



The College of Naturopaths of Ontario

ADDENDUM DOCUMENT FOR COMPLETING STEP 2: (MANUAL) APPLICATION FOR REGISTRATION FORM

The College of Naturopaths of Ontario (the College) is in the process of launching a new database. To facilitate this launch, the online application for registration has been temporarily moved to a manual process. The following is an addendum support document to the [Application for Registration Handbook](#). This addendum has been prepared to assist applicants in understanding and completing the manual [Application for Registration form](#) and are not detailed in the current Handbook.

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

SECTION 1: APPLICANT DETAILS

1a. Name

Enter your full name as it appears on your legal documents and as was provided on your Application for Pre-registration form. If your legal name is different from what was provided on the pre-registration form, please contact the College before submitting your application form.

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 but 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.

1b. Personal information

Please select a gender option from the drop-down list. Health Force Ontario is presently undergoing review of this requirement; however, it is still information that Ontario regulatory bodies are required to collect and report at this time.

1c. Residential Address

All Registrants 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 Registrants 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.

1d. Language(s) of Care

Select the primary language in which you intend to practise naturopathy from the drop-down list. List any other languages in which you can competently provide professional services. If you do not have any additional languages, please type in “not applicable.”

SECTION 2: NATUROPATHIC EDUCATION

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

1. Select the level of your naturopathic education from the drop-down list. If you graduated from a CNME-accredited institution, you must select *“Professional Doctorate”*. If the options available do not apply to your level of education (e.g., you have completed the College’s Prior Learning Assessment and Recognition program), please select *“None of the above”* from the drop-down options provided.

2. Input the date you graduated from the naturopathic program.

3. Select the educational institution of your naturopathic program. If the program was completed within Canada but not from a CNME-accredited institution, you must select *“Canadian Non-Accredited”* from the drop-down options provided. For those that completed the program outside of Canada, select *“Outside Canada and US”* from the drop-down options provided.

4. If you completed the College’s Prior Learning Assessment and Recognition (PLAR) Program and are applying through this registration stream, select *“Yes”* from the drop-down option, otherwise select *“No”*.

If you selected *“Yes”* to the question above, enter the date you successfully completed the PLAR program, otherwise input *“Not Applicable.”*

SECTION 3: NON-NATUROPATHIC EDUCATION

Questions 1-6

This section is for declaring the **highest level** of education you have completed **outside of** the field of naturopathy (e.g., a program of study that was completed prior to enrollment in one’s naturopathic program).

1. Enter the name of the educational institution where your highest non-naturopathic formal education was completed (e.g., McMaster University).

2. Select the highest level of education that you have completed at the institution named in #1, from the drop-down options provided. If the options provided do not match your highest level of education, select *“None of the Above”*.

3. Select the field of study related to the formal education completed at the institution named in #1. If the options do not capture your field of study, select *“Other Field of Study”* from the drop-down options provided.

4. Input the -date you completed this formal education.

5. Select the Province/Territory/State where you completed this formal education. If you completed the program outside of Canada or the US, scroll to the bottom of the list and select *“Outside Canada and US”* from the drop-down options provided.

6. Select the Country where you completed your program from the drop-down options provided.

SECTION 4: NON-ND PROFESSIONAL REGISTRATIONS

4a. Non-ND professional registrations in Ontario

This section is -to declare any current or previous registrations for practising any other regulated profession (except Naturopathy) in **Ontario**. **If you have more than one entry for each question below, please include it in the body of the e-mail when you submit your application form to the College.**

The following details must be provided if you are or were previously registered with another regulated profession in Ontario. If you are providing information, *all* fields must be filled in and cannot be left blank.

- **Name of regulator:** (e.g., College of Dental Hygienists of Ontario).
- **Current status:** (e.g., Active, Inactive, Suspended, Resigned, Retired, Revoked).
- **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”).

If you do not currently hold or have not previously held professional registration with a non-naturopathic regulatory body in Ontario, select *“Not Applicable”* from the drop-down option provided.

4b. Non-ND professional registrations outside Ontario

This section is for declaring any current or previous registrations for practising any other regulated profession (except Naturopathy) **outside of Ontario (i.e., anywhere in the world)**. If you are providing information, *all* fields must be filled in and cannot be left blank.

The following details must be provided if you are or were previously registered with another regulated profession outside of Ontario:

- **Name of regulator:** (e.g., Maldives Medical Council).
- **Country:** Select the country where you are or were registered.
- **Province/State/Territory:** 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, scroll down to the bottom of the list and select “*Outside Canada and US*” from the drop-down options provided).
- **Current status:** (e.g., Active, Inactive, Suspended, Resigned, Retired, Revoked).
- **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’).

If you have never been registered with another regulated profession (except Naturopathy), please input “*Not Applicable*” in the Regulatory Body section.

NOTE: A letter of standing must be obtained from each non-naturopathic regulatory body you are, or have ever been, registered with. The letter must confirm you are in good standing or were in good standing at the time your registration ended. The College must receive this letter directly from the other regulatory body in order for your application to be processed.

Letters of Standing must include the following information and **must match the information you have declared on the application form**:

- current (or last, if resigned) category of registration held by the applicant (e.g., Active, Inactive, Suspended etc.);
- 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 5: OTHER ND REGISTRATIONS

5a. Concurrent ND Registration

This section is for declaring **current registration** to practise **naturopathy outside of Ontario (i.e., anywhere in the world)**.

NOTE: Concurrent registration does not include elective memberships with naturopathic associations.

If you are not currently registered to practise naturopathy outside Ontario, please select “*Not Applicable*” in each field from the drop-down options provided.

If you are currently registered to practise in another *regulated* Canadian jurisdiction, and applying for registration under labour mobility provisions, evidence of practise will be required to be submitted to the College as part of your application for registration. Please refer to *page 6 - Labour Mobility in the [Application for Registration Handbook](#)*.

If you are currently registered with more than three naturopathic regulatory bodies, please include this in the body of the e-mail to the College when submitting your manual application form.

5b. Most Recent ND Registration

This section is for declaring any recent registration to practise naturopathy outside of Ontario (i.e., anywhere in the world); i.e., were recently registered but are **no longer** registered to practise in that jurisdiction.

If you have **never** been registered to practise naturopathy outside of Ontario, please select “*Not Applicable*” from the drop-down options provided.

If you were previously registered with more than one naturopathic regulatory body outside of Ontario, please list the most recent in this section.

NOTE: A letter of standing must be obtained from each naturopathic regulatory body you are, or have ever been, registered with. The letter must confirm you are in good standing or were in good standing at the time your registration ended. The College must receive this letter directly from the other regulatory body in order for your application to be processed.

Letters of Standing must include the following information and **must match the information you have declared on the application form**:

- current (or last, if resigned) category of registration held by the applicant (e.g., Active, Inactive, Suspended etc.);
- 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 6: NATUROPATHIC PRACTICE HISTORY

Questions **1-5** of this section relate to naturopathy practice history. If you have never practised naturopathy previously, please select “*Not Applicable*” from the drop-down options provided.

SECTION 7: 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). Please note, a police report completed by a third party is not acceptable. This report must include all names provided in Section 1a 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.

Please provide the following information into the fields provided:

- 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 here must match the names that 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.

SECTION 8: CPR CERTIFICATION

This section is for providing CPR certification information as follows:

- the organization who administered your CPR 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 in (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”.

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).

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 e-mail.

SECTION 9: GOOD CHARACTER

This section is for declaring information related to professionalism, conduct, character, and your fitness to practise naturopathy. Review each question carefully and answer truthfully. When answering these 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”).

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

IMPORTANT: If you answer YES to any of these good character questions, you will 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 stated in a separate document which you can attach to an e-mail.

It is up to you, as the applicant, to prove to the College that you 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 institution 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 findings of guilt.

SECTION 10: 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.

Submission of the Manual Step 2 Application for Registration Form

NOTE: Be sure you have thoroughly reviewed your application and have completed each section in accordance with the [Application for Registration Handbook](#) before signing and submitting the form.

The Step 2 application for registration form must be submitted to the College, along with the required supporting documentation via one of the following options:

- By e-mail: applications@collegeofnaturopaths.on.ca
- By mail: College of Naturopaths of Ontario*
150 John Street, 10th Floor
Toronto, ON M5V 3E3
- By fax: 416-583-6011

Upon receipt of the complete application form, the Step 2 application fee will be invoiced to your College user account and you will receive instructions via e-mail to pay the associated fee.

The application fee is \$275 + HST (\$310.75)

Note: Application fees are non-refundable.

Step 2 Application for Registration Checklist

- ☐ E-mail or mail completed Step 2 application form
- ☐ Pay application fee (online by credit card or by mail by cheque or money order)
- ☐ Provide current CPIC Report (original by mail)*
- ☐ Provide Proof of Healthcare Provider level CPR (copy by mail or e-mail)
- ☐ Letter(s) of Standing (if applicable)
- ☐ Evidence of Professional Practice (if applicable)

**Please note that due to the on-going COVID-19 pandemic, the College's office is closed to the public and all operations are being performed remotely. Drop-offs and courier packages cannot be received by the College at this time. Please use regular mail, or registered mail (Canada Post only).*