



Type of Policy: Registration	Approved By: Registration Committee
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Returning to Active Practice Policy

Purpose

This policy clarifies the ways in which a registrant returning from the Inactive category can demonstrate that they possess the current knowledge, skill and judgment that would be expected of a registrant holding a Registered Psychotherapist certificate of registration and clarifies the circumstances under which an application may be referred to a panel of the Registration Committee as well as possible outcomes.

Definitions

Currency hours: Includes a broad range of professional activities related to the practise of psychotherapy, including:

- direct client work;
- record-keeping and preparation in relation to direct client work;
- professional development in psychotherapy;
- engaging in clinical supervision as a supervisee;
- conducting research or writing in the field of psychotherapy;
- supervising;
- teaching;
- managing;
- consulting; and
- other professional activities that impact the practice of psychotherapy.

Scope

This policy applies to all registrants holding a certificate of registration in the Inactive category who are seeking to return (i.e., transfer) to the Registered Psychotherapist category of registration.

Policy

When returning from the Inactive category to the Registered Psychotherapist category an application must be made to the Registrar.

Registrants must also ensure any outstanding fees owed to CRPO under the [College By-Laws](#) are paid in full.

The registrant must also provide the College with any information that it has required of the registrant in order to satisfy a panel of the Registration Committee they possess the current skill, knowledge and judgment to practise psychotherapy or have successfully completed additional upgrading activities as determined to be necessary by the Registration Committee.

Applications to transfer from the Inactive category to the Registered Psychotherapist category will be considered on a case-by-case basis. Inactive registrants will be deemed to have satisfied that they possess the current knowledge, skill and judgment that would be expected of a registrant holding a Registered Psychotherapist certificate of registration, provided:

- the registrant's practice type upon returning to the Registered Psychotherapist category will be similar to their practice type prior to transferring to the Inactive category of registration, e.g., similar clientele, practice setting and/or employer, roles and responsibilities;
- the registrant has completed at least 750 currency hours in the three-year period immediately prior to submitting an application to return to active RP status; and
- there are no other factors which would require further review.

Applications to return to active practice may be referred to a panel of the Registration Committee where:

- the registrant has not completed 750 currency hours in the three-year period immediately prior to submitting an application to return to active RP status;
- the registrant expects to significantly change their practice type, e.g. clientele, practice setting and/or employer, roles and responsibilities; or
- factors exist that warrant further review (e.g., concerns raised about [suitability to practise](#)).

Inactive registrants referred to panel will be required to demonstrate that they possess, or submit a plan for how they will achieve, the current knowledge, skill and judgment expected of a Registered Psychotherapist in their anticipated practice type(s). They will have 30 days from the date of the notice of referral to panel to submit additional information, documentation, evidence or any explanation.

The following are possible outcomes from the panel's review:

- the panel may direct that a certificate of registration in the Registered Psychotherapist category be issued;
- the panel may require the Inactive registrant to provide more information, in a manner approved by the panel;
- an Inactive registrant may be required to successfully complete upgrading activities prior to transferring to the RP category;
- the panel may direct that specified terms, conditions and limitations be imposed on the registrant's certificate of registration in the Registered Psychotherapist category; or
- the panel may refuse the registrant's transfer to the Registered Psychotherapist category.

The following criteria may be used to determine which outcome is most appropriate:

- time since last practice;
- nature and intensity of last practice;
- quality and quantity of efforts to maintain currency while not practising; and
- the registrant's plan after returning to active practice.

An Inactive registrant is not authorized to resume practice until their application for transfer to the Registered Psychotherapist category has been approved in writing, and the registrant has paid the transfer fee. Resumption of practice without this authorization may be considered an act of professional misconduct.

The name of all registrants returning to active practice in the Registered Psychotherapist category will be referred to the Quality Assurance Department, for further possible action in accordance with [Quality Assurance Program Policies](#).