Staying registered: Quality Assurance, insurance and renewal

What CRPO asks once you are registered: the Quality Assurance Program, 40 hours of professional development every two years, the portfolio, the case-based assessment, liability insurance and the annual renewal.

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

1 The QA Program has three parts

1. **Self-assessment and professional development**, for every registrant.
2. **Peer and practice review**: a case-based assessment, self-directed development, peer-assisted review.
3. **Remedial education**, as the QA Committee directs. Failing to co-operate with it is misconduct (Code s. 51 (1) (b.0.1)).

2 Every two years, by December 31

- New registrant: complete a self-assessment **within 60 days** of registering; it counts toward your first cycle.
- Submit at least **one self-assessment** (an online questionnaire in your CRPO account).
- Do at least **40 hours** of professional development within the cycle.
- Report it through the online **attestation** form, open in your account the year it is due.
- Review training on the **duty to report** child abuse and neglect once every two years, and attest to it.

3 What counts, and the portfolio

- Activities must be **relevant** to practice, credible (they need some participation) and verifiable; nothing from before the cycle counts.
- CRPO has **no pre-approved list**: choose by your own learning needs.
- Keep a learning record log and proof of participation for the current and previous cycles (**four years**); send it only on request.

4 The case-based assessment

- An online, **open-book** assessment based on the Practice Standards; it is the first stage of a peer and practice review.
- Every registrant is to complete it about every **five years**, replacing random selection.

5 Behind on PD?

- Contact QA staff: an extension adds **60 days**; a deferral moves the requirements to your **next cycle** (80 hours over four years).

6 Liability insurance

- At least **$1,000,000** per occurrence and $5,000,000 annual aggregate, as CRPO's By-laws require.
- Tell CRPO in writing within **two days** of learning you lack it; the Registrar may suspend you.
- Inactive after practising in the last two years: **run-off** coverage for at least two years.
- Employer coverage covers only **that setting**: insure any other practice.

7 Annual renewal

- Every category renews **every year**, **by March 31** (in 2026, open from February 14 to March 31 at 5 p.m. ET).
- Late renewal adds a late fee; a registration left unrenewed **may be suspended**, and a suspended person may not practise or use the title.
- CRPO issues no new certificate each year: your status is on the **Public Register**.

Every two years: a self-assessment, 40 hours, the duty-to-report training and the attestation. Every year: insurance and renewal by March 31.

Official sources: CRPO, Quality Assurance Program and CRPO, Liability Insurance and CRPO, Registration Renewal. Condensed from Professional Conduct.

Independent study aid, not legal advice, not affiliated with CRPO or COMPASS.