



## **College Registration Fees**

### **Application Fee and Membership Fee**

When applying for a certificate of registration, applicants are required to pay both an application fee and a membership fee as part of the regular requirements for registration.

Except for the Postgraduate Education and Short Duration classes of registration, fee amounts are the same for all classes (Independent Practice, Academic Practice, Academic Visitor and Restricted classes).

Regardless of certificate class, payment of fees is always required before the certificate can be issued. Every applicant is required to pay both the application fee and membership fee (except for the Short Duration class which does not require the membership fee). The membership fee paid by applicants is the same membership fee that is paid annually by members to maintain their registration.

In addition to the application and membership fees, two other fees must be paid upon application.

One is the criminal record check fee, and is required to offset College costs for running a criminal record screen on behalf of the applicant. The other is to offset College costs for the registration audit and other fair practices activities required by provincial legislation.

These two fees are applied to all applicants. Because they are relatively small amounts, they appear as part of the total application fee, but clarification of them as separate fees is mentioned in the application instructions.

### **Cost Recovery Principle**

The key principle behind the College's registration fees is cost recovery.

The application fee is meant to defray the College's administrative costs in registering applicants. All segments of the registration process -- registration inquiries, credentialing, and registration committee -- incur significant costs in staffing, materials, equipment, postage, etc., and the application fee is intended at least to offset these costs, if not entirely recover them.

A second principle implicit in College registration fees is that of user-pay. In other words, the primary users and beneficiaries of the registration system -- the applicants -- should

bear the bulk of the cost, as opposed to the general membership of the College bearing the cost.

As noted above, each applicant is required to pay an application fee and membership fee, but it is the application fee through which the College applies its user pay and cost recovery costing model. The membership fees collected from each applicant are added to those collected annually from the rest of the membership to fund overall College operations and overhead.

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