



The College of Naturopaths of Ontario

HANDBOOK

APPLICATION FOR REGISTRATION

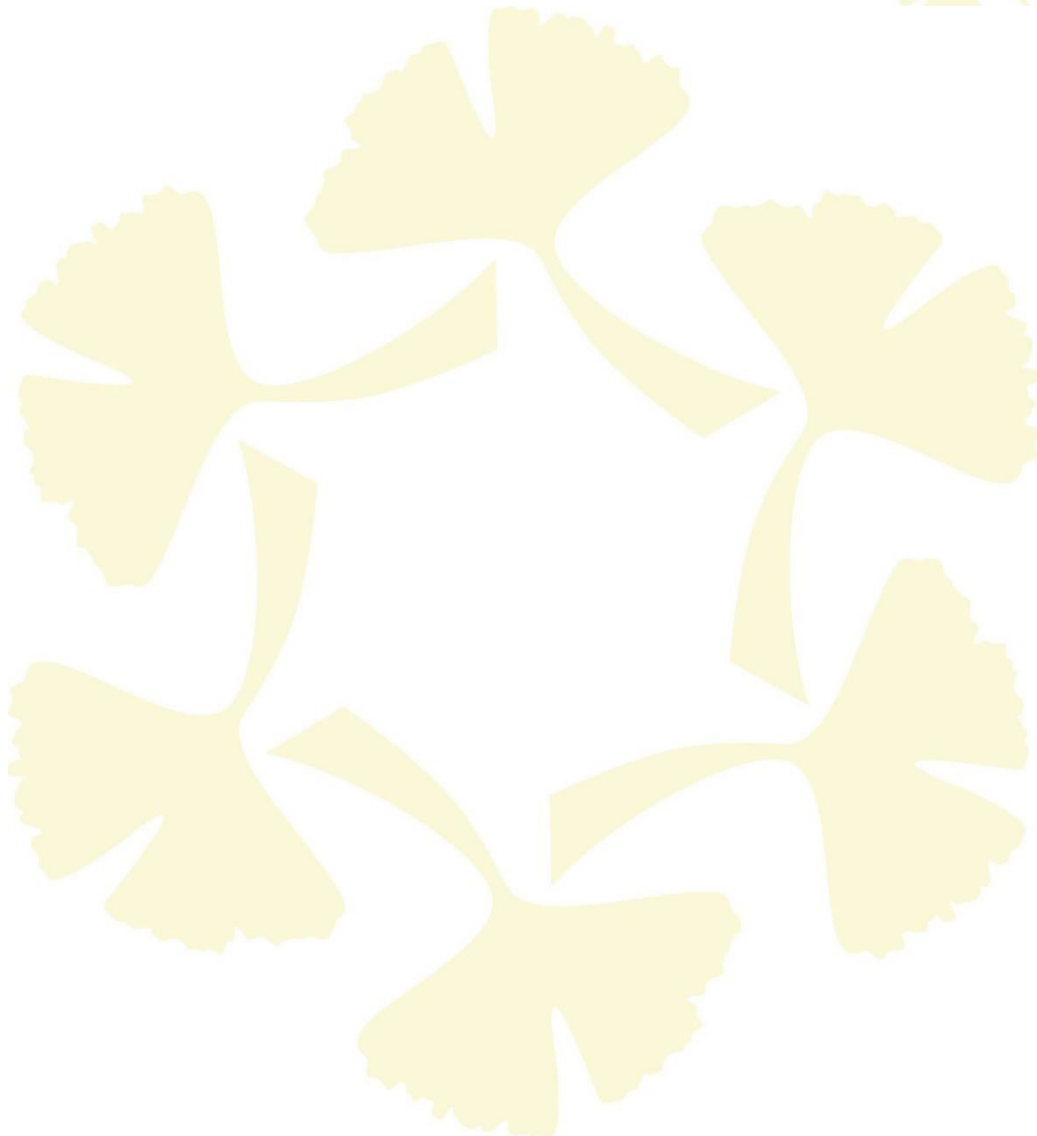
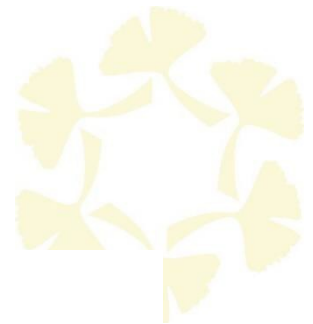


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GENERAL INFORMATION

This handbook has been prepared to assist non-Members who wish to apply for registration with the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's policies and procedures for issuing a Certificate of Registration. Applicants are urged to review this document prior to beginning the registration process, or making inquiries, and to retain the handbook until a registration number and a Certificate of Registration has been issued.

Applicants who require further clarification on matters related to applying for registration, which have not been addressed in this handbook, may direct their inquiry to: applications@collegeofnaturopaths.on.ca

Technical recommendation for viewing College forms and documents:

The College website and application are not fully supported by all web browsers and are not compatible with Internet Explorer 8 or higher. **Google Chrome or Firefox are recommended to access the College website and application forms.**

If you encounter technical difficulties, please contact the College at applications@collegeofnaturopaths.on.ca. Office hours are Monday-Friday and e-mails are generally responded to within 12-14 business hours. *Please note that response time may be slower when call and e-mail volumes are higher than normal.*

About the College of Naturopaths of Ontario

The College is a legislated body established by the provincial government to regulate the naturopathic profession in Ontario, which operates under the provisions of the *Regulated Health Professions Act, 1991* (RHPA) and the *Naturopathy Act, 2007* to enforce its mandate of public protection.

As part of its responsibility to the public, the College establishes the entry-level requirements for safe, competent and ethical practice, including the administering of the profession's entry-to-practise Ontario Clinical (Practical) Examinations, Ontario Clinical Sciences, Ontario Biomedical and the Ontario Jurisprudence Exams, development of professional Standards and Guidelines, administering a Quality Assurance program and enforcing professional standards of practice.

REGISTRATION ELIGIBILITY REQUIREMENTS

An applicant for registration with the College must meet all registration requirements outlined in the Registration Regulation under the *Naturopathy Act, 2007* (available under the 'Resources' tab on the College website under 'Legislation - Regulations – Bylaws' section).

Educational requirements

Applicants must have either graduated from a CNME-accredited program in naturopathy OR have been deemed "substantially equivalent" via the College's Prior Learning Assessment and Recognition (PLAR) process.

For additional information regarding PLAR, please refer to the PLAR Overview drop-down menu option under the 'Become an ND' tab on the College website.

For the list of CNME-accredited programs, please refer to the Initial Registration Overview section under the 'Become an ND' tab on the College website.

Entry-to-Practise Examinations

To be eligible for registration, applicants must successfully complete all entry-to-practise examinations stipulated in the Registration Regulation, including the College's [Ontario Clinical Examinations \(Practical\)](#), the College's [Ontario Clinical Sciences exam](#) (which replaced the NPLEX II in Ontario as of April 1, 2019), the NPLEX Part I and the online [Ontario Jurisprudence Examination](#) prior to making an application for registration to the College.

These examinations are designed to determine whether an applicant has the entry-level competencies for professional practise and are a mandatory part of the registration process.

IMPORTANT - Exam Transition Date for new Ontario Biomedical Exam Extended

Due to the COVID-19 pandemic and the possibility of postponements to entry-to-practise examinations this summer, the College Council has delayed the full transition to the new Ontario Biomedical Examination until May 15, 2021. The Ontario Biomedical examination will still launch in November 2020 as anticipated.

However, the College will continue to accept proof of successful completion of NPLEX I (provided it was completed before November 15, 2020) until the new **May 15, 2021** deadline. This means that applicants who successfully completed their NPLEX I before November 15, 2020 may still use this exam, as one of the required exams for registration with the College, until May 15, 2021. This will allow individuals who will have completed the NPLEX I, before the Ontario Biomedical exam launches, additional time to have it accepted.

For additional information regarding these requirements, please refer to the 'Entry-to-Practise Examinations' section under the 'Become an ND' tab on the College website and view the handbook for each exam in the 'Handbooks, Tools & Forms' – Examinations section, under the 'Resources' tab on the College website.

Criminal record check & Good character

For the purposes of public protection, the College strives to ensure applicants admitted into the profession are of good character, and who will practise naturopathy in compliance with the laws of Ontario and Canada.

All applicants are required to submit a valid, original Canadian Police Information Centre Criminal Record Synopsis (or "CPIC check") as part of the application for registration process. The College currently requires **a name-based criminal record check** only; Vulnerable Sector Checks are not required at this time.

Applicants are responsible for ensuring they request the correct type of criminal record check and for considering the processing time required for obtaining this information.

The CPIC check is valid for no more than six months from the date of application (Step 2). Applicants must ensure that the CPIC search is conducted under all current names (including middle name) and all previous names (including maiden name), and that the name on the issued report matches the name that was provided on the Step 1: Application for Pre-Registration. An original hardcopy must be received by the College; photocopied versions of this report are not accepted.

In determining good character, applicants are also required to answer questions on their application for registration with respect to any current or previous registrations or licenses with another regulatory body and regarding any previous findings of guilt. All supporting documentation must be submitted to the College. Additional information regarding this is available on pages 12-17 of this handbook.

Language proficiency

An applicant for registration must be able to communicate effectively in English or French as per section 3(3) of the [Registration Regulation](#). Where the applicant's first language is neither English nor French, or where any part of the applicant's education program was not in English or French, the applicant must demonstrate fluency in either official language.

In order to be deemed to have met the requirements of section 3(3) of the Regulation, an applicant must meet one of the following conditions in order to establish proof in accordance with the College:

- provide an academic transcript showing graduation from a CNME-accredited program in naturopathy, or
- provide a letter from the program in which your education was obtained that confirms the education was provided in English or French (accomplished as part of the PLAR process).

Applicants who cannot provide the above proof are required to submit proof of sufficient language proficiency by way of achieving the minimum accepted score on one of the College-accepted language tests. For more information, please consult the [College's Language Proficiency Policy](#) to view acceptable language tests and minimum cut-off scores, available under the Resources tab on the College website by selecting 'College Policies' and 'Program Policies' from the drop-down menu.

Professional liability insurance

All Members of the profession are required to carry professional liability insurance (PLI) in the form and amount stipulated in the College by-laws. Regardless of practice location or which modalities are used in practice, all General class Members must carry a claims-made professional liability insurance policy that provides a minimum coverage of \$2 million per claim, minimum coverage of \$2 million aggregate level, and a deductible of no more than \$1,000 through a provider who is licensed in accordance with 19.01 (v) of the College by-laws.

It is the responsibility of all Members to ensure their policy covers the full scope of practise, including all authorized acts, as outlined in section 3 and section 4 of the *Naturopathy Act, 2007*. Members who have insurance which does not provide full coverage for the full scope as outlined in the Act may be suspended without notice.

Prior to the issuance of a Certificate of Registration (Step 3), applicants will be required to provide the College with a copy of their insurance certificate which confirms the purchase of the insurance, the carrier's name, policy number, expiry dates and details the scope of coverage. Professional liability insurance can be obtained through an individual company or through the professional associations; the College does not endorse any particular company. **Applicants are responsible for conducting their own research to ensure the insurance company selected provides the necessary coverage as noted above.**

The College accepts hardcopy or softcopy of professional liability certificates.

Labour mobility – Applying to Ontario from another regulated Canadian jurisdiction

Naturopaths registered in the Practising or “active” class of registration with another Canadian naturopathic regulatory authority may apply to have their current registration recognized as having met certain entry-to-practise requirements in Ontario under the Canadian Free Trade Agreement (CFTA)'s labour mobility provisions.

These provisions recognize an applicant's current registration as having met the requisite education and examinations for entry-to-practise; however, they do not exempt an applicant from the College's application process, the applicable fees associated with making an application, nor guarantee registration.

In addition to the requirements associated with making an application for registration (as outlined in this handbook), those applying under labour mobility provisions must also:

- complete the Ontario Jurisprudence Exam, which is a non-exemptible requirement. The exam must be completed prior to applying to transfer their registration;
- maintain their current active/practicing class of registration for the duration of the application process; and
- provide evidence of having practiced the profession, in the other regulated Canadian jurisdiction where they hold registration, to the extent as would be expected of a Member holding a General class certificate of registration in Ontario.

Such evidence must include:

- a written attestation by a colleague, registered in good standing with the body they hold registration, who can confirm that they were practising at a named practice location, which provides the following information:
- the full name, professional designation, and registration number of the individual providing the attestation;
- the name and full address of the practice location;
- the dates or range of dates the applicant practised at the practice location;
- the approximate number of patients the applicant saw; and
- any additional activities other than direct patient care the applicant performed as part of their practice related duties.

and

Any of the following evidentiary materials to support their currency hours related to practising the profession in the regulated Canadian Jurisdiction where they hold registration:

- appointment book/schedule;
- letter of employment, including hire date and hours worked per week/month;
- confirmation that the duties and responsibilities outlined in a job description were performed; and
- confirmation of services provided, such as invoices, letter from individual persons for whom direct services were provided.

IMPORTANT: The purpose of the labour mobility provisions in the CFTA are to allow those who are currently **practising** in one regulated Canadian jurisdiction the ability to have that registration recognized for the purposes of registering to practise in another regulated Canadian jurisdiction. In accordance with subsection 7 (3) of the Registration Regulation, where there is reasonable doubt as to whether the applicant has practised the profession to the extent that would be permitted by a General certificate of registration at any time in the three years immediately before the date of that applicant's application to the College, it is a non-exemptible requirement that the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

REGISTRATION FEES

Registration fees, as set out in the College by-laws are as follows:

Application Fee (paid at Step 2): \$275 + HST

Registration Fee (paid at Step 3): The initial registration fee is prorated quarterly and is based on the quarter in which the applicant advances to Step 3. The fees for 2020-2021 are broken down as follows:

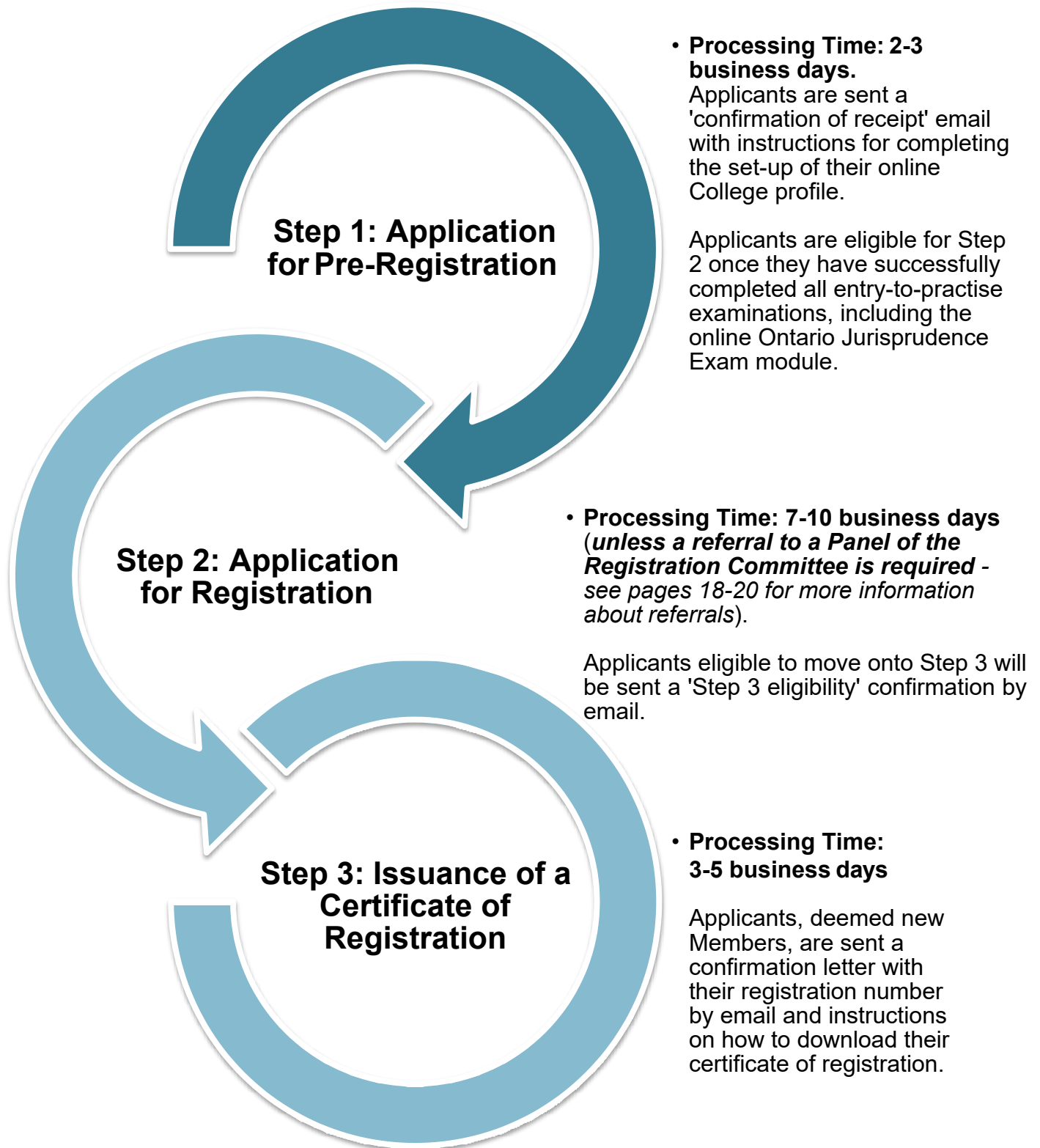
- **Applicants registered between March 1 and June 30 pay 100% of the fee: \$965.40 + HST**
- **Applicants registered between July 1 and September 30 pay 75% of the fee: \$724.05 + HST**
- **Applicants registered between October 1 and December 31 pay 50% of the fee: \$482.70 + HST**
- **Applicants registered between January 1 and February 28 pay 25% of the fee: \$241.35 + HST**

Fees may be paid online using VISA or MasterCard (Visa Debit cards are not accepted at this time). Applicants who do not wish to pay online may send a cheque or money order made payable to the **College of Naturopaths of Ontario**. If sending a cheque or money-order, please ensure your name is clearly listed on your payment and the payment is sent in a trackable way (e.g. express post). Please do not use abbreviations or acronyms as this will result in your cheque or money order being returned to you. An additional fee of \$35 + HST will be issued to any applicant if a cheque is returned for non-sufficient funds (NSF).

**** Fees listed reflect the 2020 registration fee schedule. The College's registration year runs from April 1 – March 31 each year. Applicants registering close to the end of the registration year should be prepared to complete membership renewal requirements following their initial registration.***

If you have questions or need clarification regarding paying your initial registration fee, please contact the Applications Department **before** making a payment. Registration fees are non-refundable.

THE REGISTRATION PROCESS - TIMELINES



THE REGISTRATION PROCESS – WHAT DOCUMENTS TO SUBMIT AND WHEN

Step 1: Application for pre-registration documents

NOTE: Applicants who submitted this document as part of their registration for Ontario entry-to-practise examinations, or prior to initiating their PLAR document of education and experience (DEE), have already completed Step 1 and do not need to resubmit this information.

To process the Application for Pre-Registration, the College must receive the following:

- **A Completed Application for Pre-Registration**
 - may be submitted by post, fax or by e-mail;
 - this form is available under the 'Resources' tab on the College website under 'Handbooks, Tools & Forms' section, in the Registration' section;
 - this form is a fillable PDF file; please type in your information, print the document and manually sign your name; and
 - incomplete or illegible applications will result in processing delays.
- **A Copy of Valid Photo Identification**
 - may be submitted by post or email (**do not fax**);
 - must not be expired;
 - must clearly show the applicant's identity – full name, photo and date of ID expiry; and
 - cannot be a Health Card (refer to the Application for Pre-Registration form for accepted types of photo ID).

Step 2: Application for registration documents

NOTE: This is a legal process. Once your application has been received by the College, it must be reviewed at face value (information cannot be altered by College staff). IF IN DOUBT, PLEASE CONTACT THE COLLEGE BEFORE YOU SUBMIT YOUR APPLICATION.

To process an Application for Registration, the College must receive the following:

- **A Completed Online Application for Registration Form**
 - This form is available under the 'Become an ND' tab on the College website by selecting 'Registration: Step 2' (Note: you must be signed into your College account first).
 - Incomplete or illegible applications will result in processing delays.
 - **IMPORTANT: Providing false or misleading information on an Application for Registration will result in a referral to the Registration Committee, this includes failing to disclose required information (such as other registrations or findings of guilt) and may impact an applicant's eligibility to be issued a certificate of registration.**
- **An Original Hardcopy of a Criminal Record Check (CPIC)**
 - original hardcopy only may be mailed or left in our 10th Floor, secure lobby drop box;
 - must have been issued no more than 6 months from the date of submission of the Application for Registration; and
 - must include the **applicant's full legal name and all names the applicant is currently or has previously been known by (this includes middle names, nicknames, abbreviations, and maiden names).**
- **Copy of Valid Healthcare Provider Level CPR certification**
 - softcopies and hardcopies are accepted. Do not send your original card;
 - must have been issued within 24 months of the date of submission of the Application for Registration; and
 - must not be expired.

- **Information and documentation about any offences, findings of guilt, current proceedings or any failed registration examinations (Note: this does not include the Ontario Clinical Exams, Ontario Clinical Sciences Exams or Ontario Biomedical Exams administered by the College; however, does include the NPLEX I examinations)**
 - hardcopies or softcopies of supporting documents are accepted;
 - all offences (whether minor such as a parking ticket or major such as Driving under the Influence [DUI] charges are to be disclosed); and
 - supporting information for major offences, should be official documentation (e.g. court orders).

- **Letter(s) of Standing**
 - **Required only if, at the time of application:**
 - a) the applicant **is registered or has ever been registered to practise naturopathy outside of Ontario**, or
 - b) they are or have **ever been registered to practise any other regulated profession in any jurisdiction (i.e. worldwide)**.
 - Must be submitted directly to the College by the regulatory authority on behalf of the applicant.
 - **IMPORTANT: For transparency, applicants who are in the process of applying for registration with another regulatory body at the same time as making an application with the College, should notify and provide this information to the Applications department.**
 - *If you are unable to obtain a Letter of Standing from a regulatory body in another country, please contact the Applications department to discuss alternate options.*

- **Evidence of Practise**
 - **Required only if applying as a ND registered in another regulated Canadian jurisdiction.** Refer to page 6 (Labour Mobility) for additional information.

- **Application fee**
 - Refer to the Registration Fees section on page 7.

Step 3: Issuance of a Certificate of Registration documents

Once the applicant has received an e-mail from the College stating the eligibility to move to Step 3, they may complete the application process by submitting the following:

- **Copy of Professional Liability Insurance (in accordance with the College by-laws)**
 - may be submitted by post, fax or by email;
 - must be a minimum coverage of \$2 million per claim, \$2 million aggregate level and have a deductible of no more than \$1,000;
 - must cover the full scope of practise, including all authorized acts, as outlined in section 3 and section 4 of the *Naturopathy Act, 2007*; and
 - confirms the purchase of the insurance, the carrier's name, policy number, expiry dates and details the scope of coverage.

- **A Canadian passport-sized photo for the public register along with a completed Photo Submission Form for Applicants**
 - original hardcopy of form and photo submitted by mail;
 - this form is available under the 'Resources' tab on the College website under Handbooks, Tools & Forms – Registration;
 - photo must adhere to the criteria stipulated on the Photo Submission Form; and
 - guarantor must adhere to the criteria stipulated on the Photo Submission Form.
 - **IMPORTANT:** This is a Canadian passport-sized photo only; therefore, the restrictions for passport photos do not apply (i.e. you are permitted to smile). Keep in mind that this photo will be viewable by the public and will be a representation of you as a Member of the profession.

- **A completed online Step 3 Declaration Form**
 - This form is available under the 'Become an ND' tab on the College website by selecting 'Registration: Step 3' (Note: you must be signed into your College account first and this form will only be available once you are eligible for Step 3).
 - The information on this form must match the information on the copy of Professional Liability Insurance certificate.
 - Notify Applications department via email at Applications@collegeofnaturopaths.on.ca once the declaration form is submitted online for review.
 - Incomplete forms will result in processing delays.
- **Registration fee**
 - Refer to the Registration Fees section on page 7.

COMPLETING STEP 2: (ONLINE) APPLICATION FOR REGISTRATION – SECTION BY SECTION BREAKDOWN

The following information is provided to assist applicants in understanding and completing each section of the Application for Registration form.

Confirmation of legal name - Start of the application

The first page of the online application form shows the applicant's legal name as it was originally provided to the College on an applicant's Application for Pre-Registration (Step 1). These fields on the first page of the Application for Registration are automatically populated from our database and can only be modified by staff.

If your name appears CORRECTLY in this section, please leave the date and initial fields BLANK. You may click on the *Continue with Application* button to move onto the next section.

If your name appears INCORRECTLY, please type in your initials and the date into the fields provided on the first page, click save and then contact the Applications department. You will be required to submit a new copy of valid, government-issued photo identification which lists your full legal name and will not be able to move forward in the application process until this has been done.

SECTION A: APPLICANT DETAILS

1. Personal information

This section auto-populates using the date of birth information provided by the applicant on the Application for Pre-Registration (Step 1). If any information appears incorrectly, please contact the Applications department to have this information amended prior to completing the Application for Registration.

2. Name

Previous Names & Preferred Name

If you have been known by any other names (e.g. a maiden name, an abbreviation of your given name, a nickname, etc.) these names must be provided in the application, as well as all names you intend to use while practising. For example, if your legal name is Robert; however, you also use Rob and Robbie, you would list both names as "other names".

NOTE: If you do not have any previous names, alternate names, or preferred names that are different from your legal name, please enter 'None' in the field.

3. Residential address

All Members of the College must provide their residential information both for College contact purposes and for reporting to HealthForceOntario, which requires home address postal codes for all Members to identify the relationship between where Naturopaths live and work. While the College keeps this information on file, it is not published on the public register.

SECTION B: EDUCATION

Naturopathic education

This section is for declaring formal education in the field of naturopathy. Applicants are to list only formal education related to naturopathy (e.g. any international programs in naturopathy or a naturopathic program completed at a non-accredited school).

Questions 1 - 3

If you are applying as a CNME-accredited program graduate, these questions are for declaring the date of graduation from your CNME-accredited program, the name of the CNME-accredited school, and if you graduated through that school's international medical graduate bridging program.

IMPORTANT: If you are or were registered as a medical doctor in another country, you will need to declare this information in Section D of the form (refer to page 14 for more details).

Questions 4a & 4b

These questions are for declaring any formal education **in the field of naturopathy** you have completed in addition to your CNME-accredited program. Please do not include undergraduate degree information or workshops, seminars of individual courses or non-naturopathic education. If you have not completed any additional formal education in naturopathy, you may leave these fields blank.

SECTION C: POLICE CLEARANCE VERIFICATION & CPR CERTIFICATION

Criminal records check

All applicants must complete a name-based criminal record check from their local police agency, using the Canadian police information center (CPIC). This report must include all names provided in Section A2 of the Application for Registration and must not have been completed more than six months from the date of application. A fingerprint check is not necessary unless required by the issuing police agency to confirm the results.

In this section, you will provide the following information:

- name of the police agency where the check was completed;
- all names included in the search; and
- the date your criminal record check was completed.

NOTE: The names you enter in this field must match the names which appear on the police report. If the information does not match the report, your application will be put on hold until Applications staff can verify the correct information with you, and/or a new criminal record check is received by the College.

The original hardcopy police report must be received by the College for your Application for

Registration to be processed. The report must include the police stamp or seal or be printed on police issue security paper.

2. CPR certification

Applicants must have a valid CPR certification. If the expiration date on your CPR has already passed it is no longer valid, regardless of when it was obtained. To be valid for the purpose of registration, CPR certification must meet the following four criteria:

- training must be completed no more than 24 months prior to the date of application;
- expiration date or “renewal date” cannot have already passed;
- training must be completed at an in-person class (on-line courses are not accepted); and
- must be completed at the Healthcare Provider Level or equivalent (BLS with AED).

Healthcare provider (HCP) level CPR and/or an in-person training course in CPR procedures, taught in compliance with the Heart & Stroke Foundation of Canada’s most current Guidelines for CPR and Emergency Cardiovascular Care (ECC) has been deemed necessary by the Registration Committee of the College. If you have completed, or intend to complete, a CPR course which is not identified as HCP Level, you must provide a course description to provide evidence that the course meets the training requirements.

In this section, you will be required to provide the following information:

- the organization who administered your training: this is the name of the organization on your certification, not the instructor or training facility (e.g. Heart & Stroke Foundation is correct, CCNM is incorrect);
- the course name and/or level: this is the specific level of CPR you have been certified (e.g. “CPR Level 4” is correct, noting only “CPR” is incorrect);
- the date your certification was issued; and
- the expiry date of your certification: this may be listed on your certificate/card as “renewal date”.

A copy of your CPR certification must be received by the College. This can be submitted in hardcopy or softcopy with your criminal record check, by fax or by email.

SECTION D: OTHER REGISTRATIONS

In determining eligibility for registration, the College also assesses an applicant’s ‘good standing’ with current or previous bodies that the applicant may be or have been registered.

This section has been specifically designed to allow applicants who are currently or have previously held registration with another regulatory body to provide information about their registration(s).

Question 1: ND registration outside of Ontario

This section asks the applicant to declare whether they are currently or have been previously registered to practise naturopathy outside of Ontario (i.e. any other province or in any country). This field allows the applicant to answer YES or NO.

If you have never been registered to practise naturopathy outside of Ontario, please select NO.

Question 2: Registration in another regulated profession (Non-ND)

This section asks the applicant to declare whether they are currently or have previously been registered

to practise any other regulated profession in **any jurisdiction (i.e. anywhere in the world)**. This field allows the applicant to answer YES or NO.

If you have **never** been registered with another regulated profession, please select NO.

IMPORTANT: IF YOU ANSWERED YES TO QUESTIONS 1 OR 2, YOU MUST PROVIDE THE FOLLOWING INFORMATION IN THE FIELDS PROVIDED ON THE APPLICATION FORM:

- **Name of regulator** (e.g. Maldives Medical Council or the College of Naturopathic Physicians of BC).
- **Location:** where are you registered/where were you registered (IF registered in North America, please select the applicable province or state from the drop-down options; if registered internationally, please select a country from the drop-down options provided).
- **Current status** (e.g. Active, Inactive, Resigned).
- **Effective date:** Date that you assumed the current status (e.g. if your status remains the same as when you first registered, you would put your date of initial registration; if your status changed, you would use the date of that status change as the 'effective date').

In addition, a Letter of Standing must be sent to the College directly from your other or past regulatory bodies) for any current or previous registrations or licenses declared on the Application for Registration.

Letters of Standing must include the following information:

- current (or Last, if resigned) category of registration held by the applicant;
- status of registration ("good" or "not in good standing");
- any outstanding dues, fees or fines, and
- any complaints, disciplinary findings or outstanding matters of professional misconduct.

SECTION E: GOOD CHARACTER

This section requires the applicant to answer a series of questions related to professionalism, conduct, character and their fitness to practise naturopathy. Applicants are advised to review each question carefully and answer truthfully. When answering the questions, consider all personal, professional and academic history, regardless of location, profession or timeframe.

Reporting offences, findings of guilt and proceedings that occur before, during and after initial registration with the College is a requirement outlined in the Registration Regulation. Applicants should report any offence even if it does not relate to the practise of the profession (e.g. paying a parking or speeding ticket is considered a "finding of guilt").

Not all YES answers require a referral to the Registration Committee for review.

IMPORTANT: If you do not fully understand a question or how it should be answered based on your circumstances, please contact the Applications department for clarification before submitting your application.

Additional supporting information – Good character

If you answered YES to any of the good character questions, you would need to submit additional information to the College. Following submission of your application, Applications staff will contact you and request that you provide additional information regarding the reported conduct, such as:

- a detailed description of the event(s) in question, where applicable, a description of the nature of

- the offence or finding; and
- an outline of the action taken by the governing body, including dates, names and location of any regulatory body, court or tribunal, the determination and order made and the status of any appeal.

This information should be clearly articulated in a separate document which you can attach to an email.

It is up to the applicant to prove to the College, generally through supporting documents, that they are of good character. As such, it is recommended that in addition to the explanation, applicants must also provide a copy of any order, decision and reasons issued to them by a court or governing body, or if academic, a letter from the academic institute to detail the events and outcome.

Terms of 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 wrong-doing 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.

For information about how good character is assessed, please refer to page 17 of this handbook.

SECTION F: DECLARATIONS

The four mandatory declarations listed in this section are legally binding and are used in place of your signature. These declarations must be answered when completing the application; please read them carefully.

If you are not able to agree to the declarations, please contact the Applications department to discuss your options.

REVIEWING YOUR APPLICATION

This page provides the applicant with a final opportunity to review all their information before submitting. Be sure you have thoroughly reviewed your application and have completed each section in accordance with this handbook.

To avoid processing delays, applicants are advised to review their information prior to submission. Remember that this is a legal process and that a few extra minutes of review may save you time overall.

COLLEGE REVIEW & APPLICATION PROCESSING

Applications are processed once all required documentation and fees for Step 2 have been received. Applications staff will confirm receipt of documents and fees by email as items are received by the College.

Applicants are asked to refrain from sending frequent emails requesting status updates on their application. Once an application has been processed and approved, the applicant will be contacted by email to confirm eligibility to move onto Step 3. Should an application require a referral to the Registration Committee for review, the applicant will be sent notice with additional information including the anticipated date of review.

ASSESSING GOOD CHARACTER

As part of its review process, the College assesses information from or about applicants for whom evidence of past conduct raises questions about their ability to practise naturopathy with honesty and integrity, which is also known as “good character.” If the Registrar has doubts about whether an applicant is of good character, or is of the opinion that terms, conditions or limitations should be imposed, or proposes to refuse registration, the Registrar will refer the application to a panel of the Registration Committee.

Applicants are generally presumed to be of good character unless and until evidence demonstrates otherwise. Good character remains an ongoing expectation of registered naturopaths who are required to submit declarations about their conduct to the College as part of the annual registration renewal process.

Examples of conduct or circumstances that may give rise to reasonable doubt on the part of the Registrar that the applicant is of good character include but not limited to:

- a previous finding of professional misconduct, incompetence or incapacity by a regulatory body.
- a current proceeding regarding professional misconduct, incompetence or incapacity;
- a previous finding of guilt in relation to a criminal offence;
- a previous or current charge in relation to a criminal offence; a previous finding or current proceeding in relation to discipline by a post-secondary education institution;
- a refusal by another regulatory body to register the applicant; or
- other serious concerns that come to the attention of the College.

In each case, several factors will be considered by the panel in its review, including the following:

1. The nature of the conduct, including:
 - a. the seriousness and impact of the incident(s);
 - b. the duration, repetition, concealment and apparent motivation of the incident(s).
 - c. how long ago the incident(s) occurred; and
 - d. the relevance of the incident(s) to professional practice.
2. The honesty and completeness of the submission by the applicant:
 - a. did the applicant make an honest declaration on their application form?
 - b. did the College learn of an issue on receipt of a Certificate of Standing from another jurisdiction, from a criminal record check or other source?
3. The consequential actions of the applicant, such as:
 - a. the outcome of any remediation or rehabilitation undertaken;
 - b. the acceptance of responsibility, expression of remorse or provision of restitution by the applicant;
 - c. the subsequent conduct of the applicant including any work, or volunteer activities with no further evidence of conduct issues arising; and
 - d. the development of measures or safeguards to prevent any repetition of the incident(s), such as establishing monitoring and accountability mechanisms where appropriate.

REFERRALS TO A PANEL OF THE REGISTRATION COMMITTEE

When is an application referred?

As a self-governing profession, decisions regarding registration (where the Registrar has reasonable doubt as to whether the applicant meets all of the requirements set out in the Registration Regulation for issuance of a certificate of registration) are made by a panel of the Registration Committee comprised of professional and public members.

When making decisions about the issuance of a certificate of registration, the College is committed to ensuring that:

1. decisions are made in the public interest;
2. decisions are made using a process that is transparent and fair, by committee members acting in an objective and impartial manner;
3. decisions are grounded in reasons that are fully explained in writing (unless the decision is to register the applicant with no terms, conditions or limitations in which case reasons are not required); and
4. decisions are made on the specific merits of the case under review.

Examples of reasons for a referral include, but are not limited to:

- the applicant does not satisfy certain time-specific provisions in the Registration Regulation; or
- the applicant's previous conduct (i.e. in relation to the good character assessment) raises reasonable doubt as to whether the applicant could practise naturopathy in a *safe and professional manner*.

How long does it take for an application to be reviewed?

Referred applications are reviewed by a panel of the Registration Committee (the Panel) during the Committee's regularly scheduled meetings, which typically occur once a month. Applicants being referred to the Panel are done so under the Health Professions Procedural Code (the Code) and are provided with 30 days to submit any additional documentation they wish to have reviewed by the Panel in relation to their application for registration.

Applicants being referred are provided with notice of this referral in writing, along with information as to the anticipated date of review of their application for registration by the Panel.

Applicants should anticipate that a referral to a Panel of the Registration Committee may add at least 30 days to their application processing time.

The panel then reviews the application and the submissions, if any, and decides in accordance with section 18(2) of the Code.

Applications - Over two years since graduation

Applicants who are applying for registration more than two years after a) having graduated from a CMNE-accredited program, or b) having been deemed substantially equivalent through the College's Prior Learning Assessment and Recognition (PLAR) process, are generally required to undergo a two-step review process by a panel of the Registration Committee:

1. an initial informal review by the Registration Committee to determine whether the applicant has met subsection 5(2)(a) or (b) and 5(4)(a) of the Registration Regulation, and
2. a formal review under the Code, conducted by a panel of the Registration Committee if one or both provisions have not been met.

Applicants should anticipate that these reviews will be conducted over 2 separate meetings and as such, additional time will be required for the processing of their application for registration, and/or completion of additional self-identified/Panel approved learning.

Ways to help prevent referrals to a Panel of the Registration Committee

Many issues which result in a referral to a Panel of the Registration Committee (the Panel), under subsection 3(2) of the Registration Regulation, are avoidable.

Preventative measures include:

Following the process:

- apply for registration only once eligible to do so;
- obtain documentation for each step as required (remember that some documents have a specific timeframe for being considered 'valid');
- allot yourself ample time to complete the registration process when considering potential employment opportunities.

Being mindful of public perception/avoid "Holding Out" as a ND:

- Wait to set-up professional websites, and other "professional" social media profiles using titles restricted to members of the profession.
- Avoid listing information which may be viewed as "holding out" as a member of the profession (e.g. booking patient appointments or listing available treatments).

IMPORTANT: In addition to personal websites and social media profiles, applicants are also responsible for how their name appears elsewhere (e.g. potential future employers or in directories), regardless of who posted or published the information.

Staying informed:

- Review all available materials and ask questions before submitting an application to the College.
- Familiarize yourself with the Registration Regulation and applicable policies.
- If working in a clinic as a non-registered naturopathic program graduate, ensure that everyone understands what this entails (e.g. rules and requirements around Delegating and Accepting a Delegation).

Potential outcomes of a Panel review

Under Section 18(2) of the Code, the Panel may direct the Registrar to do one or more of the following:

- issue a certificate of registration;
- issue a certificate of registration if the applicant successfully completes examinations set or approved by the Panel;
- issue a certificate of registration if the applicant successfully completes additional training specified by the Panel;
- impose specified terms, conditions or limitation on a certificate of registration of the applicant and specifying a limitation on the applicant's right to apply under subsection 19(1); and
- refuse to issue a certificate of registration.

Whenever the Panel directs the Registrar to do anything other than issue a certificate of registration, the applicant is provided with full reasons and decisions.

APPEALING REGISTRATION DECISIONS

Orders made by a Panel of the Registration Committee in relation to an applicant's Application for Registration are appealable to the Health Professions Appeal and Review Board (HPARB). Applicants have the right to request a review of the decision before HPARB within 30 days of receipt of the notice of decision following the panel's review of the Application for Registration. **For information regarding contacting HPARB, please refer to page 22 of this handbook.**

NOTICE OF ELIGIBILITY – STEP 3

Applicants who are deemed eligible for registration with the College will be sent a 'Step 3 Eligibility' notice by email. If an applicant is required to submit proof of eligibility for registration to the associations or insurance brokers to obtain professional liability insurance, they may use the email notice.

Applicants are asked to please refrain from sending emails requesting status updates on their application; once an application has been processed and approved, the applicant will be contacted via email to confirm eligibility to move onto Step 3. Should an application require a referral to the Registration Committee for review, the applicant will be sent a notice by email with additional information including the anticipated date of review by a Panel of the Committee.

NOTE: THE 'ELIGIBILITY FOR STEP 3' EMAIL IS NOT A CONFIRMATION OF REGISTRATION. APPLICANTS MAY NOT PRACTISE THE PROFESSION OR USE RESTRICTED TITLES UNTIL THEY HAVE BEEN ISSUED A CERTIFICATE OF REGISTRATION.

DEFERRING INITIAL REGISTRATION

The determination of eligibility is time sensitive and based on the College's expectation that the applicant will complete their registration in a timely manner. Applicants wishing to complete their registration (e.g. paying the registration fee) beyond the end of the quarter in which they were deemed eligible for registration must notify the Applications department in writing before beginning Step 3.

IMPORTANT: Applicants wishing to defer their date of registration to a date which is more than six months from the date of their criminal record check or to a date which would disqualify them from the stream of registration through which they applied (e.g. under 2 years from their date of graduation), further review, resubmission of documentation and/or additional fees may be required.

Applicants who have not notified the College of needing to defer their date of registration are expected to complete their registration as soon as possible.

COMPLETING STEP 3: ISSUANCE OF A CERTIFICATE OF REGISTRATION

To complete Step 3, applicants who have been notified of their eligibility to complete the application process are required to fill out the Step 3 online form, available under the Become a ND menu, once logged into the College website. **In order to finalize registration, the College must first receive all required documentation and fees (refer to the Step 3 requirements indicated on page 10 of this handbook).**

The Step 3 form consists of a single page for providing insurance information and declarations.

REMINDER: Completion of this form does not entitle the applicant to start practising.

Professional liability insurance

In completing the Step 3 form, applicants must provide the following information:

- the name of the insurance company (e.g. Continental Casualty Company or Lloyd's of London),
- the name of the insurance brokerage firm (e.g. Partner's Indemnity or Holman's),
- the policy number (If in doubt, confirm with your insurance broker),
- the phone number of the brokerage firm,
- the amount of coverage, and
- the expiry date of the policy

NOTE: Insurance coverage must meet the requirements stipulated in section 19.01 of the College by-laws.

Applicants are encouraged to read their insurance documentation carefully prior to entering data into the Step 3 form. Errors in the information provided may delay processing.

NOTIFICATION OF COLLEGE REGISTRATION

Once the application process is complete, applicants (now Members) are sent a confirmation of registration via email; this information includes their registration number, instructions for re-setting their login information to access the Members-only sections of the website and downloading their certificate of registration. Additional new Member information will be sent from the Membership department.

ACCESSING YOUR APPLICANT FILE

In accordance with Section 16 of the Code, every applicant may access their application for registration file. Requests for access to one's file must be submitted to the Registration & Examinations department in the form of a signed letter to the Registrar, either via hardcopy (see contact info on page 22) or via email to applications@collegeofnaturopaths.on.ca

Application records are stored electronically by the College on an indefinite basis and applicants requesting a copy of their full or a portion of their applicant file will be provided with a hard copy print-out, stamped with the word "copy". There is no fee charged for accessing one's applicant file however, fees for printing/photocopying (\$0.05 for black and white, \$0.10 for colour) or for postage costs which exceed the amount for a standard letter (at Canada Post posted rates based on size and weight) may apply.

Copies of application files can be picked up by the applicant (by appointment only), with presentation of valid photo identification. Alternatively, a mailed copy marked confidential may be sent, in lieu of an in-person pick-up, if authorized in writing by the applicant. Note: documents are released only to the applicant; the College does not approve alternate 'authorized' individuals to pick-up materials on the applicant's behalf.

Processing time from the point of receipt of request to issuance of the requested hardcopy is approximately 10 business days.

File access exceptions

The Registrar may refuse to provide an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. Should the Registrar refuse the request, the applicant will be duly notified.

CONTACTING THE COLLEGE

Mailing Address:

THE COLLEGE OF NATUROPATHS OF ONTARIO
ATTN: APPLICATIONS DEPT
150 JOHN ST, 10TH FLOOR
TORONTO, ON M5V 3E3

Website:

www.collegeofnaturopaths.on.ca

Drop-Offs:

Documents being dropped off at the College office may be left securely in the locked drop-box stationed to the left of the 10th floor glass entry doors. This box is checked regularly throughout the day and only accessible by assigned staff.

NOTE: In-person meetings with staff are by appointment only and based on reason for the request. If you wish to speak to someone in person, please call or email to make an appointment in advance of arriving at the office.

Application Inquiries (Entry-to-Practise)

- Phone (Entry-to-Practise Coordinator): 416-583-5997
- Email: applications@collegeofnaturopaths.on.ca

Membership Inquiries (Post-Initial Registration)

- Phone (Membership Coordinator): 416-583-6002
- Email: members@collegeofnaturopaths.on.ca

General Inquiries:

- Phone: 416-583-6010
- Email: general@collegeofnaturopaths.on.ca

OTHER CONTACTS

HEALTH PROFESSIONS APPEAL AND REVIEW BOARD (HPARB)

15 BLOOR STREET WEST, 9TH FLOOR
TORONTO, ON M5S 1S4

TELEPHONE: 416-327-8512
TOLL-FREE: 1-866-282-2179
FAX: 416-327-8524
EMAIL: hparb@ontario.ca