



The College of Naturopaths of Ontario

HANDBOOK

APPLICATION FOR REGISTRATION

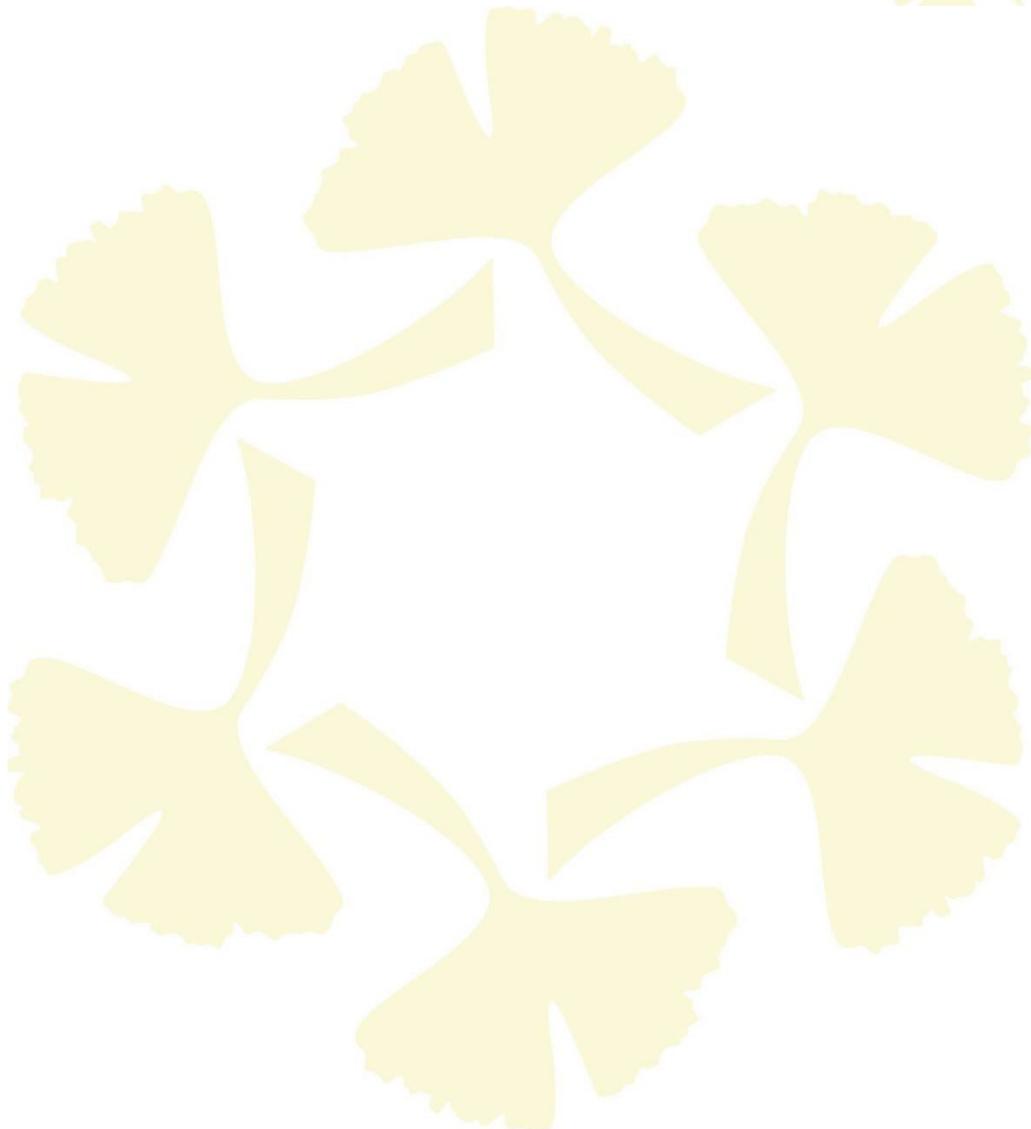
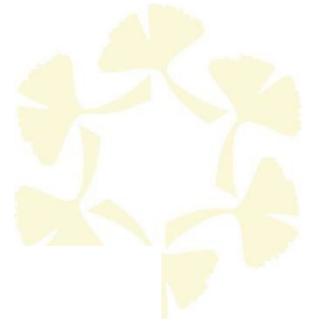


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GENERAL INFORMATION

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

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

IMPORTANT: Please do not start an application until you are ready to complete the registration process, which includes submission of supporting documentation and payment of applicable fees.

Applicants are provided 60 days (in total), with the exception of those requiring review by a panel of the Registration Committee (the Panel), to complete their requirements for issuance of a certificate of registration. Failure to complete your Step 2 and Step 3 requirements within this timeline may result in your application being "expired" for lack of activity, and your being required to restart the process.

NOTE: The College has launched a new database. To facilitate this launch and allow for the set-up of a new online application for registration form, the application for registration has been temporarily moved to a manual process. Additionally, in anticipation of changes that will occur to the new online application for registration, Health Force Ontario (HFO) questions specific to entry-to-practise have been added to the manual form. During this transition period, applicants are advised to refer to the [Addendum Document for Completing Step 2](#) for additional guidance for completing each section of the manual application form.

About the College of Naturopaths of Ontario

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

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

REGISTRATION ELIGIBILITY REQUIREMENTS

An applicant registering 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 '[Legislation - Regulations - Bylaws](#)' section).

Educational requirements

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

For additional information regarding PLAR, please refer to the [PLAR Overview](#) drop-down menu option under the '[Applicant](#)' tab 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

To be eligible for registration, applicants must successfully complete all entry-to-practise examinations stipulated in the Registration Regulation, including the College's [Ontario Clinical \(Practical\) Exams](#), the College's [Ontario Clinical Sciences Exam](#) (which replaced the NPLEX II in Ontario as of April 1, 2019), the NPLEX I (if completed prior to November 15, 2020) or the Ontario Biomedical Examination and the online [Ontario Jurisprudence Examination](#) prior to making an application for registration to the College.

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

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 of the College website.

Criminal record check & Good character

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

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

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

In determining good character, applicants are also required to answer questions on their application for registration with respect to any current or previous registrations or licenses with another regulatory body and regarding any previous findings of guilt. All supporting documentation must be submitted to the College. Additional information regarding College assessments of good character is available on **pages 11-12** of this handbook.

Language proficiency

An applicant for registration must be able to communicate effectively in English or French as per section 3(3) of the [Registration Regulation](#).

In order to be deemed to have met the requirements of section 3(3) of the Registration Regulation, an applicant must provide the following evidence in order to establish proof of language proficiency:

- sign an attestation regarding their ability to communicate (both verbally and written) with reasonable fluency in English or French;

AND

- provide an academic transcript showing graduation from a CNME-accredited program in naturopathy; **or**
- provide 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**

- provide 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).

Applicants who cannot satisfy the above requirements, are required to submit proof of sufficient language proficiency by way of achieving the minimum accepted score on one of the College-accepted language tests. For more information, including acceptable language test and minimum scores, please review the [College's Language Proficiency Policy](#).

Professional liability insurance

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

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

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

The College accepts both hardcopies and softcopies of professional liability certificates.

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 recognised as having met certain entry-to-practise requirements in Ontario under the Canadian Free Trade Agreement (CFTA)'s labour mobility provisions, and those in the Registration Regulation.

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

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

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

Such evidence must include the following.

A written attestation by a colleague, registered in good standing with the body they hold registration, who can attest to the applicant's practice at a named practice location, which provides the following information:

- the full name, professional designation, and registration number of the individual providing the attestation.
- the name and full address of the practice location.
- the dates or range of dates the applicant practised at the practice location.
- the approximate number of patients the applicant saw; and
- any additional activities other than direct patient care the applicant performed as part of their practice-related duties.

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

AND

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

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

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

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

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

Registration Issuance Fee (paid at Step 3): The Initial registration fee is prorated quarterly and applied based on the quarter in which the applicant is deemed eligible for Step 3. Applicants are billed and notified by e-mail once all Step 3 documents (**see pages 10-11**) are received. Please note that the College's registration year runs from **April 1–March 31**.

The registration issuance fee for the 2021 registration year is broken down as follows:

- **Applicants registered between April 1 and June 30: \$1,609 + HST (100% of the 2021 fee)**
- **Applicants registered between July 1 and Sept 30: \$1,206.75 + HST (75% of the 2021 fee)**
- **Applicants registered between Oct 1 and Dec 31: \$804.50 + HST (50% of the 2021 fee)**
- **Applicants registered between Jan 1 and March 1: \$402.25 + HST (25% of the 2021 fee)**
- **Applicants registered between March 2 and March 31 pay 100% of the fee for the 2022 registration year.**

Fees may be paid online using VISA or MasterCard (American Express and Visa debit cards cannot be accepted). Applicants who do not wish to pay online may send a 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).

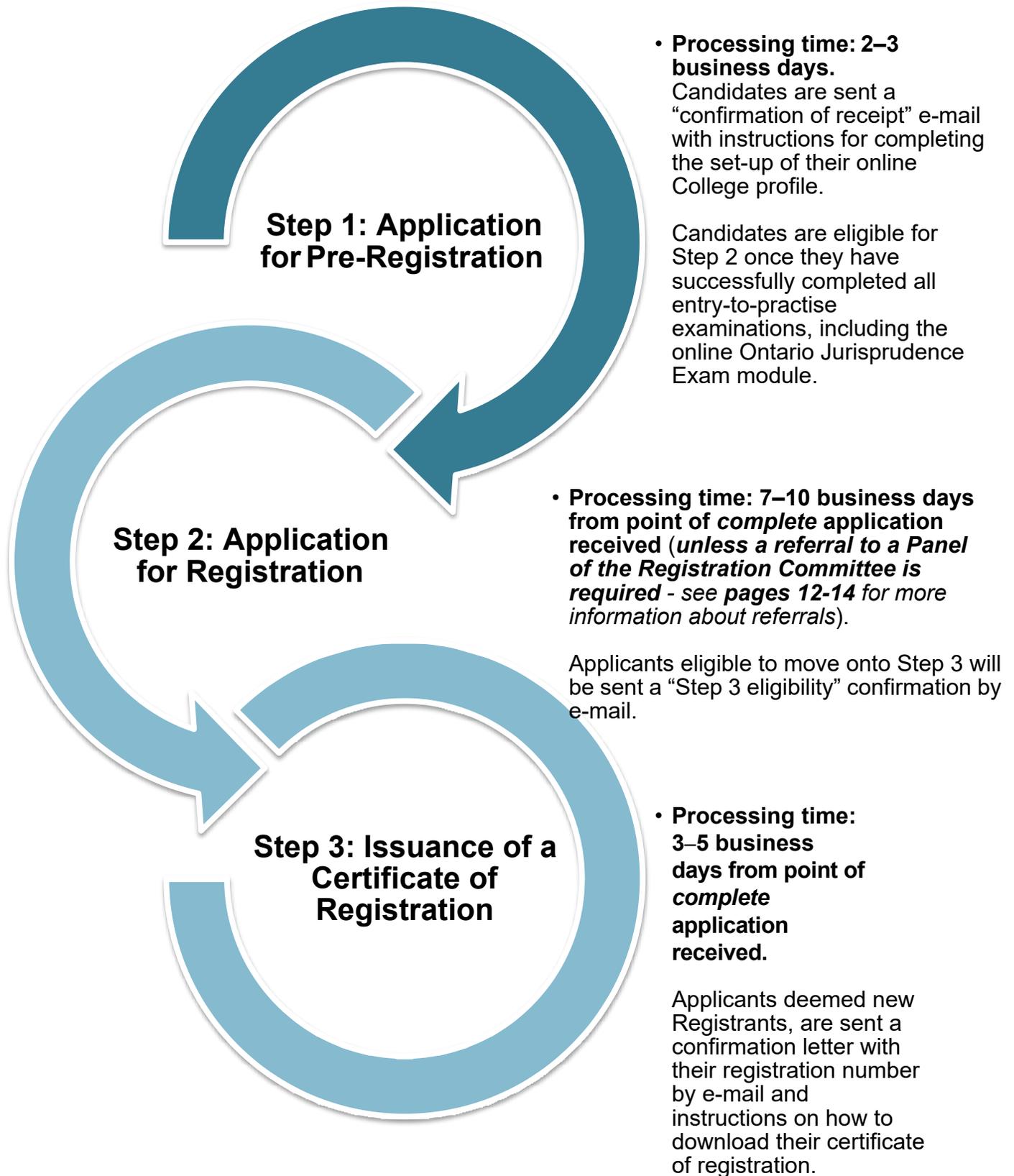
NOTE: due to the on-going COVID-19 pandemic, the College's office is closed to the public and all operations are being performed remotely. Courier packages cannot be received by the College. Please use regular or registered mail (Canada Post only).

The College has a duty to process applications as they are 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). All applicants are asked to keep the timelines on **page 8** in mind when submitting Step 2 and Step 3 documents.

For information regarding Deferring Initial Registration, please refer to **Page 14**.

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

THE REGISTRATION PROCESS—TIMELINES



THE REGISTRATION PROCESS—WHAT DOCUMENTS TO SUBMIT AND WHEN

Step 1: Application for pre-registration documents

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

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

- **A completed Application for Pre-Registration**
 - may be submitted by post, fax or by e-mail;
 - this form is available under the [Applicant Resources & Policies](#) on the College's website;
 - this form is a fillable PDF file; please type in your information, print the document, and manually sign your name;
 - incomplete or illegible applications will result in processing delays.

- **A copy of Valid Photo Identification**
 - may be submitted by post or e-mail (please **do not fax**).
 - must not be expired.
 - must clearly show the applicant's identity: full name, photo, and date of ID expiry; and
 - cannot be a Health Card (refer to the Application for Pre-Registration form for accepted types of photo ID).

Step 2: Application for registration documents

NOTE: This is a legal process. Once your application has been received by the College, it must be reviewed at face value (information cannot be altered by College staff). If in doubt, please contact the college *before* you submit your application.

Applicants experiencing challenges obtaining certain documentation as a result of COVID-19 related closures, are asked to refer to the [COVID-19 Application for Registration Guidance](#) document.

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

- **A completed Application for Registration Form**
 - This form is available on the [Applicant Resources & Policies](#) page of the College website;
 - Incomplete or illegible applications will result in processing delays.
 - ***IMPORTANT: Providing false or misleading information on an Application for Registration will result in a referral to the Registration Committee, this includes failing to disclose required information (such as other registrations or findings of guilt) and may impact an applicant's eligibility to be issued a certificate of registration.***

- **An original hardcopy of a Criminal Record Check (CPIC)**
 - Original hardcopy only may be mailed. **Please use regular or registered mail (Canada Post only). Courier packages cannot be received by the College at this time.**
 - Must have been issued no more than 6 months from the date of submission of the Application for Registration.
 - Must include the **applicant's full legal name and all names the applicant is currently or has previously been known by (this includes middle names, nicknames, abbreviations, and maiden names).**

- **Copy of Valid Healthcare Provider Level CPR certification**
 - softcopies and hardcopies are accepted. Do not send your original card.
 - must have been issued within 24 months of the date of submission of the Application for Registration; and must not be expired.

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

- **Letter(s) of Standing**
 - **Required only if, at the time of application:**
 - a) the applicant **is registered or has ever been registered to practise naturopathy outside of Ontario**, or
 - b) they are or have **ever been registered to practise any other regulated profession in any jurisdiction (i.e., worldwide)**.
 - Must be submitted directly to the College by the regulatory authority on behalf of the applicant.
 - Must include the following information:
 - a) current (or last, if resigned) category of registration held by the applicant.
 - 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.

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

If you are unable to obtain a Letter of Standing from a regulatory body in another country, please contact the Applications Department to discuss alternate options.

- **Evidence of Practise**
 - **Required only if applying as an ND registered in another regulated Canadian jurisdiction.** Refer to **page 5** (Labour Mobility) for additional information.

- **Application fee**
 - Refer to the Registration Fees section on **pages 6-7**.

Step 3: Issuance of a certificate of registration documents

Once the applicant has received an e-mail 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)**
 - may be submitted by post, fax or by e-mail;
 - must be a minimum coverage of \$2 million per claim, \$2 million aggregate level and have a deductible of no more than \$1,000;
 - must cover the full scope of practise, including all authorised acts, as outlined in section 3 and section 4 of the [Naturopathy Act, 2007](#); and
 - confirms the purchase of the insurance, the carrier’s name, policy number, expiry dates and details the scope of coverage.

- **A Canadian passport-sized photo for the public register along with a completed [Photo Submission Form for Applicants](#)**
 - Original hardcopy of form and photo submitted by mail. **Please use regular or registered mail**

(Canada Post only). Courier packages cannot be received by the College at this time.

- This form is available on the [Applicant Resources & Policies](#) page of the College's website.
- Photo must adhere to the criteria stipulated on the Photo Submission Form.
- Guarantor must adhere to the criteria stipulated on the Photo Submission Form.

This is a Canadian passport-sized photo only; therefore, the restrictions for passport photos do not apply (i.e., you are permitted to smile). Keep in mind that this photo will be viewable by the public and will be a representation of you as a Registrant of the profession.

➤ **A completed Step 3 Declaration Form**

- This form is available on the [Applicant Resources & Policies](#) page of the College's website.
- The information on this form must match the information on the copy of PLI certificate.
- Submit the Declaration form via e-mail to Applications@collegeofnaturopaths.on.ca for review.
- Incomplete forms will result in processing delays.

➤ **Initial Registration Fee**

- Once a complete form and other requirements have been received, you will be billed the registration fee and notified by e-mail (please refer to **page 6**)

REVIEWING YOUR APPLICATION

Be sure you have thoroughly reviewed your application and have completed each section in accordance with this handbook and the Addendum document for completing the Step 2 prior to submission.

Remember that this is a legal process and that a few extra minutes of review may save you time overall.

COLLEGE REVIEW & APPLICATION PROCESSING

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

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

ASSESSING GOOD CHARACTER

As part of its review process, the College assesses information from or about applicants for whom evidence of past conduct raises questions about their ability to practise naturopathy with honesty and integrity, which is also known as "good character." If the 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?

As a self-governing profession, 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 and public members.

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

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

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

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

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

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

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

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

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

Applications—Over two years since graduation

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

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

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

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

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

Preventative measures include:

Following the process:

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

Being mindful of public perception/avoid "Holding Out" as 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).

IMPORTANT: In addition to personal websites and social media profiles, applicants are also responsible for

how their name appears elsewhere (e.g., potential future employers or in directories), regardless of who posted or published the information.

Staying informed:

- Review all available materials and ask questions before submitting an application to the College.
- 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, the applicant is provided with full reasons and decisions.

APPEALING REGISTRATION DECISIONS

Orders made by a Panel of the Registration Committee in relation to an applicant's Application for Registration are appealable to the Health Professions Appeal and Review Board (HPARB). Applicants have the right to request a review of the decision before HPARB within 30 days of receipt of the notice of decision following the panel's review of the Application for Registration. **For information regarding contacting HPARB, please refer to page 16 of this handbook.**

NOTICE OF ELIGIBILITY—STEP 3

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

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

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

DEFERRING INITIAL REGISTRATION

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

Applications Department in writing before beginning Step 3.

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

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

COMPLETING STEP 3: ISSUANCE OF A CERTIFICATE OF REGISTRATION

To complete Step 3, applicants who have been notified of their eligibility to complete the application process are required to fill out the [Step 3 - Professional Liability Insurance form](#) available under the Apply for Registration, Step 3 menu. **In order to finalise registration, the College must first receive all required documentation and fees (refer to the Step 3 requirements indicated on page 10 of this handbook).**

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

REMINDER: Completion of this form does not entitle you to start practising naturopathy.

Professional liability insurance

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

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

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

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

NOTIFICATION OF COLLEGE REGISTRATION

Once the application process is complete, applicants (now Registrants) are sent a confirmation of registration via e-mail; 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 16**) or via e-mail to applications@collegeofnaturopaths.on.ca

Application records are stored electronically by the College on an indefinite basis and applicants requesting a copy

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

Due to COVID-19, copies of application files are not available for pick-up by the applicant. A mailed copy marked confidential may be sent if authorised in writing by the applicant. Note: documents are released only to the applicant; the College does not approve alternate "authorised" 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
150 JOHN ST, 10TH FLOOR
TORONTO, ON M5V 3E3

Website:

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
- E-mail: applications@collegeofnaturopaths.on.ca

Registration Inquiries (Post-Initial Registration)

- Phone (Registration Coordinator): 416-583-6002
- E-mail: registration@collegeofnaturopaths.on.ca

General Inquiries:

- Phone: 416-583-6010 or (toll-free) 1-877-361-1925
- E-mail: general@collegeofnaturopaths.on.ca

OTHER CONTACTS

Health Professions Appeal and Review Board (HPARB)

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

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

Fax: 416-327-8524

E-mail: hparb@ontario.ca