



NAME	Referral to Registration Committee Policy		
TYPE	Registration		
STATUS	Final	VERSION	2
DATE APPROVED	March 29, 2017	DATE REVISED	

Background

This policy specifies how and why a registration application would be referred to a Panel of Registration Committee for decision.

Policy and Procedures

1. A referral to the Registration Committee will be made when the College receives an application for registration and, in the opinion of the Registrar, a certificate of registration should not be issued immediately. An application for registration will be referred if the Registrar:
 - a. Has doubts, on reasonable grounds, about whether the applicant fulfils the registration requirements;
 - b. Is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant;
 - c. Is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant does not consent to the imposition; or
 - d. Proposes to refuse the application.

Notice of Referral to Applicant

2. If the Registrar refers an application to the Registration Committee, the Registrar will advise the applicant and will provide the following to the applicant within 14 days of the referral:
 - a. Reasons for the referral
 - b. The right to make written submissions and
 - c. The deadline for the written submissions.
3. The notice of referral will include reasons for the referral and will advise the applicant of their right to make a written submission to the panel and the deadline for doing so.

Written submission to the Panel

4. An applicant should provide his or her written submissions within the deadline as provided. If the applicant requires more time, he or she should advise the College, in writing, as soon as possible.
5. The applicant must submit their submission in writing; applicants can either submit electronically (registration@ctcmpao.on.ca) or mail their submissions to the College office at 705-55 Commerce Valley Drive West, Thornhill, ON L3T 7V9.



6. If the applicant requires an extension beyond the 30 days to make a submission, they must notify the College in writing.
7. Should an applicant choose to waive the 30 days notice period, the College will attempt to convene a properly constituted Panel to review the referral as soon as possible.

Legislative Context

Under the *Regulated Health Professions Act (1991)*, Schedule 2 of the Health Professions Procedural Code:

15. (1) If a person applies to the Registrar for registration, the Registrar shall,
 - (a) register the applicant; or
 - (b) refer the application to the Registration Committee. 1991, c. 18, Sched. 2, s. 15 (1).

Referrals to Registration Committee

- (2) The Registrar shall refer an application for registration to the Registration Committee if the Registrar,
 - (a) has doubts, on reasonable grounds, about whether the applicant fulfils the registration requirements;
 - (a.1) is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant is an individual described in subsection 22.18 (1);
 - (b) is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant does not consent to the imposition; or
 - (c) proposes to refuse the application. 1991, c. 18, Sched. 2, s. 15 (2); 1993, c. 37, s. 6; 2009, c. 24, s. 33 (3).

Consideration by panel

18. (1) An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15 (3) or within any longer period the Registrar may specify in the notice.