



# POLICY & PROCEDURE

Registration  
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## **TOPIC: CHANGE IN REGISTRATION STATUS**

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Members may change their registration status from time to time given personal or other circumstances. The following is the procedure that is followed when changing registration status.

### **Conversion from Examination Candidate to Active Practicing Registration**

An Examination Candidate is entitled to have his/her registration converted from the Examination Candidate Register to the Active Practice Register if he or she has passed the Physiotherapy Competency Examination (Part 1 and 2). When an Examination Candidate passes the PCE, his or her registration expires 30 days after the College receives the examination results. In order to convert to the Active Practice Register, the applicant must provide:

- 1) Evidence of successful completion of the Physiotherapy Competency Examination
- 2) Completion of the Registration form
- 3) Evidence of successful completion of a physiotherapy education program approved by the Council
- 4) Evidence of meeting the professional liability insurance requirement of the Council
- 5) Payment of any fees to transfer registration status.
- 6) Membership in good standing form completed by the registrants last 2 regulatory bodies (if applicable).

### **Conversion from Active Practice to Inactive Status**

Registrants, who will no longer be actively practicing physiotherapy for any given period of time, should convert their registration status to Inactive. This will include registrants who are retiring, stopping work for a period of time, going on maternity or sick leave, leaving the province etc. Council requires registrants who are leaving practice to notify the College office in order to change the membership database and appropriate Registers. If the registrant will have a change in address and telephone number, this should be reported to the College office. There is no fee to transfer from Active Practice to Inactive Register. No refunds for fees already paid will be issued.

## **Conversion from Inactive to Active Practice Register**

Registrants who have not been practicing and whose name is on the Inactive Register, are required to transfer to the Active Practice Register **prior** to re-commencing active practice. In order to convert his/her registration the applicant must:

1. Complete a registration form indicating a wish to convert his/her registration
2. Provide evidence of having practiced physiotherapy for a minimum of 1200 hours in the five year period immediately preceding the year for which registration is sought.
3. Provide evidence of professional liability insurance coverage at the amount required by Council
4. Complete of the declaration form which indicates that the applicant does not suffer from a physical or mental condition, disorder or addiction to alcohol or drugs that could affect his/her practice of physiotherapy
5. Provide a completed criminal record search satisfactory to the Board of Assessors.
6. Payment of fees
7. Provide a membership in good standing form completed by the applicants last two (2) regulatory bodies (if applicable).

### **LEGISLATIVE REFERENCE:**

Regulations, clauses 10, 11 and 12