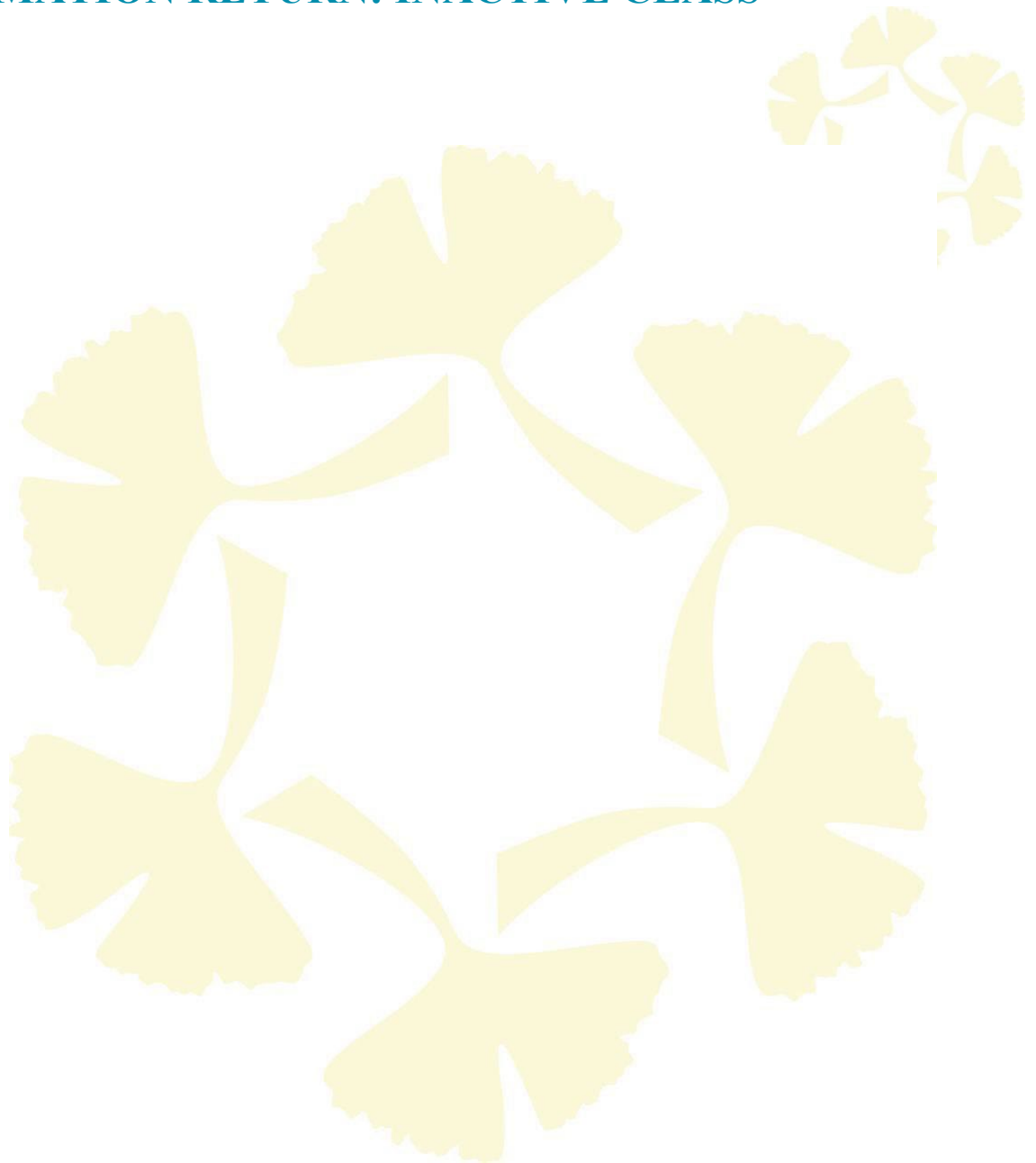




The College of Naturopaths of Ontario

GUIDE

INFORMATION RETURN: INACTIVE CLASS



Updated January 2023

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 fee	
Payment Plan Program	
Accommodation	
Class Changes during Renewal	
Resigning Registration during Renewal	
Completing the Information Return	
Section 1: Registrant Information.....	11
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	
Last Primary Practice Location	
Practice Hours	
Weeks Worked and On Call Hours	
Breakdown of Professional Activities	
Section 5: Location of Patient Files.....	16
Section 6: Professional Liability Insurance.....	16
Section 7: Good Character... ..	17
Section 8: Declaration	18
Submitting your Information Return Form.....	18
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 naturopathy in Ontario.

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

Renewal opens at **9:00 a.m. ET on February 14, 2023**, and closes at **5:00 p.m. ET on March 31, 2023**.

There will be scenarios where College staff may need to intervene to validate the data you have provided prior to you having access to the payment portal; this may require up to **five business days**. **For this reason, we strongly recommend completing your Information Return form sooner rather than later, to avoid renewing late and incurring a late fee. For a list of data that may require review, please see page 6 - Information Changes Requiring review.**

This guide has been prepared to help you, as an **Inactive class** Registrant of the College, to complete your 2023 renewal, by providing details on a) paying the registration fee and b) completing the Information Return Form. We strongly encourage you to read through the guide before completing your Information Return Form and to have it on hand when completing the renewal process.

College collection of information

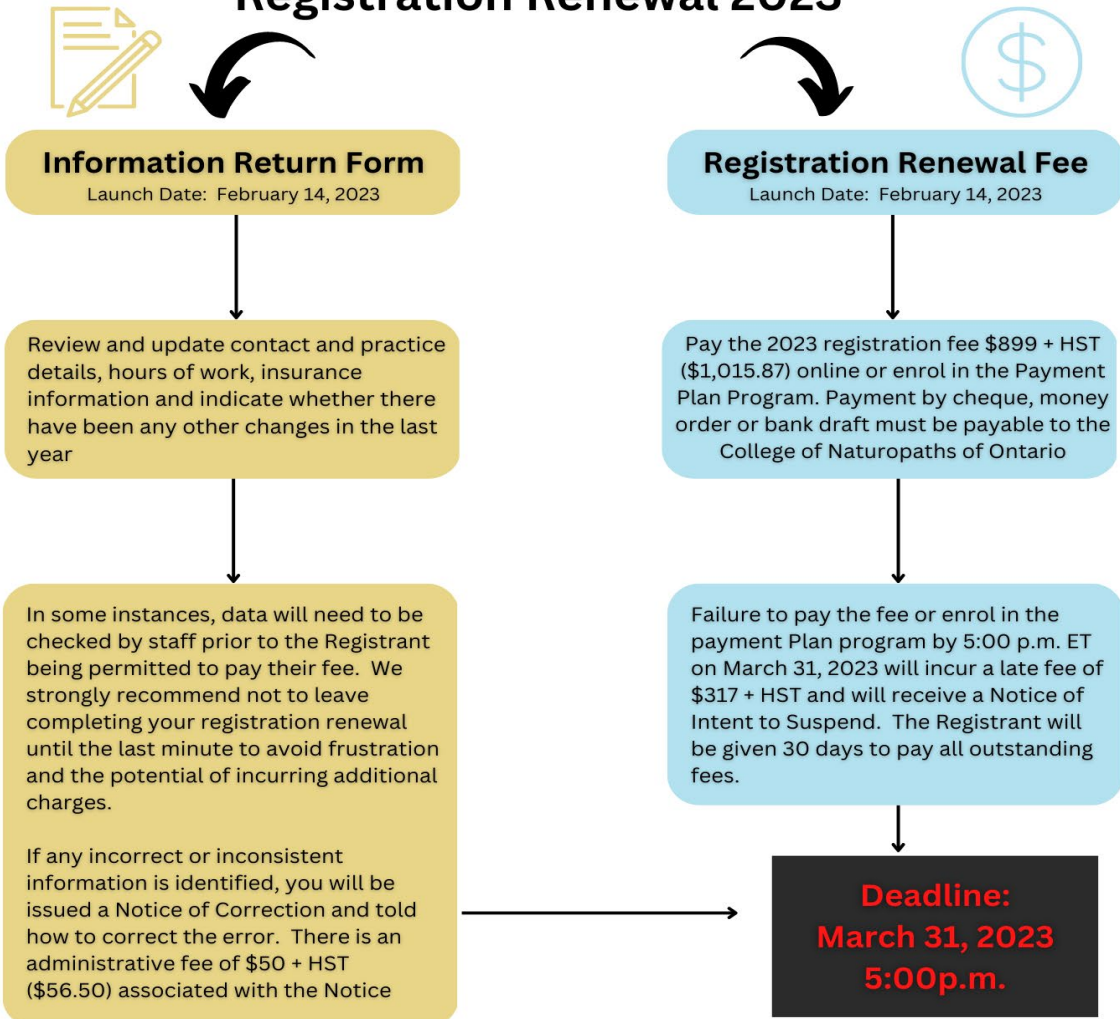
Information that the College collects on an annual basis is required in order to effectively support the profession in providing safe, ethical and competent care to Ontarians and to assist the government, through [HealthForceOntario](#), in ensuring that Ontarians are receiving the health services they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

Registration Renewal 2023



Overview of the renewal process

Getting started – Items you will need:

1. **This Guide.**
2. **To complete the Information Return form:**
 - **A calculator.**
 - **Your Professional Liability Insurance 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 the other registration(s)].

If you held a General class certificate of registration at any point in 2022, you will also need:

- **Your scheduler or appointment book (to obtain information regarding any practise hours over the last year).** *Please ensure your practise hours reported are accurate as these are reviewed annually and auditing is conducted by the College to ensure Registrants in the General class meet the minimum 750-hour practice requirement as set out in section 6 of the Registration Regulation. For additional information regarding currency, including activities which may be included as part of practise hour reporting, please see page 14-15 of this handbook.*
 - **Contact information for any practice location(s), and**
 - **Your CPR certificate.**
3. **To pay the registration fee:**
 - Your Credit card information (if paying online), or banking information if enrolling in the [Payment Plan Program](#). Additional information about the fee is noted on page 6 of this guide.

Accessing the Information Return Form

To access your Information Return Form.

- Go to the Registrant [Login page](#) on the College website.
- Enter your username and your previously created password.
 - Your username is your current email address on file with the College.
 - If you don't remember your password, click on **Forgot my Password** to have a reset link sent to the email address on file with the College.
 - Once you are logged in, click on the **Renew** button on your account dashboard under "Complete My Renewal For 2023/2024".

Multi-Factor Authentication

Each time you log into your College account a one-time code will be automatically generated and sent to the email address on file with the College, as part of the Multi-Factor Authentication (MFA). To complete the login process, you will be prompted to enter this code. MFA is a secure, and effective added layer of protection on top of your username and password to limit the potential for unauthorized access to your College account. Please make sure to check your junk/spam folders for the code prior to contacting the Registration Department at registration@collegeofnaturopaths.on.ca for assistance.

Information changes requiring review by College staff.

- The list below details information which will require review by College staff, prior to you 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 sections.
 - Changes to the Professional Liability Insurance section.
 - Changes to the CPR section.
 - Selecting “yes” to any of the declaration questions.
- If at the review point it’s determined that a correction or clarification is needed, you’ll receive an email directing you to review the comments made by College staff on your form. To review these comments:
 - Login to 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. Alternatively, you can send an email to the Registration department at registration@collegeofnaturopaths.on.ca with the requested details.

If you encounter technical difficulties, please contact the Registration Department at registration@collegeofnaturopaths.on.ca. Operations at the College are being performed remotely, Monday–Friday and emails are generally responded to within 1 to 2 business days. *Please note that response times may be slower during the peak renewal period when call and email volumes are higher than normal.*

Paying your fee

The 2023 registration fee for renewing your registration with the College is \$1,015.87. (HST included) as set out in Schedule 3 of the College by-laws.

Your fee may be paid by:

- credit card (Visa and MasterCard only, excluding debit cards),
- cheque, money order or bank draft must be 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 enroll in the College’s [Payment Plan Program \(the Program\)](#) to pay in 10 installments rather than in one lump sum (see page 7 of this guide for additional information).

If choosing to pay by credit card, payment can be completed after you have successfully submitted the online Information Return Form. If additional review of the information you provided is required, you will not be able to submit your credit card payment or enroll in the Program until the review has been completed by College staff and your Information Return form has been successfully submitted. Following submission of payment or Program enrollment details, you will receive a confirmation email.

The online payment system will be accessible until 5:00 p.m. ET on March 31, 2023.

Mailed-in Payment

If preferring to pay by cheque, money order or bank draft, please ensure that your **payment is received by the College before 5:00 p.m. ET on March 30, 2023**. An additional fee of \$35 + HST will be issued to any Registrant whose payment is returned due to non-sufficient funds (NSF).

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 without requiring a signature. The College's office remains closed to the public, and courier packages cannot be received at this time.

Prior to mailing, please contact registration@collegeofnaturopaths.on.ca to confirm the correct mailing address for directing payment as our offices will be moving in mid to-late February 2023 and our mailing address will change. The College's new address will be posted on our renewal webpage once the move has been completed.

Late fee

A late fee of \$358.21 (HST included) * will be applied if your renewal is completed after the deadline. After 30 days, a Notice of Intent to Suspend is issued to those who have not completed their renewal and a reinstatement fee of \$311.88 (HST included) * is also applied at that time.

Payment Plan Program

Registrants preferring to pay their registration fee in 10 installments, rather than in one lump sum, can do so through the College's [Payment Plan Program](#).

Program enrollment will be **available at launch of renewal at 9:00 a.m. ET on February 14, 2023, until close of renewal at 5:00 p.m. ET on March 31, 2023**. Enrollment requires signing up for pre-authorized debit (PAD) and entering your banking information as part of completing your Information Return form.

How to Enroll in the Program

Please have your banking information available before you begin the Information Return form:

1. Under the "Payment Plan Program" header, review the Program information.
2. Click "Yes" if enrolling in the Program, or "No" if choosing to pay the full fee following submission of your Information Return form. 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.
3. Read the "[Terms and Conditions](#)" of the Payment Plan Program.
4. Provide your banking details as indicated on the form.
5. Click on the "I agree to the terms and conditions" button.
6. Complete the remaining Declaration sections of the Information Return form and select "submit."

The deadline for enrollment in the Program is **5:00 pm ET March 31, 2023**. Late enrollments in the Program cannot be granted.

Program Payment Schedule

Payments are withdrawn on the 1st of each month, or the first business day following the 1st of the month (if falling on a holiday or weekend). 10 payments in total will be withdrawn, the first on April 3, 2023, the final on January 2, 2024.

The payment installment for April 2023 is \$101.65 (HST included) *.

The payment installment for May 2023 to January 2024 will be \$101.58 (HST included) *.

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

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, the completed online [Accommodation Request form](#) must be submitted to the College no later than 5:00 p.m. ET on **March 2, 2023**. This information inputted on the form 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 request for an accommodation must:

- Be dated within six months of the registration renewal launch date (February 14, 2023).
- Be submitted with supporting documentation by March 2, 2023.
- Substantiate the reason for the accommodation.
- Contain contact information for the individual providing supporting documentation on the Registrants behalf, and authorization 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 disability (as defined in s. 10(1) of the Ontario Human Rights Code) accommodation requests, such as the ability to complete the Information Return form over the phone with staff, must:

- Be submitted via the online [Health Professional Recommendation form](#) 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.

Notices of decision regarding accommodation requests are sent within 10 business days of the date of receipt unless more information is required either from the Registrant or the individual providing supporting documentation; in these instances, a revised timeframe for receipt of decision will be communicated. If the request is granted, the notice of decision will provide details about the accommodation. If the request is denied, the grounds for refusal will be noted.

Class changes during renewal

If you wish to renew in a different class of registration (General or Inactive) for 2023, you have until 5:00 p.m. on **March 17, 2023** to submit a [class change application](#) and pay the associated fee. This deadline factors in the time needed for College staff to review and approve documentation prior to the March 31, 2023 renewal deadline. Class changes must be approved before you can renew your registration in the new, requested class.

When inputting the “effective date” for when you want the class change to take effect, please keep in mind that the Information Return form for your new class of registration will not be available before this date. As Information Return forms can require review by College staff prior to being granted access to the payment gateway, we strongly recommend avoiding applying an effective date which falls close to the end of the renewal period to avoid missing the renewal deadline and incurring additional fees.

Not submitting your class change prior to the deadline (March 17) will result in having to renew in your current class. The registration fee is non-refundable.

Class change applications received after March 17, 2023, will be processed starting April 1, 2023.

Incomplete applications will not be accepted; please take the time to ensure your forms are complete and accurate before submitting them. Inactive to General (2 years or more) class change requests take 10–12 weeks for processing 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 authorized to practise naturopathy in Ontario.

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

To resign your 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 from the date of your last patient encounter, with premiums paid in full.

Before requesting a resignation, any outstanding requirements related to your registration must be resolved, whether those are related to Registration, Quality Assurance, or Complaints and Discipline.

If seeking to resign registration during the renewal period, please submit the required documentation at least two weeks before the renewal deadline of March 31, 2023 as this process may require up to 10 business days to complete. Submitting a resignation request after renewal closes will mean needing to pay the non-refundable registration fee for the year and completion of the Information Return form before your resignation can be processed.

A resignation is not complete until it has been processed and acknowledged by the College.

Accuracy of Information

A few minutes spent double checking your Information Return form for completeness and accuracy before submission will save you time and money. If your Information Return form 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 the necessary corrections and pay the administrative fee.

Completing the Information Return Form

Where applicable, the Information Return form is pre-populated with information you have previously reported to eliminate the need to re-enter information which is not anticipated to change. Where the field is blank you will need to enter the requested information before being able to proceed to the next section of the form.

Certain pre-populated data can be updated by you (e.g., additional education) while other data is locked and can only be updated by College staff (e.g., field of study in both ND and non-ND education and file location information). To have any incorrect data amended in a locked field, please send corrections to the Registration Department at registration@collegeofnaturopaths.on.ca.

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.

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 legally 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 home address be included in each Registrant's 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.

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

Contact Information

College communications are sent primarily via email. 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 email address on file.

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

Please note that changing your contact email address will automatically change your login email address. To ensure your account is secure, we strongly recommend that every account holder use their own personal email address and avoid using general business email addresses (general@, contact@, info@).

Language Fluency and preferred language of communication

This section reflects information that you have previously provided to the College regarding the primary language you use when practising the profession, and any other languages (up to five) that you can competently provide professional services in. You are also asked in this section to provide your language of preference (English or French) for communications with the College. While language information can be added, any corrections to displayed language information in this section need to be emailed to 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 that you've completed). If your highest level of non-ND education is not listed, you'll be required to add this information. Do not enter information for programs from which you have not yet graduated.

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 when adding an institution.

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 (this does not include continuing education courses, or programs of study not specifically naturopathy). Please review the graduation date and ensure it's 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.

SECTION 3: OTHER PROFESSIONAL REGISTRATIONS

Registration in another Non-ND regulated profession

If you hold or have previously held a certificate of registration/license in another regulated profession in or 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 make sure the 'status' noted for your other registration is your current status with that other regulatory body.

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 (acronyms are not accepted). You must include city/state/province/territory **and** country when adding a regulatory body.

ND registrations outside of Ontario

If you hold or have previously 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 make sure the 'status' noted for your other ND registration is your current status with that other naturopathic regulatory body.

To add a naturopathic 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 (acronyms are not accepted).

You must inform the College of any change to your registration/license in another regulated profession or another jurisdiction, including if you cease to be in good standing with another regulator.

SECTION 4: EMPLOYMENT INFORMATION

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

Current role in naturopathy

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. Select the status most preferred with respect to working in the profession.

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.

Last Primary Practice Location

As part of the information listed on the public register, the College is required to provide members of the public with last primary practise location and/or patient file location information for all Inactive Registrants.

This section lists your last practise location(s) in Ontario, prior to changing to the Inactive class. Please ensure the information listed is correct, including the end date when you ceased practising at the location(s) listed. **If an end date is not listed, you must add an end date to your employment.**

If your last primary practise is not listed, click the blue “Add” button and check to see if the employer is already listed in the organization section by typing the name of the employer. If it is not listed, click the “not listed” box to add the employer’s name and complete the details required.

NOTE: If you last practised over five years ago, you are not required to add a previous primary practise location.

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

***Professional Corporations (PC) cannot be listed as the employer name, College staff will remove an employment submission made with a PC listed as an employment location.**

If your last practise locations do not have an ‘end date’, you will be prompted by the system to enter this information. This date should reflect when you ceased practising the profession (i.e., should be on or prior to your date of Inactive registration).

Practice hours

If you held General class registration at any point between January 1, 2022 and December 31, 2022, provide the number of hours worked for each previous employer listed. If you were registered in the Inactive class for the entirety of 2022, 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.

If you enter 0 hours worked for each previous employer listed between January 1, 2022 and December 31, 2022 the below sections for weeks worked, on call hours and percentage of time spent in each area will not populate on the form and you may move to Section 5: Patient File Locations.

Weeks worked and on call hours.

When answering questions in this section, please consider all aspects of your work related to naturopathy between January 1, 2022 and December 31, 2022.

In this section provide the number of weeks you worked in a role related to naturopathy from January 1,

2022 to December 31, 2022. 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.

***On-Call hours means the time when you are not under an obligation to work but are required to be available when the need arises.*

Percentage of time spent in all areas.

If you recently changed your class to Inactive 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 utilizing 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.

SECTION 5: LOCATION OF PATIENT FILES

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 this section of the Information Return form. If there is more than one location where your files can be found, please enter the details for each location by clicking on the blue "Add" button.

If the location of your past patient files has changed from what is listed on the Information Return Form, add the new location, and then email registration@collegeofnaturopaths.on.ca to remove the previous location.

If you no longer required to maintain a file location due to the length of time out of practice you are not required to enter details in this section.

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.

SECTION 6: PROFESSIONAL LIABILITY INSURANCE

Section 19.03 of the College [by-laws](#) requires that all Inactive Registrants who, at any point in the past five years were 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 Registrant 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.

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, Paisley Partners Inc., etc.).

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

If it has been more than five years since you last practised the profession (e.g., you have held Inactive registration for more than 5 years) and are therefore not required to continue to carry enduring (tail) insurance as per section 19.03 of the College [by-laws](#), no professional liability information will appear on your form.

You will still be required to acknowledge your understanding of section 19.03 of the College by-laws when completing your declarations.

If this is the first year that you are exempt from this requirement, check off the exemption declaration in this section to confirm that you understand the requirement and are exempt from it. Staff of the College will review each exemption declaration to ensure it applies.

SECTION 7: GOOD CHARACTER

This section includes questions about professionalism, conduct, character and suitability to practise naturopathy. 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.

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.

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;
- 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 statements and agreements that Registrants of the College must review and answer in order to finalize their renewal. These statements and agreements make up your declaration to the College, in 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 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 email at registration@collegeofnaturopaths.on.ca or by phone at (416) 583-6002 **prior** to the renewal deadline.

Submitting your Information Return form

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.

Once you have successfully submitted your form, you will not be able to make any further amendments or changes. If you need assistance, please phone the Registration Department at (416) 583-6002 or email us at registration@collegeofnaturopaths.on.ca.

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 College staff as the next step due to changes/updates made on the form. IF additional information is required you will be notified via email, OTHERWISE your form will be approved. Once approved you will be notified by email to return to this site to complete payment of the annual registration fee. Please be sure to check your junk/spam email folder for messages.

Thank you.

A confirmation email will be sent to you when both the Information Return Form and payment have been successfully completed.

Your Opinion Matters

A confirmation email 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>Section 4:</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 practising in the profession, • Working outside of Ontario.
<p>Section 4:</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 4:</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 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>Section 4:</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>
---	---

<p>Section 4:</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 4:</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 Organisation/Non-Government Organisation (e.g., Diabetes Association) 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>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 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>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>

	<p>Children Treatment Centres (CTC) This centre is a community-based organisation that serves children 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). http://www.children.gov.on.ca/htdocs/English/specialneeds/rehabilitation.aspx</p> <p>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).</p> <p>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 organisation 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/</p> <p>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.</p> <p>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).</p> <p>Dental Laboratory An independent dental laboratory that specializes in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.</p> <p>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.</p>
--	--

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 4:</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>
--	---

	<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>
--	--