



<b>NAME</b>	<b>Policy for a Certificate in the Inactive Class of Registration</b>		
<b>TYPE</b>	Registration		
<b>STATUS</b>	Final	<b>VERSION</b>	5
<b>DATE APPROVED</b>	April 7, 2014	<b>DATE REVISED</b>	January 22, 2020

## 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 will 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 to describe the reinstatement process.

## POLICY

### 1. Certificate in the Inactive Class of Registration – Application Process

A member in the General Class, wishing to apply for a certificate in the Inactive class of registration, must make the request in writing to the Registrar and must demonstrate 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 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. There is a transfer fee of \$50.00.
- b. There is a registration fee and annual renewal fee for a certificate in the Inactive class of registration of \$300.00.

## 3. Conditions

As noted above, the applicant for Inactive class must sign an undertaking that he/she agrees to not practise the profession. The following are additional terms, conditions and limitations of a certificate in the Inactive class 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 traditional Chinese medicine in the province of Ontario;
3. Use any title/designation other than the title/designation set out for a certificate in the Inactive class of registration in the [Registration Regulation](#) (i.e., R. TCMP/R. Ac [Inactive]);
4. Make any claim or representation to having any competence in the profession in the province of Ontario.

Members registered in the Inactive class will continue to be required to comply with all other requirements and terms, conditions and limitations imposed on members registered in the General classes, including:

- a. Annual renewal of registration;
- b. Duty to self-report any offence findings, professional negligence / malpractice or misconduct as per section 5(1) of the [Registration Regulation](#).

## 4. Reinstatement Process

- a. A member who holds a certificate in the Inactive class of registration 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, condition and limitations of the certificate that is being applied for 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 the type of certificate which is being applied for;
- b. Applications for reinstatement will be considered on a case-by-case basis. However, members who have been registered in the Inactive class for less than two (2) years as of the date of application for reinstatement 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 be referred by the Registrar to a Panel of the Registration Committee so that requirement 4(a)(vi) can be satisfied.
  - d. 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 review by a Panel of the Registration Committee.
  - e. 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.
  - f. The following non-exhaustive criteria may be used by 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.

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