



TYPE	Registration
NAME	Referral of a Registration Application to the Registration Committee Policy
DATE APPROVED BY COUNCIL	December 12, 2014
DATE REVISED BY COUNCIL	September 18, 2020

INTENT

The *Health Professions Procedural Code* (the "Code"), Schedule 2 of the Regulated Health Professions Act (1991), sets out the parameters for when the Registrar shall register the applicant or refer the application to the Registration Committee for decision. This policy outlines why the Registrar may refer an application for a Certificate of Registration to a panel of the Registration Committee for decision, outlines additional submission requirements and specifies process timelines.

THE POLICY

The Registrar will determine if a referral to the Registration Committee is required based on the provisions set out in section 15(2) of the Code.

If the Registrar refers an application to the Registration Committee, they shall give the applicant notice of the grounds for the referral and of the applicant's right to make written submissions. Applicants who are referred to the Registration Committee will be notified in writing of the referral and reasons for referral within 14 days and will be advised of their opportunity to make written submissions. The deadline to make submissions is within 30 days of receiving notice of the referral.

Should the applicant choose to waive the 30 day submission period, the Chair of the Registration Committee will convene a properly constituted panel to review the referral as soon as possible.

An applicant who requires an extension beyond the 30 days to make a submission must notify the College in writing.

The Panel of the Registration Committee will render a decision and provide Decisions and Reasons to the applicant within 30 days of the review of the application.

The decision may be appealed through an external adjudicative body, please see *Registration Appeal Process Guidelines* for specific information.

RELATED LEGISLATION AND DOCUMENTS

Schedule 2- Health Professions Procedural Code to the *Regulated Health Professions Act, 1991*

Ontario Regulation 833/93 (Registration)

Registration Appeal Process Guidelines

REVISION CONTROL

Date	Revision	Effective
September 18, 2020	Summarized process and procedures into policy section.	September 18, 2020