

Registration Misconduct Levy: Guide and Process

If you have received notification that you have been assessed for a Registration Misconduct Levy, please follow the steps below.

Applicants Who Have Practiced Without Registration

If you have received notifications that you have practiced without registration, you are required to pay the associated fee as outlined in Registration and Licensing Direction *Registration Misconduct Levy* and the communication received.

As outlined in the Misconduct Levy letter received, you can:

- Pay the levy: This fee will appear as an invoice in your profile on the registrant database which can be accessed through the portal.
- Request a review of your file by following the steps below.

If the letter indicates that your file is being forwarded as a complaint, the management of an investigation and further evidence gathering will occur through that process. The Conduct Coordinator will be reaching out to inform you of the next steps.

Applicants Who Have Practice with Incorrect or Incomplete Registration

If you have received a letter indicating that you have practiced with incomplete or incorrect registration, the letter will outline the specific infraction as well as the misconduct levy fee associated. Once you pay the applicable fee, this infraction will be deemed resolved.

As outlined in the Misconduct Levy letter received, you can:

- Pay the levy: This fee will appear as an invoice in your profile on the registrant database which can be accessed through the portal.
- Request a review of your file by following the steps below.

Information Required for Review:

STEP 1: Submission of a formal letter via email outlining the rationale for the levy being applied unfairly.

This letter should include references to any documentation submitted, including but not limited to proof of personal professional liability insurance, as well as a clear and concise explanation including dates where appropriate. Please explain why the college did not have the correct information at renewal and why the levy was not applied correctly according to Registration and Licensing Direction *Registration Misconduct Levy*. This information will be reviewed by College staff.

STEP 2: Review of Documentation Received

If your review request is missing required documents, you will be emailed within 5 business days to provide additional information.

If the college needs more time for further investigation, you will be notified within 5 business days with an updated review timeline.

If your documentation is complete, you will receive the outcome of your review within 10 business days.

STEP 3: Resolution

If you provided clarification and documentation found to support that you did not practice without registration with the college, or have incomplete or incorrect registration, the levy will be removed, and the matter will be considered closed.

If the initial findings are confirmed through the review process, you will have 30 days to pay the outstanding levy.