



The College of Naturopaths of Ontario

Resigning your Registration

A Registrant of the College of Naturopaths of Ontario (the College) may resign their registration at any time by completing a Resignation form and submitting it to the College with the required supporting documents. Please note that any outstanding fees must be paid and/or any complaints and discipline matters resolved before a resignation application can be processed.

Once your resignation is accepted by the College, your certificate of registration that authorizes you to practise naturopathy in Ontario is no longer valid. At that point, you may no longer engage in the practice of naturopathy, hold yourself out as a naturopath, or use the titles **ND, Naturopath, Naturopathic Doctor** or the Inactive designations, **ND (Inactive), Naturopath (Inactive), Naturopathic Doctor (Inactive)** or their French equivalents to describe yourself or your profession.

IMPORTANT: If you resign and later wish to reinstate your registration, you must re-apply as an applicant to the College and meet all registration requirements in effect at the time of application, including entry-to-practise examinations (i.e., the Ontario Clinical Practical Exams, Ontario Clinical Sciences Exam, Ontario Biomedical Exam, and the Jurisprudence Exam). Additional information regarding these examinations is available in the [Entry-to-Practise Exams](#) section of the Applicants tab of the College website.

When to Submit Your Application

It is recommended to submit your documentation at least ten business days prior to the date you want to have your request take effect. If resigning during the registration renewal period, your documentation must be submitted before the close of renewal (which is March 31, annually). If you seek to resign after renewal closes, you will be required to pay your registration fee for the year and complete the information return form before your resignation request can be processed. Please note that the College will not refund any portion of the annual registration fee when Registrants resign part way through the year.

Step 1: Completing Your Application

The application form may be typed or completed neatly by hand; however, the Undertaking must include a handwritten signature. Electronic signatures will not be accepted.

After a Registrant resigns, patients may need to locate their records. In section ii) of this form, please provide information regarding the location of your patient files and how a patient may go about locating them.

Step 2: Proof of Professional Liability Insurance

Section 19 of the College By-laws require that all Registrants who have held a General class certificate within the past five years and immediately prior to ceasing to practice the profession, shall have enduring (tail) insurance to provide coverage for at least five years after they have resigned their registration.

Note: If you were registered in the Inactive class for over five years prior to resigning your registration and held enduring (tail) insurance during that period, you may be exempt from the enduring (tail) insurance requirement.

Along with your application form, please provide evidence of your enduring (tail) insurance coverage (i.e., a copy of your insurance certificate and proof of payment for the insurance premiums covering the full five-year period effective from the date you ceased practicing the profession). Annual payment of premiums will not be permitted.

Step 3: Submitting Your Application

Your completed application and supporting documentation can be submitted by:

- Email: registration@collegeofnaturopaths.on.ca
- Mail: College of Naturopaths of Ontario
150 John Street, 10th Floor
Toronto, ON M5V 3E3
- Fax: 416-583-6011

Step 4: Confirmation of Resignation

A letter from the Registration department confirming your resignation will be emailed to you within five business days of the College's receipt of your documentation.

Please note that your resignation is not effective until the College confirms in writing that it has accepted your resignation.

If you have any questions regarding the resignation process or about any of the information noted above, please contact the Registration department at registration@collegeofnaturopaths.on.ca or 416-583-6002.



The College of Naturopaths of Ontario

Resignation Application Form

i) Registrant Information

Registrant Name:

First Name

Middle Name

Last Name

Registration Number

ii) Practice Information

I am still practising the profession but will cease practising on _____
(month/day/year)

I am no longer practising the profession having ceased practising on _____
(month/day/year)

iii) Location of Patient Files

How can patients access their files in your absence?

By using the contact information currently associated with my practice location(s)

By contacting the Healthcare Information Custodian listed below:

First Name

Last Name

Registration Number

Practice Address:

City:

Province:

Postal Code:

Telephone:

Email:

iv) Professional Liability Insurance

I have practised in Ontario within the past five (5) years and immediately prior to ceasing to practise the profession. My enduring (tail) insurance covers me for five (5) years from the date I ceased practicing. A copy of my enduring (tail) insurance certificate and proof of premiums paid are enclosed.

I have not practised in Ontario within the past five (5) years. I understand the requirements as set out in section 19.03 of the College by-laws and that in making this declaration I am exempted from carrying enduring (tail) insurance while registered in the Inactive class of registration with the College.

v) Undertaking

I, P R I N T L E G A L N A M E, hereby resign as a Registrant of the College of Naturopaths of Ontario.

I understand that my information will remain on the College's Public Register following resignation of my registration for a period of time set out in the College By-laws. Further, I understand the conditions of my resignation are as follows:

- 1) Once my resignation takes effect my certificate of registration expires and my authority to practise naturopathy in Ontario immediately ceases.
- 2) If I wish to resume the practise of naturopathy in Ontario after I resign, I must apply to the College for a new certificate of registration and must meet the entry-to-practice requirements for registration in force at that time.
- 3) After I resign, I remain subject to the jurisdiction of the College for professional misconduct referable to the time when I was a Registrant.
- 4) In accordance with the College By-laws, I shall maintain enduring insurance for at least five (5) years after I cease practising the profession.
- 5) My resignation is not effective until the College receives my completed and signed resignation form and notifies me of the termination of my registration;
- 6) Upon termination of my registration, I will no longer be a Registrant of the College of Naturopaths of Ontario and will no longer be entitled to use the protected title or designation associated with the profession in Ontario.
- 7) All copies of my certificate of registration must be returned to the College or confirmation sent of destroying them.

Handwritten signature of Registrant

Date: (month/ day/ year)