

Policy

Type:	Registration		
Number:			
Name:	Inactive Certificate of Registration and Reinstatement to the General Class		
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Background

Under the College's Registration Regulation, members who hold a Certificate of Registration in the General Class are permitted to apply for a Certificate of Registration in the Inactive Class provided they meet the requirements under the Inactive Class, which include agreeing not to engage in direct patient care, supervising the profession or claiming any competency in the practice of kinesiology.

The purpose of the Inactive Class of registration is to accommodate members who do not intend to practise for a period time due to parental leave, sick leave, or educational leave, who are practising outside of Ontario, or who are practising in another non-kinesiology related profession and still wish to maintain their membership in the College of Kinesiologists of Ontario.

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

Application Process to the Inactive Class

1. Any member wishing to apply for an Inactive Certificate of Registration must complete the Inactive Application Form, sign the undertaking and submit it to the Registration Department.
2. The member must meet the following non-exemptible requirements according to the College's Registration Regulation:
 - i. The applicant must be a member holding a general certificate of registration.
 - ii. The applicant must sign an undertaking in which the applicant agrees to comply with the following conditions:
 - a. The member will not engage in providing direct patient care;
 - b. The member will not use any title or designation other than R. Kin (Inactive);
 - c. The member will not supervise the practice of the profession; and
 - d. The member will not make any claim or representation to having any competence in the profession.
3. The applicant must not be in default of any fee, penalty or other amount owing to the College.
4. The applicant must have provided the College with any information that it has required of the applicant.
5. 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.

Fees

1. There is an application fee of \$50.
2. Refund for the member's General annual membership dues will be pro-rated. The yearly membership fee for the Inactive Class is \$200.

Conditions

1. As per the second requirement listed above in "Application Process", the College will provide the applicant with a statement of undertaking to be signed that will include the conditions that the member must abide by while Inactive. The following are conditions of a Certificate of Registration in the Inactive Class. The member shall not:
 - engage in providing direct patient care;

- use any title or designation other than what is specified for an Inactive Certificate of Registration set out in the regulation (i.e., R. Kin (Inactive));
 - supervise the practise of the profession; or
 - make any claim or representation to having any competence in the profession.
2. Members registered in the Inactive Class will continue to be required to comply with all other requirements imposed on members registered in the General Class, except any Quality Assurance requirements, such as:
- Annual renewal of registration;
 - The requirement to make any mandatory reports, including the duty to self-report any offence findings, professional negligence/malpractice or misconduct as per the College's Guideline on Mandatory Reporting.

Reinstatement to the General Class

1. A member who holds a certificate in the Inactive Class may apply for reinstatement to the General Class if the member:
 - i) completes the Application for Reinstatement 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 member; and
 - iv) satisfies a panel of the Registration Committee that he or she possesses the current knowledge, skill and judgment relating to the practise of the profession that would be expected of a member holding a Certificate of Registration in the General Class.
2. Inactive members who have been registered in the Inactive Class for **less than two years** as of the date of application for reinstatement 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.
3. Inactive members who have been registered in the Inactive Class for **more than two years** as of the date of the application for reinstatement will be referred by the Registrar to a Panel of the Registration Committee for consideration.
4. Inactive members who have been registered in the Inactive Class for more than two years as of the date of the application for

reinstatement will be required to complete the *Application for Reinstatement into the General Class after Two Years* as well as complete the Additional Information Questions for review by a Panel of the Registration Committee.

5. 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 any additional information for consideration by the Panel. The Additional Information Questions include the following criteria the Panel of the Registration Committee may consider:
 - time elapsed since active practise as a kinesiologist,
 - nature and intensity of last practice,
 - nature of intended practice,
 - quality and quantity of efforts to maintain currency while not practising in Ontario,
6. The panel of the Registration Committee, upon review, may ask the Inactive member for additional information before making a determination on the application for reinstatement.
7. The following are possible outcomes from the Panel's review:
 - The Panel may direct that a Certificate of Registration in the General Class be issued where the Panel is satisfied that the member possesses current knowledge, skill and judgment relating to the practice of the profession that would be expected of a member holding a Certificate of Registration in the General Class;
 - An Inactive member may be required to successfully complete a training/education program defined by the Panel prior to reinstatement;
 - The Panel may impose terms, conditions and limitations on the member's Certificate of Registration in the General Class;
 - The Panel may direct the Inactive member to take the entry-to-practice examination or an examination approved by the Registration Committee.
8. The member may appeal the decision of the Panel of the Registration Committee to the Health Professions Appeal and Review Board.
9. Members are not authorized to resume practising until their reinstatement application to the General Class has been approved, in writing, by the Registrar or Registration Committee.

10. Upon reinstatement, the member will be expected to pay the annual membership dues for the General Class on a pro-rated basis.