



College of Homeopaths of Ontario Registration Policies

Title:	Lifting an Administrative Suspension
Category:	General Requirement
Distribution:	Internal / External
Policy Number:	REG AD18
Status:	Approved by Registration Committee, March 10, 2020

Note to Readers: In the event of any inconsistency between this document and the legislation and regulations that affects homeopathy practice, the legislation governs. The College has the power and authority to implement the applicable acts and regulations under the Regulated Health Professions Act, 1991. The factors outlined in this policy will be considered and every registration matter will be reviewed on a case by case basis. If you have a question on how this policy affects your individual situation please contact the College directly.

It is important to note that College publications may be used by the College or other bodies in determining the interpretation of the provisions within the Homeopathy Act, 2007, its regulations and the College's Bylaws.

Applicable Categories of Registration (unless otherwise noted):

1. Full Certificate of Registration
2. Inactive Certificate of Registration

Background: An administrative suspension may be invoked for several reasons including non-payment of fees, failure to provide information, or lack of insurance. The process outlined in this document specifically relates to non-payment of fees.

Purpose and Principles(s)

This process would allow for a registrant who is currently administratively suspended due to non-payment of fees to initiate a request to transition their registration status from 'administratively suspended' to 'in good standing' by following the necessary protocol for lifting of administrative suspensions.

Procedure

An interested individual must contact the College's Registration Department to request to have their administrative suspension lifted. They will apply to the Registrar to lift the suspension. If an individual has been suspended administratively:

- (a) for a period of time less than 36 months;
- (b) has paid the fee and penalty in question;
- (c) has provided any information requested by the College;
- (d) will be in compliance with any outstanding requirements of the College's Quality Assurance Committee and Inquiries, Complaints and Reports Committee or any outstanding orders or requirements of the Council, Executive Committee, Discipline Committee and Fitness to Practise Committee as of the anticipated date on which the suspension is to be lifted; and
- (e) has professional liability insurance coverage in the amount and in the form as required under the by-laws;

The Registrar may either approve their application to lift the administrative suspension or refer their application to a Panel of the Registration Committee for further consideration.

Requirements for lifting an administrative suspension as set out in O. Reg. 18/14, s. 17, under the Homeopathy Act, 2007:

Lifting of suspension for failure to pay fees, etc.

17. If the Registrar suspends the member's certificate of registration under section 24 of the Health Professions Procedural Code for failing to pay a fee or penalty, the Registrar shall lift the suspension upon being satisfied that the former member,

- (a) has paid the fee or penalty in question;
- (b) has provided any information requested by the College;
- (c) has paid any fees required under the by-laws for lifting the suspension;
- (d) will be in compliance with any outstanding requirements of the College's Quality Assurance Committee and Inquiries, Complaints and Reports Committee or any outstanding orders or requirements of the Council, Executive Committee, Discipline Committee and Fitness to Practise Committee as of the anticipated date on which the suspension is to be lifted;
- (e) has professional liability insurance coverage in the amount and in the form as required under the by-laws; and
- (f) has satisfied a panel of the Registration Committee that he or she has the knowledge, skill and judgment to practise the profession in a safe and professional manner. O. Reg. 18/14, s. 17.

Regulated Health Professional Act, 1991, Schedule 2, Health Professions Procedural Code Suspension for non-payment of fees

24 If a member fails to pay a fee that he or she is required to pay in accordance with the by-laws, the Registrar shall give the member notice of intention to suspend the member and may suspend the member's certificate of registration for failure to pay the fee 30 days after notice is given. 1998, c. 18, Sched. G, s. 14; 2007, c. 10, Sched. M, s. 29.

