



PRACTICE ADVICE

RESIGNING FROM THE COLLEGE

DATE: 2013

RESIGNING FROM THE COLLEGE

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The College periodically receives requests from members about resigning from the College. Members may wish to resign for many different reasons, including retiring from practice or pursuing an alternate career. If you are considering resigning your membership with the College, there are certain things that you must take into consideration.

RESIGNATION

If you are no longer practising as an audiologist or a speech-language pathologist in the province of Ontario and you would like to resign from the College, you can do so by writing a letter to the College or by completing the Notice or Resignation section of the College's Renewal Application Form. The College does not accept resignations by telephone.

Please note that the annual fee paid for the current registration period will not be refunded if you are a member of the College for only a portion of the year. If you allow your membership to lapse rather than formally resigning from the College, this will result in the suspension and revocation of your certificate and the fact of this will remain on your record permanently.

CASLPO recommends that resigning members ensure they have adequate insurance coverage subject to the needs of their practice.

Members must take reasonable steps to notify each patient/client of the member's intended practice closure. Members must also take reasonable steps to find alternate care for their patients/clients or ensure that they have provided a reasonable period of time for their patients/clients to arrange their own alternative services.

Members must also ensure their records are transferred to successors or another member or otherwise retained or disposed of in a secure manner. Members must ensure that their patients/clients are informed of where their records are located and how they can access them.

Former members are still subject to the College's jurisdiction in cases of alleged professional misconduct or incompetence for their conduct during the period of time when they were members. There is no time limit to when a complaint can be filed against a former member after they have resigned from the College. Therefore, resignation will not prohibit the College from investigating a former member's alleged professional misconduct or incompetence.

If you resign from the College and later wish to resume practice in Ontario, you will have to apply to the College for a general certificate of registration and meet all of the registration requirements in force, including payment of all applicable fees. Note that standards and qualifications for registration are subject to change. For example, Ontario Regulation 21/12 requires that all applicants applying for registration with the College must have a professional master's degree in audiology or speech-language pathology. Former members who obtained a post-graduate diploma or a bachelor's degree in audiology or speech-language pathology, are no longer eligible for registration in Ontario.

A former member may obtain a copy of the registration documents from their archived registration file at a cost of \$50.00 per request including the first twenty-five pages, and \$1.00 per page thereafter.

DESIGNATION OF LIFE MEMBERS

One of the most common reasons for members to resign from the College is because they will be retiring from professional practice. The designation of 'life member' was created for individuals who have retired from the practice of speech-language pathology or audiology permanently, but who wish to retain their affiliation with the College. The annual fee for a life member is \$70.00 per year.

Life membership is not a class of membership under the College's Registration Regulation. Rather, it is a designation established by the College by-laws. The requirements and conditions of the life member designation are set out in article 14 of [By-law 2011 – 1](#).

HOLDERS OF A LIFE MEMBER DESIGNATION:

1. Shall not engage in patient care or related work in audiology or speech-language pathology;
2. Shall not be held out as a person qualified to practice in Ontario as a speech-language pathologist or audiologist;
3. Shall be restricted to the use of the following title applicable to the member: "Speech-Language Pathologist – Retired", "Speech Therapist – Retired", "Audiologist – Retired", or an equivalent in another language;
4. Shall not be required to participate in the College's Quality Assurance Program;
5. Shall not be eligible for nomination or election to Council; and
6. Shall not be eligible to vote in Council elections.

Life members wishing to return to practice must make a full application for general membership. In order to become reinstated as a general member, the life member shall meet the registration requirements that are in effect at the time of application and may be subject to any terms, conditions and limitations which the Registration Committee considers appropriate if the life member has not provided 750 hours of patient care or related work in audiology or speech-language pathology in the three years preceding the applicant's submission of a new application for registration with CASLPO.