



NAME	Policy for a Certificate in the Inactive Class of Registration		
TYPE	Registration		
STATUS	Final	VERSION	6
DATE APPROVED	April 7, 2014	DATE REVISED	March 9, 2023

BACKGROUND

Pursuant to [Ontario Regulation 27/13, Registration](#) (the “Registration Regulation”), made under the [Traditional Chinese Medicine Act, 2006](#), members in the General class may apply to the Inactive class of membership. The purpose of the certificate in the Inactive class of registration is to allow General class members to remain as members of the College when they anticipate that they will not be practising in Ontario for a period of time (for example, when on parental, sick or educational leave or practising in other jurisdictions).

If a member is granted a certificate in the Inactive class of registration, the following terms, conditions and limitations attach to the certificate of registration:

The member shall not:

1. Engage in the practice of traditional Chinese medicine in the province of Ontario.
2. Supervise the practice of the profession in the province of Ontario.
3. Make any claim or representation to having any competence in the profession in the province of Ontario.

The purpose of this policy is to outline the application process for the certificate in the Inactive class of registration, describe the terms, conditions and limitations imposed on members of the Inactive class and describe how a member reinstates to the General class.

POLICY

1. Application Process

A member in the General Class, wishing to apply for a certificate in the Inactive class of registration, must complete the designated application form and meet the following requirements according to section 15(1) of the [Registration Regulation](#):

1. The applicant for Inactive class must be a member holding General class certificate of registration.
2. The applicant for Inactive class must not be in default of any fee, penalty or other amount owing to the College.
3. The applicant for Inactive class must sign an undertaking with the College where the applicant undertakes not to practise the profession in Ontario while holding a certificate in the Inactive class of registration.



4. The applicant for Inactive class must have provided the College with any information that it has required of the applicant.
5. The applicant for Inactive class must not have held a certificate in the Inactive class of registration within the five-year period immediately before the date on which he/she submitted the application unless the Registrar is of the opinion that the exceptional circumstances justify exempting the applicant from this requirement.

2. Fees

- a. In order to submit an application to transfer to the Inactive class, the applicant must pay a fee of \$50.00.
- b. The registration fee for a certificate in the Inactive class of registration is \$300.00.
- c. If the member wishes to renew their registration in the Inactive class, there is a renewal fee of \$300.00.

3. Terms, Conditions, and Limitations (TCL)

In addition to the standard terms, conditions and limitations (which are set out in [s. 5\(1\) of the Registration Regulation](#)) every member of the Inactive Class must adhere to the following additional terms, conditions, and limitations (as set out in [s. 16 of the Registration Regulation](#)):

1. The member shall not
 - a. Engage in the practice of traditional Chinese medicine in the province of Ontario;
 - b. Supervise the practice of traditional Chinese medicine in the province of Ontario;
 - c. Make any claim or representation to having any competence in the profession in the province of Ontario.

It is also a TCL that the member only use the authorized title/designation while in the Inactive Class, namely:

Title	Designation
Traditional Chinese Medicine Practitioner (Inactive)	R. TCMP (Inactive)
Acupuncturist (Inactive)	R. Ac (Inactive)

4. Reinstatement Process

- a. A member who holds a certificate in the Inactive class may apply to the Registrar for reinstatement to the General class by:
 - i. Making an application to the Registrar for reinstatement;
 - ii. Paying any penalty or other amount owed to the College;
 - iii. Paying any fees required under the College's by-laws;
 - iv. Providing the College with any information that it has required of the member;



- v. Satisfying the Registrar that he or she will be in compliance with all of the terms, conditions and limitations of the General class certificate as of the anticipated date on which the certificate will be issued; and
 - vi. Satisfying a panel of the Registration Committee that he or she possesses the current knowledge, skill and judgment relating to the practise of the profession that would be expected of a member holding a General class certificate;
- b. Applications for reinstatement will be considered on a case-by-case basis. However, members who, as of the date of application for reinstatement
- i. have been registered in the Inactive class for less than two (2) years, and
 - ii. have completed at least 500 patient visits in the previous three (3) years
- will be deemed to have satisfied requirement 4(a)(vi) listed above unless there exist other extenuating factors which would require further review.
- c. Members who have been registered in the Inactive class for more than two (2) years as of the date of the application for reinstatement will need to satisfy a Panel of the Registration Committee that he or she possesses the current knowledge, skill and judgment relating to the practise of the profession that would be expected of a member holding a General class certificate.
- i. Members who have been registered in the Inactive class for more than two (2) years as of the date of the application for reinstatement will be required to complete a self-assessment prior to the review by a Panel of the Registration Committee.
 - ii. If the Panel does not believe that the member satisfies requirement 4(a)(vi), the Panel may require the following before agreeing to reinstatement:
 - a. Successful completion of a program or examination or training to address the member's deficiencies in knowledge, skill or judgment;
 - b. Agreement by the member to additional terms, conditions and limitations being imposed on the member's certificate of registration; and/or
 - c. Other steps to address any deficiencies in knowledge, skill or judgment.
 - iii. The following non-exhaustive criteria may be used by a Panel of the Registration Committee to determine which outcome is most appropriate:
 - Duration of time since member last practiced;
 - Nature and intensity of last practice;
 - Quality and quantity of efforts to maintain currency while not practising;
 - The applicant's re-entry plan.
- d. When considering an application for reinstatement, a panel of the Registration Committee may use the following matrix to determine an appropriate balance of training requirements to address gaps in the currency of the member's knowledge, skill or judgment:



Number of Patient Visits Completed in the Last Three Years	Number of Course Hours Required	+	Number of Supervised Patient Visits* Required	=	Recommended Number of Refresher Training Hours to be Completed
401-499		+		=	25
301-400		+		=	75
201-300		+		=	125
101-200		+		=	175
0-100		+		=	225

* Note – for Inactive Class Members returning to the General Class, one patient visit is considered to be the equivalent of one hour of learning

Members are not authorized to resume practice until their reinstatement application has been approved, in writing, by the Registrar. If a member is suspected of doing so, he or she could be the subject of a complaint or a Registrar's Report and investigated by the Inquiries, Complaints and Reports Committee (ICRC) for allegations of professional misconduct or an injunction by a court requiring compliance with the legislation.