



## Leave from Active Practice

<p>Approved April 2012</p>	<p>Revised <b>November 2021</b> April 2013 Replaces Policies 001.0 002.0 003.0</p>	<p>Related Policy Form Required</p>	<p>Supporting Documents</p>
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### POLICY

The College recognizes that Registered Counselling Therapists or Registered Counselling Therapist – Candidates may encounter circumstances which require a temporary leave of absence from the College and the related requirements of continued licensure.

To facilitate this need, licensed registrants may be granted a leave from active practice for a period between three (3) and twelve (12) months on approval of the Executive Director/Registrar by submitting the *Leave from Active Practice Request Form* (F-10.0).

#### During the approved leave period:

- The registrant’s license will be stayed and they will be prohibited from practicing counselling therapy
- The registrant will not be required to accrue Continuing Education Credits (CECs)
- The registrant’s status on the *Public Access Registry* will be marked “on leave”
- Candidacy periods will be extended commensurate with the approved period of leave
- Renewal fees during the approved leave period will be charged at 25% of regular annual fees prorated on a per-day basis

- Fee-savings which accrue during the leave period will be applied as a credit to the subsequent registration year.

Note: Leave extensions or contiguous leave periods are typically granted to a maximum of 48 months. Having been granted leave from practice by the College in no way diminishes a registrant's individual professional responsibility to act in accordance with the CCPA *Code of Ethics* or CCPA *Standards of Practice*, or their liability for any failure to do so.

Note: An approved leave will not hold in abeyance any complaint or professional conduct process that began prior to the first day of approved leave nor will it provide immunity against any complaint filed during the leave period.

Note: Liability insurance is a requirement of registration/licensure and therefore must be maintained during the leave period.

### Return to Practice

To reactive licensure following a period of approved leave or to terminate the leave prior to the planned date of return registrants must:

- Notify the College by email or in writing of the planned date of return to practice
- Attest to having maintained currency of skills and knowledge to a level sufficient to provide safe, competent and ethical practice
- Attest that they have thoroughly reviewed and fully comprehend the current *Code of Ethics* and *Standards of Practice* adopted by NSCCT and commit to practicing according to the precepts and standards contained therein
- Pay any outstanding fees
- Provide a new Criminal Record/Vulnerable Sector Check if the return to practice date is more than five (5) years since the submission of the last CRC/VRC

Note: The responsibility to inform existing clients of an approved leave is the sole responsibility of the registrant and all elements of the *Code of Ethics* and *Standards of Practice* pertaining to the continuity/transfer or termination of care apply.

### **PURPOSE**

To ensure the public is made aware when a registrant's license is inactive due to a voluntary leave.

To help recognize and promote the physical, mental, social and relational well-being of registrants while ensuring that high standards of practice are maintained.

To ensure all Registered Counselling Therapists and Registered Counselling Therapist-Candidates have fair access to a reasonable period of leave as may from time to time be required.

To inform registrants of their responsibilities in the process of undertaking approved leave from practice.