



College of Alberta Denturists

Professional Conduct Fund Policy 2014

Responsible Committee/Officer:	CAD Administration				
Effective Date:	12-31-13				
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Amendment Date:	04-26-13	06-05-14			

The College of Alberta Denturists is required to maintain an ability to discharge the financial requirements that result from its statutory obligations as contained in the *Health Professions Act* (“HPA”) and in the Denturists Profession Regulation enacted thereunder.

These obligations extend to the financial requirements to address matters related to Professional Conduct as stipulated in Part 4 of the HPA, as such matters historically cause financial strain on the College’s general revenues. As a result, it is necessary that the College assesses all Regulated Members a non-refundable Professional Conduct Fund fee in the amount of \$500.00 (Five Hundred Dollars), at the time of initial registration, and at the time of reinstatement of registration if the Regulated Member’s time away from practice exceeds two [2] consecutive years.

These monies shall be allocated to a separate account held in accordance with the applicable College policies which address financial matters, and pursuant to the College’s Bylaws. The account shall be known as the “Professional Conduct Fund Account”, or “PCF Account”. These monies may be used at the discretion of Council, as per requirements indicated in the “Administration” and “Use of Funds” sections of this policy.

Minimum Amount

The “Minimum Amount” to be retained in the Professional Conduct Fund Account, and duly recorded as a Restricted Net Asset, an amount equal to the sum of:

- a. the number of Regulated Members multiplied by the PCF fee, PLUS
- b. the retained PCF fees of former Regulated Members who have resigned for leaves of absence (including parental leave) for a period not exceeding two [2] years.

Administrative Processes – Professional Conduct Fund

1. Upon an individual’s initial application for registration, or application for reinstatement of registration if made later than two [2] years from date of resignation, the payment of the invoiced Professional Conduct Fund Fee will be deposited into the College’s General Revenue account.
2. Upon approval of the application, the applicable Professional Conduct Fund fee will then be transferred to the PCF Account held in a Canadian financial institution(s) chartered under the Canadian Bank Act, provided that both principal and interest of such deposits are fully guaranteed.
3. Interest gained on these funds shall be transferred to the General Revenue Account.

Hearing Tribunal Orders

If a Regulated Member or a Former Regulated Member is ordered to pay Costs, Fines or both, by a Hearing Tribunal of the College or by the Council of the College pursuant to an HPA Section 87 appeal, or by the Court of Appeal of Alberta pursuant to an HPA Section 90 Court of Appeal appeal, and such costs and fines are received by the College, in whole or in part, those funds shall be deposited into the College's General Revenue funds.

Other Funds in the Account

College administration may, from time to time, transfer College general revenue funds to the Professional Conduct Fund account, for the sole purpose of earning interest on those general revenue funds. If this is done, the amount of general revenues transferred will be duly recorded and tracked.

Use of Funds

Council may, at its own discretion but acting reasonably and after consultation with the College administration, elect to move funds between the two accounts to address realized expenses related to HPA Part 4 Professional Conduct process expenses, and/or similar expenses. When applicable, amounts moved out of the Professional Conduct Fund are to be replaced by December 31 of the same year.

Levy

Council may, at its discretion and in compliance with the College's Bylaws, levy Regulated Members to recapture the Minimum Amount for the Professional Conduct Fund. In such a situation, the College will invoice each Regulated Member for their equal portion of the amount required to recapture the Minimum Amount, and the Regulated Members will be required to remit full payment of that amount in a manner determined by the College, within 45 days of the invoice date.

Retroactivity Clause

This revised policy is effective December 31, 2013.