the Qualifying registrant's certificate will expire.

Expired registrants are given the option of having their application referred to the Registration Committee for further consideration. This ensures there is an appeal mechanism, to the Health Professions Appeal and Review Board (HPARB), if the expired registrant disagrees with the decision.

Expired Qualifying registrants who do not wish to remain registered with CRPO do not need to have their application go before the Registration Committee. They can simply accept the expiration of their certificate and reapply for registration in the future if they wish to rejoin the College.<sup>1</sup>

1. CRPO informs Qualifying registrants, at initial registration and on ongoing basis, of obligations they need to fulfil to avoid expiration of Qualifying registration. These obligations include:

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<sup>1</sup> In the case of a Qualifying registrant whose certificate expired because they failed the registration examination three times, they must complete another recognized or substantially equivalent program before they can reapply for registration.

- a. Write first attempt at Registration Examination within two years of initial application. The Examination Committee may grant an extension in extenuating circumstances.
  - b. Write third attempt at Registration Examination within five years of initial application. The Examination Committee may grant an extension in extenuating circumstances.
  - c. Pass Registration Examination in three attempts or less. The Examination Committee may annul an attempt if the process in sitting the exam was unfair.
  - d. Be actively pursuing any outstanding education & training or clinical experience required to transfer to full RP status. The Registrar may permit an interruption in extenuating circumstances.
  - e. Complete all requirements to transfer to full RP status within five years of issuance of Qualifying certificate. The Registrar may grant an extension in extenuating circumstances.
2. When College staff become aware one of the above obligations may not have been met, they may gather information informally or send formal notice of possible expiration. In the case of a third failure of the Registration Examination, staff shall send notice, the content of which explains that registration will expire if the registrant does not file an appeal with the Examination Committee or the appeal is unsuccessful.
  3. The Registrar considers any submissions in response to the notice, or the Examination Committee decides an appeal of a third failure of the Registration Examination.
  4. If an extension, interruption, or appeal is not granted, College sends notice that registration has expired and notice of referral of the application for a Registered Psychotherapist certificate to the Registration Committee (listing all incomplete provisions of Registration Regulation, section 6, subsection 1).
  5. The Registration Committee panel considers the application and any submissions. The Applicant can appeal a decision they disagree with to HPARB.