



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 current 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 during the annual registration renewal period.



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 has been 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 to General Class

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

- [Application to Transfer from the 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 General Class registration fee; the registration fee is prorated on a quarterly basis, currently as follows:

Date of Transfer to General	Registration Fee
April 1 to June 30	\$1,300.00
July 1 to Sept. 30	\$975.00
Oct. 1 to Dec. 31	\$650.00
Jan. 1 to Mar. 31	\$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 during the annual registration renewal period.



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.

Inactive Class 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](#).