Your responsibilities toward CRPO

CRPO's Standard 1.1: answering CRPO in writing within 30 days, co-operating with investigations, orders, undertakings and terms on your certificate, Quality Assurance, attending a caution, and complying with a suspension.

Study aid, not legal advice. Last verified against the official sources linked below on 11 November 2026.

1 Standard 1.1

- Fulfil your obligations to CRPO and communicate with its staff appropriately and **professionally** (1.1.1, 1.1.2).
- Reply appropriately and **within 30 days** to a written inquiry or request (1.1.3).
- **Fully cooperate** during an investigation (1.1.4).
- Comply with **orders** of a committee or panel (1.1.5).
- Keep any **undertaking** or agreement made with CRPO (1.1.6).
- Comply with all **terms, conditions, and limitations** on your certificate (1.1.7).
- Participate fully in the mandatory parts of the **Quality Assurance** Program (1.1.8).

2 Answering CRPO

- Formal written contact, **including by email**, needs a response within 30 days.
- Appropriate means **complete** (all the information asked), accurate and in writing.
- Within the 30 days you may ask for an **extension** for extenuating circumstances; if granted, answer in full by the new date.

3 Investigations and cautions

- Cooperate promptly, including access to **facilities, records, or equipment**; no rude, threatening or obstructive behaviour toward the investigator.
- Once **another college** shows it has appointed an investigator, cooperate with them too.
- An ICRC order to attend a caution is **mandatory**: a private meeting with an advisory and educational warning.

4 A suspension

- CRPO has **sole authority** to suspend, for unpaid fees or a committee decision; do not practise while suspended.
- Receive **no benefit or income**, directly or indirectly, from your professional status, and keep records that show it.
- Only the **Executive Committee** may grant an exemption, case by case, with full disclosure, before any benefit.
- Plan for **contingency**: who would manage your practice if you were suspended.

5 The misconduct rules

- Failing to reply appropriately within 30 days (O. Reg. 317/12, **para. 50**).
- Breaching an order of a panel, an undertaking or an agreement (**paras. 47 and 49**).
- Breaching a term, condition or limitation (**para. 44**); benefiting while suspended without approval (**para. 46**).

6 Meeting the standard

- [ ] **Read** CRPO's correspondence to stay aware of your obligations, and reply when asked.
- [ ] Meet CRPO's deadlines and tell CRPO **in advance** of a foreseeable delay.
- [ ] Under an employer's, an association's or another college's rules, meet CRPO's standards **as well**.

Read what CRPO sends, answer in writing within 30 days, cooperate, keep every order, undertaking and term, and never practise or profit while suspended.

Official sources: CRPO Standard 1.1, Responsibility toward the College and O. Reg. 317/12. Condensed from Professional Conduct. Independent study aid, not legal advice, not affiliated with CRPO or COMPASS.