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Intent/Purpose To establish a policy governing the Registration Program and related activities within the College of Naturopaths of Ontario (the College).

Definitions	Act	Means, the <i>Naturopathy Act, 2007</i> , S.O.2007, Chapter 10, Schedule P, as amended from time to time.
	Applicant	Means, an individual who has made a formal application to the College for a Certificate of Registration.
	By-laws	Means, the By-laws of the College approved by the Council under the authority of section 94 of the Code.
	Certificate of Registration	Means, a document issued by the College, in either the General Class or Inactive Class, which demonstrates to the public that the holder is a Registrant of the College, registered in the class set out on the Certificate and identifies whether there are any terms, conditions or limitations (TCLs) placed on the Certificate.
	Chief Executive Officer (CEO)	Means, the individual appointed by the Council of the College pursuant to section 9(2) of the Health Professions Procedural Code which is Schedule II of the <i>Regulated Health Professions Act, 1991</i> and who performs the duties assigned to the position of Registrar under the Act, the Code, the <i>Naturopathy Act, 2007</i> and the regulations made thereunder.
	CPR, Certificate	Means, a document issued by a recognized cardiopulmonary resuscitation (CPR) certification course provider, which clearly shows the date of course completion, level of CPR certification, the applicant or Registrant's name and the name of the course provider.
	CPR, Recognized Certificate Course	Means, an in-person training course in CPR procedures taught in compliance with the Heart & Stroke Foundation of Canada's most current Guidelines for CPR and Emergency Cardiovascular Care (ECC).
	College	Means, the College of Naturopaths of Ontario as established under the <i>Naturopathy Act, 2007</i> and governed by the <i>Regulated Health Professions Act, 1991</i> .
	Code	Means, the Health Professions Procedural Code, which is schedule 2 to the <i>Regulated Health Professions Act, 1991</i> .
	Former Registrant	Means, an individual who previously held a valid Certificate of Registration with the College and who is no longer a Registrant by virtue of having retired, resigned, being deceased, or having had their Certificate of Registration revoked by the College.
	General Class	Means, a Registrant authorized to practise in Ontario, who


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has met the registration requirements, as set out in section 5 of the Registration Regulation.

Good Character	Means, the personal characteristics of an applicant or Registrant, including ethical strength, integrity, honesty, respect for and consideration of others, respect for the law and legitimate authority, responsibility and accountability, fairness, and open-mindedness.
Good Standing	Means, the status assigned to a Registrant when they are current on dues and payments and is current with the registration requirements assigned to their class of registration.
Inactive Class	Means, a Registrant not authorized to practise in Ontario, as set out in section 8 of the Registration Regulation.
Language Skills	Means, the four communication abilities tested during a language proficiency assessment: reading, writing, listening, and speaking.
Language Test	Means, a test designated in this policy that can be relied upon to test the language proficiency of an applicant.
Letter of Standing	Means, a document issued by a regulatory body, which outlines full details about a Registrant's status and registration history, discipline history and ongoing complaints and investigations, if any.
Mentor	Means, a Registrant who has agreed to supervise another Registrant or an applicant as part of a refresher program or additional education and training as required to enter into practise or return to the General class of registration to practise the profession.
Mentee	Means, an applicant or Registrant, as the case may be, who has been required by a panel of the Registration Committee to enter into a supervised mentorship as outlined in this policy.
Pre-Registration	Means, the process whereby an individual who intends to seek registration provides the College with information to establish themselves before formally submitting an application for registration.
RHPA	Means, the <i>Regulated Health Professions Act, 1991</i> , S.O. 1991, c. 18, as amended from time to time.
Register	Means, an electronic, searchable database system that provides the public with information about Registrants,

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Premises (under the Inspection Program), Professional Corporations and Illegal practitioners


Registrant	Means, an individual as defined in section 1(1) of the Health Professions Procedural Code.
Registration Committee	Means, the statutory committee of the College responsible for all registration matters referred to it by the CEO. Panels of this statutory committee are responsible for all registration matters as set out in the Code.
Registration Regulation	Means, Ontario Regulation 84/14 as amended from time to time.
Supporting Documentation	Means, official records provided by a court, tribunal, educational institution, licensing or regulating body, or other government sanctioned organizations which provides details surrounding, and the outcome of, an event.
Term, Condition or Limitation (TCL)	Means, a term, condition, or limitation (TCL) imposed on a Certificate of Registration by a panel of the Registration Committee which restricts a Registrant's activities within the practice of the profession.

Good Character	General	Assessments of Good Character are managed in accordance with the College's Good Character Policy.
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Currency	Minimum Requirements	A Registrant who holds a General class Certificate of Registration is expected to practise the profession for at least 750 hours over any three-year period in order to maintain currency, in accordance with section 6(1) of the Registration Regulation.
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Practising the Profession - General Class Certificate	<p>Registrants holding a General class Certificate of Registration are expected to be actively practising the profession in the capacity of a clinical practitioner, including but not necessarily limited to providing direct patient care, within the scope of practice of the profession for the purpose of satisfying the currency requirements of section 6(1) of the Registration Regulation.</p> <p>To be practising the profession as a General class Certificate holder, a Registrant's currency hours must include direct patient care (consultation/visit, assessment, treatment) and may include any of the following additional activities, or a combination thereof:</p> <ul style="list-style-type: none"> • Research related to managing patient care (a specific case). • Clinical supervision involving direct patient care.
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- Clinical education involving patient interaction or provision of professional services while teaching.
- Communication with colleagues regarding case management.
- Mentoring.

Practising the Profession
- General Class
Certificate with Non-
Clinical TCL

A Registrant holding a General class Certificate of Registration with a non-clinical TCL does not engage in direct patient care within the scope of practice of the profession but may be working in non-clinical areas related to practising the profession.

Such Registrants may meet their currency hours as defined in section 6(1) of the Registration Regulation through involvement in the following activities, as determined by their primary job:

- Administration of an educational program in naturopathic medicine or a naturopathic clinic.
- Naturopathic research (non-clinical, not performing controlled acts or directly interacting with patients).
- Regulatory/government work.
- Natural health product development/promotion.

In accordance with paragraph 5 of section 23(2) of the Code, any restrictions on a Registrant's Certificate of Registration as a result of the Registrant's limited practise would be noted on the Register for public protection.

Declaration

During annual Registration renewal, a Registrant must report on their currency hours for the previous calendar year.

For new Registrants, the three-year reporting period begins on April 1st following the Registrant's initial registration with the College.


At the discretion of the CEO where a Registrant is initially registered at a point in the year where they can meet the minimum annual requirements for currency, set as 250 hours, those hours shall be counted towards the three-year currency period.

Evidence of Currency

The CEO may request evidence from a Registrant to support their declaration of currency hours. Such a request would be warranted if (but not limited to):

- The CEO has reason to believe the Registrant may have provided a false or misleading declaration.
- A Registrant's hours approach the requirement but do not meet the minimum and may warrant a review.
- Other information has become available indicating the Registrant has not practised the profession to the

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extent necessary for a General class Certificate of Registration.


Appropriate evidence would depend on the nature of the Registrant's practice but may include the following:

- a) For a Registrant holding a General class Certificate of Registration:
 - Appointment book/schedule.
 - Letter of employment, including hire date and hours worked per week/month.
 - Confirmation that the duties and responsibilities outlined in a job description were performed.
 - Confirmation of services provided, such as invoices, letter from individual persons for whom direct services were provided.
 - Patient record/case notes.
 - Clinical research articles.
 - Clinical education plan.

- b) For a Registrant holding a General class Certificate of Registration with a non-clinical TCL:
 - Work schedule.
 - Letter of employment, including hire date and hours worked per week/month.
 - Confirmation that the duties and responsibilities outlined in a job description were performed.
 - Research articles.
 - Teaching plan.

Language Proficiency	English or French	Sufficient language proficiency in either English or French is an essential requirement for entry-to-practise. All applicants must meet the requirements set out in the College's Language Proficiency policy.
Professional Liability Insurance (PLI)	Coverage Required	Maintaining Professional Liability Insurance (PLI) coverage in the amount and form required in the By-laws is a condition of every Certificate of Registration.
	Proof of Coverage for Applicants	All applicants for registration with the College shall be required to provide proof of PLI before a Certificate of Registration is issued.
	Proof of Coverage for Registrants	Upon the annual renewal of their Certificate of Registration with the College, all Registrants shall be required to sign a PLI declaration, affirming that the Registrant's coverage meets all the minimum requirements set out in the By-laws.

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The Registrant will also provide the College with information related to their insurance coverage (coverage amount, term, broker and insurer) as required on a form established by the CEO and, at the same time, shall consent to the College verifying and collecting information from third parties, including but not limited to their insurer, broker and/or relevant professional associations through which coverage might have been obtained.

Proof of Coverage for Registrants (Inactive- five years or more)

Inactive class Registrants who have not practised the profession for five (or more) years are not required to carry PLI in accordance with section 19.03 of the By-laws.

Upon the annual renewal of their Certificate of Registration, Inactive Registrants who have met the above criteria shall be required to sign a declaration, attesting that the Registrant has not practised the profession for five (or more) years.

Proof of Coverage at Change of Class

A Registrant who is applying to change to a different class of registration (e.g., Active to Inactive class) will be required to provide proof of insurance coverage at the discretion of the CEO.

Changes in Coverage

As per section 4(6) of the Registration Regulation, a Registrant must notify the College within two days of any changes to coverage information, such as broker, policy number or coverage amount, or if the Registrant no longer has the necessary insurance coverage as outlined in the By-laws.

Failure to be Insured

The CEO in accordance with section 4(5) of the Registration Regulation will immediately suspend a Registrant whose insurance does not meet the requirements per section 4(5) of the College By-laws.


Refresher Programs, Additional Education and Training

General

An applicant or Registrant may be required by a panel of the Registration Committee to undertake a refresher program, or additional education if one of the following conditions exist:


- An applicant for registration where more than two years have passed since either their successful completion of a CNME-accredited program or the College's Prior Learning Assessment & Recognition (PLAR) program, and where the applicant has not been practising the profession for 750 hours in the three years preceding their date of application, may be required to complete such further education or training as required by a panel of the Registration Committee [Registration Regulation, section 5(2)].
- A Registrant who in the preceding three years has not practised the profession for a minimum of 750 hours, and who has declined to enter into an undertaking with the

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	<p>College not to practice the profession but who does not wish the matter to be referred to the Quality Assurance Committee [Registration Regulation, section 6(2)].</p> <ul style="list-style-type: none"> • A Registrant who has held a General class Certificate of Registration with a non-clinical TCL for a period of more than two years and who wishes to return to the General class [Registration Regulation, section 6(3)]. • A Registrant who has been in the Inactive class of registration for a period of more than two years and who wishes to return to the General class [Registration Regulation, section 10(1)(6)].
Acceptable Courses	<p>Individual refresher programs, further education and training are determined on a case-by-case basis and subject to approval of a panel of the Registration Committee. Education relevant to the practice of the profession and based on identified areas of deficiency with respect to the individual's competencies will be considered.</p> <p>In order to be approved, a course or courses should meet one or more of the following criteria:</p> <ul style="list-style-type: none"> • Offered by a recognized University or College. • Offered by a CNME-accredited program. • Has been approved or meets the criteria for approval by the Quality Assurance Committee of the College for Category A continuing education credits under the Quality Assurance Program.
Supervised Mentorship	<p>While individual refresher programs and further education and training are subject to approval by a panel of the Registration Committee, an applicant or Registrant may request, or the Panel may require, that the program, education and/or training include a period of supervised mentorship by a Registrant of the College who is in Good Standing.</p> <p>In such instances, the mentor will be required, at the conclusion of the supervised mentorship period, to provide the College with a letter which details whether the mentor believes:</p> <ul style="list-style-type: none"> • The mentee's knowledge, skill and judgment are at the level required for the applicant or Registrant to practise the profession safely, competently, and ethically. • The mentee should undergo additional education and/or training in any specific competencies relating to the practise of the profession.
Conflicts of Interest	<p>For the purposes of this policy, a conflict of interest is defined as outlined in section 16 of the By-laws. Without limiting the definition, a real or perceived conflict of interest between a mentor and an applicant or Registrant who is subject to a</p>

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supervised mentorship requirement, exists when a prior personal or professional relationship exists.

Qualifications for Mentors


A Registrant is eligible for selection as a mentor if, on the date of mentorship for which they are selected, the Registrant:

- Holds a General class Certificate of Registration with the College with no TCLs.
- Has actively practised naturopathy for at least five years.
- Practises in accordance with the Standards of Practice of the profession.
- Is not in default of payment of any fees prescribed by the By-laws or any fine or order for costs to the College imposed by a College committee or court of law.
- Is not in default of completing and returning any form required by the College.
- Is not the subject of any disciplinary or incapacity proceeding.
- Has not had a finding of professional misconduct, incompetence, or incapacity against them in the preceding five years.
- Is not a Council or Committee member.
- Is not employed by the College.
- Is not employed as an administrative faculty member or instructor at a naturopathic academic institution.

All mentors must be approved by the CEO.


Terms, Conditions, and Limitations	General	Where the CEO believes it is in the public interest to have a TCL imposed on a Certificate of Registration, and the applicant or Registrant does not consent, the CEO shall inform the applicant or Registrant of the need for referral and refer the matter to a panel of the Registration Committee for review.
	Panel of the Committee	Where the CEO and the applicant or Registrant agree to have a TCL placed on the applicant or Registrant's Certificate of Registration, the matter shall be referred to a panel of the Registration Committee for review and approval.
	Non-Clinical TCL	Registrants registered in the General class who do not engage in direct patient care, and who are employed in one of the following areas, may have or seek to have a non-clinical TCL placed on their Certificate of Registration: <ul style="list-style-type: none"> • Administration of an educational program in naturopathy or a naturopathic clinic. • Naturopathic research (non-clinical, not performing controlled acts or directly interacting with patients). • Regulatory/government work. • Natural health product development/promotion.

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Good Standing	Applicant Registered with Another Regulatory Body	A Letter of Standing must be provided from each regulatory authority, in any jurisdiction, with whom an applicant is currently or was previously registered. Letter(s) of Standing must indicate that the applicant was in good standing at the time of making their application to the College, or if no longer registered with that body, at the time they ceased being a Registrant.
	Confirmation Requirements	<p>Confirmation of Good Standing must:</p> <ul style="list-style-type: none"> • Be in the form of a letter from the regulatory authority(ies), signed by the Registrar or CEO (senior staff officer) if there is one or, if not, signed by the President (senior elected official). • Indicate the applicant has paid all fees, dues, and penalties owed to the regulatory authority(ies). • Indicate there are no outstanding matters relating to professional misconduct or incapacity which have been referred for formal adjudication by the regulatory authority(ies). • Be received by the College directly from the regulatory authority(ies).
Criminal Record Check	General	<p>The following individuals will be required to submit a name-based Police Criminal Record Check using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP:</p> <ul style="list-style-type: none"> • Applicants for initial registration with the College. • Former Registrants seeking registration with the College.
	Timing	The report must show the search of the CPIC database was conducted no more than six months before the date of application.
	Scope of Report	<p>The name on the report must match the name appearing on the applicant's registration application (legal name) as well as all names the applicant currently uses or has ever used, including first, middle, and last name(s), name at birth as listed on their proof of identity document, maiden name, or any other former or assumed names.</p> <p>The report must include records of discharge which have not been removed from the CPIC system in accordance with the <i>Criminal Records Act, 1985</i>, and records of outstanding criminal charges of which the police are aware.</p>
	Exclusion	Online checks by commercial vendors will not be accepted.
CPR	General	All Registrants holding a General class Certificate of Registration must maintain valid, Health Care Provider level

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		CPR certification which includes training on automated external defibrillation (AED).
Validity and Renewal		A CPR certificate must be valid (not expired) at all times and be renewed no less than every two years through an in-person course. The professional and ethical responsibility for maintaining current CPR certification rests with the Registrant.
Initial Registration CPR Requirements		Applicants for registration with the College must provide a CPR certificate issued within the preceding 12 months at the time of submitting their application for registration.
Request for Proof of CPR Certification		The CEO may request proof of CPR certification as deemed necessary.
Failure to Provide Proof of CPR Certification		In the event a Registrant's CPR certificate is out-of-date (beyond two years from the date it was issued), the CEO shall notify the Registrant under section 20.12 of the By-laws. Should the Registrant fail to provide proof of CPR certification by the deadline, they will be deemed as having failed to maintain valid CPR.
Exemption		<p>A Registrant may seek an exemption from the CPR requirements of the College due to disability or exceptional circumstances which prevent the Registrant from physically completing the requirements necessary for CPR certification. Exemption requests must be supported with documentation (e.g., medical note from a regulated health professional) and are granted, at the discretion of the CEO. Registrants granted an exemption are required to sign an undertaking which includes, but is not limited to, the following provisions:</p> <ul style="list-style-type: none"> • The Registrant will not treat any patient unless a designated person or persons who meets the College's CPR requirements is present on-site at the practice locations at all times. • The Registrant will provide the College annually, as part of their renewal, a valid CPR certificate for the designated person(s). • A TCL will be imposed on the Registrant's Certificate of Registration and published on the public register, stating the Registrant may not practise the profession unless the designated CPR certificate person(s) is present at all times.
Public Register Photo	General	The CEO shall establish and maintain the public register in accordance with the Code and the College By-laws.
	Photo Submission	Pursuant to section (iii) of 20.05 of the By-laws, the CEO shall include on the public register a current photograph of
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the Registrant, which is suitable for publication and will enable the public to verify a Registrant's identity.

A commercial photographer must take the photo. On the back of the photo, the photographer must stamp the name and complete address of the photo studio and the date the photo was taken.

Also, on the back of the photo, a guarantor must clearly write: "I certify this to be a true likeness of (Registrant's name)" and sign their name.

Applicants must provide a photo for the Public Register prior to issuance of a Certificate of Registration.

Registrants must provide a new photo for the public register as follows:

- General class Registrants in good standing: on a schedule set by the CEO.
- Inactive class Registrants: at the time of submitting an Inactive to General class change application to the College.
- Registrants holding a non-Clinical TCL at the time of submitting a request to the College to have the non-Clinical TCL removed from the Registrant's Certificate of Registration.
- Suspended General class Registrants seeking reinstatement: as part of curing the default which resulted in the suspension, and prior to reinstatement of the Registrant's Certificate of Registration.

Photo Guarantor


A guarantor for photo identification is an individual who meets the following criteria:

- Must be 18 years of age or older.
- Have known the Registrant for a minimum of two years.
- Must be a Registrant of a regulated profession in the province of Ontario.

Out of Province Certificates	General	Under the Canadian Free Trade Agreement (CFTA) and the Registration Regulation, individuals who have been issued a Certificate of Registration in the General class in another regulated Canadian province and have practised the profession to the extent as would be expected of a Registrant holding a General class Certificate of Registration in Ontario who wish to become registered with the College may apply under labour mobility provisions to be issued a Certificate of Registration in the General class subject to certain criteria.
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Individuals who are registered in another regulated Canadian jurisdiction but not practising the profession (i.e., in an

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Inactive class) are not eligible to become registered with the College.

Application Process

Naturopaths wishing to be registered under these labour mobility provisions shall:

- Submit a completed application for registration along with the associated application fees stipulated in Schedule 3 of the By-laws.
- Provide proof of sufficient language fluency in accordance with the Language Proficiency Policy.
- Provide proof of identity in accordance with the Proof of Identity Policy.
- Provide such information and sign declarations with respect to good character in accordance with the Good Character Policy.
- Obtain a criminal record check in accordance with this policy.
- Obtain from their current regulatory authority, or regulatory authorities as the case may be, a Letter of Standing.
- Provide proof of valid CPR certification in accordance with this policy.
- Provide proof of PLI in the form and amount as stipulated in the By-laws.
- Provide proof of evidence that they have practiced the profession to the extent as would be expected of a Registrant holding a General class Certificate of Registration.

Extent of practise


For the purposes of this policy, an applicant has practiced the profession, to the extent as would be expected of a Registrant holding a General Class Certificate of Registration, provided the applicant has practised in accordance with the “Practising the Profession – General Class” currency requirements stipulated in this policy.

Evidence of Professional Practise

In addition to a Letter of Standing, the College will require evidence to support an applicant having practiced the profession to the extent as would be expected of a Registrant holding a General Class Certificate of Registration. Such evidence must include:

- A written attestation by a colleague, registered in good standing with a regulatory body within the same Canadian jurisdiction where the applicant is currently registered, who can confirm that the applicant was practising at a named practice location subject to the specifics set out below.
- Any of the evidentiary materials set out in the “Evidence of Currency” provisions within the Currency section of this policy.

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The following information must be included in the written attestation:

- The full name, professional designation, and registration number of the individual providing the attestation.
- The names, and full address of the practice location.
- The dates or range of dates the applicant practised at the practice location.
- The approximate number of patients the applicant saw.
- Any additional activities other than direct patient care, the applicant performed as part of their practice related duties.

Review

Applications received under this process shall be reviewed in the same manner as applications for initial registration, including applying all good character provisions under the Registration Regulation.

In the event the CEO has reasonable doubt as to whether the applicant has practised the profession to the extent as would be expected of a Registrant holding a General class Certificate of Registration, the CEO will refer the matter to a panel of the Registration Committee for further review and determination, in accordance with section 7(3) of the Registration Regulation.

Examinations


With the exception of those referred to a panel of the Registration Committee under section 7(3) of the Registration Regulation, and completion of the Ontario Jurisprudence Examination, applicants from other regulated jurisdictions in Canada are exempt from completing any further registration examinations.

Substantial Equivalency

Notwithstanding real or perceived differences in the scope of practice of the profession between regulated Canadian provinces, the College recognizes the entry-to-practice requirements are substantially equivalent across Canada. As a result, no additional educational requirements nor TCLs will be placed on the Certificate of Registration of an applicant from another regulated Canadian jurisdiction except where such is warranted, either on the basis of disclosures made during the application process or as a result of a review conducted by a panel of the Registration Committee in accordance with section 7(3) of the Registration Regulation.

The CFTA does not require the College to recognize post-registration certificates. However, in the interest of fair registration practices, the College will recognize the following related to the College's Standard of Practice for Prescribing:

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- An applicant having obtained prescriptive authority from the College of Naturopathic Physicians of British Columbia (CNPBC).
- An applicant having successfully completed a recognized Prescribing & Therapeutics course and examination, under the College of Naturopathic Doctors of Alberta (CNDA), no more than two years prior to their date of application for registration to the College.

Post Registration Certificate – IVIT


Upon issuance of a Certificate of Registration with the College, Registrants registered in another jurisdiction, where the regulatory authority attests to the Registrant having met one of the above criteria, will be deemed to have met the College's Standard of Practice for Prescribing upon completion of the course module relating to Ontario's drugs and substances. No additional examination will be required. Due to substantial differences in scope, and training between the different jurisdictions, and the higher risk associated with the practise of intravenous infusion therapy (IVIT), the College does not recognize IVIT certifications obtained in other jurisdictions.

Advice to Registrants

Individuals who become Registrants of the College by virtue of having practised in another regulated Canadian jurisdiction shall be issued appropriate advice related to minor differences in scope between the jurisdictions, where applicable. This advice shall include:

- Registrants of the College must always practise within the Scope of Practice of the Profession and as such, IVIT chelation, minor surgery, ozone therapy, and hyperbaric oxygen therapy are excluded from the practice of the profession in Ontario.
- Registrants of the College must always practise within the limits of their own knowledge, skill, and judgment.
- Registrants of the College are required to practise in a manner which meets the Standards of Practice of the profession as detailed in the General Regulation and on the College's website.
- A Registrant must have met the Standard of Practice for Prescribing before they may access any of the drugs or substances identified in the General Regulation or perform any of the controlled acts of administering a substance by injection or inhalation and prescribe, dispense, compound, or sell a drug.
- A Registrant must have met the Standard of Practice for Intravenous Infusion Therapy and the Standard of Practice for Prescribing and be practising in premises registered with the College's Inspection Program before the Registrant may administer a substance by IVIT.

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- Registrants will be reminded that they may not perform acupuncture in Ontario unless they have been deemed by their regulatory body to have met the post-registration certification for acupuncture, or until they obtain sufficient education and training in acupuncture in accordance with the College's Clinical (Practical) Examinations Policy.

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