



The College of Pedorthics of Canada Reinstatement Policy

Purpose

The purpose of this reinstatement policy is to outline the procedures and criteria for former C. Ped (C) Registrants seeking reinstatement to The College of Pedorthics of Canada (CPC) after a period of termination.

Scope

This policy applies to all terminated Registrants of the CPC. Eligibility for reinstatement will be assessed on a case-by-case basis by the CPC Board of Directors.

Eligibility Criteria

- Registrants who have terminated their membership with the CPC.
- Left the profession in good standing.

Application Process

- **Formal Request Letter:** Former Registrants seeking reinstatement must submit a formal request letter addressed to the CPC Board of Directors via email to info@cpedcs.ca. The request must include:
 - A personal statement outlining the reasons for seeking reinstatement and addressing any factors that led to their termination.
 - Documentation supporting related work experience since termination.

Conditions of Reinstatement

- 1. Terminated for less than 1 year***
 - If a former Registrant responds after receiving their termination letter, payment of a late fee, annual registrant dues in full and maintenance of their former CEP cycle credits are required to be reinstated.
- 2. One year of termination***
 - Formal request letter addressed to the CPC Executive Director (as detailed in the above application process)
 - Payment in full of dues in arrears.
 - Maintenance of former CEP group cycle credits.

3. Two years of termination

- Formal request letter addressed to the CPC Board of Directors (as detailed in the above application process)
- Payment in full of dues in arrears of two years plus a \$100 late fee payment (\$50 per year)
- Proof of 20 CEP's (10 per year of absence, minimum of 10 being Structured CEP's)
 - Recertification of the clinical exam is also available in lieu of the above-mentioned CEP point requirement.

4. Three or more years of termination

- Formal request letter addressed to the CPC Board of Directors (as detailed in the above application process)
- Proof of 30 CEP's prior to reinstatement (min of 15 structured points earned within the previous three years)
- Recertification of the clinical exam
- Payment of a \$1000 reinstatement fee (payable upon successful completion of the clinical exam)

**Does not require approval of CPC Board of Directors and can be approved at the discretion of the CPC Executive Director.*

Click [HERE](#) to view information regarding the clinical exam application and process.

Decision Notification

The CPC Board of Directors will review the application and may request additional information or documentation as needed. Applicants will be informed of their approval or denial via email.

Appeals Process

1. Reconsideration Requests

If an application is denied, the applicant may request reconsideration by submitting a formal appeal within 30 days of receiving the decision.

2. Review of Appeal

Appeals will be reviewed by the Reinstatement Committee, and a final decision will be communicated within 60 days.

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