



## REGISTRATION RENEWAL

### Introduction

This Fact Sheet has been created to provide registrants with additional information on the annual registration renewal process.

As a registrant of the College of Naturopaths of Ontario (the College), you're required to annually renew your registration to continue practising as a naturopath in Ontario.

### Annual Registration Renewal

Registration renewal opens 9:00 a.m. ET on February 14.

For ease of receipt, review, and use of data, we require that your information be submitted electronically. If you're unable to complete the form online, please review and follow the information set out in the Accommodation section of the [General Class - Information Return Guide](#) or [Inactive class - Information Return Guide](#).

### Renewal Notifications

Renewal notices, both initial and reminder, are sent by email to the email address we have on file for you. However, even if you haven't received the renewal email notices, you're still responsible for submitting your Information Return and

paying your fees on time, as well as paying any late fees incurred due to paying the annual registration fee after the deadline.

Q: I work in a clinic with a few other NDs. Can our clinic receptionist complete each of our forms for us?

A: No, the Information Return form includes legal declarations which cannot be completed by anyone but you.

### Certificates and Receipts

Once you've paid the registration fee and successfully completed the Information Return form, you'll be able to download a new certificate of registration from your College account by selecting "Certificate" (found under "Current Certificate" and under the "Download Registration" tab), displayed on the left-hand side of the account dashboard. A tax receipt will be available for download within 24 hours of your payment via your registrant account by clicking on "include paid" under "My Invoices". Receipts for payments made in previous years are also available and categorized by year. For those enrolled in the [Payment Plan Program](#), a tax receipt will be

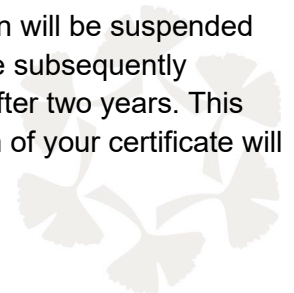
issued and available following your final installment payment in January 2025.

### Class Changes During Renewal

If you're currently registered in the General class and considering going on leave and not practising the profession, you may wish to consider changing to the Inactive class. Class changes are handled independently of the renewal process. Registrants seeking a class change during the renewal period must submit the request, fee and supporting documentation no later than 5:00 p.m. ET on March 18. Requests received after March 18 will be processed on or after April 2. If submitting your class change request after March 18, you will be expected to renew in your current class of registration. For additional information, please visit the [Change of Class](#) page on our website.

### Avoiding Lapses in Registration

If you don't renew your registration and allow it to lapse, your certificate of registration will be suspended and will be subsequently revoked after two years. This revocation of your certificate will



be noted on the College's public register and may impact applications for registration in other jurisdictions. If you're moving to another province or jurisdiction and planning to cease practising in Ontario, instead of lapsing, consider changing your class of registration to the Inactive class, before 5:00 p.m. ET on March 18, or [resigning your registration](#) before the March 31 renewal deadline.

When deciding on whether to resign your certificate of registration, consider whether you are planning to return to Ontario and if so, when. Remember that if you resign and later wish to reapply for registration, you'll be considered a new applicant and will be required to meet all entry-to-practise requirements in effect at the time of your reapplication, including completion of [entry-to-practise exams](#) and the [application for registration process](#). If you plan to practise outside Ontario for a short period of time, changing your class of registration to the Inactive class may be a better alternative.

### Accessing the Information Return Form

To access the information return form, log into your College account by entering your current email address on file with the College as the username and along with your

previously created password. If you can't remember your password, click on **Forgot my Password** link on the login page to have a reset link sent to your email. Once you are logged in, click on the **Renew** button on your account dashboard under 'Complete My Renewal'.

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 College account. Please make sure to check your junk/spam folders for the code prior to contacting the Registration Department at [registration@collegeofnaturopaths.on.ca](mailto:registration@collegeofnaturopaths.on.ca) for assistance.

### Renewal Deadline

The deadline for completing the Information Return form and submitting payment or enrolling in the Payment Plan Program is 5:00 p.m. ET March 31, 2024.

In order to be renewed, you must complete your Information Return and pay the annual registration fee or enrol in the Payment Plan Program as part of the same process.

Failing to successfully complete and submit the Information Return by the deadline (5:00 p.m. ET on March 31), will result in being unable to pay the registration fee by the renewal deadline.

Registrants who do not pay the registration fee by the renewal deadline (5:00 p.m. ET on March 31), will incur a late fee of \$327 + HST (\$369.51) and will receive a Notice of Intent to Suspend. The registrant will be given 30 days to pay the required fees. If no payment is received within those 30 days, the registrant will be suspended and will no longer be authorized to practise the profession. A formal notice will be sent to the registrant confirming the suspension and an additional registration reinstatement fee of \$ 285 + HST (\$322.05) will be applied.

In some instances, data will need to be checked by staff prior to you being permitted to pay the registration fee. Depending on the volume, this may take staff up to five business days. We therefore strongly recommend not to wait until the last minute to complete your registration renewal to avoid frustration and the potential of incurring the late fee (*the College office will be closed on March 29, 2024, through April 1, 2024, for the Easter long weekend and staff will not be available during this time*).

An email confirming that the College has received your completed renewal is sent to the email on file with the College within 24 hours from point of receipt.

### Fees and Payment

The fee for renewing your registration with the College is \$1,852 + HST (\$2,092.76) for the General class of registration and \$929 + HST (\$1,049.77) for the Inactive class. The registration fee may be paid in full by credit card (Visa and MasterCard only, excluding American Express and credit-debit cards, such as Visa Debit), cheque, money order or bank draft payable to the College of Naturopaths of Ontario (do not use abbreviations or acronyms). Registrants who wish to pay their registration fees in a series of pre-set monthly installments, may elect to enrol in the College's [Payment Plan Program](#).

If you choose to pay online, you will be directed to a screen to pay the fee. You can also pay the fee found under "My Invoices" on your Registrant account dashboard. If you wish to pay by cheque, money order or bank draft, your payment must be received by the College before 5:00 p.m. ET on Thursday, March 28, 2024, to avoid the late fee. For efficient processing, include your registration number on the

cheque or money order and ensure cheques are not post dated.

Your Information Return form must be **successfully submitted** before being able to access either the Payment Plan Program enrolment section of the Information Return form, or the fee payment screen.

Registration fees are non-refundable, which includes resignations and class changes that occur part-way through the year.

### Data Collection

The Ministry of Health mandates all health colleges to collect data that can be used for health human resources planning. The [Regulated Health Professions Act, 1991](#) (RHPA) requires that the College collect information from registrants about any offences they have committed and any findings of professional misconduct. Registrants in turn are required to provide specific annual data, including updating the College of any changes to the information they've previously provided.

In completing the Information Return form, you are asked to review all of your information (both previously provided, which in some instances will display as pre-populated fields, and newly inputted) for

accuracy and completeness.

Submitting incorrect or inconsistent information will prevent the College from being able to report on the data received. We therefore encourage you to take your time when completing the form and to read the questions carefully. Once you've successfully submitted your form, you will not be able to go back and make changes.

If your Information Return contains errors, you'll be required to make corrections before your form can be successfully submitted.

If you began filling out the information return form and have to stop part way through, you can log back in and continue the form. Information entered to the point of logging out will be saved.

The health human resources planning information that you provide aids the Ministry in developing policies and programs to address the supply, distribution, education, recruitment, and retention of NDs in Ontario and will help ensure Ontarians have access to naturopathic services when and where they need them. By completing the form accurately and thoroughly, you contribute to effective government decision-making. Information submitted to the Ministry is encrypted to ensure anonymity.

Protecting the privacy of our registrants is of the utmost concern.

### **Suspensions and Reinstatements**

If suspended and seeking to reinstate your certificate of registration to practise, you must meet the requirements outlined in your individual Notice of Suspension, and the [Registration Regulation](#).

In accordance with the College by-laws, registrants who are suspended and wish to regain their good standing with the College must pay a reinstatement fee in addition to the registration fee and late fee (and all/any other fees owed to the College). This is a processing fee, similar to those charged by many other organizations for the staff time and costs required to complete the transaction.

In addition to paying the fees and resolving the issue that resulted in the suspension, registrants must be in compliance with any and all orders of any Committee and any terms, conditions or limitations ordered by the QA Committee, provide proof of insurance and premiums paid, provide proof of current and valid CPR certification, and submit a Public Register Photo Submission form (the College will advise you should this be required).

Proof of insurance premiums paid is when your insurance broker will have issued you a receipt, order confirmation or statement of your account indicating a zero balance. All of these are acceptable as proof of payment (please do not send online banking information).

Depending on the timing of your suspension and subsequent reinstatement request, you may also be required to complete the renewal process prior to having your certificate of registration reinstated.

### **More Information**

Additional information about the Registration Renewal is available on the College's [Registration Renewal](#) webpage.

For information on the College's Payment Plan program, please visit [Payment Plan Program](#).

For information on class changes, please visit [Change of Class - College of Naturopaths Of Ontario](#).

For Information on Resigning your Registration with the College, please visit [Resigning Your Registration - College of Naturopaths Of Ontario](#).

Last Update: (February 8, 2024)