

Policy

Type:	Registration		
Number:			
Name:	Reissuance of the General Class Certificate of Registration		
Status:	Final	Version:	1
Date Approved:	June 27, 2022	Date Revised:	

Background: Under the College’s Registration Regulation, a registrant who holds an Inactive Class Certificate of Registration is permitted to apply for reissuance of a General Class Certificate of Registration.

The requirements for issuance of the General Class Certificate may include the registrant satisfying a panel of the Registration Committee that they possess the current knowledge, skill and judgment relating to the practice of the profession that would be expected of a registrant holding a General Class Certificate of Registration.

Purpose: The purpose of the policy is to outline the application process for Inactive Class registrants to be reissued a General Class Certificate of Registration to ensure current knowledge, skills and judgement to practise safely, competently and ethically.

Principles: The principles that underpin this policy include:

1. Transparency – Processes are clear, information is readily available, and College staff and the Registration Committee exercise honesty and openness in carrying out their duties.
2. Fairness, Objectivity and Impartiality – Processes and procedures exist, address bias, and are reasonable. The College staff and Registration Committee review registration applications and make decisions that are fair and objective.
3. Focus on risk of harm – Processes use a risk-based, evidence-informed approach to reduce the risk of registrants’ potential harm to patients and clients through risk management and accountability.

Applicable Legislation and Regulation:

1. Health Professions Procedural Code, Schedule 2 to the *Regulated Health Professions Act, 1991 (RHPA)*, Registration Section 15.
2. Ontario Regulation 401/12 General, Section 9. (3)

The process for applying for reissuance of a General Class Certificate of registration includes:

1. A registrant who holds an Inactive Class Certificate of Registration may apply for reissuance of a General Class Certificate of Registration if the registrant:
 - i) Completes the Application for Re-issuance of a General Class Certificate of Registration Form;
 - ii) Pays any fee, penalty or other amount owed to the College;
 - iii) Provides the College with any information that it has required of the registrant; and
 - iv) Satisfies a panel of the Registration Committee that they possess the current knowledge, skill and judgment relating to the practise of the profession that would be expected of a registrant holding a General Class Certificate of Registration.
2. Registrants who have been registered in the Inactive Class and have 1500 kinesiology practice hours in the three years preceding the date of application for reissuance of a General Class Certificate of Registration, and have satisfied all other provisions within this Policy (i.e., Paragraph 4), will be deemed by the Registration Committee to have satisfied requirement iv) listed directly above unless there exist other extenuating factors which would require further review (e.g. Conduct). Registrants may count practice hours acquired under the General Class Certificate of Registration and practice hours acquired in a jurisdiction in Canada outside of Ontario towards the above noted currency requirement.
3. Registrants who have been registered in the Inactive Class in Ontario and have practised less than 1500 hours in the three years preceding the date of the application for reissuance of a General Class Certificate of Registration will be referred by the Registrar to a Panel of the Registration Committee for consideration. Practice hours acquired outside of kinesiology or in Ontario while in the Inactive Class cannot be counted towards the above noted currency requirement.
4. All registrants must:
 - i) Complete an Application for Reissuance to General Class Certificate of Registration Form, which includes:
 - a. specific examples of most recent employment, employment dates and number of practice hours in each role (including practice hours outside of Ontario); and
 - b. time elapsed since active practice as a kinesiologist.
 - ii) Submit an updated resume including most recent volunteer work, education, continuing professional development, mentorship and research undertaken.
5. Registrants referred to the Registration Committee for review must complete and submit the following:
 - i) A detailed action plan on how the registrant proposes to reorient themselves to active practice of the profession and address competency gaps. The action plan ***may*** include the following:
 - a. A program of self-study, identifying specific continuing education or professional development courses, or similar activities that the applicant plans to undertake upon returning to active practice;
 - b. An orientation program at the applicant's place of employment related to the practice of kinesiology including a letter from the employer outlining the details of the program;

- c. A period of planned on-the-job training, mentoring, or supervision by a kinesiologist or affiliated regulated healthcare professional; and
 - d. A period of planned job shadowing or observation of a kinesiologist or affiliated healthcare professional at the registrant's workplace.
 - i. signed declaration to review all of the College's practice standards and guidelines;
 - ii. The College's paper-based Self-Assessment Tool to identify any competency gaps and opportunities for improvement.
6. The panel of the Registration Committee, upon review, may ask the registrant for additional information before making a determination on the application for reissuance of a General Class Certificate of Registration.
 7. The following are possible outcomes from the Panel's review:
 - i. The Panel may direct that a General Class Certificate of Registration be reissued where the Panel is satisfied that the registrant possesses current knowledge, skill and judgment relating to the practice of the profession that would be expected of a registrant holding a General Class Certificate of Registration;
 - ii. The registrant may be required to successfully complete a training/education program defined by the Panel prior to reissuance of a General Class Certificate of Registration;
 - iii. The Panel may direct the Registrar to impose terms, conditions and limitations on the registrant's General Class Certificate of Registration; and
 - iv. The Panel may direct the Inactive registrant to take the entry-to-practice examination, or an examination approved by the Registration Committee.
 8. The registrant may appeal the decision of the Panel of the Registration Committee to the Health Professions Appeal and Review Board.
 9. The applicant must be in compliance with any outstanding requirements of the College's Quality Assurance Committee or any outstanding orders or requirements of Council, the Executive Committee, the Inquiries, Complaints and Reports Committee, the Discipline Committee and /or the Fitness to Practise Committee.

Return to Practice

10. Registrants shall not do the following until their application for reissuance of a General Class Certificate of Registration has been approved, in writing, by the Registrar, and the registrant has received a written notice confirming reissuance of a General Class Certificate of Registration from the College:
 - practise the profession of kinesiology in Ontario;
 - engage in providing direct patient care or services where they are expected to/required to exercise independent judgment or work independently in the course of their work,
 - use any of the protected titles or designations set out in the General Regulation.

Professional Liability Insurance

11. As a condition for reissuance of a General Class Certificate of Registration, the registrant shall provide a copy of their professional liability insurance to the College.

Fees

12. Subject to meeting all other requirements, the registrant will be expected to pay the applicable fees [according to the Schedule of Fees](#), prior to being reissued a General Class Certificate of Registration.