



ALBERTA college
of OPTOMETRISTS

ADVISORY NO. SCR - 3

Date: December 27, 2017

Subject: **SUSPENSION, CANCELLATION &
REINSTATEMENT POLICY**

A. Non-Payment of Annual Practice Permit Fee and/or Missing or Incomplete Application Renewal Form

Although Alberta College of Optometrists (ACO) Practice Permits expire on December 31 of each year, a completed application form and the required Practice Permit fees must be received at the ACO office on or before December 01 of each calendar year. Failure to submit the completed application form and applicable Practice Permit fees by December 01 will result in the following:

- a) **December 02 to December 31** - Should the completed application form and/or the required annual Practice Permit fee be received during this time period, the Regulated Member will be assessed an administrative processing fee of \$200. This administrative fee is in addition to the annual ACO Practice Permit fee.

If the Regulated Member has not completed the registration process by January 01, he/she must immediately stop practicing optometry. Failure to do so may result in disciplinary action. Alberta Health will be notified that the Practice Permit was not renewed and billing privileges to Alberta Health will be revoked. In addition, the Alberta College of Pharmacists will be notified of the non-renewal and the privilege of writing pharmaceutical prescriptions will also be revoked.

- b) **January 01 to March 31** - Should the completed application form and/or Practice Permit fee be received during this time period, the Regulated Member will be assessed an administrative processing fee of \$200 plus a reinstatement fee of \$400. These fees are in addition to the annual ACO Practice Permit fee. The practitioner may begin practicing again only after the completed application form and all applicable fees are received and processed at the ACO office. We will subsequently notify Alberta Health and the College of Pharmacists of the reinstatement.

d) **April 01 and later** - Should the completed application form and/or Practice Permit fee be received after March 31, the Regulated Member must apply to the ACO Registration Committee to become a Regulated Member once again. The Registration Committee will make a decision respecting the application and instruct the Registrar to inform the applicant of their decision within a reasonable amount of time. In addition to the annual Practice Permit fee, the \$200 administrative fee, the \$400 reinstatement fee and the completion of all applicable forms; the Regulated Member is also responsible to successfully complete and pay for all continuing competency and/or other requirements as directed by the ACO Registration Committee.

According to ACO Bylaw 12.1.6, the ACO Council may reinstate a person without charging any reinstatement fee where the person demonstrates that he/she was unable to comply with the requirement for payment of fees or completion of the application form for reasons of undue hardship.

B. Non-Completion of Continuing Education Requirements

All Regulated Members must obtain 150 Continuing Education credits within each individual three year competency period (pro-rated to date of registration of the member). Specific details are contained in the ACO Continuing Education Requirement document. Failure to submit the required Continuing Education credits will result in an immediate cancellation of his/her Practice Permit on January 01 as follows:

- a) **January 01** - The Regulated Member must immediately stop practicing optometry. Failure to stop practicing may result in disciplinary action. Alberta Health will be notified that the member's Continuing Education requirements were not met and billing privileges to AH is revoked. In addition, the Alberta College of Pharmacists will also be notified and the privilege of writing pharmaceutical prescriptions will be revoked.
- b) **January 01 to March 31** - The Regulated Member will not be allowed to practice optometry until verification of all required Continuing Education credits are received at the ACO office; and, notification of the reinstatement has been sent to Alberta Health and the Alberta College of Pharmacists. In addition, the Regulated Member must complete and pay for any additional continuing competence requirements as specified by the ACO Competence Committee. The member must also pay a \$200 administrative processing fee and a \$400 reinstatement fee. The practitioner may begin practice only after all competence requirements have been verified by the ACO office and all fees have been paid.
- b) **April 01 and later** - The Regulated Member must apply to the ACO Registration Committee for reinstatement. The Regulated Member must complete their deficient continuing education requirements as well as any other additional requirements as required by the ACO Registration Committee. The Regulated Member must pay an administrative processing fee of \$200, a reinstatement fee of \$400 and any other fees or examinations as required by the ACO Registration Committee.

C. Non-Payment of Professional Corporation Fee, Limited Liability Partnership Fee and/or Missing or Incomplete Application Form

Although annual Permits for Professional Corporations and Limited Liability Partnerships expire on December 31 of each year, failure to submit the completed application form and applicable fees by December 01 will result in the following:

- a) **December 02 to December 31** - Should the completed application form and/or the required fee be received during this time period, an administrative processing fee of \$50 will be assessed. This administrative fee is in addition to the annual Professional Corporation and/or Limited Liability Partnership fee.

- b) **January 01 and later** - Should the completed application form and/or the required fee not be received by January 01, the Registrar shall notify the Alberta Registrar of Corporations and the shareholders or partners (recorded with the Registrar) that the PC and/or LLP Permit is cancelled. Should the shareholders or partners wish to revive the Professional Corporation or Limited Liability Partnership, they would have to complete the Articles of Revival Form and inform the Alberta College of Optometrists and the Government of Alberta of their intention. Since the revived Professional Corporation or Limited Liability Partnership is treated as a new corporation or partnership, a fee of \$400 per Professional Corporation or \$100 per partner for Limited Liability Partnership is levied to register with the Alberta College of Optometrists.

Although the ACO office will make every effort possible to inform Regulated Members of any Practice Permit, PC Permit, LLP Permit and/or Continuing Education deficiency, it is the responsibility of each Regulated Member to accumulate the required Continuing Education credits in each 3-year competency period; and, complete all required registration requirements.