



By-law Amendment Consultation – Schedule 7 – Fee Schedule

Dear Stakeholders,

On Friday, December 9, 2016, the College Council approved for circulation to stakeholders for comment, an amendment to Schedule 7 (Fee Schedule) of the College By-laws to include an “Administrative Fee for Notices”. That fee would be \$50 for the first notice and \$100 for any subsequent notices. Amendments to the By-laws that involve fees require a 60-day stakeholder consultation period.

Why is this Fee Being Proposed?

This fee is being proposed as a deterrent for individuals who do not report information required by the College prior to the published deadline, particularly with regard to the reporting of Continuing Professional Development (CPD) credits.

The Regulated Health Professions Act (RHPA) requires that the College’s Quality Assurance program include a mechanism for monitoring the participation of members in the program. One of the mechanisms that the College employs is the requirement of members to report their Continuing Professional Development (CPD) activity both on an annual basis, at the time of registration renewal, and at the end of a defined CPD cycle (historically was 5 years, this year the cycle has been reduced to 3 years).

The CPD reporting rates for the profession are significantly less than anticipated. This year, the College sent approximately 300 letters regarding CPD reporting compliance. These letters were sent after an initial courtesy reminder regarding the CPD reporting requirement. The work associated with monitoring CPD reporting compliance and communicating with non-compliant members places significant, unnecessary demands on the College’s resources, staff and Committee members. In addition, dealing with non-compliance directs the activity of the QA Committee away from the program evaluation and development.

In an effort to encourage timely reporting of information that is requested by the College, Council felt that adopting a fee that was applied when the College had to send a notice to an individual notifying them that they were non-compliant in reporting was an appropriate deterrent. This fee could be applied when a notice is sent to the member who has failed to comply with a request to which the member must comply, such as reporting CPD activity. The fee could also be applied in other instances such as the failure to provide a completed annual registration form or updated professional liability insurance policy information.

As a result Council has approved for circulation to stakeholders for comment, an amendment to Schedule 7 of the College By-laws to include an “Administrative Fees for Notices” that will be \$50 for the first notice and \$100 for subsequent notices.

Council is seeking feedback from members and key stakeholders on the proposed amendment.

Council carefully considers all comments and suggestions from stakeholders and views this information with the public interest at the forefront in its deliberations.

[Click here to view the College By-laws](#)

[Click here to provide your feedback](#)

Your feedback is requested by Tuesday February 14, 2017.