

## FAQs for understanding the public register

### Conducting a search

- 1. I entered a person's name (or registration number) in the search field and a page comes up with only the person's name, registration number, and registration status. Why can't I see more information?**

To access more information about the person's registration with the College, click on the person's name. It is underlined to indicate that more information is available.

- 2. I entered a person's name (or registration number) in the search page and a page comes up with no records. What does this mean?**

A search that produces no records could mean several things. It could be that:

- The person's name or registration number was entered into the search page incorrectly. Try the search again to see if any results come up.
- The person changed their name. The public register includes the most current first and last name that the College has on file for each person.
- The person is not a member of the College and has not been registered as a member of the College at any time before.

If you are uncertain about the search results, [contact](#) the College.

### Information on the public register

- 3. How do I know if a person's registration with the College is current?**

A person's registration with the College is current if their registration status states "Current Member" or "Current Member Subject to Terms, Conditions and Limitations".

If the person's registration status is "Current Member", this means that there are no terms, conditions or limitations (TCLs) on their practise of the ECE profession (e.g. they can practise within the full scope of practice for the profession).

- 4. How will I know if there are terms, conditions or limitations (TCLs) on a person's Certificate of Registration?**

Any TCLs are listed on the Terms, Conditions & Limitations section. If the Terms, Conditions & Limitations section of a person's profile is blank, it means that there are no TCLs currently imposed on the person's Certificate of Registration.

- 5. What is the difference between the "Certificate Issued Date" and the "Effective Date"?**



“Certificate Issued Date” is the date on which the person was issued a Certificate of Registration with the College, or re-issued their Certificate of Registration with the College upon reinstatement.

“Effective Date” is the date on which the person’s current registration status took effect.

Here are three fictional scenarios as examples:

1. Jamal’s profile shows a registration status of “Current Member”. It also shows a Certificate Issued Date of April 14, 2012 and an Effective Date of April 14, 2012. This means that:
  - The College issued a Certificate of Registration to Jamal on April 14, 2012.
  - Jamal has held the “Current Member” registration status since April 14, 2012.
  - There has been no change in Jamal’s registration status since being issued a Certificate of Registration on April 14, 2012.
  - Jamal’s annual renewal date is April 14.
  
2. Toni’s profile shows a registration status of “Suspended for Non-Payment of Fees or Penalties”. It also shows a Certificate Issued Date of September 16, 2014 and an Effective Date of December 16, 2016. This means that:
  - The College issued a Certificate of Registration to Toni on September 16, 2014.
  - Toni’s Certificate of Registration has been suspended since December 16, 2016.
  - Toni’s annual renewal date was September 16.
  - Since Toni’s Certificate of Registration is suspended, Toni does not currently have an annual renewal date.
  
3. Diane’s profile shows a registration status of “Current Member”. It also shows a Certificate Issued Date of August 13, 2013 and an Effective Date of October 30, 2015. This means that:
  - The College issued a Certificate of Registration to Diane on August 13, 2013.
  - Diane has held the “Current Member” registration status since October 30, 2015.
  - In between August 13, 2013 and October 30, 2015, there was at least one change in Diane’s registration status.
  - Diane’s annual renewal date is August 13.

This scenario illustrates that a member’s registration status can change without affecting the annual renewal date. The following is example of what may have happened in Diane’s case.

- The College issued a Certificate of Registration to Diane on August 13, 2013. Diane's registration status was "Current Member".
- Diane renewed on time in August 2014.
- On October 29, 2014, TCLs were imposed on Diane's Certificate of Registration. Diane's registration status changed to "Current Member Subject to Terms, Conditions, and Limitations" with an effective date of October 29, 2014.
- Diane renewed on time in August 2015.
- On October 30, 2015, the TCLs on Diane's Certificate of Registration were removed. Diane's registration status changed to "Current Member" with an effective date of October 30, 2015.

#### **6. How do I know when a person's Certificate of Registration is due for renewal?**

It is a professional responsibility and requirement for all current members of the College to renew their membership annually by their renewal date.

For the vast majority of members, the renewal date is the annual anniversary of the "Certificate Issued Date". However, this date can change at any time.

The best way to know if someone's Certificate of Registration is current (e.g. has not expired or been suspended or revoked) is to check the public register regularly.