



NOTICE FOR MEMBERS WISHING TO APPLY FOR INACTIVE CLASS

The purpose of the Inactive Class of Registration is to allow registered General Class members to maintain their membership with CTCMPAO when they are not practising the profession in the province of Ontario. For example, for reasons such as, but not exclusive to, parental leave, illness or educational leave.

Inactive Class Application

Members who wish to change their Class of Registration to Inactive must submit the following:

- [Application for Certificate in the Inactive Class of Registration;](#)
- \$50.00 - application to change class fee¹; and
- \$300.00 - Inactive Class registration fee for the 2022-2023 registration year.

Note: Under the College's [Registration Regulation](#), only members registered in the General Class may apply for the Inactive certificate of registration.

Inactive Class Terms, Conditions and Limitations

The following terms, conditions and limitations are imposed on every Inactive certificate of registration:

1. Members cannot engage in the practice of TCM in the province of Ontario,
2. Members cannot supervise the practice of the TCM profession in the province of Ontario; and
3. Members cannot make any claim or representation to having any competence in the TCM profession in the province of Ontario.

Members registered in the Inactive Class are required to comply with all other CTCMPAO requirements, including:

- Annual renewal of registration;
- Duty to self-report any offence findings, professional negligence/malpractice or misconduct as per section 5(1) of the Registration Regulation;
- Participation in the Quality Assurance Program.

¹ A Member shall be exempted from paying an application fee if a Member submits an application to change the class of a certificate of registration at the time the Member submits an annual registration renewal.



Other Requirements

Five-year provision – under section 15 (1)5 of the [Registration Regulation](#), an applicant for the Inactive Class, “must not have held an Inactive certificate of registration within the five-year period immediately before the date on which he or she submitted the application unless the Registrar is of the opinion that exceptional circumstances justify exempting the applicant from this requirement.”

If the applicant were in the Inactive Class of registration within the five-year period, they would need to make a submission to the Registrar to determine whether their reasons can be considered as exceptional circumstances that justify exempting them from this requirement.

Transferring from Inactive Class

A member who holds a certificate in the Inactive Class of registration may apply for transfer to the General class by submitting the following:

- [Transfer Application for Certificate of Registration from Inactive Class](#);
- The application to change class fee², that is;
 - \$50.00 for members who maintained Inactive Class registration for less than two years; or
 - \$200.00 for members who maintained Inactive Class registration for more than two years; and
- The applicable registration fee; the registration fee is prorated on a quarterly basis as follows:

Date of Transfer	Registration Fee
April 1, 2022 to June 30, 2022	\$1,300.00
July 1, 2022 to Sept. 30, 2022	\$975.00
Oct. 1, 2022 to Dec. 31, 2022	\$650.00
Jan. 1, 2023 to Mar. 31, 2023	\$325.00

² A Member shall be exempted from paying an application fee if a Member submits an application to change the class of a certificate of registration at the time the Member submits an annual registration renewal.



The table below shows the **total application and registration fees** for members who:

- apply for transfer to Inactive class of registration during the current renewal period; AND
- apply for transfer to the General class during the 2022-2023 registration year.

Date of Transfer	Appl. to Change Class ³	Registration Fee	Total Transfer from Inactive Cost	Total registration fees for the year ⁴
April 1, to June 30, 2022	\$50.00	\$1,300.00	\$1,350.00	\$1,700.00
July 1, to Sept. 30, 2022	\$50.00	\$975.00	\$1,025.00	\$1,375.00
Oct. 1, to Dec. 31, 2022	\$50.00	\$650.00	\$700.00	\$1,050.00
Jan. 1, to Mar. 31, 2023	\$50.00	\$325.00	\$375.00	\$725.00

Other Requirements

Currency – An Inactive member applying for transfer to the General class must 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. Members registered in the Inactive Class for less than two years are deemed to have satisfied the currency requirement (unless there are other extenuating factors that would require further review). Members who have been registered in the Inactive Class for more than two years will be referred to a panel of the Registration Committee.

Professional Liability Insurance – All practicing members must comply with CTCMPAO's required professional liability coverage. Inactive members applying for transfer to the General Class will be required to provide information regarding their Professional Liability Insurance coverage.

Members are not authorized to resume practice until their transfer application has been approved, in writing, by the Registrar.

For more information about the Inactive class, please see the [Policy for a Certificate in the Inactive Class of Registration](#).

³ Based on the \$50.00 application to change class fee - for members who maintained Inactive Class registration for less than two years. For members who maintained Inactive Class registration for more than two years, the application to change class is \$200.00.

⁴ The total fees for the year are calculated based on the following formula: Total fees paid for transfer to the Inactive Class + Total Transfer Cost