



PEICOT

POLICY TITLE: REGISTRATION FEES

No: 4.1

DATE ESTABLISHED: November 25, 2019

CATEGORY: Financial

AUTHORITY: RHPA/Regulations

Purpose

To ensure that registration fees are approved by the Council and reflect the financial requirements of the College.

Definitions:

General Registration -applicant meets all requirements for registration set out in the Regulated Health Professions Act (RHPA) subsection 12(2) and the Occupational Therapists Regulations (8, 9, 10, 11, 12)

Provisional Registration - a) applicant has yet to successfully complete the approved examination or b) applicant is completing a refresher program (sections 9 and 10 of the Occupational Therapists Regulations, respectively) or c) completing terms, conditions and limitations (e.g. currency, continuing education hours)

Special Registration -applicant is eligible to be registered for a limited time or a special purpose under subsection 13(3) of the RHPA e.g. 3/6 month short-term registration. This registration cannot be renewed; a new application must be submitted.

Policy

- a) The Council will approve all registration fees for each category of registration; these will be reviewed annually during budget discussions.
- b) The application fee is required for all initial applications; it is non-refundable.
- c) Any applicant with outstanding fees or penalties not received in full by the College prior to April 1st of each year will not be eligible for registration.
- d) The Council will establish the renewal period each year (i.e. 3 weeks before mid-March to enable processing of applications and provision of proof of registration to registrants prior to April 1st); renewal payments are due within this time frame. Registrants who renew after the official renewal period and prior to April 1st, will have a late fee applied to their fee.
- e) Individuals who have paid a full renewal fee/registration fee and either: a) leave the province or b) take a personal leave, may be eligible for a partial refund. They should contact the Registrar for further information.
- f) The fee for completing the “Labour Mobility Support Agreement (LMSA) Confirmation Form” is established by the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). There is no fee to complete a regulatory history form.
- g) A “Misconduct Levy” will be imposed on any individual who is found to be: a) practicing without Registration or b) practicing with incorrect or incomplete Registration. The imposed levy will correspond with the duration of the violation e.g. practicing for more than (>)1 day versus more than (>) 1 or 3 months, etc.

Approved By	Established	Reviewed/Revised	Next Review
Council	November 25, 2019		September 2021