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|---------------------------------------|--------------------------------------------------------------|-----------------|----------------|-----------------|
| SECTION | Registration | | | |
| SUBJECT | Resignations | Policy # | | |
| APPLICABLE GOVERNANCE DOCUMENT | Regulated Health Professions Act - Section 23.3, 23.4 | | | |
| Approved by the CDPEI Council | Effective April 2024 | Reviewed | Revised | Page 1/1 |

POLICY

CDPEI shall inform members at the time of renewal that resignation must be received in writing. Registrants not renewing registration must inform CDPEI via email/mail of resignation to resign in good standing.

PROCEDURE

| Action | Time | Responsibility |
|--------------------------------------------------------------------------------------|---------------|----------------------------|
| 1. Record date of resignation in register. | Upon receipt | Registrar/Deputy Registrar |
| 2. Send acceptance of resignation by email signed by the Registrar/Deputy Registrar. | Upon approval | Registrar/Deputy Registrar |
| 3. Remove from the Registrar list on the website. | At renewal | Registrar/Deputy Registrar |
| 4. Keep documents on file indefinitely. | Upon receipt | Registrar/Deputy Registrar |