



## **GUIDELINES FOR REMOVAL OR MODIFICATION OF A TERM, CONDITION OR LIMITATION**

Members of the College whose certificate for autonomous practice includes a term, condition or limitation may apply for its removal, in accordance with Section 19.(1) of the RHPA Procedural Code, which states:

A member may apply to the Registration Committee for an order directing the Registrar to remove or modify any term, condition or limitation imposed on the member's certificate of registration as a result of a registration proceeding.

### **1. Removal of a Condition**

By its nature, each condition will contain the provisions for its removal and the way in which the College is to be notified that these have been met. Members whose certificate of registration is subject to a condition must notify the College, in the manner specified in the condition, once the terms of the condition have been fulfilled. For the purposes of Section 19.(1) of the RHPA Procedural Code, this notification will be considered to be an application for removal of the condition. Upon receiving the notification, a panel of the Registration Committee may make an order doing any one or more of the following:

- Refusing the application (i.e. determining that the terms of the condition have not been met, in which case the matter may be referred to the Registrar for possible investigation)
- Directing the Registrar to remove the condition imposed on the certificate of registration
- Directing the Registrar to modify the condition imposed on the certificate of registration.

Conditions usually contain provisions for a limited time frame in which the terms of the condition must be carried out. In the event that a member fails to complete the terms of the condition within the time frame specified, the matter will be referred to a panel of the Registration Committee for review. The panel may make an order as outlined in the three bullet points above.

### **2. Application for Removal or Modification of a Term or Limitation**

A member wishing to apply to the Registration Committee pursuant to Section 19.(1) of the RHPA Procedural Code shall submit a completed Application for Removal or Modification of a Term or Limitation form, together with any relevant supporting documentation and materials. Members may if they wish make written submissions in support of their application. The application form may be found on the College's web site at [www.cpo.on.ca](http://www.cpo.on.ca) in the Members Section under Autonomous Practice: Registration.

A panel of the Registration Committee, selected by the Chair from among the members of the Committee, will consider the merits of each application. In doing so, the panel shall review the application in accordance with the principles set out in these guidelines.

Each application shall specify and particularize additional training (defined below) which has been undertaken to further the applicant's professional knowledge and skills, and upon which the applicant relies in support of his or her application to remove or modify an existing term or limitation imposed on the member's certificate of registration.

Members who are applying for removal of a limitation are encouraged to send in the application and submissions, including a proposed training plan, before undertaking the training plan, in order that the panel can, in the course of reviewing the application, review the training plan and make suggestions for modification if necessary.

Upon completing a training plan, a member must supply, as independent verification, a report from another member of the College to indicate that the training has enabled the member to attain the

standard required for autonomous practice with the client group or in the activity or practice area which was the subject of the term or limitation now sought to be removed or modified. The member providing the independent verification must be authorized for autonomous practice in the activity, practice area and with the client group which was the subject of the term or limitation.

If the training appears to the panel to have enabled the member to attain the necessary standard, the applicant will be invited to attend a focused interview conducted by three or more members of the College, at least one of whom must be competent in the type of practice which is the subject of the term, condition or limitation sought to be removed or modified. A public member of Council may be present at any interview as an observer. The usual interview fee will apply.

The applicant should anticipate that the interview will cover the proposed change(s) to the term or limitation, the training plan, and an evaluation of the member's readiness for autonomous practice in the area which was the subject of the term or limitation. This will include a review of the application of relevant ethics and jurisprudence.

Upon receiving the application and submissions of the member, and after considering the application and submissions pursuant to section 19(5) of the RHPA Procedural Code, as well as the report of the interview team, and in accordance with these guidelines, the panel may make an order doing any one or more of the following:

- Refusing the application
- Directing the Registrar to remove any term, condition or limitation imposed on the certificate of registration
- Directing the Registrar to modify any term, condition or limitation imposed on the certificate of registration.

### **3. Definitions**

**Training** consists of two elements: acquisition of knowledge and acquisition of skills. The amount and type of training required will vary, depending on the extent and nature of the term or limitation. (For example, a limitation indicating that the member could not practise autonomously in the area of clinical psychology would require more training to remove than one which specified that a member was authorized to practise clinical psychology autonomously with adolescents and adults but not with children.)

#### **Acquisition of Knowledge**

The type of activity suitable for fulfilling this criterion include successful completion of graduate level courses, if available, or an individual reading course, complemented by attendance at workshops/conferences. Content should include not only the necessary professional practice material but should also cover relevant ethical and jurisprudence issues. Course transcripts and documentation of workshop/conference attendance should be included with the Application for Removal or Modification of a Term or Limitation. If the training has included an individual reading course, a bibliography of readings is to be provided, together with documentation from a member of the profession who has overseen and assessed the reading course. This member must specify the method used to assess the knowledge acquired.

#### **Acquisition of Skills**

Skills are acquired through practice under the supervision of a member competent in the type of practice which is the subject of the term or limitation. As well as client contact, this will include discussion of relevant practice issues with the supervisor and discussion of the practical application of relevant ethics and jurisprudence knowledge. A letter from the supervisor, describing the number and types of clients seen, the nature of the activities undertaken and the member's skill must be attached to Application for Removal or Modification of a Term or Limitation.