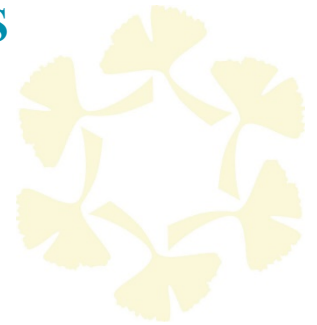




The College of Naturopaths of Ontario

# GUIDE

## INFORMATION RETURN: GENERAL CLASS



**Table of Contents**

**General Information ..... 3**  
 HealthForceOntario  
 Overview of the Renewal Process  
     What you will need  
     Accessing the Information Return  
     Additional Details – New Database  
     Information Changes  
     Paying your fees  
     Payment Plan Program  
     Accommodation  
     Class Changes during Renewal  
     Resigning Registration during  
     Renewal  
     Completing the Information Return

**Section 1: Registrant Information ..... 10**  
 Your Registered Name  
 Residential Address  
 Contact Information  
 Language Fluency

**Section 2: Education ..... 12**  
 Highest Level of Non-ND Education  
 Naturopathic Education

**Section 3: Other Professional Registrations ..... 13**  
 Registration in another Regulated Profession  
 ND Registrations outside Ontario

**Section 4: Employment Information..... 13**  
 Current Role in Naturopathy  
 Practice History in Naturopathy  
 Employment Location  
 Practice Hours  
 Weeks Worked and On Call Hours  
 Breakdown of Professional Activities

**Section 5: Professional Liability Insurance ..... 16**

**Section 6: CPR Certificate..... 17**

**Section 7: Good Character... ..... 17**

**Section 8: Declaration ..... 18**

**Reviewing your Application ..... 19**

**HealthForceOntario GLOSSARY OF TERMS ..... 20**

## GENERAL INFORMATION

Each year, Registrants of the College of Naturopaths of Ontario (the College) are required to renew their registration to continue practising as a naturopath in Ontario.

Renewal includes completing the online **Information Return Form** and paying the **annual renewal fee**. **Both the form and payment must be successfully completed by the deadline for your renewal to be complete**

Renewal launches **9:00 a.m. EST on February 18, 2021**; and closes at **5:00 p.m. EDT on March 31, 2021**.

NOTE: In line with the new database management system being used by the College, there will be scenarios when College staff will need to intervene to validate the data you have provided prior to your having access to the payment portal; this may require up to **five business days**. **It is therefore imperative that you complete your renewal sooner rather than later, to avoid renewing late and incurring a late fee.**

This guide has been prepared to help **General class** Registrants in completing their 2021 renewal, by providing details on paying the registration fee and completing the Information Return form.

**We suggest reading this guide before completing your Information Return and to have it on hand when proceeding through the renewal process.**

### College collection of information

Information that the College collects on an annual basis is required in order to effectively support the profession in providing safe, ethical and competent care to Ontarians and also to assist the government, through [HealthForceOntario](#), in ensuring that Ontarians are receiving the health services they need.

### HealthForceOntario

Each of Ontario's regulated health professions provide information to the [Ministry of Health](#) (the Ministry) as part of their registration and annual renewal process, as required under the [Regulated Health Professions Act, 1991](#). To protect your privacy, all data submitted to the Ministry is anonymous.

The Ministry and the College work together to learn more about the naturopathic profession. The demographic, geographic, educational and employment information being collected supports HealthForceOntario, the province's health human resources strategy. Your answers will help the Ministry develop policies and programs that address supply and distribution, education, recruitment, and retention for the profession.

## OVERVIEW OF THE RENEWAL PROCESS

Getting started – Items you will need:

1. **This Guide.**
2. **To complete the Information Return form:**
  - a calculator,

- your scheduler or appointment book (to record practice hours),
- your practice location(s) information,
- your Professional Liability Insurance certificate,
- your CPR certificate,
- any information and documentation about any findings of guilt or current proceedings.
- any information about other registrations (both ND and non-ND) that you currently hold or have previously held (including date of registration, current status and any applicable end dates related to that other registration).

### 3. To pay the registration fee:

- Your Credit card information (if paying online) or banking information, if enrolling in the [Payment Plan Program](#) or cheque/money order/bank draft made payable to the **College of Naturopaths of Ontario**. Additional information about fees is noted on page 5 of this guide.

**Please note that your renewal is not complete until both the Information Return form and your fee payment has been received by the College.**

### Accessing the Information Return form

To access your Information Return form, please follow the steps below:

- Make sure you have created your new login to access your College user portal—a “CONO Registrants & Client Portal” e-mail was sent to all Registrants on Dec 16, 2020, following the College’s launch of the system. If you have not received this e-mail, please make sure to check your junk/spam folders prior to contacting the Registration Department at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca) for assistance.
- Access the Registrant [Login page](#) on the College website.
- Enter your username and previously created password.
  - Your username is your current e-mail address on file with the College.
  - If you do not remember your password, click on **Forgot my Password** to have a reset link sent to your e-mail address previously provided to the College.
  - Once you are logged in, click on the **Renew** button on your account dashboard under “Complete My Renewal For 2021/2022”.

### Information changes requiring review by College staff

- The list below details information which will require review by College staff, prior to your being able to complete your renewal (i.e., before being able to submit your form and pay your fee).
  - Changes and additions to the Education section.
  - Changes and additions to the Employment Information section.
  - Changes and additions to Other Professional Registrations section.
  - Changes to the Professional Liability Insurance section.
  - Changes to the CPR section.
  - Selecting “yes” to any of the declaration questions.
- If at this review point it is determined that a correction or clarification is needed, you will receive an e-mail directing you to review the comments made by College staff on your form. To review these comments:
  - Log onto your Registrant account.
  - Click on the “Renewal Update” button.

- Click on the orange comment bubble to review the comments from College staff.
- **If a correction is needed:** make the correction and resubmit your form.
- **If clarification is needed:** respond to the comments by clicking on the orange bubble and typing in your response or you may send an e-mail to the Registration department at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca) with the requested details.

If you encounter technical difficulties, please contact the Registration Department at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca). Due to the on-going COVID-19 pandemic, operations at the College are being performed remotely Monday–Friday and e-mails are generally responded to within 1 to 2 business days. *Please note that response time may be slower during peak renewal times when call and e-mail volumes are higher than normal.*

## Paying your fee

The 2021 registration fee for renewing your registration with the College is \$1,818\*. Your fee may be paid by:

- credit card (Visa and MasterCard only, excluding debit cards).
- cheque, money order or bank draft made payable to the **College of Naturopaths of Ontario**. Please do not use abbreviations or acronyms as this will result in your payment being returned to you, **OR**
- You may elect to enrol in the College's Payment Plan Program to pay in a series of installments rather than in one lump sum (see page 6 of this guide for additional information).

If you choose to pay by credit card, you can complete payment when you have successfully submitted the online information return form. If additional review is required of the information you provided, you will not be able to complete payment until the review has been completed by College staff, and the payment gateway is made available to you.

The online payment system will be accessible until 5:00 p.m. EDT on March 31, 2021.

## Late fees

Registrants who miss the renewal deadline will be charged a late fee of \$322.05\* and a registration reinstatement fee of \$279.11\* after being sent a Notice of Intent to Suspend, providing 30 days to pay all fees. These fees apply to both the General and Inactive classes.

**If you wish to pay by cheque, money order or bank draft, please ensure that your payment is received by the College before 5:00 p.m. EDT on March 30, 2021 to avoid a late fee.** For efficient processing, please include your registration number on the cheque or money order and consider sending payment through a postal service option that allows you to track delivery.

**NOTE: Payment by cheque cannot be completed until the Information Return form has been successfully submitted.**

Please submit your payment to: College of Naturopaths of Ontario  
150 John Street, 10th Floor  
Toronto, ON M5V 3E3

**An additional fee of \$35 + HST will be issued to any Registrant whose payment is returned due to non-sufficient funds (NSF).**

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\* including HST

## Payment Plan Program

To assist in lessening the burden of annual registration renewal fees on the profession during the ongoing COVID-19 pandemic, the College is offering a Payment Plan Program (the “Program”) for the 2021 registration year.

Program enrolment will be available upon launch of renewal on February 18, 2021. Enrolment requires **signing up for pre-authorized debit (PAD) and the entering of banking information via the Registrant portal**. Deadline for enrolment in the payment plan is **5:00 p.m. EDT on March 31, 2021**.

### How to Enrol in the Program

Please have your banking information available before you begin:

- Under the Payment Plan Program header, review the Payment Plan Program information.
- Click “Yes” if you wish to enrol in the program, or “No” if you are electing to pay your full fee following submission of your information return form.
- Read the “Terms and Conditions” of the Payment Payment Plan.
- Provide your banking details as indicated on the form.
- Click on the “I agree to the terms and conditions” button.

Complete the remaining Declaration sections of the online Information Return form and submit the form.

The deadline for enrolment in the Program is **5:00 pm EDT March 31, 2021**. Late enrolments in the Program cannot be granted, and late renewals will be subject to the late fee of \$322.05 (inclusive of HST).

**NOTE: IF you opt out of enrolling in the payment plan program, you will not be permitted to change your selection and must pay the annual fee in full following submission of the form or once the payment gateway is made available to you if additional review is required by College staff.**

### Program Payment Schedule

Payments are withdrawn on the 1st of each month, or the first business day following the 1<sup>st</sup> of the month (if falling on a holiday or weekend). 10 payments in total will be withdrawn, the first on April 1, 2021, the final on January 2, 2022.

Each payment installment is \$181.80 (inclusive of HST)

For additional information, please review the [Payment Plan Program FAQs](#).

### Registrant accommodations – renewal assistance

In carrying out its statutory obligations under the *Ontario Human Rights Code*, the College has a duty to accommodate the needs of Registrants with disabilities (physical and psychosocial).

The College’s duty to accommodate is limited only by undue hardship. The *Ontario Human Rights Code* specifies three factors to be considered in assessing whether the requested accommodation would cause undue hardship to the College: cost, availability of outside sources of funding, and health and safety requirements (such as would pose a risk to health and public safety).

To ensure Registrants are provided with a fair and equal opportunity to complete their Registration Renewal within the timelines provided to all Registrants, the College will consider all accommodation requests received from any Registrant. Granted accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

**Requesting an accommodation.**

To request an accommodation, Registrants must submit a signed letter to the College no later than 5:00 p.m. EDT on **March 2, 2021**. This letter must specify the type of accommodation being requested, the reason for the request, and be accompanied by appropriate supporting documentation.

**Requests received after the noted deadline cannot be granted.**

**General requirements for supporting documentation.**

Any supporting documentation submitted to validate a Registrant's request for an accommodation must:

- Be dated within six months of the registration renewal launch date (February 18, 2021).
- Be submitted with the Registrant's signed letter before March 2, 2021.
- Substantiate the reason for the accommodation.
- Contain contact information for the individual providing supporting documentation on the Registrants behalf, and authorisation to contact them if more information is needed to validate the accommodation request.

**Supporting documentation for disability accommodations**

In addition to the general requirements, supporting documentation for Registrants requesting accommodation (e.g., the ability to complete their Information Return over the phone with staff) due to a disability, as defined in s. 10 (1) of the *Ontario Human Rights Code*, must:

- Be provided by a regulated health care practitioner qualified to make an assessment or diagnosis on the condition, as defined in the *Regulated Health Professions Act, 1991* (RHPA), and having had a patient relationship with the Registrant.
- Provide information about how the requested accommodation relates to the disability.
- Substantiate the reason for the accommodation and the specific accommodations being sought.
- Contain the title and professional credentials of the regulated health care practitioner.

**Please submit your request:**

By e-mail: [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca)

By post: **Attn: Registration Department  
College of Naturopaths of Ontario  
150 John Street, 10th Floor  
Toronto, ON M5V 3E3**

By fax: 416-583-6011

Registrants will be notified in writing about the decision of their accommodation request within 10 business days of the date of receipt unless more information is required either from the Registrant or the individual providing supporting documentation. If more time is needed, the Registrant will be advised of the extended timeframe for a decision on their request. If the request is granted, the Registrant will be sent information and details outlining the accommodation. If the request is denied, the Registrant will be given the grounds for refusal.

## Class changes during renewal

Registrants who wish to renew in a different class of registration (General or Inactive) for 2021 have until 5:00 p.m. on **March 17, 2021** to submit their [class change application](#) and fee so it can be approved, and the class change made, before the March 31, 2021 renewal deadline.

Class changes must be approved before you can renew your registration in the new, requested class. Not submitting your class change prior to the deadline will result in having to renew in your current class and potentially having to pay more (e.g., if changing from General to Inactive class). Registration renewal fees are non-refundable.

Class change applications received after March 17, 2021 will be processed starting April 1, 2021.

**Not renewing on time will result in the application of a late fee and the possible suspension of your certificate of registration.**

**Please note:**

- Incomplete applications will not be accepted; please take the time to ensure your forms are complete and accurate before submitting them.
- Any Inactive to General (2 years or more) class change takes 10–12 weeks as these will need to be reviewed by the Registration Committee who meet once a month.

## Resigning your registration during renewal

Resigning your registration means you are giving up your certification of registration with the College and will no longer be authorised to practise in Ontario.

Please be advised that Registrants who resign their registration, and later wish to practise naturopathy in Ontario, must re-apply to the College as a new applicant and meet all entry-to-practise registration requirements in effect at the time of application, including completion of required entry-to-practise examinations.

To resign one's certificate of registration, the following documents must be submitted to the Registration Department ([registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca)):

- a completed [resignation request](#) form, and
- proof of professional liability enduring (tail) insurance for a minimum of five years, with premiums paid in full.

Registrants seeking to resign registration during the renewal period are asked to submit the above documentation two weeks before the renewal deadline of March 31, 2021 as this process may require up to 10 business days to complete. A resignation is not complete until it has been processed and acknowledged by the College and registration fees are non-refundable.

## Submitting your Information Return form

For your submission to be processed in a timely manner, please ensure that everything you provide to the College is complete and accurate. Submitting incorrect or inconsistent information will prevent the College from being able to report to the Ministry on the data received. If your Information Return contains errors, you will be issued a Notice of Correction, billed an administrative fee of \$56.50 (\$50 + HST) and directed to update your information (regardless of when your information return was received by the College). You will have 30 days to make necessary corrections and pay the administrative fee.



**The deadline to submit your Information Return to the College is 5:00 p.m. EDT March 31, 2021.**

***NOTE: Submitting your information return form on the deadline date may delay your ability to pay the annual registration fee IF additional review is required by the College. Should this be the case, you may miss the deadline to submit your payment and incur a late fee. For a list of data that may require review, please see section 1 – Information Changes Requiring review)***

## Registration Renewal 2021



### Information Return Form

Launch Date: February 18, 2021

Review and update contact and practice details, hours of work, insurance information and indicate whether there have been any other changes in the last year.

In some instances, data will need to be checked by staff prior to the Registrant being permitted to pay their fee. We strongly recommend not to leave completing your registration renewal until the last minute to avoid frustration and the potential of incurring additional charges.

If any incorrect or inconsistent information is identified, you will be issued a Notice of Correction and told how to correct the error. There is an administrative fee of \$50 + HST (\$56.50) associated with the Notice.



### Registration Renewal Fee

Launch Date: February 18, 2021

Pay the 2021 registration fee \$1,609 + HST (\$1,818) online or enrol in the Payment Plan Program. Payment by cheque, money order or bank draft must be payable to the College of Naturopaths of Ontario.

Failure to pay the fee or enrol in the Payment Plan program by 5:00 p.m. EDT on March 31, 2021 will incur a late fee of \$285 + HST and will receive a Notice of Intent to Suspend. The Registrant will be given 30 days to pay all outstanding fees.

**Deadline:  
March 31, 2021  
5:00 p.m.**

## Completing the Information Return Form

Where applicable, the Information Return is pre-populated with information you have previously reported to eliminate the need to re-enter information which has not changed. Some of this information can be updated by entering data into the fields provided or by changing incorrect information.

Other fields are locked, and you will not be able to enter new data, if information is incorrect and is locked, please send an e-mail to the Registration Department at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca) with the information that requires an update. If a section is blank, please provide the necessary information. Please ensure that you carefully review all information listed on the form and make any necessary corrections.

To navigate through the form, use the "Next" button at the bottom of the page. If you wish to leave the form and continue at a later time, click "Save for later" on the bottom of the page. If you need to return to the first portion of the form to check or amend your information, click on the **profile update** option at the top of the page, that looks like this:



If there is no activity on the form for over 20 minutes, you will be logged out and required to log back in. The data you entered prior to being logged out will be saved to allow you to resume completion of the form.

**We strongly suggest referring to this Guide while completing your Information Return.**

## SECTION 1: REGISTRANT INFORMATION

### Your registered name

This section displays the name you are registered under to practise naturopathy as well as any previous or other names you are known by. This information appears on the College's Public Register.

If you changed your name since your last renewal, please complete and submit a [Name Change Request](#) form to the College at your earliest opportunity. Changing your name is not part of the Information Return process and cannot be done on the renewal form. This process carries an associated fee of \$56.50 (\$50 + HST) and requires documentary proof. It may take the College up to 10 business days to process your name change request.

**To add any previous names, aliases, or nicknames, click the "Add" button.**

### Residential address

The College requires that a Registrant's home address be included in their file. This information is not published on the Public Register unless your residential address is also used as your practice location (see section 4 "Employment Information").

To update your residential address, click the "Add" button.

## Contact Information

College communications are sent primarily via e-mail. This includes fee notices, registration renewal notices, and other time sensitive information. For this reason, it is important that the College always has your current e-mail on file.

You can make changes to your e-mail and/or contact phone number(s), if different from what is listed on the Information Return form.

## Language Fluency

This section reflects information that you have previously provided the College in regard to the language in which you practise, your preferred language for communication with the College and up to five additional languages in which you can competently provide professional services. Registrants can add information; however, any corrections with respect to the displayed language(s) should be e-mailed to [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca).

## SECTION 2: EDUCATION

### Highest level of education (Non-Naturopathic)

The information in this section is intended to capture only the highest level of education you completed outside of your naturopathic training (e.g., education you completed prior to your naturopathic training or subsequent, higher non-ND education you have completed, not CE credits). If your highest level of non-ND education is not listed, you are required to add this information. Do not enter information for programs from which you have not yet graduated.

If the pre-populated education **Field of Study** lists “Not Applicable” you are required to update this and will not be able to submit the form otherwise.

To add your highest level of education (non-naturopathic), click on the “Add” button. Begin typing the name of your institution. If the name of your institution does not appear, click “not listed”. The Unlisted Institution Information section will populate allowing you to enter the information required. You must include city/state/province/territory **and** country.

### Naturopathic education

The information in this section lists all formal education completed in the field of naturopathy. If you have completed additional formal education in naturopathy in addition to that listed, please add it. **Please review the graduation date and ensure it is accurate, IF the graduation date is incorrect, click on the “change” box to amend the date.**

To add naturopathic education, click on the “Add” button. Begin typing the name of your institution. If the name of your institution does not appear, click “not listed”. The Unlisted Institution Information section will populate allowing you to enter the information required. You must include city/state/province/territory **and** country.

**Note:** Failure to provide complete information when entering new education will result in a review required which in turn may delay the processing of your Information Return form.

If you note any discrepancies in previously reported data, please contact the College upon submission of your Information Return form by e-mailing [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca).

## SECTION 3: OTHER PROFESSIONAL REGISTRATIONS

### Registration in another Non-ND regulated profession

If you hold or have held a certificate of registration/license in another regulated profession in and outside of Ontario (i.e., anywhere in the world), select the name of the regulatory body you are/were registered with, enter your current registration status with that body and effective date of registration. If you have resigned or were revoked, you must enter an **expiry date** as well. Please ensure the status listed is current.

To add a regulatory body, click on the “Add” button.

If your regulatory body is not listed in the dropdown menu, click on the “not listed” box. The Unlisted Regulatory Body Information section will populate allowing you to enter the information required. You **must** type in the full correct name of the regulatory body (acronym’s are not accepted). You must include city/state/province/territory **and** country.

### ND registrations outside of Ontario

If you hold or have held a certificate of registration/license with another Naturopathic regulatory body (anywhere outside of Ontario), select the name of the regulatory body you are/were registered with, enter your current registration status with that body and effective date of registration. If you have resigned or were revoked, you must enter an **expiry date** as well. Please ensure the status listed is current.

To add a regulatory body, click on the “Add” button.

If your regulatory body is outside of Canada, click on the “not listed” box. The Non-Canadian ND Registration section will populate allowing you to enter the information required. You **must** type in the full correct name of the regulatory body (acronym’s are not accepted).

**Note:** Registrants must inform the College of any change to their registration/license in another regulated profession or another jurisdiction, including if they cease to be in good standing with another regulator.

## SECTION 4: EMPLOYMENT INFORMATION

All General class Registrants must provide full contact information for each location where they are working in a capacity related to naturopathy. This includes clinics, private practice, educational institutions, government, and non-profit agencies, etc. All current practice location information will be published on the College’s Public Register.

If you see patients at your home, your home address must be entered in both the residential address section and in one of the practice location(s) sections. If you prefer your residential address not to be publicly available, a PO Box address may be provided instead along with your business phone number.

It is important that you always keep your work information current with the College. You must update your information with the College within 30 days of any changes. This information can be updated on your account page at any time of year.

### Current role in naturopathy

The Ministry defines practising the profession to be any-one, or combination of, the following:

- providing direct professional services and patient care (including practice-related administration);
- non-clinical teaching (in a classroom);
- clinical education or supervision, and/or;
- naturopathic research.

To assist the Ministry in identifying current and potential numbers of Ontario NDs who are working or hoping to work in the profession, please use the dropdown menu to indicate which option best describes your current role in the profession.

You must also make a selection from the Preferred Work Status dropdown menu.

### Practice history in naturopathy

For the questions in this section, HealthForceOntario requires details regarding your initial practise of the profession. Information in this section is meant to capture your naturopathic practise history. **IF** your first time practising the profession (anywhere in the world) was in Ontario, Canada, ensure the year listed is accurate and leave the remaining fields blank. Otherwise please make the necessary changes to your practise history information.

### Employment location

The practice information you previously provided will appear in this section. The College requires Registrants to provide accurate and current employment information. Should any of the employment information below be inaccurate, or have changed, please make the necessary changes to the employer.

For each of your practice locations, HealthForceOntario requires information about your employment status, employment category, primary role, area of practice, employment setting and the age range of clients. Each drop down menu is populated using descriptors provided by HealthForceOntario. Please select the option which best describes your practice at the listed locations. Should you require further clarification, please refer to the Glossary of Terms in this Guide.

Your primary practice address will be used to determine the electoral district in which you are eligible to vote and to run for College elections.

To add a new practice location, click the “Add” button and check to see if the employer is already listed in the organisation section by typing the name of the employer. If it is not listed, click the “not listed” box to add the employer name and complete details required.

If the location of your employer has changed and it is a sole practice location (i.e., you are the owner and/or the only naturopath working under this employer) e-mail [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca) to make changes to the address as this cannot be done online.

If the location of your employer has changed and you are not the sole naturopath working for this employer, you are required to add it as new employment. To do so:

- Make changes to your current employer by adding an end date.
- Click “Add” for additional employers, then click the “not listed” box.
- The Unlisted Employer Information section will populate allowing you to enter the organization

details. IF the name of the organization is the same as the previous, you must add the street of the employer to the employment name (e.g., changing it from Dr. Jane Doe, ND to Dr. Jane Doe, ND – King Street) to allow the system to differentiate between the past and new location.

**Note:** A business name must be provided for your practice/work locations. Any Registrant who is practising independently and does not have a business or clinic name should enter the name they list at the top of receipts issued to clients (e.g., Dr. Sally Joe, ND) as the business name.

**Professional Corporations cannot be listed as the employer name.**

### Practice hours

Under the [Registration Regulation](#), all General class Registrants must practise the profession a minimum of 750 hours during every three-year period in order to maintain currency. Under the new database management system, the College will be able to audit practise hours with more regularity and consistency. As such, we have reset the three-year clock for all Registrants; the information provided here will be counted as the first year of your three-year currency period.

In this section, provide the number of hours worked for each employer from January 1, 2020 to December 31, 2020. If you are a new Registrant (e.g., registered after December 31, 2020) or did not work during this period, please enter “0”.

There is a total of 168 hours in a week. To avoid having to make corrections, please be mindful of the data you provide and ensure it is a realistic representation of your hours worked. **The numbers provided in this section must be entered as whole numbers only. Do not include decimals as this will result in an error.**

### Weeks worked and on call hours

When answering questions in this section, please consider all aspects of your work related to naturopathy. In addition to providing information for the Health Professions Database, the information you provide also helps the College assess your currency for the purpose of fulfilling the requirements of a General class certificate of registration.

In this section, provide the number of weeks you worked in a role related to naturopathy from January 1, 2020 to December 31, 2020. There are 52 weeks in a calendar year. To avoid having to make corrections, please be mindful of the data you provide and ensure it is a realistic representation of your practice activities. **The numbers provided in this section must be entered as whole numbers only. Do not include decimals as this will result in an error.**

**Note:** If you indicate having not practised any weeks last year, the average number of hours must be “0” in the employment section. If you indicate that your number of weeks worked was “0”, the on-call hours must be “0” as well.

### Percentage of time spent in all areas

Over the course of the past year, you may have worked in a role related to naturopathy by providing direct patient care, teaching students in a naturopathic school, or by utilising your naturopathic knowledge in another way that allowed you to keep your skills current.

For each of the activities listed, you must provide the percentage of your time based on the hours that you indicated. If there is an activity that does not apply to you, enter “0” into the field.

It is recommended that you have your appointment scheduler or professional calendar at hand before completing this section, as you will be required to provide the following information:

1. Percentage of time spent on direct patient services (e.g., patient care, assessment, and treatment).
2. Percentage of time spent on practice-related administration (e.g., administration of patient or practice records).
3. Percentage of time spent on clinical education (e.g., mentoring, providing direct professional services while teaching).
4. Percentage of time spent teaching naturopathic students (e.g., no patient interaction or performance of controlled acts).
5. Percentage of time spent on naturopathic research (e.g., research not involving patient cases or controlled acts).
6. Percentage of time spent on “other” naturopathic activities (i.e., any activities not captured in the above breakdown)

**Note:** The numbers provided for this section must be entered as whole numbers only, with no decimals or special characters, and must total 100 or 0. Do not enter letters or a range (e.g., 5–10). If you did not spend any time on one of the areas of practice listed, enter “0” in the field.

**Note:** The College recognizes that practice opportunities may be limited during the first year of registration, particularly for those registered late in the year. While new Registrants are asked to complete each section, your initial date of registration is considered when looking at currency requirements.

## SECTION 5: PROFESSIONAL LIABILITY INSURANCE

The *Registration Regulation* and the by-laws of the College require that all NDs who hold a General class certificate of registration must carry Professional Liability Insurance (PLI). The By-laws establish the kind and amount of insurance that NDs must carry.

Registrants who hold a General class certificate of registration must carry both a minimum of \$2 million per claim and a minimum of \$2 million aggregate.

Registrants who hold a General class certificate of registration who have met the [\*Standard of Practice for Intravenous Infusion Therapy\*](#) must carry an additional amount of \$3 million per claim and \$3 million aggregate. This means that the total coverage amount required is \$5 million per claim and \$5 million aggregate.

In this section you are required to provide the following information:

- the name of the insurance company (e.g., Lloyd’s of London, CNA, etc.),
- the policy number,
- the amount of coverage,



- the expiry date of the policy,
- the name of the insurance brokerage firm (e.g., Holman Insurance Brokers Ltd, Partner's Indemnity Insurance Brokers Ltd, etc.), and
- upload a copy of the insurance certificate.

**Note:** If you need help gathering this information, please check with your broker before completing your Information Return.

## SECTION 6: CPR

General class Registrants must be in compliance with CPR requirements at all times. If your CPR certification lapses or does not meet the specified requirements, your registration is not in compliance and is not in good standing.

For your CPR to be valid and compliant, it must meet these four requirements:

1. training must be completed within the past 24 months;
2. certification must not be expired;
3. training must be completed at an in-person class (on-line courses are not accepted); and
4. must be completed at Healthcare Provider level or equivalent.

**Note:** CPR certification is valid for two years (only) under the College regardless of the date of expiry on the CPR card (a College CPR expiry date which is two years from the date of issuance is applied to your CPR certificate). If it has been over two years since your CPR card was issued, your CPR certificate is not valid and must be renewed.

## SECTION 7: GOOD CHARACTER

This section includes questions about professionalism, conduct, character and suitability to practise naturopathy. When answering the questions, consider all your personal, professional, and academic history, regardless of location, profession or timeframe. Answer each question truthfully. If you do not fully understand a question or how it should be answered, please contact the Registration Department at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca).

In accordance with section 4 of the [Registration Regulation](#), reporting offences, findings of guilt, and proceedings which occur while you are registered with the College is a term, condition and limitation on every Registrants certificate of registration. Registrants must provide the College with written details of any offences, findings or proceeding no later than 30 days after the date of the occurrence. You must report any offence even if it does not relate to the practice of the profession. This includes traffic offences and parking tickets.

For your reference:

- 1) An "offence" is any breach of law or provincial statute that is prosecuted in a court. An offence can be criminal in nature (e.g., a breach of the *Criminal Code*), or contrary to another federal or provincial statute (e.g., *Controlled Drugs and Substances Act*, *Child and Family Services Act*, *Health Protection and Promotion Act*, *Health Care Consent Act*).
- 2) A "finding" occurs after a formal hearing or by a formal admission by you of wrongdoing or of incapacity (e.g., before a Discipline Committee or Fitness to Practise Committee).
- 3) You are the "subject of a current proceeding" if you have been notified that a hearing will be

held in respect to allegations of professional misconduct, incompetence, incapacity, or a similar issue (different words are used by different regulators to describe the same concept).

- 4) Being “found guilty” means a court has found that you committed the offence. You can be found guilty of an offence but not be convicted of it if you are given a discharge. Even if you were not convicted, you must report any finding of guilt.

**Please note that if you have already reported any of these matters to the College, you are not required to do so again. If in doubt, it is safer to report a finding of guilt than to risk failing to make a required report.**

### **Additional supporting information**

If you answered “yes” to any questions about good character, please provide a brief explanation in the text box on the form and upload any supporting documents. College staff will review this and may contact you to request additional information if needed, which may include:

- a more detailed description of the event(s) in question including, where applicable, a description of the nature of the offence or finding;
- an outline of the action taken by the governing body, including dates, name and location of any regulatory body, court or tribunal, the determination and order made and the status of any appeal; and
- a copy of any order and Decision and Reasons issued to you by the court or governing body.

## **SECTION 8: DECLARATION**

This section includes a series of declarations and agreements that Registrants of the College must review and answer in order to finalise their Renewal. The declarations are related to the following areas:

1. **Professional Liability Insurance** – Confirming that you have evidence of PLI in your office and will notify the College within 2 business days if your coverage changes.
2. **Good character** – Confirming that the information you have submitted is accurate and that if any new information arises pertaining to good character that you will notify the College within 30 days.
3. **Information verification** – You understand that the College may make necessary inquiries to evaluate your registration with the College.
4. **Quality Assurance** – Confirming that you have completed your [Annual Self-Assessment](#). (Registrants that were registered post January 1, 2021 will not be required to answer this question and will not see it on information return form).
5. **Complete and Accurate** – Confirming that the information you submitted is true and complete and that making false or misleading statements may result in the certificate of registration being revoked.

The declaration listed in this section is **legally binding**. By checking off “I acknowledge and accept the above declaration”, you indicate that you will abide by the terms of the declaration and that you understand it may be considered an act of professional misconduct if you fail to abide by the terms.

If you are not able to agree to all of the terms of the declaration, please contact the Registration Department by e-mail at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca) or by phone at (416) 583-6002 or e-mail at **prior** to the renewal deadline.

Once you have entered all the necessary information, click the “Submit” button at the bottom of the page. If your information has been successfully submitted, you will be directed to the payment gateway.

**Note: once you have successfully submitted your form, you will not be able to make any further edits or changes.**

If your information requires further review by staff, you will receive a message box that reads:

***Payment cannot be accepted for your Renewal at this time.***

*Thank you for submitting your renewal form.*

*Your renewal form requires review and approval by the College as the next step. If additional information is required, you will be notified by email. Once approved you will be notified by email to return to this site to make payment. Please be sure to check your Junk/Spam email folder for messages.*

*Thank you.*

A confirmation e-mail will be sent to you when both the Information Return form and payment have been successfully completed.

**You will not be able to access the form and/or make any changes once your information has been submitted until a staff of the College has reviewed the form. If you need assistance, please phone the Registration Department at (416) 583-6002 or e-mail us at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca).**

## REVIEW YOUR APPLICATION

**It is important to read each question on the Information Return form carefully, review all the information listed on the form and your answers, and to take your time when completing the Information Return form.**

Registrants who submit incorrect or inconsistent information or are missing data will not be able to proceed with the payment of the annual renewal fee.

NOTE: If you submit your form on March 31, 2021 and it requires review by staff of the College, which can take up to **five business days**, you may **not** have enough time to correct the errors and pay the annual fee by the deadline of March 31, 2021. If the online information return form and payment are not successfully completed by March 31, 2021 you will incur additional fees.

## Your Opinion Matters

A confirmation e-mail upon complete submission of the renewal will be sent to you which includes a short satisfaction survey about your renewal experience. Your input is important and helps us continue to make improvements.

HealthForceOntario GLOSSARY OF TERMS

<p><b>Section 4:</b></p> <p><b>Current role in naturopathy</b></p>	<ul style="list-style-type: none"> <li>• Practising in the profession in some capacity</li> <li>• Working outside of the profession, seeking work in the profession</li> <li>• Working outside of the profession, not seeking work in the profession</li> <li>• Not working, seeking work in profession</li> <li>• Not working, not seeking work in the profession</li> <li>• On leave—Not practising in the profession</li> <li>• Working outside of Ontario</li> </ul>
<p><b>Section 4:</b></p> <p><b>Characteristic of your work—Amount of time spent at practice location</b></p>	<p><b>Full-Time</b> Official status with employer is full-time or equivalent, or usual hours of practice are equal to or greater than 30 hrs./week.</p> <p><b>Part-Time</b> Official status with employer is part-time, or usual hours of practice are less than 30 hours per week.</p> <p><b>Casual</b> Status with employer is on an as-needed basis, with employment that is not characterised by a guaranteed or fixed number of hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.</p>
<p><b>Section 4:</b></p> <p><b>Characteristic of your work—the nature of your employment</b></p>	<p><b>Permanent</b> Status with employer is permanent with no specified end date of employment and guaranteed or fixed practice hours per week.</p> <p><b>Temporary</b> Status with employer is temporary with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed practice hours per week</p> <p><b>Casual</b> Status with employer is on an as-needed basis, with employment that is not characterised by a guaranteed or fixed number of hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.</p> <p><b>Self-Employed</b> A person who operates their own economic enterprise in the profession. The individual may be the owner of a business or professional practice, or an individual in a business relationship in which they agree to perform specific work for a payer in return for payment.</p>

<p><b>Section 4:</b></p> <p><b>Characteristic of Your work—Your primary role at the practice location</b></p>	<p><b>Administrator</b> A person whose primary role is involved in administration, planning, organising and managing.</p> <p><b>Consultant</b> Major role is the provision of expert guidance and consultation, without direct patient-care, to a third-party.</p> <p><b>Instructor/Educator</b> Major role is as an educator for a particular target group.</p> <p><b>Manager</b> Major role is in the management of a particular team/group that delivers services.</p> <p><b>Owner/Operator</b> An individual who is the owner of a practice site and who may or may not manage or supervise the operation at that site.</p> <p><b>Quality Management Specialist</b> Major role is the assurance and control of the quality of procedures and/or equipment.</p> <p><b>Researcher</b> Major role is in knowledge development and dissemination of research.</p> <p><b>Salesperson</b> Major role is in the sales of health-related services and products.</p> <p><b>Service Provider</b> Major role is in the delivery of professional services specific to the profession.</p>
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<p><b>Section 4:</b></p> <p><b>Characteristic of your work—Client age range</b></p>	<p><b>Paediatrics</b> The majority of your patients are between the ages of 0 to 17.</p> <p><b>Adults</b> The majority of your patients are between the ages of 18 and 64 years inclusive.</p> <p><b>Seniors</b> The majority of your patients are over the age of 65.</p> <p><b>All ages</b> You do not treat more patients in one (1) age group than another</p>
<p><b>Section 4:</b></p> <p><b>Characteristic of your work—Employment setting at the practice location</b></p>	<p><b>Assisted Living Residence/Supportive Housing</b> A retirement home or supportive housing that provides varying degrees of care to assist individuals/couples to live independently. Services include home making, meal preparation, low to daily personal care and availability of a personal support worker or staff on a 24-hour basis. These facilities include group homes, retirement homes, community care homes, lodges, supportive housing and congregate living settings.</p> <p><b>Association/Government/ Regulatory Organisation/Non-Government Organisation (e.g., Diabetes Association)</b> An organisation or government that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level.</p> <p><b>Blood Transfusion Centre</b> Refers to a facility that collects, screens, tests, processes, stores and/or supplies blood, blood products, or its alternatives for the purposes of transfusion (e.g., Canadian Blood Services).</p> <p><b>Board of Health or Public Health Laboratory or Public Health Unit</b> A public health laboratory or official health unit that administers health promotion and disease prevention programs to inform the public about healthy lifestyles, communicable disease control including education in STDs/AIDS, immunisation, food premises inspection, healthy growth and development including parenting education, health education for all age groups and selected screening services.</p> <p><b>Cancer Centre</b> A facility that specialises in services related to the treatment, prevention and research of cancer.</p> <p><b>Centralised Diagnostic Laboratory Facility</b>—A laboratory (public or community) that serves as the centralised focus of specialised or broadly-based human health related diagnostic laboratory services, as part of a distributed system that includes collection, transportation, testing and results reporting. Excludes any public health or blood transfusion service laboratory.</p> <p><b>Children Treatment Centres (CTC)</b> This centre is a community-based organisation that serves children</p>

	<p>with physical disabilities and multiple special needs. The centre provides physiotherapy, occupational therapy and speech therapy along with other additional services.</p> <p>There are 21 CTCs in Ontario (2016).  <a href="http://www.children.gov.on.ca/htdocs/English/specialneeds/rehabilitation.aspx">http://www.children.gov.on.ca/htdocs/English/specialneeds/rehabilitation.aspx</a></p> <p><b>Client's Environment</b>  The professional travels to one or more sites that may be the client's home, school and/or workplace environment to provide services (e.g., Homecare or LHIN contracts).</p> <p><b>Community Health Centre (CHC)</b>  A CHC employs physicians and other interdisciplinary providers, such as nurse practitioners, nurses, mental health counsellors, chiropractors, community workers and dietitians to serve high-risk communities and populations who may have trouble accessing health services because of language, culture, physical disabilities, socioeconomic status or geographic isolation. CHCs emphasize health promotion, disease prevention and chronic disease management based on local population health needs. The organisation must be recognised as a CHC and there are 101 CHCs throughout Ontario (2019).  <a href="http://www.health.gov.on.ca/en/common/system/services/chc/">http://www.health.gov.on.ca/en/common/system/services/chc/</a></p> <p><b>Local Health Integration Network (LHIN) home and community care services (formally provided through Community Care Access Centres)</b>  LHINs arrange all government-funded services and work with health care providers to enhance access and co-ordination for people who need care in their own homes in the community, in supportive housing, or in a long-term care home. LHINs also provide information about local community support service agencies and can link people to these agencies to arrange services.</p> <p><b>Community Pharmacy</b>  A retail setting where drugs and related products are distributed primarily through direct face-to-face client contact (e.g., Shoppers Drug Mart).</p> <p><b>Dental Laboratory</b>  An independent dental laboratory that specialises in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.</p> <p><b>Dental Practice Laboratory</b>  A dental laboratory within an established dental practice that specialises in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.</p> <p><b>Family Health Team (FHT)</b>  A Family Health Team is a group that includes physicians and other interdisciplinary providers, such as nurse practitioners, nurses, pharmacists, mental health workers, and dietitians. The FHT provides comprehensive primary health care (PHC) services. The FHT provides services on a 24/7 basis through a combination of</p>
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	<p>regular office hours, after-hours services, and access to a registered nurse through the Telephone Health Advisory Service (THAS). The FHT emphasizes health promotion, disease prevention and chronic disease management based on local population health needs. The FHT must enrol patients. The group must be recognised as a FHT and there are 184 FHTs in Ontario (2016).  <a href="http://www.health.gov.on.ca/en/pro/programs/fht/">http://www.health.gov.on.ca/en/pro/programs/fht/</a></p>
<p><b>Section 4:</b></p> <p><b>Characteristic of your work—Area of practice at the practice location</b></p>	<p><b>Acute Care</b>  Services provided primarily to clients who have an acute medical condition or injury that is generally of short duration.</p> <p><b>Administration</b>  Focus of activities is management or administration.</p> <p><b>Cancer Care</b>  Services provided primarily to clients with a variety of cancer and cancer related illnesses.</p> <p><b>Chronic Disease Prevention and Management</b>  Services are provided primarily to address chronic diseases early in the disease cycle to prevent disease progression and reduce potential health complications. Diseases can include diabetes, hypertension, congestive heart failure, asthma, chronic lung disease, renal failure, liver disease, and rheumatoid and osteoarthritis.</p> <p><b>Comprehensive Primary Care</b>  Services provided primarily to a range of clients, possibly at first-contact, to identify, prevent, diagnose and/or treat health conditions (e.g., oral care, foot care, etc.).</p> <p><b>Consultation</b>  Expert consultation is provided on the profession related to medical and/or legal matters.</p> <p><b>Continuing Care</b>  Services provided primarily to clients with continuing health conditions for extended periods of time (e.g., long-term care or home care).</p> <p><b>Critical Care</b>  Services provided primarily to clients dealing with serious life-threatening and/or medically complex conditions who require constant care, observation and specialised monitoring and therapies.</p> <p><b>General Service Provision</b>  Services provided primarily to clients across a range of service and/or consultation areas specific to the profession (e.g., general rehabilitation, laboratory work etc.).</p> <p><b>Geriatric Care</b>  Services provided primarily to care for elderly persons and to treat diseases associated with aging through short-term, intermediate or long-term treatment/interventions.</p> <p><b>Mental Health and Addiction</b>  Services provided primarily to clients with a variety of mental health and addiction conditions.</p>



**Palliative Care**

Services provided primarily to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.

**Post-Secondary Education**

Focus of activities is directed at providing post-secondary teaching to individuals registered in formal education programs.

**Primary Maternity Care**

Services provided primarily to assess and monitor women during pregnancy, labour, and the post-partum period and of their newborn babies, the provision of care during normal pregnancy, labour, and post-partum period, and to conduct spontaneous normal vaginal deliveries.

**Public Health**

Services are provided primarily with the purpose of improving the health of populations through the functions of health promotion, health protection, health surveillance and population health assessment.

**Quality Management**

Focus of activities is on the assurance of the operational integrity, based on compliance with staffing, technical and organisational requirements.

**Research**

Focus of activities is in knowledge development and dissemination of research including clinical and non-clinical.

**Sales**

Focus of activities is in the sales and/or service of health-related apparatuses or equipment.

**Other Area of Service/Consultation**

Other area of service/consultation not otherwise identified.

**Other Areas**

Other area of employed activity not otherwise mentioned.