



## CURRENCY

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### Currency Policy – Annual renewal

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**Established:** July 1998

**Revised:** July 2001, January 2002, March 2003, May 2003, November 2007, October 2011, March 2012

**Most recent revision:** March 2014

**Applicable Category of Registration:**

1. General Practising Certificate
2. Provisional Practising Certificate

**Type of Requirement:** Exemptible

**Applicable Regulations:**

36. (4) The following are conditions of a general practising certificate of registration:

1. The member must,
  - i. have completed at least 600 hours of service within the scope of practice of the profession in the previous three years,
  - ii. have successfully completed within the previous 18 months a refresher program accepted by the Registration Committee.

36.(5) A member is not required to meet any of the conditions set out in paragraph 1 of subsection (4) until 18 months have elapsed since the member's graduation.

The above provisions also apply for the provisional practising certificate of registration (refer to 37(6)).

41. A member's certificate of registration may be revoked by the Registrar if the member fails to provide satisfactory evidence of compliance with paragraph 1 of subsection 36 (4) on the annual renewal form unless the member obtains the Registrar's written approval by the renewal date and the Registrar may attach conditions to such approval.

**Principles(s):**

Recent practice within the scope of practice of the profession helps to ensure that registrants possess current knowledge, skills and judgment to provide the public with safe, effective and ethical care.

**Decision Criteria**

1. Currency hours reported during annual renewal will be reviewed at the time of renewal and any registrant who does not meet the required currency hours may be flagged for review by a Panel of the Registration Committee.
2. Referral to the Registration Committee is at the discretion of the Registrar and will depend on factors such as whether the registrant is close to meeting the currency requirement and the registrant's employment circumstances. Since the Registrar makes the decisions on this issue under the regulations, the role of the Registration Committee is advisory only.



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3. The registrant will receive notice of the review and will be provided an Additional Currency Data Sheet to complete and return within 30 days.
4. Registrants who have minimal currency and are not practising will be considered no longer eligible for registration, and their certificate of registration may be revoked.
5. Registrants who demonstrate that they are likely to achieve currency within three months of the annual registration date, will generally be provided a letter from the Registrar indicating the College's intent to monitor the currency hours. The registrant will be provided a form to complete, sign, and return once the hours are complete. Where a registrant does not meet the currency hour requirement within the set time frame, the file will be referred to the Registration Committee.
6. Registrants who are practising and whose currency is between 400 and 600 hours in the previous three years, and where 4. above does not apply will generally be required to comply with the following conditions:
  - a. restrict their title use to their current job;
  - b. complete 150 hours of supervised practice (i.e. refresher program) within six months of the decision; and
  - c. submit a College approved evaluation form at the conclusion of the hours, completed by their supervisor, demonstrating successful completion.
7. Registrants who are practising and whose currency is less than two thirds of the required hours but not zero in the previous three years preceding the annual registration date will generally be required to comply with the following conditions:
  - a. restrict their title use to their current job;
  - b. complete 300 hours of supervised practice (i.e. refresher program) within six months of the decision
  - c. submit a College approved evaluation form at the conclusion of the hours, completed by their supervisor, demonstrating successful completion.
8. Applicants who cannot meet the requirements within the timelines specified in 6 and 7 above may request, in writing, to the Registration Committee for it to recommend to the Registrar that an extension be given. A reasonable rationale for the extension must be provided by the registrant in order to be considered. In exceptional circumstances an extension may be granted.
9. Upon successful completion of the requirements stipulated in 6 and 7 above and provided the registrant meets all other registration requirements, the registrant will generally be considered current for a period of 18 months. A review of the file will occur in the subsequent annual registration process to monitor the registrant's progress in meeting currency hours.



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A Registrant may meet the requirement by:

1. Providing evidence by signing the declaration statement on the annual renewal form and, if applicable, providing adequate documentation of worked hours and paid hours that meet the requirement; or
2. Agreeing to adhere to and fulfill any Terms, Conditions and/or Limitations imposed by the Registrar, such as restricting use of title and/or completing a refresher program, and submitting evidence of successful completion of such a program; or
3. Providing other evidence, satisfactory to the Registrar of meeting the requirements.

#### **Possible Outcomes**

1. A registrant who can provide evidence to satisfy the Registrar will be considered to have met the requirement.
2. A registrant who has insufficient practice hours may have conditions imposed on his or her Certificate of Registration.
3. A registrant who has insufficient practice hours may be required to successfully complete a supervised practice refresher program, or provide other evidence, satisfactory to the Registrar, of possessing current knowledge, skill, judgment and ability to meet the requirements of the Regulation 36. (4) i, ii, iii. The Registrar will establish the nature and length of the refresher program required and/or any required conditions to be imposed on the Certificate of Registration.
4. A registrant who has insufficient practice hours and is not currently practising, may have his or her certificate of registration revoked. Individuals in this circumstance may be required to complete a refresher program in order to be eligible for another Certificate of Registration.