

Annual Registration Renewal – NOTABLE REQUIREMENTS AND POLICIES (Renewal Deadline: DECEMBER 31 of each year)

A. General Requirements (see Bylaw 53)

1. **Due Date:** The following is due at the College office on or before December 31: (1) registration renewal package including signed attestation (Form A), (2) Quality Assurance Committee's Continuing Competency Program attestation (Form B), and (3) renewal fee paid via cheque or money order.

2. **Reinstatement:** The registrar must cancel the registration of a registrant who has failed to pay a renewal fee or another fee within the required time: see *Health Professions Act* s. 21 (3). Registrants should also refer to Bylaw 53(3)(g) which requires payment of any "outstanding fees, levies or debts owed to the College". Reinstatements are governed by Bylaw 54, *Note: Bylaw 54 refers to HPA 21(4), which has been repealed.

3. **Possible Disciplinary Action:** Individuals who have been removed from the Register but continue to practice as psychologists or psychological associates will be considered in violation of the Psychologists Regulation and the *Code of Conduct*.

4. **Annual Certificate:** Please see Bylaw 53(8). Each registrant will receive an annual registration certificate by mail at the completion of renewal. Additional copies of certificates can be requested for a fee from the College office. *Bylaw 53(8)* requires that current certificates be prominently displayed.

B. Fees

1. **No Late Payments:** The College will accept cheques post-dated no later than December 31. Please see HPA s. 21(3)(b).

2. **Amount Due:** As noted above, Bylaw 53(3) paragraphs (g) and (h) require every registrant to deliver the amount of any outstanding fees, levies or debts owed to the College, as well as applicable fees for renewal, in order to maintain registration. The full amount for renewal is due on or before December 31. The College does not accept or provide for payment plans.

3. **Returned Cheques:** Registrants whose cheques are returned by the bank for any reason will be considered to have not paid their renewal fee. In addition, an administrative fee of \$50.00 will be charged.

C. Professional Executor

The primary responsibility of the professional executor is to facilitate appropriate access to practice records and the appropriate referral of current clients to other mental health professionals. The requirement of naming a professional executor will commence with renewal for the 2010 calendar year and requires naming the designated registrant on the renewal form. **For 2008 and 2009, registrants are encouraged to designate another registrant, but this will not be a requirement for renewal until renewal for 2010.** Professional wills are not required, but are suggested as one way to facilitate discussion and review of the issues, which may arise in appointing a professional executor. One advantage of completing a professional will is the opportunity it provides to spell out expectations in careful detail. Additional information may be found in the September 2007 issue of the *Chronicle* and on the College website.

D. Supporting Documents

1. **Quality Assurance Committee Continuing Competency Program:** Registrants requesting a partial exemption from the Program's requirements due to parental leave, medical reasons, or disability must submit a letter from a physician.

2. **Limited Register – Out of Province:** Registrants placing themselves on the Limited Register – Out of Province must submit documentation of their registration/licensure to practice psychology by a regulatory body in the other jurisdiction.

3. **Limited Register – Non-Practicing:** Registrants placing themselves on the Limited Register – Non- Practicing for medical reasons should provide a note from a physician.

4. **Moving to Full Register:** Registrants who were on the Limited Register - Non-Practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to the Full Register.

E. Changes/Additions to Information on the Renewal Form

1. **Change of Register Address:** Registrants should refer to HPA ss. 21(2) and 54(1), and *Bylaw 50(3)*. An address for physical premises is required (i.e., post office boxes are not acceptable, except for rural addresses, in which case a registrant should provide both a land address and a post office box).

2. **Change of Address where Records are Kept or Change of Directory Address:** Registrants should indicate such changes in the space provided on the renewal form.

3. **Change of Name:** Registrants who have changed their legal name over the past year under the *Name Act* must provide the College with their full legal names for inclusion on the Register. The College may request supporting documentation. Registrants who have adopted new professional, business or trade names, as a result of marriage or otherwise, must also provide these names the College, exactly as spelled or punctuated in actual use. The College's policy on names is available on the College website.

4. Change of Registration Categories:

a) Registrants moving to the Limited Register - Out of Province or Limited Register - Non-Practicing must provide the supporting documentation as above (under D.2 and D.3).

b) Registrants may remain on the Limited Register – Non-Practicing for a maximum of two consecutive years. Registrants who were on the Limited Register - Non-Practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to the Full Register.

c) Registrants seeking to move from the Limited Register – Retired to the Full Register should make a request to the Registration Committee. The committee will review the registrant's length of time away from active practice, current competence, and fitness to practice in evaluating the request to resume active practice.

5. **Change of Credentials:** Registrants who are currently registered at the masters' level and wish their registration status to reflect a recently acquired doctorate degree must make a written request to have the doctorate reviewed by the Registration Committee. The request must include an original transcript sent directly to the College by the degree-granting institution. The doctorate degree will be reviewed according to current registration criteria for regular applicants (available on the College website under "Applying for Registration").

6. **Change of Area of Practice:** Registrants should refer to *Bylaw 52*, and *Code of Conduct 3.3*. Competence to practice in an area requires a combination of training, education, and experience. Requests to change or add an area of practice will be reviewed by the Registration Committee and registrants may be asked to submit documentation to support the change.