

REGISTRATION AND LICENSING DIRECTION

Current and updated as of: April 16, 2020

3.18 Change in Registration Status

Purpose:

Registrants must 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.

Policy:

Conversion from Examination Candidate to Active Practicing Registration

An Examination Candidate is entitled to have their registration converted from the Examination Candidate Register to the Active Practice Register if they have passed both parts of the Physiotherapy Competency Examination (PCE), The PCE has two components. The Written Component (Qualifying Exam) and the Clinical Component (Physiotherapy National Exam). When an Examination Candidate passes the Clinical Component, their registration expires 30 days after the College receives notification that the results have been released. 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) Evidence of completion of the College Selected Activity* if required
- 6) Payment of any fees to transfer registration status
- 7) Membership in good standing form completed by the registrants last two regulatory bodies (if applicable).

Conversion from Active Practice to Inactive Status

Registrants, who will no longer be actively practicing physiotherapy for an extended period of time, must 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

- *College Selected Activity may include: jurisprudence topics, ethical decision making or other topics on profession and public interest issues.

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 their registration, the applicant must:

1. Complete a registration form indicating a wish to convert 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 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 their practice of physiotherapy
5. Provide evidence of completion of the College Selected Activity if required
6. Provide a completed criminal record search satisfactory to the Board of Assessors
7. Pay the required fee
8. Provide a membership in good standing form completed by the applicant's last two regulatory bodies (if applicable).