

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Inactive Certificate of Registration Policy**

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N/A

BACKGROUND

Under the Ontario Regulation 596/94, Part VIII (Registration) Members may maintain their CRTC membership with the Inactive Certificate of Registration provided they are not practising the profession in the broadest sense of that phrase. In the view of the CRTC, the purpose of the Inactive Certificate is to allow non-practising RTs (for example those RTs on parental, sick or educational leave or those practising in other jurisdictions) to maintain their membership with the College so long as they do not:

1. engage in the practice of respiratory therapy in Ontario,
2. participate in activities related to their respiratory therapy credentials or experience, or otherwise use their professional status.

The purpose of this policy is to outline the Inactive Certificate of Registration application process, describe the conditions imposed on the Inactive Certificate of Registration and to establish a reinstatement process.

POLICY

1. Inactive Certificate of Registration - Application Process

Under section 62 of the Registration Regulation, an applicant for an Inactive Certificate of Registration must meet the following requirements:

1. The applicant must be a Member who holds a General or Limited Certificate of Registration.
2. The applicant must notify the Registrar in writing of his or her intention to become an Inactive Member.
3. The applicant must pay any outstanding fees, including any annual fee owing for the current membership, penalty or other amount owed to the College.

The Inactive Certificates of Registration do not apply to Graduate Members of the College.

2. Conditions, Inactive Certificate of Registration

Under section 63 of the Registration Regulation, it is a condition of an inactive certificate or registration that the Member shall not,

- (a) engage in providing direct patient care;
- (b) use his or her professional title or designation;
- (c) supervise the practice of the profession; or
- (d) make any claim or representation to having any competence in the profession.

Members registered with the Inactive Certificates of Registration will be required to comply with all other requirements imposed on members, for example:

- Annual renewal of registration;
- Duty to report offences and findings and other information to the Registrar;
- Participation in the Quality Assurance Program.

3. Reinstatement

The CRTO is responsible for setting Respiratory Therapy entry-to-practice requirements in the province of Ontario in the public interest. In order to ensure that Members uphold the minimum level of current practice, the College places specific requirements on those Inactive Members who are applying for reinstatement to a General or Limited Certificate of Registration.

According to the Registration Regulation (O. Reg. 596/94 s. 62 (2)), a Member who holds an Inactive Certificate of Registration may be reissued a General or Limited Certificate of Registration if the Member:

- (a) applies in writing to the Registrar for reinstatement;
- (b) pays the annual fee in respect of the class of certificate of registration which is the subject of the application for reinstatement together with any other outstanding fee, penalty or other amount owed to the College; and
- (c) satisfies a panel of the Registration Committee that he or she possesses the current knowledge, skill and judgment relating to the practice of the profession that would be expected of a member holding a certificate of registration of the type which is the subject of the application for reinstatement.

To start the reinstatement process and prior to resuming practice, Inactive Members will be required to apply for reinstatement (Application for Reinstatement Form) and to submit all applicable fees as outlined in the CRTO By-law.

Applications for reinstatement will be considered on a case-by-case basis. However, based on previous practices, and by way of analogy to the College's currency requirement under section 55(5) or 58(3) of the Registration Regulation¹, the Registration Committee will refer to the *Currency Policy* as a guide when considering reinstatement applications.

Inactive Members who have practiced within two years immediately preceding their application for reinstatement will, by policy satisfy the requirement referred to in section 62.(2)(c).

Inactive Members who have not practiced in the two years immediately preceding their application for reinstatement will be referred by the Registrar to a Panel of the Registration Committee for consideration.

An Inactive Member referred to a Panel of the Registration Committee will receive a notice of the referral and will have 30 days to provide additional information.

¹ 55(5) An applicant (*for a General Certificate of Registration*) must have met the requirements of subsection 55(2) within the two years immediately preceding the application for registration unless the applicant was practising respiratory therapy within that two-year period.

58(3) An applicant (*for a Graduate Certificate of Registration*) must have met the requirements of subsection 55(2) within the two years immediately preceding the application for registration unless the applicant was practising respiratory therapy in a jurisdiction outside Ontario within that two-year period.

Panel Review - Possible Outcomes:

- The Panel may direct that a General or Limited Certificate of Registration be issued (e.g., the Member provided satisfactory proof of refresher/retraining);
- The Panel may direct that specific terms, conditions and limitations be imposed on the General or Limited Certificate of Registration;
- An Inactive Member may be required to complete a refresher/retraining program prior to reinstatement;
- Upon reinstatement, the Member may be directed to a Panel of the Quality Assurance Committee with a recommendation:
 - for an assessment of his/her knowledge, skills and judgement (utilizing the Professional Standard Assessment) within 3 months of reinstatement, and
 - to submit his/her records of continuous quality improvement activities (utilizing the PORTfolio) within 6 months of reinstatement.

The following criteria may be used by the Registration Committee to determine which outcome is most appropriate:

1. time since last practice,
2. nature and intensity of last practice,
3. quality and quantity of efforts to maintain currency while not practising,
4. the applicant's re-entry plan.

Members are not authorized to resume practice until their reinstatement application to a General or Limited Certificate of Registration has been approved by the College. In addition Members may be referred to the Inquiries, Complaints and Reports Committee (ICRC) for allegations of professional misconduct and may be prosecuted in court for unauthorized practise/holding out.