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Qualifying Expiration Policy and Process

Purpose

Qualifying registrants have obligations they need to fulfil to avoid expiration of their registration. This policy sets out the process when a Qualifying registrant does not meet one or more of these obligations.

Relevant Legislation

[O. Reg. 67/15: REGISTRATION](#)

6. (1) Subject to section 7 and subsection 13 (2), the following are non-exemptible registration requirements for a Registered Psychotherapist certificate of registration:

1. The applicant must,

i. have successfully completed a program in psychotherapy that has been approved by the Registration Committee or by a body that is approved by the Registration Committee for that purpose,

ii. have been awarded a master's degree in a program that has been approved by the Registration Committee or by a body that is approved by the Registration Committee for that purpose,

iii. have successfully completed a program that the Registration Committee considers to be substantially equivalent to a program referred to in subparagraph i or ii, or

iv. have such other education and training, which must include one or more programs in psychotherapy, together with any further education or training, or combination of education and training, that when taken together evidences, in the opinion of the Registration Committee, successful completion of a program that is substantially equivalent to a program referred to in subparagraph i or ii.

2. The applicant must have successfully completed the registration examinations set or approved by the Registration Committee.

3. The applicant must have successfully completed clinical experience in psychotherapy that includes at least 450 hours of direct patient contact and at least 100 hours of clinical supervision where that clinical supervision relates to those hours of direct patient contact.

(4) Subject to subsections (5) and (6), the requirement in paragraph 2 of subsection (1) is not considered to have been met unless the applicant,



(a) sits his or her first attempt at the examinations within the 24-month period following the date on which he or she submitted his or her application for registration unless a panel of the Examination Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examination within this period;

(b) sits his or her final attempt at the examinations within the five-year period following the date on which he or she submitted his or her application for registration unless a panel of the Type of policy: Regulatory Approved by: Registration Committee Date approved: May 6, 2022 Next Review date: July 2026 Amendment dates: July 27, 2023 2 Examination Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examinations within this period; and

(c) successfully completes the examinations,

i. within two attempts, or

ii. on a third attempt after having first successfully completed such further upgrading, if any, required by a panel of the Examination Committee.

(5) Where, by virtue of clause (4) (a) or (b), an applicant is not considered to have met the requirement in paragraph 2 of subsection (1), the successful completion of the examinations on any further attempt will not be considered as satisfying the requirements in paragraph 2 of subsection (1) unless, before sitting the examinations, the applicant submits a new application for a certificate of registration.

11. It is an additional term, condition and limitation of every Qualifying certificate of registration that the member must at all times,

(a) practise psychotherapy with clinical supervision; and

(b) be actively pursuing the completion of any of the requirements set out in clause 10 (a), (b) or (c) that the member has yet to complete unless the Registrar has provided the member with permission in writing to interrupt the pursuit of one or more of those requirements due to exceptional circumstances.

Scope

This policy applies to all Qualifying registrants.

Policy

If a Qualifying registrant has not fulfilled obligations to avoid expiration of their certificate of registration, the Registrar or Examination Committee (as the case may be) will consider whether there are extenuating circumstances warranting an extension. If there aren't extenuating circumstances, the Qualifying registrant's certificate will expire.



Process

1. CRPO informs Qualifying registrants, at initial registration and on ongoing basis, of obligations they need to fulfil to avoid expiration of Qualifying registration. These obligations include:

a. Write first attempt at Registration Examination within two years of initial application. The Examination Committee may grant an extension in extenuating circumstances.

b. Write third attempt at Registration Examination within five years of initial application. The Examination Committee may grant an extension in extenuating circumstances.

c. Pass Registration Examination in three attempts or less. The Examination Committee may annul an attempt if the process in sitting the exam was unfair. 3

d. Be actively pursuing any outstanding education & training or clinical experience required to transfer to full RP status. The Registrar may permit an interruption in extenuating circumstances.

e. Complete all requirements to transfer to full RP status within five years of issuance of Qualifying certificate. The Registrar may grant an extension in extenuating circumstances.

2. When College staff become aware one of the above obligations may not have been met, they may gather information informally or send formal notice of possible expiration. In the case of a third failure of the Registration Examination, staff shall send notice, the content of which explains that registration will expire if the registrant does not file an appeal with the Examination Committee or the appeal is unsuccessful.

3. The Registrar considers any submissions in response to the notice, or the Examination Committee decides an appeal of a third failure of the Registration Examination.

4. If an extension, interruption, or appeal is not granted, College sends notice that registration has expired.

5. Staff will advise expired registrants that if they believe they meet the registration requirements, they can reapply for registration and their application will be considered as per the normal process.