

My CRPO deadlines

Name	
Registration category	
Date of registration	
Registration number	
Public register link	

Registration Examination (Qualifying category)

- The registration exam is offered twice a year in the spring and fall.
- My first attempt at the exam must be completed within 24 months following the date that my certificate of registration was issued. My first attempt at the exam must be completed by _____.
- I must complete the exam in no more than 3 attempts, with the final attempt to be made no later than five years from the date my certificate of registration was issued, unless additional time is given by the Examination Committee. My third and last attempt must be completed by _____.
- I have reviewed my specific deadlines in the "Qualifying to RP" tab in my CRPO user account page of my user account.
- Click [here](#) for exam accommodations information.

Clinical Experience

- To be eligible to transfer registration categories from RP (Qualifying) to RP, I must successfully:
 - pass the registration examination;
 - complete 450 DCC hours approved by CRPO; and
 - complete 100 clinical supervision hours, at least half of which are in an individual/dyadic format, approved by CRPO.
- I have a maximum of five years from the date of registration in the Qualifying category to satisfy ALL of these requirements for registration as an RP. I must satisfy these requirements by _____.
- To be eligible to practise independently (i.e., without clinical supervision), I must successfully:
 - complete 1,000 DCC hours approved by CRPO; and
 - complete 150 clinical supervision hours, at least half of which are in an individual/dyadic format, approved by CRPO.
- There is no deadline to meet the independent practice requirements.
- I can update my clinical experience hours by obtaining appropriate documentation from my supervisor or employer (e.g. [DCC Confirmation Form](#) and [Clinical Supervisor Attestation Form](#), or [acceptable alternatives](#)) confirming the hours.
- To submit clinical experience hours for review, I must go to the "Practice Information" tab in my account. For full instructions, [see here](#).

Public Register and Personal Contact Information

- I am responsible for updating the information on my public register profile directly in the “Practice Information” tab in my user account within **30 days**. This includes changes to my practice and employment information.
- I am also responsible for updating any changes to my personal contact information in the “About Me” tab in my user account within **30 days**.

Registration Renewal

- Registration renewal takes place **every year**. The online renewal form becomes available on my CRPO user account in February. I must complete the form and pay my annual registration fee by **March 31** at 5:00 p.m. ET.
- As an RP, I am required to maintain 750 currency hours of broadly defined activities related to psychotherapy on a rolling three-year basis.

Professional Liability Insurance

- As an RP or RP (Qualifying) registrant, I am required to always have and maintain adequate professional liability insurance (PLI) coverage. CRPO encourages that I have my own PLI policy, but it is acceptable if I am covered by my employer.
- I understand that coverage is still required even if I am not practising psychotherapy.
- I have confirmed that my (or my employer’s) PLI policy meets the requirements outlined in [CRPO’s by-laws](#).
- I am not required to provide proof of my insurance coverage unless specifically requested to do so by CRPO staff, or if I am selected to participate in a PLI audit. I am prepared to provide [documentation that meets requirements](#) in these cases.

Quality Assurance Program

Self-assessment

- As a new registrant, I am required to complete a self-assessment in my CRPO account within **60 days** of becoming registered, by _____.
- I must complete at least one self-assessment during each professional development (PD) cycle (see below). I must submit at least one self-assessment by December 31, _____.

Professional development (or learning) activities

- I must engage in a minimum of 40 hours of professional development (PD) activities **every two years**.
- If I registered in an even year, I must report at the end of every even year.
- If I registered in an odd year, I must report at the end of every odd year.
- My first PD cycle is from my **initial date of registration** _____ **until December 31**, _____.
- My next PD cycle is from **January 1**, _____ **until December 31**, _____.
- I will retain a record of any materials and notes that could be used to support my participation in a learning activity in my professional portfolio for at least 4 years (i.e., two PD cycles).
- The [learning record template](#) can be used to track my participation. I am not required to submit my professional portfolio to CRPO unless requested to do so by Quality Assurance

staff.

Reporting

- I must submit **an attestation** in my CRPO account at the end of each PD cycle to confirm that I have completed at least one self-assessment and 40 hours of PD activities.
- When I am required to report, the attestation will become available on November 1 in my CRPO user account.
- The attestation is due by December 31.

Peer and Practice Review

- All registrants are required to undergo a peer and practice review (PPR) when selected.
- The first step of a PPR is to complete the case-based assessment (CBA). The CBA is offered twice a year in the spring and fall.
- CRPO will notify me when I am selected to write the CBA approximately 6 months before the scheduled administration.
- The CBA online platform will be open for a 10-day window, and I will need to set aside a 4-hour block of time to complete the CBA.
- I can expect to complete the CBA approximately once **every 5 years**. When I am selected for a PPR, I must:
 - Complete the CBA confirmation questionnaire before the deadline.
 - Complete the CBA within the 10-day administration window.
 - Depending on my result, I may have to submit a learning record for review, complete a CBA reassessment, or participate in peer coaching.
- Click [here](#) for more information about the Quality Assurance program.