

Subject: Proof of Registration	Date Approved: May 22, 2010
Approved by: Executive Director	Date Revised: March 31, 2011
Specific to: All Team Members	Next Review Date: November 2012

**POLICY:**

Health professions covered under the Regulated Health Professions Act (RHPA) must maintain a current certificate of registration in order to be allowed to practice. Each of the health professions under the Act has a protected title and only those registered may use the profession's title.

**PROCEDURE:**

1. At the time of hire the employee must provide his/her original registration certificate to the Director/Manager or designate who will verify the registration number verbally with the appropriate College. This number will be maintained on file in Human Resources.
2. Each year, employees must provide proof of their current registration, which is renewed on an annual basis. Failure to provide proof by the appropriate date will be subject to consequences as outlined in the Regulated Health Professions Act. In the case of all nursing staff, the Executive Assistant will print the proof of registration from the College of Nurses of Ontario each year in January.

Employees must notify employer if license is restricted in any way.