



Prince Edward Island College of Occupational Therapists

Policy

Title: Registration Fees

No. 4.1

Category: Financial
Applies to: Council
Authority: RHPA/Regulations
Date Established: November 25, 2019

1.0 Policy

The Council will approve all registration fees for each category of registration; these will be reviewed annually during budget discussions.

2.0 Purpose

To ensure that registration fees reflect the financial requirements of the College.

3.0 Procedures

3.1 Council reviews the following financial responsibilities, current year's budget, and estimates costs:

- 3.1.1** Cost of investigating a complaint
- 3.1.2** Cost of maintaining operations for six months
- 3.1.3** Cost of creating, maintaining and/or updating technology, e.g., website, data bases, portals, etc.
- 3.1.4** Cost of contributions to national activities/projects, e.g., ACOTRO, re-entry project, e-learning modules, etc.

3.2 Council reviews the following potential demands on the College and estimates costs:

- 3.2.1** Demand for Registrar work
- 3.2.2** Requests for contribution to national projects/initiatives

3.3 Council finalizes recommendations for upcoming registration fee schedule

3.4 Registrar updates the Schedule of Fees

Approved By	Established	Last Review	Next Review
Council	November 25, 2019	January 2024	January 2026