



Policy Title: PSW REGISTRATION RESIGNATION POLICY		Policy Section: REGISTRATION	Policy Number: REG – 700
Approved By: Kathy Wilkie, CEO	Date Approved: June 17, 2025	Date Reviewed/ Revised:	

PURPOSE

This policy outlines how Personal Support Worker (PSW) registrants of the Health and Supportive Care Providers Oversight Authority (HSCPOA) may resign their certificate of registration.

BACKGROUND

Under the [Register Regulation](#) of the [HSCPOA Act, 2021](#), HSCPOA must maintain an accurate and accessible [Public Register](#) of all HSCPOA PSW registrants. Every HSCPOA PSW registrant must notify HSCPOA, in writing, within 30 days of the effective date of any change to the information included in the [Public Register](#).

POLICY

HSCPOA PSW registrants must provide formal written notice to resign their registration. HSCPOA PSW registrants can resign their registration in the following ways:

1. **Resign Online** through [HSCPOA's PSW Registrant Portal](#) and select *Resign Registration*, OR
2. **Resign via email:** Send an email to registration@hscpoa.com and include the name, HSCPOA PSW registrant number, effective date, and reason for resignation (e.g. retirement, moving to another province or country, going

on leave, etc.). HSCPOA reserves the right to confirm the identity of the PSW registrant requesting to resign their resignation via email.

If a HSCPOA PSW registrant fails to advise HSCPOA of their intention to resign, their certificate of registration may:

Expire: For failing to submit the annual renewal form by the required deadline,

Be Suspended: Due to failure to pay fees (as applicable), AND/OR

Be Revoked: Following suspension for three years for failure to pay fees (as applicable).

All expirations, suspensions, and revocations are noted in an individual's HSCPOA profile and in HSCPOA's online [Public Register](#) of PSWs.

REQUIREMENTS FOR REINSTATEMENT

To reinstate as a PSW registrant with HSCPOA, applicants must meet all the [registration requirements](#) in effect at the time of their reapplication, including submitting all required documentation not already on file with HSCPOA, and paying any applicable fees.

NOTE: [Path 2: Employed as a PSW in Ontario](#) will be open until **December 1, 2027**. After this date, applicants seeking reinstatement as a PSW with HSCPOA who have not completed any formal PSW education, or those educated in Ontario before July 1, 2014, are encouraged to complete an Ontario PSW education training program that meets the requirements under registration [Path 1: Ontario PSW Education](#). Those who completed a 600-hour personal support services education program outside Ontario in Canada, not eligible for the [Labour Mobility](#) registration pathway, or those internationally educated, can apply to undergo a [Competency Assessment](#).