



The College of Naturopaths of Ontario

GUIDE

INFORMATION RETURN: INACTIVE CLASS



Updated February 2020

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GENERAL INFORMATION

Each year, Members of the College are required to renew their registration to continue a) practising as a naturopath in Ontario (if registered in the General class), or b) continue to hold the ND (Inactive) title (if registered in the Inactive class).

Renewing is a two-step process which involves:

1. Paying the annual registration fee, and
2. Completing the Information Return form.

Renewal launches on February 14, 2020 at 9:00 a.m. EDT; Members must successfully complete both of the above steps no later than March 31, 2020 at 5:00 p.m. EDT.

This guide has been prepared to help **Inactive** class Members in completing their 2020 renewal, by providing details on paying the registration fee and completing the Information Return form.

We suggest you read this guide before completing your Information Return.

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 support 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, and
 - any information and documentation about any findings of guilt or current proceedings.
3. **To pay the registration fee:**
 - Credit card information, if paying online.

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

Accessing the Information Return form

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

- Ensure you are using the right internet browser. (See: Technical recommendation below.)
- Go to the College website: www.collegeofnaturopaths.on.ca.
- Click the sign-in button located in the top right corner of the home page.
- Sign in to your online account by entering your username and previously created password.
 - Your username is your four-digit College registration number; for three-digit registration numbers, a zero must be added in front (e.g., if your registration number is 123 you will enter 0123).
 - If you do not remember your password, please click on “Forgot my password” option under the sign-in area to have a reset link sent to your preferred email address (i.e., the address on file with the College). *NOTE: you are responsible for ensuring your contact information is correct and up to date, which includes your preferred e-mail address.*
- Hold your cursor over the “What We Do” tab located on the home page of the website.
- Under the “Membership and Registration” subtab, select the “Registration Renewal” option. From here you can fill out your Information Return in your current class OR be directed to another area to request a change to your class of registration OR resign your membership. For information about class changes and resignations, please refer to the applicable section of this handbook.

Technical recommendation

The College website and forms are not fully supported by all web browsers, and are not compatible with Internet Explorer. The College recommends using Google Chrome or Firefox to access the website.

If you encounter technical difficulties, please contact the College at members@collegeofnaturopaths.on.ca. Office hours are Monday – Friday and e-mails are generally responded to within 12-24 business hours. *Please note that response time may be slower during peak renewal times when call and e-mail volumes are higher than normal.*

Paying your fees

The fee for renewing your registration with the College is \$807 + HST. Your fees may be paid by credit card (Visa and MasterCard only, excluding debit cards), cheque, money order or bank draft payable to the **College of Naturopaths of Ontario**. Please do not use abbreviations or acronyms as this will result in your cheque or money order being returned to you.

If you choose to pay online, you can pay in one of three different ways. After you have signed in, you can:

1. Click on your name in the top right-hand corner to access your Account Page and then click on the orange “Pay Registration Fees” button located under your photo, **OR**
2. Complete the Information Return and then click the orange “Pay Registration Fees” button found at the end of the form, **OR**
3. Click on your cart in the top right-hand corner of the College website and follow the prompts to view invoices and add fees to your cart to be able to pay them.

The online payment system will be accessible until 5:00 p.m. EDT on March 31, 2020.

Late fees

Members 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.*

*(*including HST)*

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, 2020 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.

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 Member whose payment is returned due to non-sufficient funds (NSF).

Member 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 Members 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 Members are provided with a fair and equal opportunity to complete their Registration Renewal within the timelines provided to all Members, the College will consider all accommodation requests received from any Member. However, 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, Members must submit a signed letter to the College once registration renewal opens at 9:00 a.m. EDT on February 14, 2020 with a deadline to submit by 5:00 p.m. EDT on March 2, 2020. 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 Members request for an accommodation must:

- be dated within six months of the registration renewal launch date (February 14, 2020);
- be submitted with the Member's signed letter before March 2, 2020;
- substantiate the reason for the accommodation; and
- contain contact information for the individual providing supporting documentation on the Member's behalf, and authorization to contact them if more information is needed to validate their accommodation request.

Supporting documentation for disability accommodations

In addition to the general requirements, supporting documentation for Members 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 Member;
- provide information about how the requested accommodation relates to the disability;
- substantiate the reason for the accommodation and the specific accommodations being sought; and
- contain the title and professional credentials of the regulated health care practitioner.

Please submit your request:

By e-mail: members@collegeofnaturopaths.on.ca

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

By fax: 416-583-6011

Members 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 Member or the individual providing any supporting documentation. If more time is needed, the Member will be apprised of the revised timeframe for a decision on their request. If the request is granted, the Member will be sent information and details outlining the accommodation. If the request is denied, the Member will be given grounds for refusal.

Class changes during Renewal

Members who wish to renew in a different class of registration (Active or Inactive) for 2020-21 have until 5:00 p.m. on March 17, 2020 to submit their [class change application](#) and fee so it can be approved, and the class change made, before the March 31, 2020 renewal deadline.

Class changes must be approved before you can renew your registration in the new requested class. Otherwise you will have to renew in your current class and may end up having to pay more (e.g., if changing from Active to Inactive class). Registration renewal fees are non-refundable.

If you do not submit all the class change application requirements by the deadline you will have to renew in your current class of registration for 2020. Class change applications received after March 17, 2020 will not be processed until April 1, 2020.

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 membership during renewal

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

Please be advised that Members 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-practice 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 College:

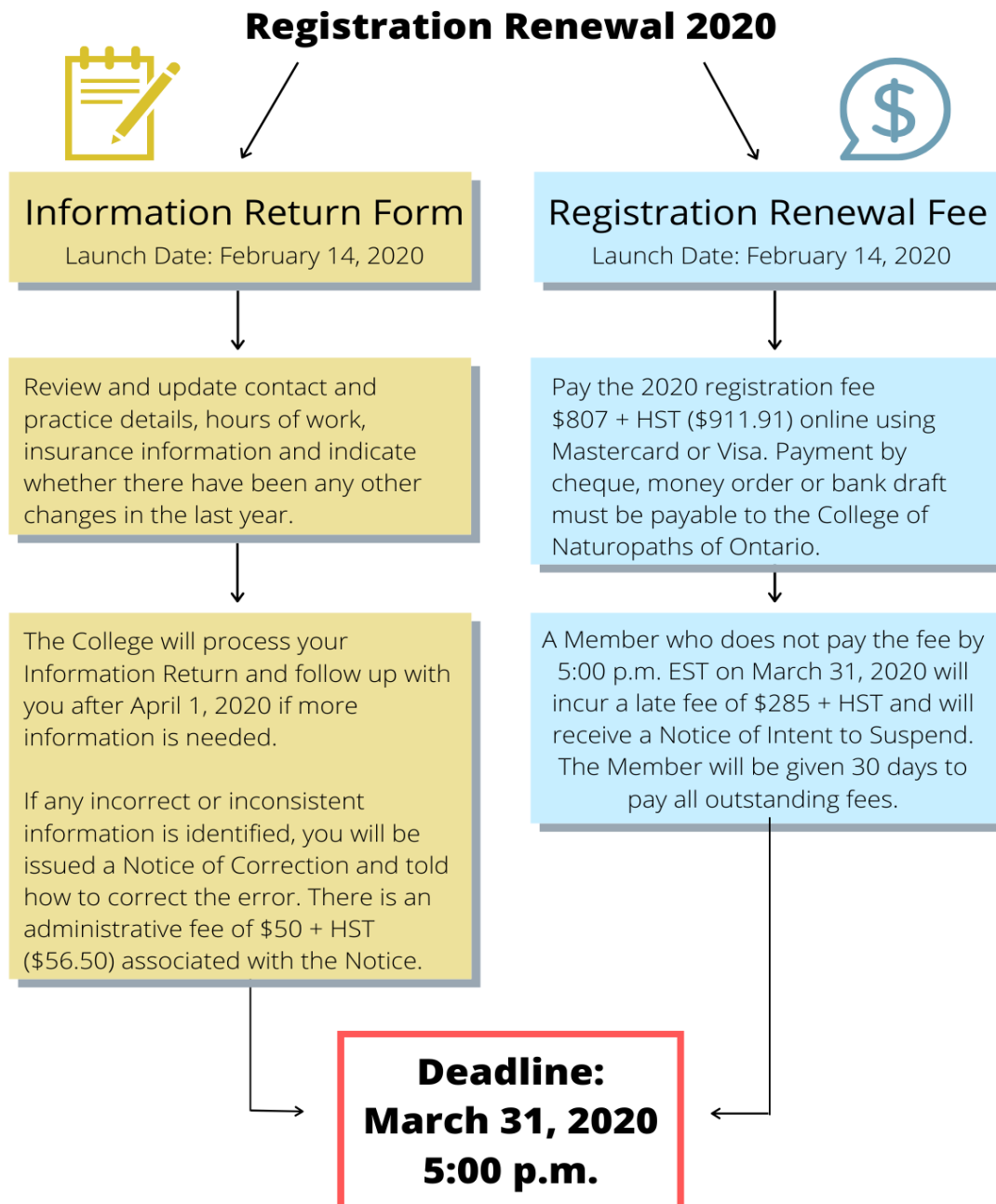
- a completed [resignation request](#) form, and
- proof of professional liability enduring (tail) insurance for a minimum of five years, with premiums paid in full.

Members seeking to resign registration during the renewal period are asked to submit the above documentation two weeks before the renewal deadline of March 31, 2020 as this process may require up to 10 business days to complete (longer if you have been Inactive for more than two years). 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 March 31, 2020 by 5:00 p.m. EDT.



COMPLETING THE INFORMATION RETURN

The Information Return has seven sections. Where possible, the form is pre-populated with information you have previously reported to eliminate the need to re-enter information which has not changed. Some of it can be updated by entering data into the fields or typing over incorrect information. Other fields are locked and you will not be able to enter new data. Please ensure that you carefully review all information listed on the form and make any necessary corrections.

You can navigate through the Information Return form by using the “Previous” and “Continue” buttons. The information you have entered is saved when you click the blue “Continue” button at the bottom of the page.

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

SECTION 1: MEMBER INFORMATION

1a. 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 Form](#) to the College at your earliest opportunity. Changing your name is not part of the Information Return process and cannot be done online. 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.

1b. Residential address

The College requires that a Member’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 three Work Information).

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

1c. Language fluency

This section reflects information that you have previously provided the College with regarding 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. Members can add information however; any corrections with respect to the displayed language(s) should be e-mailed to members@collegeofnaturopaths.on.ca.

1d. Education

Complete this section if in the past year you have completed any **additional formal naturopathic education (not continuing education credits) resulting in an academic diploma or degree higher than the one(s) currently on file** with the College (i.e., a degree or diploma in naturopathy higher than your CNME-accredited program certificate). Do not enter a date for programs from which you have not yet graduated.

If you note any discrepancies in previously reported data, please contact the College before March 31, 2020.

1e. Practice history

For the questions in this section, HealthForceOntario requires your current and/or previous first time practise history in the profession. Please select from the dropdown menu to identify the following:

- *country of first time practising the profession,*
- *province or territory or state of first time practising the profession (if your first country of practise was not Canada or the United States, please select N/A),*
- *first year of practising in profession,*
- *first Canadian location of practice in profession, and*
- *year of first Canadian practice in profession.*

1f. Current practice locations

To assist HealthForceOntario in identifying NDs (inactive) who have more than three (3) practice locations, please select yes or no from the dropdown menu.

1g. 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.

If your current role falls within the “practising the profession” category, please use the dropdown lists to select the option which best describes that role.

OR

If your current role does not fall within the “practising the profession” category, please use the dropdown lists to a) indicate your reason for being inactive, and b) select the option which best describes that role.

SECTION 2: OTHER PROFESSIONAL REGISTRATIONS

2a. Registration in another regulated profession (Non-ND Registration)

In Ontario - If you hold or have held a certificate of registration/license in another regulated profession in Ontario, indicate the regulatory body you are/were registered with, your current registration status with that body and effective date of registration.

Outside Ontario - If you hold or have held a certificate of registration/license in another regulated profession outside of Ontario (i.e., anywhere in the world), type in the name of the regulatory body you are/were registered with, select the jurisdiction from the lists provided, enter your current registration status with that body and effective date of registration.

2b. Practice mobility (ND registration outside Ontario)

Complete this section if, at any time in 2019, you were registered to practise naturopathy outside Ontario, but within Canada. Indicate the regulatory body you are/were registered with, the province, your current registration status with that body and effective date of registration.

2c. Professional registration outside Canada (ND registration outside of Canada)

If, at any time in 2019, you were registered to practise naturopathy outside Canada, indicate the regulatory body you are/were registered with, country/state, your current registration status with that body and effective date of registration.

2d. Changes to the registration status

Members 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.

2e. Professional and academic credentials

Some Members have both academic and professional credentials they wish to have listed after their name on the College's Public Register. For consistency, all academic credentials will be listed in order of progression, and professional designations will be listed alphabetically. If you would like other credentials listed after your name with your ND designation, please list them in the field provided.

Note: Do not include your ND designation, as it will be automatically added upon registration.

Credentials provided in this section are subject to review and approval by the College and will not necessarily appear on the Public Register as entered by the Member.

As stated in the College's [Standard of Practice on Restricted Titles](#), Members may not use a term, title or designation indicating or implying a specialization. As a result, credentials such as RHN, Dipl. Ac, or FABNO will not be listed.

SECTION 3: WORK INFORMATION

Characteristics of Inactive status

Inactive class Members are **not** authorized to provide direct patient care or clinical supervision in Ontario; however, some Members registered in the Inactive class continue to work in a role related to naturopathy.

By selecting “**Yes, I am working in a role related to naturopathy**” option, you will be prompted to provide information relating to your place of employment.

In accordance with section 20.03 of the College by-laws, all Members must have a business address posted on the Public Register. If you are currently working in a role related to naturopathy, including a non-clinical role at a clinic, an active practice out of province, educational institution, government or non-profit agency, or any other role pertaining to the field of naturopathy, enter the necessary contact information in section 3a of the Information Return form and provide details pertaining to your employment in section 3b of the form.

If you are not working in a role related to naturopathy, please check the “**No, I am not working in a role related to naturopathy**” box and click the “Continue” button to provide information on the location(s) of your past patient files.

3a. Practice address or place of employment

The practice information you previously provided will appear in this section. Please click the “Update/Confirm” button to review and update your information for each location listed. Your primary place of employment refers to a practice location where you spend the greatest amount of your time working in a role related to naturopathy. For non-primary place(s) of employment, select “Other” from the dropdown menu.

Note: A business name must be provided for your practice/work locations. Any Member 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).

NEW: Please enter a start date for each practice location (if you are unsure of the exact day, select the closest approximate date). If you no longer work at a practice location listed, please select “No” from the dropdown menu and include both a start and an end date.

To add a new practice location, click the “Add New Location” button. Please indicate the start date for the new location.

It is important that you always keep 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 the year.

3b. Characteristics of your work

For each of your practice locations, HealthForceOntario requires information about your employment status, employment category, your 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 above-listed locations. Should you require further clarification, please refer to the Glossary of Terms in this guide or the [pre-recorded webinar](https://www.collegeofnaturopaths.on.ca/members) or contact members@collegeofnaturopaths.on.ca.

3c: File location

In accordance with the College's [Record Keeping Standard of Practice](#), you are responsible for maintaining past patient files and ensuring patient access to their files. Whether you have sold your practice, left a clinic, or closed your practice and put the files in storage, it is important that Members of the public know where your past patient files can be found.

Enter the location of your past patient files in section 3c of the Information Return form. If all your files are located together, please enter the details in the "#1 File Location" field of the form. If there is more than one location where your files can be found, please enter the details for each location in the fields provided.

If your past patient files are stored in more than three locations, please indicate this on the form and email the College at members@collegeofnaturopaths.on.ca with details.

If you no longer have a file location due to the length of time out of practice, please select "None" from the dropdown menu provided.

The information you provide will be published on the College's Public Register to enable past patients' access to their files. If your files are kept in your home, your residential address will be listed on the Public Register. 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.

You must update your information with the College within 30 days of any changes.

SECTION 4: PROFESSIONAL ACTIVITIES

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

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 in this section helps the College assess your currency.

Note: If you are a new Member with work experience as part of your educational program (i.e., internship) you would declare 0 for this reporting period.

Information entered in this section must reflect your professional activities from January 1, 2019 – December 31, 2019.

4a. Hours of Work

Provide the number of weeks you worked in a role related to naturopathy during the period from January 1, 2019 to December 31, 2019.

There are 52 weeks in a calendar year, and 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 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" and all fields in section 4A must also be "0".

Alternatively, if you indicate that your average number of hours worked per week was “0”, the number of practice weeks last year must be “0” and all fields in section 4A must also be “0”.

4b. Breakdown of Professional Activities

In question 4A, you were asked to report how many hours you worked in a role related to naturopathy in 2019. For each of the activities listed in 4B, you must provide ***the percentage of your time based on the hours that you indicated in 4A***. If there is an activity that does not apply to you, enter “0” into the field.

Note: If you entered “0” in the fields in 4A, you must enter “0” in all fields for 4B.

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:

- i. Percentage of time spent on direct patient services (e.g., patient care, assessment and treatment);
- ii. Percentage of time spent on practice-related administration (e.g., administration of patient or practice records);
- iii. Percentage of time spent on clinical education (e.g., mentoring, providing direct professional services while teaching);
- iv. Percentage of time spent teaching naturopathic students (e.g., no patient interaction or performance of controlled acts);
- v. Percentage of time spent on naturopathic research (e.g., research not involving patient cases or controlled acts);
- vi. Percentage of time spent on administration at a naturopathic institution (e.g., a non-clinical member of staff at a naturopathic school, such as Registrar, Dean, or other non-teaching positions focused primarily on administrative matters rather than direct interaction with students);
- vii. Percentage of time spent on natural health product development/promotion (e.g., working at a company that manufactures natural health products);
- viii. Percentage of time spent on government or regulatory work (e.g., Committee or Council work related to naturopathy, employment with a government agency or a regulatory body requiring you to be registered with the College).

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.

SECTION 5: PROFESSIONAL LIABILITY INSURANCE

Section 19 of the College [by-laws](#) requires that all Members who, at any point in the past five years have been registered to provide patient care, are required to carry enduring (tail) Professional Liability Insurance for at least five years after they have ceased practising the profession.

It is the responsibility of the Member to ensure their insurance policy provides coverage for the full scope of the profession and all authorized acts as defined in Sections 3 and 4 of the *Naturopathy Act, 2007*, regardless of which acts, or modalities were used in their practice.

Note: If you had previously practised Intravenous Infusion Therapy, you must carry an additional amount of \$3 million per claim and \$3 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, and
- the name of the insurance brokerage firm (e.g., Holman Insurance Brokers Ltd, Partner's Indemnity Insurance Brokers Ltd, etc.).

OR

If it has been more than five years since you last practised the profession (i.e., more than five years since your last patient interaction), and you are no longer required to carry enduring (tail) Professional Liability Insurance, you may select the "over 5 years" option, and initial and date the declaration provided.

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

Members are encouraged to review their insurance documentation carefully before entering data into this form. Submitting incorrect information (e.g., incorrect broker or coverage amount) will result in issuance of a correction notice and an associated administrative fee of \$56.50 (\$50.00 + HST).

SECTION 6: 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, contact the College at members@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 Member's certificate of registration. Members 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, the College may contact you to request additional information. This may include:

- a 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, decision and reasons issued to you by the court or governing body.

REVIEW YOUR APPLICATION

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

This page provides the final opportunity to thoroughly review your Information Return form before submitting. Remember: Members who submit incorrect or inconsistent information or are missing data will be issued a warning notice and billed an administrative fee.

If the necessary information and fee are not received by the College by the specified deadline (i.e., within 30 days of the notice), the Member will be suspended.

SECTION 7: DECLARATION

This page includes a series of declarations and agreements that Members of the College must review and answer in order to finalize 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. **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 initialing the declaration, you indicate that you will abide by the terms of the declaration and that you understand that it may be considered an act of professional misconduct if you fail to abide by the terms.

If the declaration is not signed, submission of your Information Return will be delayed pending the completion of this information. A delay in processing your renewal may result in administrative penalty if the requested information is not received by 5:00 p.m. EDT March 31, 2020.

If you are not able to agree to all of the terms of the declaration, please contact the College by phone at (416) 583-6002 or e-mail at members@collegeofnaturopaths.on.ca before 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 see a confirmation message on the screen of your computer. A confirmation letter will also be e-mailed to you within 24 hours.

You will not be able to access the form and/or make any changes once your information has been submitted. If you need assistance, please phone the College at (416) 583-6002 or e-mail us at members@collegeofnaturopaths.on.ca.

Your Opinion Matters

At the end of the process, you will be asked to complete a short satisfaction survey about your renewal experience. Your input is important and helps us continue to make improvements.

HealthForceOntario GLOSSARY OF TERMS

<p>Section 1f:</p> <p>Current role in naturopathy</p>	<ul style="list-style-type: none"> • Practising in the profession in some capacity, • Working outside of the profession, seeking work in the profession • Working outside of the profession, not seeking work in the profession • Not working, seeking work in the profession • Not working, not seeking work in the profession • On leave – not practicing in the profession • Working outside of Ontario
<p>Section 3b:</p> <p>Characteristic of your work - Amount of time spent at practice location</p>	<p>Full-Time 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>Part-Time Official status with employer is part-time, or usual hours of practice are less than 30 hours per week.</p> <p>Casual Status with employer is on an as-needed basis, with employment that is not characterized 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>Section 3b:</p> <p>Characteristic of your work - The nature of your employment</p>	<p>Permanent Status with employer is permanent with no specified end date of employment and guaranteed or fixed practice hours per week.</p> <p>Temporary 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>Casual Status with employer is on an as-needed basis, with employment that is not characterized 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>Self-Employed A person who operates his or her 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 he or she agrees to perform specific work for a payer in return for payment.</p>

<p>Section 3b:</p> <p>Characteristic of your work – Your primary role at the practice location</p>	<p>Administrator A person whose primary role is involved in administration, planning, organizing and managing.</p> <p>Consultant Major role is the provision of expert guidance and consultation, without direct patient-care, to a third-party.</p> <p>Instructor/Educator Major role is as an educator for a particular target group.</p> <p>Manager Major role is in the management of a particular team/group that delivers services.</p> <p>Owner/Operator 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>Quality Management Specialist Major role is the assurance and control of the quality of procedures and/or equipment.</p> <p>Researcher Major role is in knowledge development and dissemination of research.</p> <p>Salesperson Major role is in the sales of health-related services and products.</p> <p>Service Provider Major role is in the delivery of professional services specific to the profession.</p>
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<p>Section 3b:</p> <p>Characteristic of your work – Client age range</p>	<p>Paediatrics The majority of your patients are between the ages of 0 to 17.</p> <p>Adults The majority of your patients are between the ages of 18 and 64 years, inclusive.</p> <p>Seniors The majority of your patients are over the age of 65.</p> <p>All ages You do not treat more patients in one (1) age group than another.</p>
<p>Section 3b:</p> <p>Characteristic of your work - Employment setting at the practice location</p>	<p>Assisted Living Residence/Supportive Housing 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>Association/Government/ Regulatory Organization/Non-Government Organization (e.g., Diabetes Association) An organization 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>Blood Transfusion Centre 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>Board of Health or Public Health Laboratory or Public Health Unit A public health laboratory or official health unit that administers health promotion and disease prevention programs to inform the public about healthy life-styles, communicable disease control including education in STDs/AIDS, immunization, food premises inspection, healthy growth and development including parenting education, health education for all age groups and selected screening services.</p> <p>Cancer Centre A facility that specializes in services related to the treatment, prevention and research of cancer.</p> <p>Centralized Diagnostic Laboratory Facility A laboratory (public or community) that serves as the centralized focus of specialized 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 services laboratory.</p>

Children Treatment Centres (CTC)

This centre is a community-based organization that serves children with physical disabilities and multiple special needs. The centre provides physiotherapy, occupational therapy and speech therapy along with other additional services.

There are 21 CTCs in Ontario (2016).

<http://www.children.gov.on.ca/htdocs/English/specialneeds/rehabilitation.aspx>

Client's Environment

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).

Community Health Centre (CHC)

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 organization must be recognized as a CHC and there are 101 CHCs throughout Ontario (2019).

<http://www.health.gov.on.ca/en/common/system/services/chc/>

Local Health Integration Network (LHIN) home and community care services (formally provided through Community Care Access Centres)

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.

Community Pharmacy

A retail setting where drugs and related products are distributed primarily through direct face-to-face client contact (e.g., Shoppers Drug Mart).

Dental Laboratory

An independent dental laboratory that specializes in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.

Dental Practice Laboratory

A dental laboratory within an established dental practice that specializes in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.

Family Health Team (FHT)

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 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 enroll patients. The group must be recognized as a FHT and there are 184 FHTs in Ontario (2016).

<http://www.health.gov.on.ca/en/pro/programs/fht/>

<p>Section 3b:</p> <p>Characteristic of your work – Area of practice at the practice location</p>	<p>Acute Care Services provided primarily to clients who have an acute medical condition or injury that is generally of short duration.</p> <p>Administration Focus of activities is management or administration.</p> <p>Cancer Care Services provided primarily to clients with a variety of cancer and cancer related illnesses.</p> <p>Chronic Disease Prevention and Management 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>Comprehensive Primary Care 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>Consultation Expert consultation is provided on the profession related to medical and/or legal matters.</p> <p>Continuing Care Services provided primarily to clients with continuing health conditions for extended periods of time (e.g., long-term care or home care).</p> <p>Critical Care Services provided primarily to clients dealing with serious life-threatening and/or medically complex conditions who require constant care, observation and specialized monitoring and therapies.</p> <p>General Service Provision 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>
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	<p>Geriatric Care 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>Mental Health and Addiction Services provided primarily to clients with a variety of mental health and addiction conditions.</p> <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.</p> <p>Post-Secondary Education Focus of activities is directed at providing post-secondary teaching to individuals registered in formal education programs.</p> <p>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.</p> <p>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.</p> <p>Quality Management Focus of activities is on the assurance of the operational integrity, based on compliance with staffing, technical and organizational requirements.</p> <p>Research Focus of activities is in knowledge development and dissemination of research including clinical and non-clinical.</p> <p>Sales Focus of activities is in the sales and/or service of health-related apparatuses or equipment.</p> <p>Other Area of Direct Service/Consultation Other area of direct service/consultation not otherwise identified.</p> <p>Other Areas Other area of employed activity not otherwise mentioned.</p>
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