

Cancellation of Certificate of Practice by CEO/Registrar

Policy Section: Administration of the Act	Policy Number: AA-28	Approved By: CEO/ Registrar
Regular Policy Review Frequency: Every three years	Date Approved: June 22, 2022	Date Reviewed/Revised:

Purpose:

In accordance with subsection 51 of *The Regulated Health Professions Act* (the “RHPA”) the registrar may cancel a member's registration or certificate of practice, or both, in the following circumstances:

- (a) upon the request of the member;
- (b) upon receipt of proof that the member is deceased;
- (c) if the registrar is satisfied that the registration or certificate has been issued in error.

The process to manage requests from a current member (a “registrant”) to cancel their own registration or certificate of practice is outlined below.

Policy:

1. A registrant must submit in writing to the CEO/ Registrar a request to cancel their own registration or certificate of practice. The request must include the reason for the request.
2. Upon receipt of the request, the CEO/ Registrar will review it and consider the reason(s) provided. The CEO/ Registrar may request that the registrant provide additional information related to the request.
3. If the CEO/ Registrar agrees to the request, the registration or certificate of practice will be immediately cancelled, and the now former registrant advised of the following:
 - a) There is no refund of the registration fee paid for the current registration year.
 - b) The former registrant is no longer authorized to engage in the practice of a registered nurse or registered nurse (nurse practitioner) as the case may be.
 - c) The former registrant is no longer entitled to use the protected titles and designations: “registered nurse”, “RN” or “registered nurse (nurse practitioner)”, “RN(NP)”, as the case may be, or any variations or abbreviations of the titles.
 - d) The approved cancellation does not restrict in any way the authority of the College from taking action on a complaint received in accordance with subsection 90(4) of the RHPA.



- e) The Complaints Investigation Committee (the “CIC”) retains jurisdiction over matters/processes which are currently before the CIC and that involve the former registrant. The CIC shall determine what is to occur with those matters/processes.
- f) Should there be any matter respecting the former registrant referred by the CIC to the Inquiry Committee, it shall continue as determined by the Inquiry Committee.
- g) Any future application for reinstatement that may be filed with the College will require the former registrant to provide any information that may be required in keeping with applicable policies at the time of application, including those regarding disclosure of a health-related condition or disorder.
- h) A future application for reinstatement will not be considered for approval until the CIC is satisfied that any conduct or complaint involving the former registrant before the CIC has been resolved. The CIC may impose conditions on the certificate of practice as a result of the conduct or complaint under investigation.
- i) Should there be any outstanding Inquiry Panel order, the terms and conditions imposed in the order resume upon reinstatement of a certificate of practice.
- j) In the event the former registrant has initiated a notice of hearing to the council in accordance with subsection 110(3) of the RHPA, cancellation of one’s own certificate of practice or registration or both, is deemed to be abandoning the appeal.