



Disciplinary Policy for Non-Compliance Regarding Study Permit and or Work Permit Requirements

Purpose:

- To establish Disciplinary Policy for non-compliance regarding the requirement for members who are not Canadian Citizens or Permanent Residents of Canada to hold either a valid study permit or a valid work permit issued by the Government of Canada per CMMOTA Bylaw's 3.5.1.1.10., 3.5.1.2.9., 3.5.1.3.8., 3.5.1.4.5., 3.5.1.5.5., 3.5.1.6.8., 3.5.1.7.11., 3.5.1.8.4., 3.5.1.9.3., 3.5.1.10.5., 3.5.1.11.4., and 3.7.1..

Policy:

1. The Board of Directors grants its authority to Administration to suspend, and if necessary, cancel a Member's membership following the steps outlined below regarding non-compliance regarding study permit and/or work permit requirements.
2. A Member who is not a Canadian Citizen or a Permanent Resident of Canada is responsible to maintain either a valid study permit and/or a valid work permit issued by the Government of Canada.
3. If a Member who is not a Canadian Citizen or a Permanent Resident of Canada does not submit a new study permit and/or work permit prior to the expiry date of the current study permit and/or work permit, and/or proof of application for extension of their permit, then the next business day of the Association, their Membership shall be immediately suspended, and the Member shall be notified of the suspension to their last known email address. Administration shall be responsible to fulfill this policy point. If the suspension has not been lifted within 5 business days of the notice of suspension, the Member's number is permanently retired. If a suspension is lifted after a Member's number has been permanently retired, a new member number will be issued.
4. If a Member has been suspended for noncompliance of this policy, they shall have 90 days from the date of the suspension to submit a new study permit and/or work permit and/or proof of application for extension of their permit. This suspension shall be lifted immediately upon receipt of a new valid study permit and/or work permit by the Association.
5. If a Member still does not submit a new study permit and/or work permit prior to end of the 90-day suspension period and/or proof of application for extension of their permit, then the next business day of the Association, their Membership shall be immediately cancelled, and the Member shall be notified of the cancellation to their last known email address and to their last known physical address. Administration shall be responsible to fulfill this policy point.
6. A Member who continues under the proof of application for extension of their permit, must inform the Association of the decision once it has been rendered, and if it has been approved, shall provide a copy of the renewed document to the Association.



7. For a cancelled Member to be eligible for reinstatement into the Association, a valid study permit and/or work permit, or proof of Canadian Citizenship or Permanent Resident of Canada status must be provided to the Association in advance of application for reinstatement in accordance with CMMOTA Bylaw 3.7.1..

Administrative Procedure:

1. If a study permit and/or work permit and/or proof of application for extension of their permit is deemed as being unauthentic, Administration shall refer the matter to the head of the Professional Conduct and Complaints Department for further investigation in accordance with *Verification of Certificates and Documents Submitted by Members or Membership Applicants Policy*.
2. If a Member's study permit or work permit expires without them having provided the Association with an updated study permit and/or work permit and/or proof of application for extension of their permit, Administration will, effective the next business day of the Association, immediately suspend their Membership, and shall inform all necessary parties of the suspension, including the Member at their last known email address. Administration shall include in the notice to the Member that if the requirement to provide CMMOTA with a new study permit and/or work permit is not completed within 90 days, that the Member shall have their Membership cancelled.
3. If a Member fails to provide a new study permit and/or work permit and/or proof of application for extension of their permit prior to end of the 90-day suspension period, then the next business day of the Association, Administration will immediately cancel their Membership, and shall inform all necessary parties of the cancellation, including the Member at their last known email address and their last known physical address.
4. Administration shall track any outstanding need for a new study permit and/or work permit, attaching the information to the cancelled Member's file, so that in the case of requested reinstatement into the Association, Administration will have a record of all outstanding items that need to be provided by the cancelled Member before reinstatement of Membership will be considered in accordance with CMMOTA Bylaw 3.7.1..

Member Procedure:

1. If a Member chooses not to provide CMMOTA with a copy of their new study permit and/or work permit and/or proof of application for extension of their permit before the previously provided study permit and/or work permit has expired, they accept the responsibility of having their Membership suspended and subsequently having their Membership cancelled for non-compliance.

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