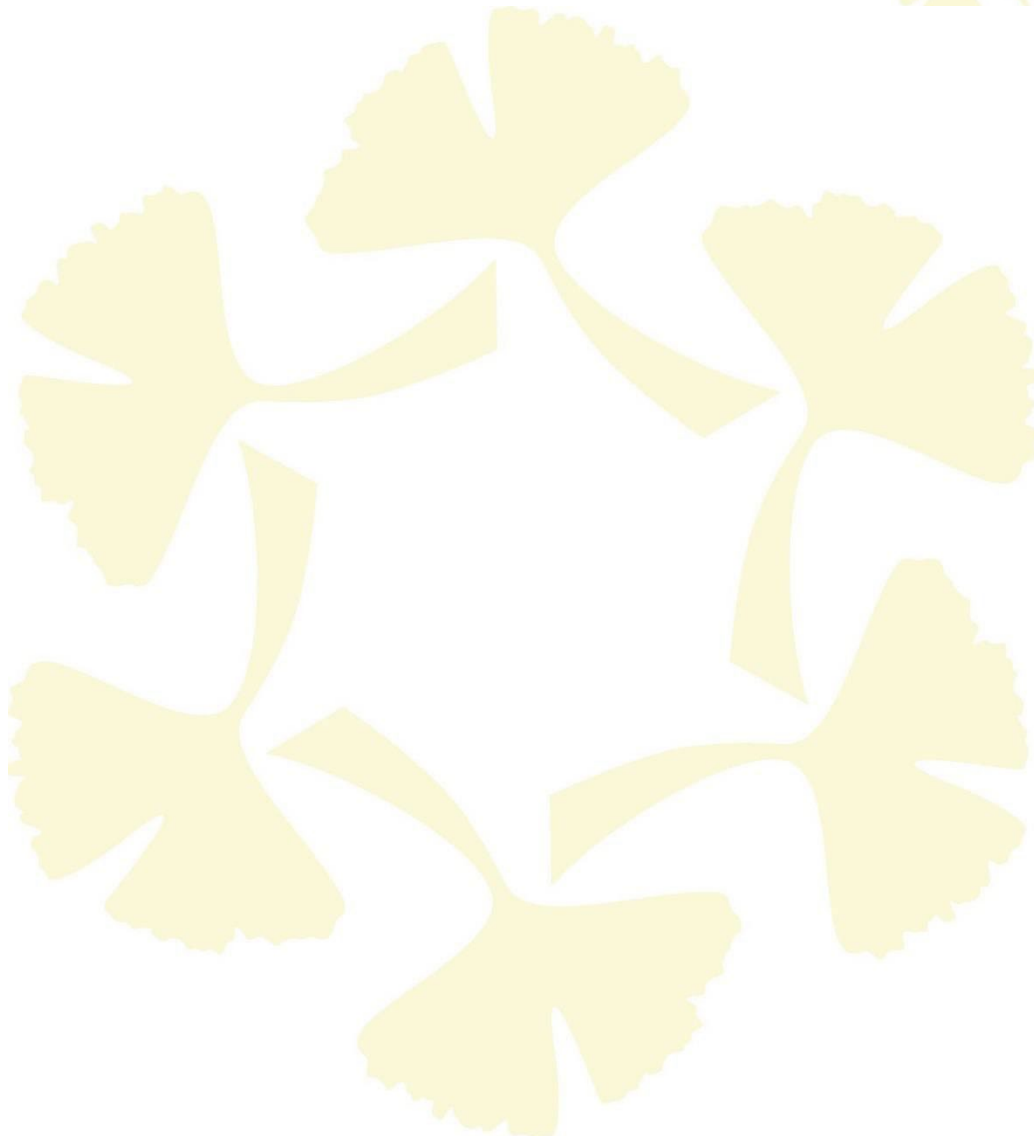
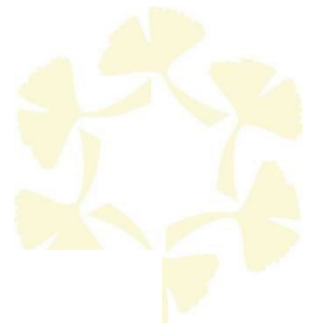




The College of Naturopaths of Ontario

# HANDBOOK

## APPLICATION FOR REGISTRATION



December 2022

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## GENERAL INFORMATION

This handbook has been prepared to assist individuals applying for registration with the College of Naturopaths of Ontario (the College). We encourage you to review this document in full prior to beginning the registration process, or making inquiries, to refer to the handbook during the registration process and retain it until you've successfully completed the registration process.

If you need additional clarification or assistance on matters related to applying for registration, please contact the Entry-to-Practise (Applications) department [applications@collegeofnaturopaths.on.ca](mailto:applications@collegeofnaturopaths.on.ca).

## About the College of Naturopaths of Ontario

The College of Naturopaths of Ontario is the regulatory authority governing naturopaths in Ontario. Its mandate is to serve the public interest by enhancing safety for patients using naturopaths. The College meets its mandate by ensuring that individuals wishing to be naturopaths in Ontario meet the entry-to-practise requirements, by ensuring practising naturopaths maintain their competency, by establishing and maintaining standards of practice in Ontario and by holding naturopaths accountable through the complaints and disciplinary processes.

## Collection, Use and Disclosure of Information

Information collected as part of the registration process is collected under the authority of the [Regulated Health Professions Act, 1991](#) (RHPA) and the [Naturopathy Act, 2007](#) and the regulations made under that legislation. Additional information is collected in accordance with the by-laws of the College.

Information that is collected is used to make a decision on each applicant's eligibility for registration with the College and to provide information to the public and to the Government of Ontario for health human resource planning purposes as required under the legislation.

## When to apply

To be eligible for registration with the College you must have completed all eligibility requirements, as noted on **page 6** of this handbook. We strongly encourage you to wait to start an application for registration until you've met these requirements and you are prepared to complete the application process, meaning you have assembled all of the required documentation and are prepared to pay associated application and registration fees. Once you have initiated the process, the College has an obligation to process your application in a timely manner.

## ACCOMMODATION REQUEST

An accommodation is viewed as a modification of a policy, procedure, or process to ensure all applicants have equal opportunity, and equal access to complete the application for registration process.

In accordance with the [Ontario Human Rights Code](#), the College will consider all accommodation requests received from any applicant.

The College's duty to accommodate is limited only by undue hardship. The OHRC 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).

Requests for accommodation must be submitted on the [ETP Accommodation Request Form](#), which allows applicants to provide detail about the required accommodation, and be accompanied with supporting documentation as outlined below. The Chief Executive Officer (CEO) or their delegate may request additional documentation (as deemed necessary) to make a decision regarding an accommodation request. Granted accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

Applicants will be notified in writing of the College's decision within ten business days from the date of receipt of the accommodation request unless additional information is required either from the applicant or the individual providing any supporting documentation. If additional time is needed, the applicant is apprised of the revised timeframe for a decision on their request. In instances where the form of requested accommodation cannot be granted, the CEO or their delegate may suggest an alternate form of accommodation to be granted, where possible.

## Supporting Documentation

### General requirements

Supporting documentation submitted to validate a request for an accommodation must:

- be dated within six months of the Step 2 or Step 3 of the registration process.
- be received by the Entry-to-Practise department a minimum of 30 days prior to each step of the three-step application for registration process (excluding exam related registration which is handled by the Exams department in accordance with the Examination Policy).
- substantiate the reason for the accommodation and outline the specific accommodation(s) required [(e.g., disability accommodations (physical and cognitive))].
- contain the contact information for the individual providing supporting documentation, and authorization to contact them should additional information be needed to validate the accommodation request.

### Disability accommodations (physical and cognitive)

In addition to the general requirements, supporting documentation if requesting an accommodation due to a disability, as defined in s. 10(1) of the [Human Rights Code](#), must:

- be provided by a regulated health care practitioner (as defined in the [RHPA](#)) or other relevant regulated professional, qualified to make an assessment or diagnosis on the condition (or physical injury), AND who currently has or has previously had a doctor-patient relationship with the applicant;
- be provided on the [Health Professional Recommendation Form](#), which asks the provider of the supporting documentation to substantiate the reason for the accommodations being requested, and to provide information regarding how the requested accommodation relates to the disability.

## Religious accommodations

In addition to the general requirements as described above, documentation supporting an applicant's accommodation request due to religious requirements must:

- be provided by the applicant's religious leader;
- provide information regarding how the requested accommodation relates to the applicant's religious requirements.

## REGISTRATION ELIGIBILITY REQUIREMENTS

Those seeking registration with the College must meet all registration requirements outlined in the Registration Regulation under the *Naturopathy Act, 2007* (available under the '**About Us**' tab on the College website under the ['Legislation-Regulations-bylaws'](#) section), including:

- educational requirements.
- entry-to-practise examinations.
- good character requirements.
- language proficiency requirements.

## Educational Requirements

To be eligible for registration you must have either graduated from a CNME-accredited program in naturopathy OR have been deemed "substantially equivalent" through the College's Prior Learning Assessment and Recognition (PLAR) program.

For additional information regarding PLAR, please refer to the [PLAR Overview](#) page on the College website.

For the list of CNME-accredited programs, please refer to the [Apply for Registration](#) section of the College website.

## Entry-to-Practise Examinations

As a graduate of a CNME-accredited program or an individual who has been deemed successfully equivalent, to be eligible for registration, you must successfully complete the following entry-to-practise examinations:

1. The [Ontario Clinical Sciences Exam](#), a written multiple-choice examination which tests knowledge of necessary naturopathic competencies for the treatment of patients.
2. The [Ontario Biomedical Examination](#), a written multiple choice examination which tests essential medical knowledge of body systems and their interactions, body functions, dysfunctions and disease states.
3. The [Ontario Clinical \(Practical\) Examinations](#), in naturopathic Manipulation, Acupuncture and Physical Examination/Instrumentation, which assess hands on, practical skills and ability to practise naturopathy safely, ethically and competently.
4. The online [Ontario Jurisprudence Examination](#), which is an untimed, open-book examination testing knowledge of governing legislation, standards and guidelines.

For additional information regarding these requirements, please refer to the "[Entry-to-Practise](#)"

[Examinations](#)” section on the College website. Examination handbooks for each exam are available in the “[ETP Exams Resources and Policies](#)” section.

## Good Character

The Registration Regulation also requires that an individual who is granted a certificate of registration by the College be of good character. To determine this, the College is required to consider the previous conduct and character of all applicants. When completing the Step 2, application for registration, you will be asked to answer questions and make declarations with respect to any current or previous registrations or licenses with another regulatory body, any previous findings of guilt, failed registration examinations and previous conduct. You will also be required to submit a recent Canadian Policy Information Centre Criminal Record Synopsis (CPIC). For additional information regarding the CPIC, please refer to **pages 11-12**.

Additional information regarding College assessments of good character is available on **page 24** of this handbook.

## Language Proficiency

Registrants of the College must be able to communicate effectively in English or French.

In order to be deemed to have met the language proficiency requirement, the following evidence is required:

- an attestation on the (Step 1) Application for Pre-Registration, regarding your ability to communicate (both verbally and written) with reasonable fluency in English or French;

### AND

- an academic transcript showing graduation from a CNME-accredited program in naturopathy; **or**
- a letter or transcript from the program in which your education was obtained that confirms that education was provided in English or French (established as part of the [PLAR program](#) eligibility criteria); **or**
- a letter of standing from the Canadian regulatory body you currently hold active/practising category registration with (for those seeking registration under labour mobility provisions).

If you are unable to satisfy the above requirements, proof of sufficient language proficiency by way of achieving the minimum score on one of the College-accepted language tests is required. For more information, including acceptable language tests and minimum scores, please refer to the College’s [Language Proficiency Policy](#).

## Labour Mobility – Applying to Ontario from Another Regulated Canadian Jurisdiction

Practising naturopaths registered in the General or “active” class of registration with another Canadian naturopathic regulatory authority (i.e., in a regulated Canadian jurisdiction) 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, and those noted in the Registration Regulation.

These provisions recognize an applicant’s current registration as having met required education/training and examination requirements for entry-to-practise; however, they don’t exempt an applicant from the College’s application process, the applicable fees associated with making an application, or guarantee registration.

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

- complete the Ontario Jurisprudence Exam, which is a non-exemptible requirement, prior to making an application for registration;
- maintain your current active/practicing class of registration in the other regulated Canadian jurisdiction until issued a certificate of registration by the College; and
- provide **evidence of having practised the profession**, in the other regulated Canadian jurisdiction where you hold registration, to the extent as would be expected of a Registrant holding a General class certificate of registration in Ontario.

This evidence of professional practise must include the following:

- 1) A Letter of Standing from the regulatory body you currently hold registration with (see **page 13** for additional information).
- 2) A written attestation provided by a colleague, registered in good standing with their regulatory body, which provides the following information:
  - your full name, professional designation, and registration number,
  - your name and full address of the practice location,
  - the dates or range of dates you practised at the practice location,
  - the approximate number of patients you saw; and
  - any additional activities other than direct patient care that you performed as part of your practice-related duties.

Note: the colleague providing the letter does not have to be a naturopath, however, they must be a regulated professional, registered in the same jurisdiction, and be able to speak first-hand as to the nature of your practice (e.g., someone who works in the same clinic as you).

### AND

- 3) Any of the following evidentiary materials to support your currency hours related to practising the profession in the regulated Canadian Jurisdiction where you 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; or
- confirmation of services provided, such as invoices or a letter from individual persons for whom direct services were provided.

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 an applicant has practised the profession to the extent that would be permitted by a person holding a General Class 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 requirements 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

Application and Registration fees, are set out in Schedule 3 of the College by-laws and noted on the [Applicant Fees](#) page under the Apply for Registration menu option of the College website.

Fees may be paid online using VISA or MasterCard (American Express and Visa debit cards cannot be accepted). Alternatively, payment may be made by cheque or money order 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).

If posting payment, please ensure your name is clearly listed on your payment and the payment is sent in a trackable way (e.g., express post). An additional fee of \$35 + HST will be issued to any applicant if a cheque is returned for non-sufficient funds (NSF).

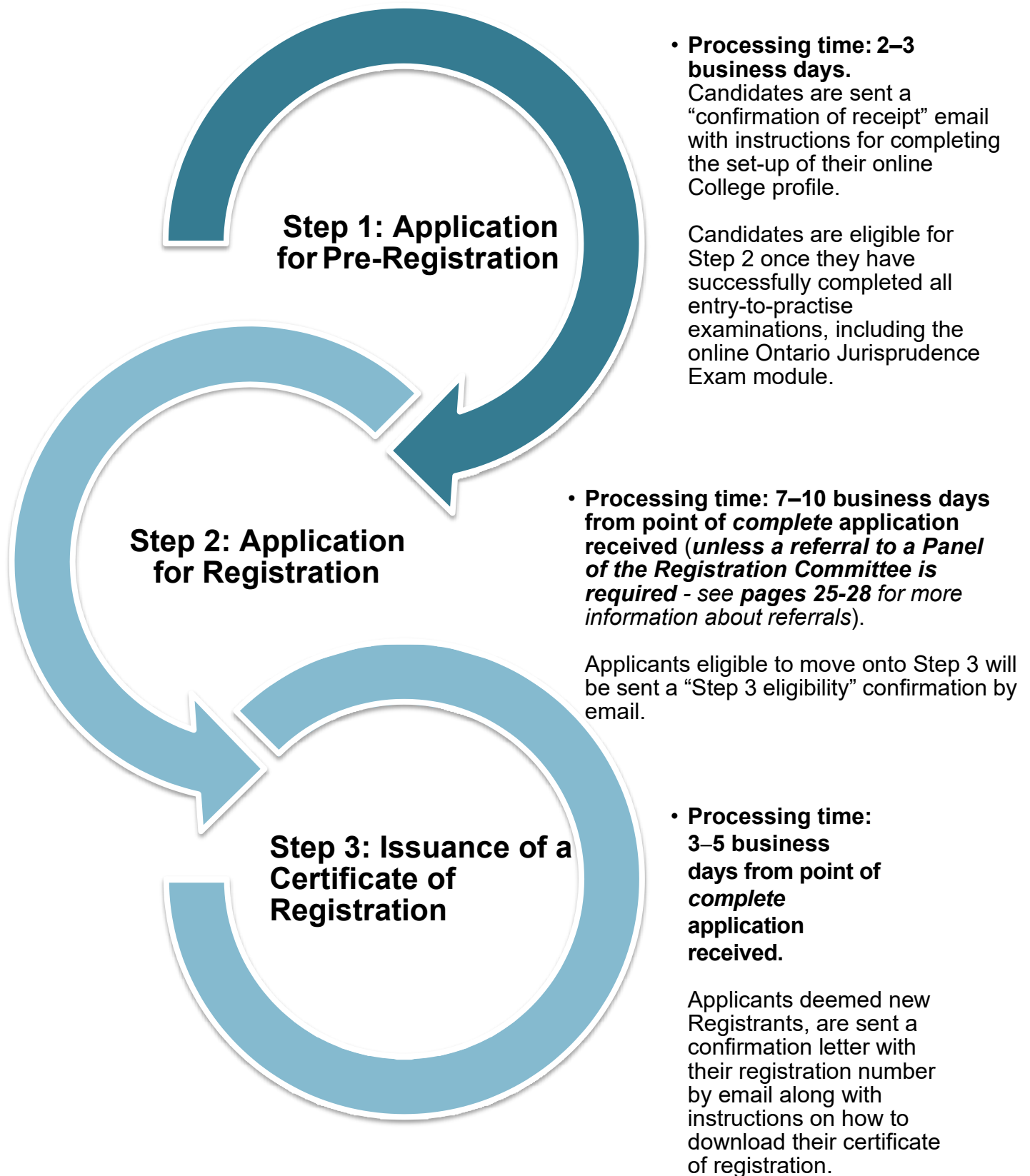
Due to the on-going COVID-19 pandemic, the College's office is closed to the public and all operations are being performed remotely. Courier packages cannot be received by the College at this time. Please use regular or registered mail (Canada Post only).

The College has a duty to process applications as they're received, regardless of when in the month or within each quarter that may occur (e.g., applications are not halted to await the start of the next quarter for billing the registration fee). **Please keep the timelines on page 10 in mind when submitting Step 2 and Step 3 documents.**

For information regarding deferring initial registration, please refer to **page 29** of this handbook.

If you have questions or need clarification regarding paying your application or initial registration fee, please contact the Applications Department **before** making a payment. 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: This process only needs to be completed once.** If you have completed your Application for Pre-Registration prior to registering for entry-to-practise examinations or initiating the PLAR program, you do not need to resubmit.

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

- **A completed online Application for Pre-Registration**
  - o This form is available after you sign up on the **College website** under the **Login tab**.
- **A copy of Valid Photo Identification**
  - o must be uploaded to the online form.
  - o must not be expired.
  - o must clearly show the applicant's identity: full name, photo, and date of ID expiry; and
  - o must be one of the following accepted forms of photo identification:
    - a) Canadian Driver's license.
    - b) Canadian Passport.
    - c) Canadian Permanent Residence card with signature.
    - d) secure Certificate of Indian Status Card *issued on or after December 15, 2009*.
    - e) temporary visitor's permit.
    - f) other Passport (*international*).
    - g) provincial identification card *Formerly known as the Age of Majority card*.
    - h) Canadian Citizenship Card with photo.

**Note: Photo Health cards cannot be accepted.**

### Step 2: Application for Registration Documents

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.

If experiencing undue challenges obtaining certain documentation, please refer to the [Alternate Document Policy](#).

To process an application for registration, the College must receive the following:

- **A completed online Application for Registration Form**
- **An original Canadian Police Information Centre (CPIC) Criminal Record Check**
  - o Is a name-based criminal records check; finger-print checks are not necessary unless required by the issuing policy agency for verification of information.

Vulnerable sector checks are not required at this time.

- o Original hardcopy must be mailed unless the issuing policy agency no longer issues paper-based reports (confirmation from the issuing policy agency will be required to enable acceptance of an electronic CPIC report).
- o Hardcopy reports must include a stamp or seal or be printed on police issue security paper; facsimiles are not accepted. Where the issuing police agency has discontinued hard copies, electronic (soft copy) CPIC reports may be accepted if:
  - a) the CPIC report contains a security feature embedded in the report or the issuing police agency has confirmed the validity of the report with College staff;
  - b) the CPIC is not printed (printed copies render the CPIC authenticity invalid);
  - c) the original CPIC report e-mailed to the applicant from the issuing police agency is forwarded to the College; and
- o Must have been issued no more than 6 months from the date of submission of the application for registration to be considered valid by the College.
- o CPIC search must have been conducted of all current names (including middle name and any common, nickname, abbreviation or assumed name used), as well as all previous names (including maiden name).
- o Report must match the name(s) provided on the Step 1: Application for Pre-Registration in addition must include any name change or assumed/aliases name(s).
- o Third-Party police reports (e.g., myCRC or myBackCheck) are not accepted. The police report must be issued from your local police station or police jurisdiction.

➤ **Copy of Valid Healthcare Provider Level CPR certification**

- o Proof of CPR certification must be uploaded when completing the online Application for Registration form.
- o Certification must have been completed in the 12 months immediately preceding the date of submission of your application for registration; and must not be expired. CPR certification under the College is valid for two years only, regardless of the date of expiry noted on the CPR certificate.
- o Must be healthcare provider level CPR training, which includes training on Automated External Defibrillator (AED).
- o Must have been completed in-person; online courses are not accepted by the College.

➤ **Information and documentation about any offences, findings of guilt, current proceedings, or any failed registration examinations** [Note: this does not include the Ontario Clinical (Practical) Exams, Ontario Clinical Sciences Exams or Ontario Biomedical Exams administered by the College]

- o You may upload the documents when completing the online form (hardcopies or softcopies of supporting documents are also accepted).
- o All offences [whether minor, such as a parking ticket, or major, such as Driving Under the Influence (DUI)], charges must be disclosed.
- o Supporting information for major offences must include official documentation (e.g., court orders).

➤ **Letter(s) of Standing**

- **Required only if, at the time of application:**
  - a) you **are registered** or **have previously been registered to practise naturopathy outside of Ontario**, or
  - b) you are registered or have previously been registered **to practise any other regulated profession in any jurisdiction (i.e., worldwide)**.
- must be submitted directly to the College by the regulatory body/authority on your behalf.
- must match the information provided on your application for registration.
- must be in either English or French. Applicants are required to provide certified translations of letter(s) not written in either official language, at their own expense. Translations must be performed by qualified professionals who are certified by a government organization, such as the Association of Translators and Interpreters of Ontario or a translator who has been certified by a member organization of the International Federation of Translators.
- must include the following information:
  - a) current (or last, if resigned) category of registration held;
  - b) status of registration (“good” or “not in good standing”);
  - c) any outstanding dues, fees, or fines; and
  - d) any complaints, disciplinary findings, or outstanding matters of professional misconduct.

For transparency, if you are in the process of applying for registration with another regulatory body at the same time as making an application with the College, you should notify and provide this information to the Applications Department.

If you are unable to obtain a Certificate of Standing from a regulatory body in another country, please refer to the [Alternate Document Policy](#) and contact the Entry-to-Practise (Applications) department at [applications@collegeofnaturopaths.on.ca](mailto:applications@collegeofnaturopaths.on.ca).

➤ **Evidence of Practise**

- **Required only if applying as an ND registered in another regulated Canadian jurisdiction.** Refer to **pages 8-9** (Labour Mobility) for additional information.

➤ **Application fee**

- Refer to the Registration Fees section under the **Applicant Fees** section of the website.

### Step 3: Issuance of a Certificate of Registration Documents

Once the applicant has received an email from the College stating their 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)**

- the certificate must be uploaded online when completing the step 3 form;
- coverage amount must be a minimum coverage of \$2 million per claim, \$2 million aggregate level and have a deductible of no more than \$1,000;

- o liability must cover the full scope of practice, including all authorized acts, as outlined in section 3 and section 4 of the **Naturopathy Act, 2007**; and
- o the certificate must include the carrier's name, broker name, insurer name, policy number, coverage period (start date and expiry date) and detail the scope of coverage.

The College does not endorse specific plans; as an applicant, it is your responsibility to do your research to ensure the plan selected meets coverage requirements.

- **A photo for the public register along with a completed** online [Photo Submission Form](#) for Applicants
  - o The front and back (if stamped by a commercial photographer) of the photo must be uploaded to the online form.
  - o This form is available on the **Applicant Resources & Policies** page of the College's website.
  - o Photo must adhere to the requirements stipulated on the Photo Submission Form.

You may provide a Canadian passport-sized photo or follow the size specifications on the online form. If submitting a passport photo, please note 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 Registrant of the profession.

- **A completed online Step 3 Declaration Form**
  - o The information on this form must match the information on the copy of PLI certificate.
  - o Submit the Declaration form for review.
  - o Incomplete forms will result in processing delays.
- **Initial Registration Fee**
  - o Once a complete form and other requirements have been received, you will be billed the registration fee and notified by email (please refer to **page 9**).

## College Account Sign-up

To access the Application for Pre-Registration form, register for College exams and apply for registration, all candidates and applicants are required to sign up for a College account. The College account sign-up process and Application for Pre-Registration form only need to be completed once. If you have completed these as part of registering for exams, you may skip these steps when making your application for registration.

To sign-up for a College account,:

- access the **Login page** on the College website.
- select **Sign Up** to create your account by entering your personal email address. To ensure your account is secure, we strongly recommend that every account holder use their own personal email to set up and later log in their account. Please do not use your general business email (general@, contact@, info@).
  - o once you have entered your email address, select next;
  - o enter you first name and last name (as it appears on your government issued photo ID);

- agree to the Terms and Conditions upon complete review of them; and click sign up.
- Within 15 minutes you will receive a **Confirm your Alinity account** email (check your spam/junk folder). If you do not receive this email within 15 minutes, please contact [applications@collegeofnaturopaths.on.ca](mailto:applications@collegeofnaturopaths.on.ca).
- Follow the instructions in the email to create your new College password and gain access to your College profile.

Each time you log in to your College account a one-time code will be automatically generated and sent to your email account on file as part of the Multi-Factor Authentication (MFA) set up by the College. This 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 CONO account. Please make sure to check your junk/spam folders for the code prior to contacting the Entry-to-Practise (Application) Department at [application@collegeofnaturopaths.on.ca](mailto:application@collegeofnaturopaths.on.ca) for assistance.

## COMPLETING STEP 1: PRE-REGISTRATION FORM

Following successful login, you will be directed to your College profile. On the dashboard next to Candidate click on **Apply** to complete the pre-registration form.

### Registration Eligibility

- **Select one of the three application streams that applies to you on the online form.**
  - I graduated from a CNME-accredited school. *Candidates in this stream are required to select the CNME accredited institution from the drop-down menu options, add the date of graduation and select Professional Doctorate for degree type.*
  - I am currently registered and practising naturopathy in another regulated Canadian jurisdiction (applies to inter-provincial transfers).
  - I am applying for the PLAR program.

### Personal Information

- **FIRST NAME, MIDDLE NAME(S) AND LAST NAME**  
Enter your full name as it appears on your legal documents. 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 “alias names”.

NOTE: If you do not have any previous names, alternate names, or preferred names that are different from your legal name, please select **No**.

If you select **Yes** to add any previous names, aliases, or nicknames, click the **Add** button to enter the name(s).

- **GENDER**



Select a gender option from the drop-down list. Note: HealthForceOntario requires Ontario regulatory bodies to collect and report gender information to the Ministry Information about gender is not used for any other purpose but HealthForceOntario reporting and is not published on the College's public register.

- **BIRTH DATE**  
Enter your birthdate. Note that you must first select the year, then month and then the day.
- **RESIDENTIAL ADDRESS**  
All future Registrants and current 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.

## Confirmation of Identity

Applicants must upload a copy of valid (not expired) government-issued photo identification (from the list of approved ID noted on **page 11**), clearly showing full name, date of birth and signature.

## Language Proficiency

In this section you must declare whether you comprehend and communicate fluently in English or French. If you select **Yes**, you must click **Add** to select English or French as a language from the drop-down list.

If you select **No**, click **Add** to select your primary language of communication from the drop-down list. Note: you will be required to also add the language in which you completed your formal education. College staff will be in contact with you to detail next steps for providing evidence of language proficiency.

All candidates and applicants are encouraged to add any other languages, in addition to English or French, in which they can competently provide professional services.

## Naturopathic Registration History

If you hold or have held a certificate of registration/license with another Naturopathic regulatory body (including in 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.

If your regulatory body is not available in the drop-down list, 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).

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 **pages 8-9**



**Labour Mobility.**

Inter-provincial transfer Candidates must add their naturopathic registration and will not be allowed to submit the form if this section is incomplete.

**Declaration**

Review the declaration and select **I acknowledge and accept the above declaration.**

Please review all entered information for accuracy before making a submission. Once the form has been submitted you will not be able to make edits to the online form. If you need to make a change to the information submitted, please contact the Applications Department at **applications@collegeofnaturopaths.on.ca**.

**COMPLETING STEP 2: APPLICATION FOR REGISTRATION**

Where applicable, the application form will be pre-populated with information you have previously provided on the Application for Pre-Registration form. Where an ADD button is available, information can be added. If a section is blank, please provide the necessary information.

Some fields are locked and will require staff assistance for making a change. If the pre-populated information is incorrect and the field is locked, please send an email to the Application Department at **applications@collegeofnaturopaths.on.ca** with the information that requires an update.

Please ensure that you carefully review all information listed on the form prior to submitting it.

If you wish to leave the form and continue at a later time, click *Save for later* on the bottom of the page. If there is no activity on the form for over 20 minutes, you will be automatically logged out and will be 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.

To begin the Step 2 Application for registration process:

1. Access the Applicant **Login page** on the College website.
2. Enter your username and previously created password. Your username is your current email address on file with the College.
3. If you do not remember your password, click on *Forgot my Password* to have a reset link sent to your email address previously provided to the College.
4. Once you are logged in, click on the Apply button on your account dashboard under "Application for Registration".

**Applicant Details**

This section displays the name you provided on the pre-registration form as well as any previous or other names you provided. To request a change to your legal name, please complete and submit a [Name Change Request form](#) to the College after clicking "**Add**" to provide the details of your name change.

**To add any previous names, aliases, or nicknames, click the “Add” button in the Current Name section.**

**To update your residential address, click the “Add” button in the Home Address section.**

**To add additional languages to your profile, click the “Add” button in the Language of Care section.**

The names provided will appear on the College’s Public Register once registered with the College to practise naturopathy.

## Naturopathic Education

The information in this section lists the formal education completed in the field of naturopathy as reported on your Application for Pre-Registration form. Please review the graduation date to make sure it’s accurate. IF the listed graduation date is incorrect, click on the “change” box to amend the date.

If you have completed additional formal, education in naturopathy, click on the **Add** button to add this information. Additional formal education does not include continuing education courses or certificates.

- Type the name of your institution. Select the highest level of education that you have completed at the institution from the drop-down options provided. If the options provided do not match your highest level of education, select “None of the Above”.

If the name of your naturopathic educational 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.

- Input the date you completed this formal ND education (i.e., date of graduation).

## 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 you have completed). 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.

- Type the name of your institution. Select the highest level of education that you have completed at the institution from the drop-down options provided. If the options provided do not match your highest level of education, select “*None of the Above (Non-ND)*”.

If the name of your educational 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.

- Select the field of study related to the formal education completed at the institution. If the options do not capture your field of study, select “*Other Field of Study*” from the drop-down options provided.
- Input the date you completed this formal education (i.e., date of graduation).

## Registration in Another Non-ND Regulated Profession

If you hold or have held a certificate of registration/license in **another**, non-naturopathic regulated profession in or outside of Ontario (i.e., anywhere in the world), please complete this section.

To add a regulatory body, click on the **Add** button and follow the steps below.

- Select the name of the regulatory body you are/were registered with from the drop-down list (e.g., College of Dental Hygienists of Ontario).

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) and you must include city/state/province/territory and country.

- Enter your current registration status and the effective date of your current status. If you have resigned or were revoked, you must enter an expiry date as well. Please ensure the status listed is current and the dates are correct.

## ND Registration Outside Ontario

If you hold or have held a certificate of registration/license to practise naturopathy with another naturopathic regulatory body (anywhere outside of Ontario), please complete this section.

To add a regulatory body, click on the **Add** button and follow the steps below.

- Select the name of the regulatory body you are/were registered with from the drop-down list.

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) and you must include city/state/province/territory and country.

- Enter your current registration status and the effective date of your current status. If you have resigned or were revoked, you must enter an expiry date as well. Please ensure the status listed is current and the dates are correct.

A Letter of Standing must be obtained from each regulatory body (naturopathic or non-

naturopathic) - See **page 13** for additional information.

Any changes to the status of a registration/license (either during the application process or once you become a Registrant of the College) in another regulated profession or jurisdiction, including ceasing to be in good standing, must be reported to the College.

## Naturopathic Practice History

In this section, HealthForceOntario requires naturopathic practise history information, specific to initial practise of the profession. Information in this section is meant to capture your naturopathic practise history. If you have never practised naturopathy previously (defined as having been licensed or registered to practise the profession), please select **No**.

If you have practised naturopathy previously, select **Yes**. Applicants that have practiced naturopathy in Canada, will be required to provide information in both the First Practice Location AND the First Canadian Practice Location sections of this form.

Applicants are reminded to ensure the year of practise provided in this section is accurate.

## Canadian Police Information Centre (CPIC) Clearance Verification

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 requested.

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.

Additional information regarding CPIC report requirements are noted on **pages 11-12** of this handbook.

## CPR Certification

Valid CPR must be provided in this section of the online form. To add your CPR certificate information, click the **Add** button.

- enter the name of the organisation who administered your CPR training: this is the name of the organisation on your certification not the instructor or training facility (e.g., Heart & Stroke Foundation is correct, CCNM is incorrect); and
- the date your certificate was issued. The College expiry date will be automatically inputted based on the date of issue.
- Upload a copy of valid (not expired) CPR certificate.

For additional information on CPR requirements, please refer to **page 12** of this handbook.

## Good Standing Declarations

This section includes questions about 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 at **applications@collegeofnaturopaths.on.ca** for clarification before submitting your application. Not all **YES** answers require a referral to the Registration Committee for review.

### 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 of 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, 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.

## Declarations

This section includes a series of declarations and agreements that Applicants of the College must review and answer in order to finalise their step 2 Application for Registration. The declarations are related to the following areas:

1. **Professional Liability Insurance** – Confirming that you upon registering you will have evidence of PLI in your office and will notify the College within 2 business days if your coverage changes.
2. **Good character** – Confirming that the information you have submitted is accurate and that if any new information arises pertaining to good character that you will notify the College within 30 days.
3. **Information verification** – You understand that the College may make necessary inquiries to evaluate your registration with the College.
4. **Complete and Accurate** – Confirming that the information you submitted is true and complete and that making false or misleading statements may result in the certificate of registration being revoked.

The declaration listed in this section is **legally binding**. By 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 the declarations, please contact the Applications Department at [applications@collegeofnaturopaths.on.ca](mailto:applications@collegeofnaturopaths.on.ca) to discuss your options.

## REVIEWING YOUR APPLICATION

Be sure to have thoroughly reviewed your application and have completed each section in accordance with this handbook prior to submission. Once the form has been submitted, you will no longer have access to make changes on the form.

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.

**If changes are required on the form, please email the Applications Department at [applications@collegeofnaturopaths.on.ca](mailto:applications@collegeofnaturopaths.on.ca).**

## COLLEGE REVIEW & APPLICATION PROCESSING

Applications are processed once all required documentation and fees for Step 2 have been received. The step 2 application fee will be available on your College dashboard after the Step 2 online application form has been submitted.

To view and pay your initial application fee, return to the **Home** page on your dashboard, and follow the prompts under **My Invoices** to complete payment.

Applications staff will confirm receipt of documents and fees by email as items are received by the College.

College staff will notify the applicant of the identified deficiencies and the corrections required to complete the application process. Staff will follow-up with the applicant by phone or via e-mail every 2-3 weeks to ensure the process is completed timely and accurately. If the identified deficiencies are not corrected **within 90 days** from the date of submission of the Step 2 application, **College staff will withdraw the application.**

Applicants may submit a request via e-mail to withdraw their application at any point during Step 2 application for registration, however please note, **application and registration fees are non-refundable**. Decision on whether to grant the request will be made by the Director, Registration and Examinations unless the application has been referred to the Registration Committee in which case the Committee is the deciding body. Please refrain from sending frequent emails requesting status updates on your application. Once an application has been processed and approved, you 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, you will be sent notice with additional information including the anticipated date of review.

If an application for registration is withdrawn or the applicant has been refused issuance of a certificate of registration by the Registration Committee, the applicant may reapply for registration no less than 15 days from the date of confirmation of withdrawal or the date of the Registration Committee's decision.

## NOTICE OF ELIGIBILITY — STEP 3

Once deemed eligible for registration with the College (i.e., once your application has been processed and approved), you will be sent a "Step 3 Eligibility" notice by email. This email may be provided as proof of eligibility for registration to the associations or insurance brokers to obtain PLI.

Should your application require a referral to a panel of the Registration Committee (the Panel) for review, you will be sent a notice by email with additional information, including the anticipated date of review by the Panel.

**The 'Eligibility for Step 3' email is not a confirmation of registration. You are not permitted to practise the profession or use restricted titles until you've been issued a certificate of registration.**



## COMPLETING STEP 3: ISSUANCE OF A CERTIFICATE OF REGISTRATION

Once you've been notified of your eligibility to complete the final step of the application process the Step 3 online form may be completed.

To access the Step 3 form:

1. access the Applicant **Login page** on the College website.
2. enter your username and previously created password. Your username is your current email address on file with the College.
3. If you do not remember your password, click on **Forgot my Password** to have a reset link sent to your email address previously provided to the College.
4. Once you are logged in, click on the **Apply** button on your account dashboard under "Apply for Step 3 of the Application for Registration".

To complete the Step 3 form:

1. click on the "Add" button and add the name of the insurance brokerage firm (e.g., Partner's Indemnity or Holman's), the name of the insurance company (e.g., Continental Casualty Company or Lloyd's of London), Insurance amount (Canadian dollars) the policy number (if in doubt, confirm with your insurance broker), the expiry date of the policy.
2. complete the declaration portion of the form attesting to having obtained valid liability insurance covering the full scope of practice as defined in section 3 and section 4 of the *Naturopathy Act, 2007* and that your insurance is in compliance with the College by-laws.
3. upload a copy of your certificate and click submit.

In order to finalize registration, the College must first receive all required Step 3 documentation and fees (refer to the Step 3 requirements indicated on **pages 13-14** of this handbook).

## 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 Chief Executive Officer (CEO) 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 CEO 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 CEO 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.
- 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?

Decisions regarding registration (where the CEO 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 members, public members and public representatives.

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 review 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 CNME-accredited program, or (b) having been deemed substantially equivalent through the College's 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 referral 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 two 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 an ND:

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

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.
- Familiarise 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).

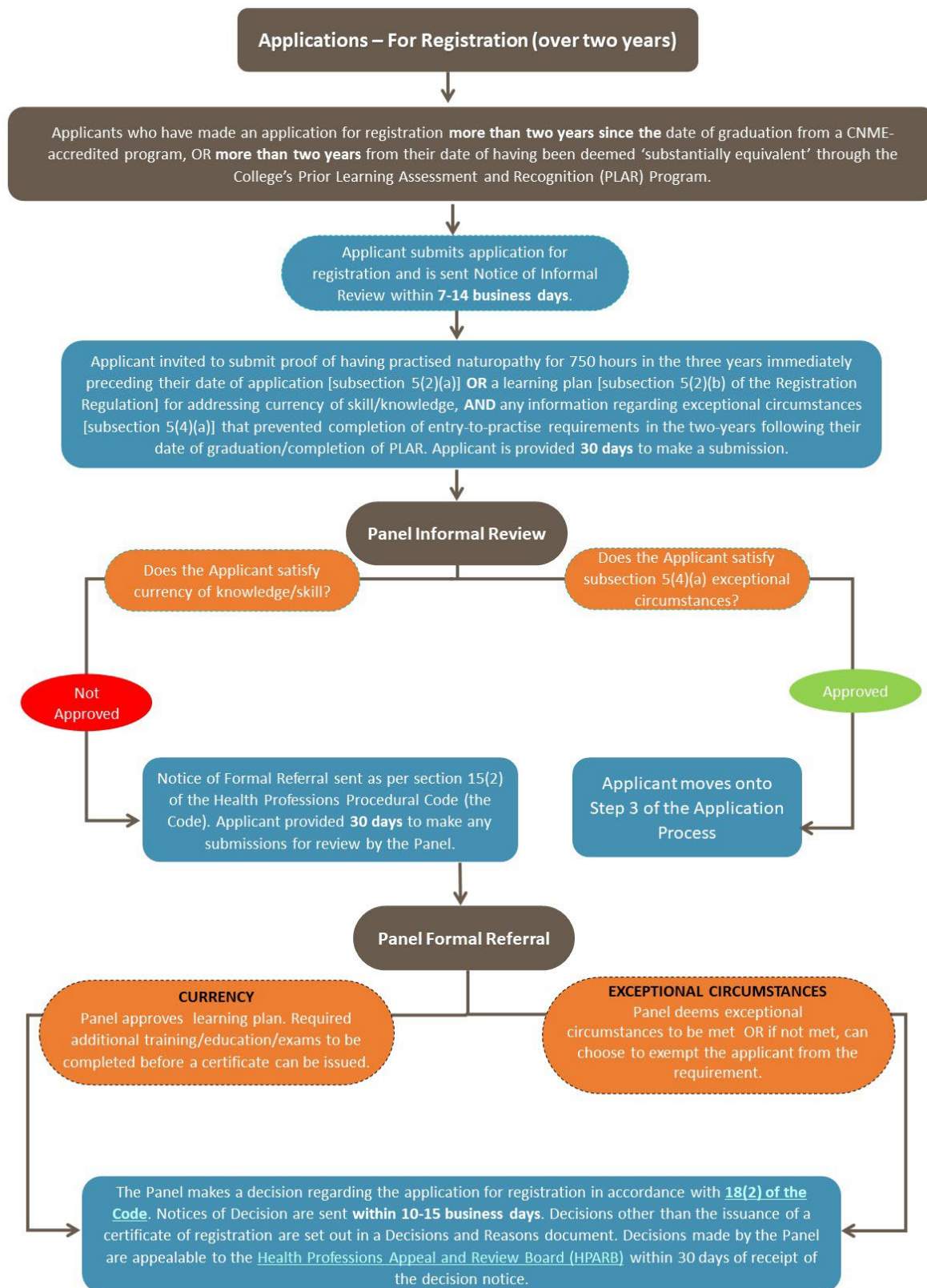
## Potential Outcomes of a Panel Review

Under Section 18(2) of the Code, the Panel may direct the CEO 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 CEO to do anything other than issue a certificate of registration, full reasons and decisions are provided to outline how and why the Panel came to their decision.

## APPLICATIONS – FOR REGISTRATION (OVER TWO YEAR) FLOWCHART



## 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 31 of this handbook.**

## 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. If needing to defer completion of the registration process, due to exceptional circumstances, beyond the end of the quarter in which you are deemed eligible for registration, you must notify the Applications Department in writing before beginning Step 3. Requests must outline the rationale for the deferral, the defer to date being sought, and should include supporting documentation to support the request. Deferral requests based on delays to employment start date(s) will not be granted.

If seeking to defer your date of registration to a date which is more than six months from the date of your criminal records check or to a date which would disqualify you from the stream of registration that you applied under (e.g., would move you from under two years from your date of graduation to over two years from your date of graduation), further review, resubmission of documentation and/or additional fees may be required.

## NOTIFICATION OF COLLEGE REGISTRATION

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

Additional new Registrant information will be sent from the Registration 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 CEO, either via hardcopy (see contact info on **page 30**) 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 your 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.

Due to COVID-19, copies of application files are not available for pick-up. A mailed copy marked confidential may be sent if authorized in writing by the applicant. Note: documents can only be released 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 CEO may refuse to provide an applicant anything that may, in the CEO’s opinion, jeopardize the safety of any person. Should the CEO refuse the request, the applicant will be duly notified.

## **CONTACTING THE COLLEGE**

### **Mailing address:**

THE COLLEGE OF NATUROPATHS OF ONTARIO ATTN: APPLICATIONS DEPT  
10 KING STREET EAST, SUITE 1001, TORONTO, ON M5C 1C3

**Website:** [www.collegeofnaturopaths.on.ca](http://www.collegeofnaturopaths.on.ca)

**Please be aware 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. Courier packages cannot be received by the College. Please use regular or registered mail (Canada Post only).**

**There will also be no Drop-Offs or In-person meetings with staff at this time. We will update you if and when the situation changes.**

### **Application Inquiries (Entry-to-Practise)**

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

### **Examination Inquiries:**

- Phone (Examination Coordinator): 416-583-5996; 416-583-5979
- Email: [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca)

### **Registration Inquiries (Post-Initial Registration)**

- Phone (Registration Coordinator): 416-583-6002
- Email: [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca)

### **General Inquiries:**

- Phone: 416-583-6010 or (toll-free) 1-877-361-1925
- Email: [general@collegeofnaturopaths.on.ca](mailto:general@collegeofnaturopaths.on.ca)

## Other Contacts

### **Health Professions Appeal and Review Board (HPARB)**

151 Bloor Street West, 9<sup>th</sup> Floor  
Toronto, ON M5S 1S4

Telephone: 416-327-8512 or (toll-free): 1-866-282-2179

Fax: 416-327-8524

Email: [hparb@ontario.ca](mailto:hparb@ontario.ca)