

# Application for Registration – File Closure Policy

# Consultation Summary

## Background

This policy is intended to ensure that registration decisions are based on current and relevant information, and the application process is transparent so that applicants are aware of the expected application timelines at the start of the process. Registration applications will remain open for up to twelve (12) months. That is an application for registration is required to complete all registration requirements and pay the registration fees within twelve (12) months of applying, unless the applicant is referred to the CRTO's entry-to-practice assessment process during that twelve (12) months period.

Although the policy has been revised, it is important to note that no changes were made to the intent or the direction of the original policy. The policy has been updated to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. Information about application closure has been added to the policy under section 3.0 to illustrate the procedures of notifying applicants and then closing an application.

## Consultation Feedback Details

The document was posted according to the CRTO's public consultation process. A consultation survey was posted on the CRTO's website, tweeted on the CRTO Twitter account, posted on the Health Profession Regulators of Ontario (HPRO) website, and shared with members in the March bulletin. In total, 34 people viewed the consultation survey, and two responses were received.

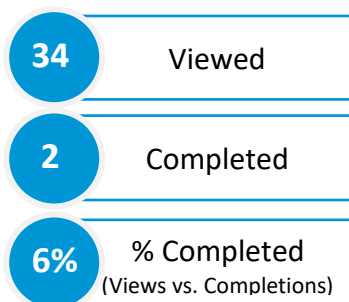
All respondents found the policy clear, understandable, and free from omissions and errors. No comments were received, and no changes were made to the policy as a result of this feedback.

**Date consultation opened for feedback:** March 15, 2022

**Length of time posted for consultation:** 30-days

**Date consultation closed:** April 15, 2022

### CONSULTATION FEEDBACK



## Outcome

The final policy and the consultation feedback were reviewed by Council at the May 27, 2022, meeting and approved for use.

