



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Consultation on Amendments to *By-law 18: Fees*
September 28, 2017**

Introduction

At the meeting of the Council of the College of Psychologists held on September 15, 2017, a motion was passed to circulate proposed amendments to *By-Law 18: Fees*. According to the Health Professions Procedural Code under the *Regulated Health Professions Act, 1991*, amendments to this By-law must be circulated to members 60 days before it is approved by Council [94(1)(s), 94(2)]. If you wish to comment on the following proposal, we would appreciate hearing from you by Monday, November 27, 2017.

Please note that the By-law amendment does not contain a proposal for a change in annual member renewal fees.

Rationale

Over the past year, a number of matters have arisen suggesting the need for amendments to *By-law 18: Fees*. The By-law was previously reviewed in 2016-2017 with changes made to the fees charged for new member examinations and for professional corporation applications and renewals. No changes to College membership fees are being considered at this time. The amendments being proposed relate to:

1. Housekeeping deletion of section related to anticipated proclamation of the Registration Regulation which has subsequently been proclaimed;
2. Administration Fee charged to members who do not submit their Quality Assurance documentation on time and as required;
3. Professional Corporation fees for non-renewal of the Certificate of Authorization on time; and,
4. Fees Related to Orders and Directions of the College;

Background

1. Housekeeping Amendment

When *By-law 18: Fees* was amended in December 2014, section 18.4 was inserted in anticipation of the proclamation of the amended Registration Regulation. This did not affect member fees but was inserted to ensure the language of the By-law was consistent with that of the anticipated Regulation. The amended Registration Regulation was proclaimed in April 2015 and therefore, this transitional section is no longer required.

2. Quality Assurance Administration Fee

Currently, *By-law 18: Fees* states that:

18.7 A fee of \$25.00 shall be paid by a member who is sent a second reminder letter notifying the member of failure to complete the mandatory Declaration of Completion related to the Self-Assessment Guide and Professional Development Plan.

Since this section of the By-law was introduced, there have been changes to the Quality Assurance Program which expand the mandatory requirements to include those associated with continuing professional development. In addition, the Quality Assurance Committee has determined that \$25.00 is insufficient both in terms of the considerable administration time spent following up with some members who do not submit the required forms or as an incentive to members to complete the requirements on time.

In consideration of the above, the proposed amendment would capture both the expanded mandatory requirements and increase the administration fee charged. The amended wording, to be included in a new section entitled ***Fees Related to Orders and Directions of the College*** would read:

18.19(b) For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee.

3. Professional Corporation Fee

Currently, *By-law 18: Fees* states that:

18.17 A professional corporation or a member listed in the College's records as a shareholder of a professional corporation shall pay an administrative of \$50.00 for each notice sent by the Registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.

The amendment to *By-law 18: Fees* would delete this section. Since this section of the By-law was introduced, there have been changes in the process used to notify members regarding outstanding renewal of the certificate of authorization for their corporation. The College no longer sends reminders of overdue renewals but rather issues the required 60-day Notice of Revocation on past due renewals. This Notice serves as the reminder and is then enforced at the end of the 60-day period. There is no administration fee charged for the issuance of the Notice.

4. Fees Related to Orders and Directions of the College

Currently, *By-law 18: Fees* does not speak to the College's authority to require a member to pay for costs associated with any order or direction that a Committee of the College is authorized, by statute, to make with respect to a member. This includes the authority of the Discipline

and/or Fitness to Practice Committee to impose orders requiring a remedial, educational, mentorship and/or monitoring components which have associated costs. Included also are fees for monitoring, supervision, or assessment pursuant to a decision of the Registration Committee or for Specified Continuing Education or Remedial Programs (SCERP) or other orders imposed under the authority of the Inquiries, Complaints and Reports Committee. The amendment to *By-law-18* is proposed to make clear and transparent that costs associated with such orders or directions of the College are the responsibility of the member.

In keeping with this, a new section is added to *By-law 18: Fees* to read:

Committee and Program Fees

18.20 The Registrar may charge members a fee for anything that a committee of the College is required or authorized to do under statute or regulations.

18.21 Committee and program fees include, but are not limited to, the following:

- (a) Cost of hearings or other items ordered by the Discipline Committee;*
- (b) For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee;*
- (c) For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;*
- (d) For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;*
- (e) Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,*
- (f) Fees and/or costs related to orders and directions of the College Committees.*

18.22 Any outstanding balance owed to the College in respect of any decisions made by a Committee, and any fees payable under this By-law will be added to and included in the member's annual fees.

Discussion and approval of these amendments will be on the agenda for the December 2017 meeting of the College Council. If you wish to comment on the proposal we would appreciate hearing from you by Monday, November 27, 2017. You may do so by emailing feesbylawconsultation@cpo.on.ca. Thank you for your consideration of this matter.

Rick Morris, Ph.D., C.Psych.
Registrar and Executive Director

BY-LAW 18: FEES

[Approved by Council December 1999; amended March 2001; amended February 2002; amended March 2003; amended March 2004; September 2005, March 27, 2009; December 13, 2013; December 2014; March 2017, December 2017]

This by-law is made under the authority of the Regulated Health Professions Act, 1991 as amended, and the Psychology Act, 1991 as amended.

Note: The requirements for each certificate of registration are set out in the Registration Regulation.

<p>Membership</p> <p>18.1 Every member shall pay an annual membership fee in accordance with this by-law for each membership year.</p> <p>18.2 A membership year begins on June 1 in one year and ends on May 31 of the following year.</p> <p>18.3 (a) The annual fee for membership must be paid on or before June 1 in the membership year. (b) Notwithstanding subsection (a), the annual fee for a member holding a Certificate of Registration Authorizing Supervised Practice is payable in two equal instalments on or before June 1 and December 1 in the membership year.</p> <p>18.4 — The annual fee for membership is, (a) \$795 for members who hold a certificate of registration for regular status; (1) effective June 1, 2015, \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice (b) \$238.50 for members who hold a certificate of registration for inactive status; (c) \$50 for members who hold a certificate of registration for retired status; and (d) \$397.50 for members who hold a certificate of registration for academic status.</p> <p>18.4 Effective the date that the amended registration regulation comes into force, section 18.4 is repealed and the following substituted: The annual fee for membership is, (a) \$795 for members who hold (1) a Certificate of Registration Authorizing Autonomous Practice, (2) a Certificate of Registration Authorizing Interim Autonomous Practice, or (b) (1) before June 1, 2015, \$795 for members who hold a Certificate of Registration Authorizing Supervised Practice (c) (2) effective June 1, 2015, \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice; (d) (c) \$238.50 for members who hold an Inactive Certificate of Registration; (e) (d) \$50 for members who hold a Retired Certificate of Registration; and (f) (e) \$397.50 for members who hold an Academic Certificate of Registration.</p>	<p>Section to be deleted as new Section 18.4 is now in force with the proclamation of the Registration Regulation in April 2015</p> <p>Lead-in sentence to be deleted as amended Registration Regulation is now in force</p> <p>Transitional statement no longer required</p>
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18.5 No later than 30 days before an annual fee is due, the Registrar shall notify the member of the amount of the fee and the day on which the fee is due.

18.6 A member who fails to pay an annual fee on or before the day on which it is due shall pay a penalty of 10 per cent of the annual fee, in addition to the annual fee.

Quality Assurance Program

~~18.7 — A fee of \$25.00 shall be paid by any member who is sent a second reminder letter notifying the member of failure to complete the mandatory Declaration of Completion related to the Self-Assessment Guide and Professional Development Plan.~~

Examinations

~~18.8~~18.7 The fee for the Examination for Professional Practice in Psychology is the fee set by the Association of State and Provincial Psychology Boards and its contractors.

~~18.9~~18.8 The fee for the Jurisprudence and Ethics Examination is \$200.

~~18.10~~18.9 The fee for the oral examination is \$550.

Interviews

~~18.11~~18.10 The fee for an interview is \$500.

Applications

~~18.12~~18.11 (a) The fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$230.

(b) Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate.

~~18.13~~18.12 (a) The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100.

(b) Where section 22.18 of the Code applies, the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100.

~~18.14~~18.13 (a) The fee for an application for each of the following certificates is \$100:

- (1) Academic Certificate of Registration;
- (2) Inactive Certificate of Registration;
- (3) Retired Certificate of Registration;

(b) Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.

Professional Corporations

~~18.15~~18.14 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350.

Section to be deleted.
New wording, to be included in a new section entitled *Fees Related to Orders and Directions of the College* below

Numbering change from this point on to reflect deletion above

~~18.16~~18.15 The fee for the annual renewal of a certificate of authorization is \$250.

~~18.17~~—A professional corporation or a member listed in the College’s records as a shareholder of a professional corporation shall pay an administrative fee of \$50 for each notice sent by the Registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.

~~18.18~~18.16 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is \$50.

Other Matters

~~18.19~~18.17 The fee for issuance of a document confirming a member’s registration status is \$25.

Committee and Program Fees

18.18 The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under stature or regulations.

18.19 Committee and program fees include, but are not limited to, the following:

- (a) Cost of hearings or other items ordered by the Discipline Committee;
- (b) For the College’s Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College’s Quality Assurance Program within the timelines established by the Quality Assurance Committee;
- (c) For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;
- (d) For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;
- (e) Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,
- (f) Fees and/or costs related to orders and directions of the College Committees.

18.20 Any outstanding balance owed to the College in respect of any decisions made by a Committee, and any fees payable under this By-law will be added to and included in the member’s annual fees.

Section deleted is unnecessary as described Notices are no longer issued

Section added as described in Consultation Note