



# Why are there declarations on your annual renewal?

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The annual renewal form includes questions about your contact information and your current practice. The College relies on members to answer these questions truthfully and accurately so that we can use the information to carry out the College's regulatory obligations and business. It is not practical to verify all of the information that members provide in the renewal form. Instead, the College includes several "declarations", where the member confirms or declares that the answers they have provided are accurate and true.

## YOUR ANSWERS SHOULD REFLECT YOUR CURRENT SITUATION

It is important to ensure that all the information in your annual renewal form reflects your situation on the date that you complete the form and that you answer the declarations. If you expect that your practice situation will be changing within a few weeks or months, you must provide the answer which reflects your current situation. Return to the Member Dashboard later to update any information that will change within 30 days of the change.

This is important to keep in mind, because section 25 of the *Professional Misconduct Regulation* indicates that "signing or issuing, in the member's professional capacity, a document that the member knows contains a false or misleading statement", is professional misconduct.

## HOW DOES THE COLLEGE USE THE RENEWAL INFORMATION?

Although some of the information is collected for reporting to the Ministry of Health and Long-Term Care's health professions database (in aggregate form), most of the information is needed to carry out the College's business. The renewal information may be used by the College for:

- Determining your eligibility for Quality Assurance Programs.
- Confirming whether you require liability insurance.
- Reporting statistics (aggregate).
- Targeting communications to RDs in specific areas of practice.
- Gathering information to investigate a complaint or report.

## REVIEW YOUR ANSWERS

For your convenience, the College has pre-populated some of the information in your renewal form from last year. It is very important to review all of the answers in the renewal form, including the pre-populated information, before you submit it because you are making a declaration that the information is accurate and true.