

IMPORTANT REMINDERS FOR ACTA MEMBERS

Please note the following information about the Association and your responsibilities as a member of the Association.

The Association

The Association is an organization established under Alberta's *Societies Act*. It is not a regulatory college under Alberta's *Health Professions Act* (the "HPA"). However, the Association will eventually transition to become the College of Counselling Therapy of Alberta (the "College") and the College will be a regulatory college under the *HPA*. When this transition occurs, so long as you are still a member of the Association at the time, you will automatically become a regulated member of the College and subject to the *HPA*.

Your responsibilities

The Association's Bylaws, which are publically available at: <https://www.acta-alberta.ca/>, contain important information about your responsibilities as a member. If you are not able to access the Association's Bylaws digitally, or would prefer a hard copy, please contact the Association at info@acta-alberta.ca.

As set out in the Bylaws, as a member of the Association, you must:

- continue to meet the application requirements set out by the Board, which include the following:
 - insurance coverage (minimum \$2 million liability) at all times when you are practicing;
 - good character and reputation (as demonstrated by your good character references and your answers to the eligibility questions completed as part of your application); and
 - fitness to practice (as demonstrated by your answers to the eligibility questions completed as part of your application); and
- comply with the Bylaws.

***Note - it is no longer required for any ACTA members to hold and maintain an association membership, certification or designation.**

If you fail to satisfy or comply with any of these requirements, you may be expelled as a member of the Association. Other important requirements and expectations are outlined in the Bylaws and so we strongly recommend that you review them.

Important reminders

The following is a list of important reminders for members to keep in mind.

If you have any questions about the Association or the information set out in this letter, please contact the Association at info@acta-alberta.ca.

- The Association is an organization established under Alberta's Societies Act. It is not a college under Alberta's Health Professions Act.
- The Association will eventually transition to become the College and the College will be a college under Alberta's Health Professions Act.
- When the Association becomes the College, you will automatically become a regulated member of the College and subject to Alberta's Health Professions Act.
- You must have insurance coverage (minimum \$2 million liability) at all times when you are practicing.
- It is your responsibility to ensure that all of the information that the Association has about you is current.
- You must immediately advise the Association if there are any changes to the information that you have provided to the Association as part of your application for registration, and in particular, if there are any changes to your contact information or to your answers to the "Eligibility Questions". The Eligibility Questions include:
 - Have you been charged with a criminal offence under the Criminal Code that is currently outstanding?
 - Have you pled guilty to or been found guilty of an offence under the Criminal Code for which you have not been pardoned?
 - Are you currently the subject of an ongoing complaint, investigation or other proceeding by the Association or a professional regulatory body that you are or were a member of?
 - Have you ever been the subject of a complaint, investigation or other proceeding involving the Association or a professional regulatory body that you are or were a member of that resulted in: a finding of unprofessional conduct; and/or conditions or limitations on your practice?
 - Has a court ever made a finding or granted judgment against you arising from your practice as a counsellor?
 - Do you have a mental or physical condition or disorder that could impair or negatively impact your ability to practice safely and competently?
 - You have declared that the information that you have provided to the Association is accurate and true. If you provided false or misleading information, or if you do so in the future, you may be expelled as a member or your registration as a regulated member of the College may be cancelled.

- Until ACTA becomes the CCTA and you become a regulated member of the CCTA and subject to Alberta's Health Professions Act, you will not represent to anyone that ACTA is a college of a regulated profession under Alberta's Health Professions Act or that you are a member of a regulated profession under Alberta's Health Professions Act as a result of your registration with ACTA. If you are currently a member of another regulated profession under Alberta's Health Professions Act, this does not prevent you from representing to others that you are a member of that other regulated profession.
- The information that you have provided to the Association, including your personal information, will be transferred to the College when the Association becomes the College. You have authorized the Association to use and disclose the information to the College and you have also authorized the College to collect and use the information as contemplated and required by Alberta's *Health Professions Act*.
- Information obtained by the Association will be transferred to the College when the Association becomes the College and this information may be referred to the Complaints Director of the College and form the basis of a complaint against me pursuant to section 56 of Alberta's *Health Professions Act*.
- The registration fee that you paid to the Association will be applied towards your initial registration fee for the College following proclamation. ACTA cannot guarantee the actions of the government. In the unlikely event that ACTA does not transition to a College, ACTA cannot guarantee that funds collected can be completely refunded.
- You must attest that you have fully read and understand the Entry-to-Practice Competency Profile(s) for the professional permit(s) for which you are applying: <https://www.acta-alberta.ca/documents>. You must further attest that you have a proficiency level, though combined knowledge, skills, attitudes and judgment, in all competencies that meets or exceed entry level, according to the Profile(s). You also must understand that a false attestation in this regard can result in discipline or revocation of my practice permit