

ADMINISTRATIVE SUSPENSION AND REINSTATEMENT POLICY

INTRODUCTION

In order to maintain membership in good standing with the College of Vocational Rehabilitation Professionals, all Registrants must comply with annual administrative obligations including:

- Payment of annual renewal fees.
- Completion and submission of professional development requirements (i.e., continuing education credits (CEUs)) 30 days prior to the registration renewal date for the year in which CEUs are due.
- Submission of Vulnerable Sector Police Check (VSPC) every 5 years from the date of the Registrant's last search.
- Other membership requirements as assessed through the Complaints or Disciplinary process.

The Process

Following the renewal due date, prior to implementation of administrative suspension, Registrants are reminded in writing via automatic notices sent at 5, 30 and 45 days that they are in default of their administrative obligation and are provided with notice of the deadline by which the submission is due, meaning within sixty (60) days past their renewal date. According to CEU Extension Policy, the application for extension for CEU submission must be received by the Registrar 45 days prior to the renewal date (see: CEU Extension Policy – [click here](#)). If a Registrant has experienced extenuating circumstances that significantly interfere with their ability to meet their registration requirements it is the responsibility of the Registrant to contact the Registrar to request consideration of alternate options.

If a Registrant has not met the registration renewal requirements within 60 days of their registration renewal date, registration status is automatically changed to Administrative Suspension and a suspension notice is provided to the Registrant. Upon a Registrant's Administrative Suspension, authority to access their Member Profile is blocked. Notice provided to the Registrant advises that contact with the Registrar is required to discuss registration status and reinstatement requirements.

Once Administratively Suspended:

- The suspended Registrant's status on the Public Registry will be denoted as 'Administrative Suspension'.
- If an Administrative Suspension Order remains outstanding for 90 days, registration is revoked, the Registrant will be classed as 'Inactive' in the CVRP database and removed from the Public Registry. The suspended Registrant must stop using the CVRP credential immediately upon change of status from 'Administrative Suspension' to 'Suspension'.
- Suspended Registrants are required to re-apply to the College, provide updated registration documents, sit and successfully pass the certification examination for re-instatement.

Note: Administrative Suspension does not relieve the delinquent Registrant of the responsibilities to complete professional development / continuing education requirements or provide payment of renewal fees and any applicable other fees.

Reinstatement

Registrants who are administratively suspended for failure to meet registration requirements must meet the following requirements prior to reinstatement.

- Within 90 days past the registration renewal date, the Registrant must ensure all reinstatement obligations are met, including payment of all outstanding renewal fees, inclusive of the reinstatement fee (see: CVRP Fee and Tax Schedule - [click here](#)).
- After 90 days from the date of registration renewal, the Registrant must provide payment of all outstanding applicable fees, inclusive of the certification examination fee (see: CVRP Fee and Tax Schedule - [click here](#))

Registrants who are administratively suspended for failure to complete and report professional development / continuing education requirements must meet the following requirements prior to reinstatement.

- Within 90 days past the registration renewal date, the Registrant must meet all professional development / continuing education requirements plus provide applicable reinstatement fees within the allotted timeline as advised to them in writing by the College.
- After 90 days from the date of registration renewal, the Registrant must provide payment of the reinstatement fee, inclusive of the certification examination fee (see: CVRP Fee and Tax Schedule - [click here](#)).