



NAME	Annual Renewal Policy		
TYPE	Registration		
STATUS	Final	VERSION	4
DATE APPROVED	January 14, 2013	DATE REVISED	January 26, 2022

Intent

This policy explains:

- the process that a member in the General, Student, or Inactive Class must follow for the annual renewal of their certificate of registration with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the College); and
- the possible consequences of not renewing on time.

Policy

1. A member holding a General, Student or Inactive Class certificate of registration must renew their registration on or before March 31 of each year. This includes:
 - a. Completing and submitting the annual registration renewal form; and
 - b. Paying the annual renewal fee.
2. The Registrar shall send to each member a notice of renewal at least 45 days before the annual renewal due date. The notice shall include information about how to complete the renewal and indicate the amount of the renewal fee.
3. A late fee will apply to any renewal submitted after the March 31 due date.
4. If a member does not wish to renew their certificate of registration they should submit a written notice to the Registrar before the renewal due date. For example, if a member wishes to resign, they need to complete and submit the resignation form before the March 31 deadline. If a member wishes to transfer to a different class of registration, they must submit their transfer application before the March 31 deadline. Failure to do so could result in their certificate of registration being suspended (see below).
5. If the College does not receive the renewal (or the renewal fee) by March 31, the College will send a notice of intention to suspend. The member will have 30 days to complete the renewal and pay the required fees (including a late fee). If the member does not submit the necessary information within the 30 days notice and/or pay all of the necessary fees, their certificate of registration will be suspended.



6. A person whose certificate of registration has been suspended for failure to renew registration cannot:
 - a. perform any of the controlled acts as set out in the Traditional Chinese Medicine Act, 2006, i.e.,
 - i. Perform a procedure on tissue below the dermis and below the surface of a mucous membrane for the purpose of performing acupuncture.
 - ii. Communicate a traditional Chinese medicine diagnosis identifying a body system disorder as the cause of a person's symptoms using traditional Chinese medicine techniques.
 - b. Hold out as a person who is qualified to practise traditional Chinese medicine and/or acupuncture in Ontario;
 - c. Use the titles of Traditional Chinese Medicine Practitioner and/or Acupuncturist, and/or the designations R. TCMP and R. Ac (or similar titles or abbreviations or an equivalent in another language) in any context;
 - d. Supervise another member of the College (e.g., a student member); and
 - e. Directly or indirectly benefit from the practice of the profession.
7. The former member must return their wall certificate, and/or badge to the Registrar.
8. The fact of the suspension will be posted on the College register.
9. If the Registrar suspends a certificate of registration for failure to renew, the Registrar shall lift the suspension if the Registrar is satisfied that the former member,
 - a. has given the required information to the College;
 - b. has paid any fees required under the by-laws for lifting the suspension;
 - c. has paid any other outstanding fees required under the by-laws; and
 - d. in the case of a former member whose certificate of registration was suspended more than three years before the date on which they apply for reinstatement, they possess the current knowledge, skill and judgment relating to the practice of the profession that would be expected of a member holding the type of certificate that is being applied for.

Policy References

The Regulated Health Professions Act, 1991

O. Reg. 27/13: Registration under Traditional Chinese Medicine Act, 2006, S.O. 2006, c. 27

The By-Laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario