Intent/Purpose	To establish a policy governing the proof of identity requirements of the College of Naturopaths of Ontario (the College).	
Definitions	Act	Means, the *Naturopathy Act, 2007, S.O.2007*, Chapter 10, Schedule P, as amended from time to time.
	Applicant	Means an individual who has made a formal application to the College for a Certificate of Registration.
	Affidavit	Means a written statement of fact that is sworn under oath or affirmed to be true. An affidavit must be signed before a Commissioner of Oaths or Notary Public.
	Candidate	Means any person who has submitted an examination application or is engaged in any examination which leads to the recording and/or issue of a mark, grade or statement of result or performance by the College.
	Chief Executive Officer (CEO)	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Health Professions Procedural Code which is Schedule II of the Regulated *Health Professions Act, 1991* and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	Commissioner of Oaths	Means an individual as defined under the *Commissioners for Taking Affidavits Act, 1990*
	Notary Public	Means an individual as defined under the *Notaries Act, 1990*.
	PLAR applicant	Means an individual educated outside of a CNME-accredited program who is seeking eligibility for registration through the PLAR program.
	Pre-Registration	Means a process whereby an individual who intends to seek registration or assessment provides the College with information to establish themselves before formally submitting an application for Registration.
	Prior Learning Assessment and Recognition (PLAR) program	Means a process used to determine the competency of applicants who do not have formal education from a CNME-accredited program.
	Registrant	Means an individual, as defined in section 1(1) of the Health Profession Procedural Code..

	Registration Committee	Means the statutory committee of the College responsible for all registration matters referred to it by the CEO. Panels of this statutory committee are responsible for all registration matters as set out in the Code.
	Registration Regulation	Means Ontario Regulation 84/14 as amended from time to time.
	RHPA	Means, the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18, as amended from time to time
General Policy	When Required	Proof of identity, in a form acceptable as outlined in this policy, is required: • At point of Pre-Registration with the College. • When requesting a change of the name as it appears on the Public Register or as it has been previously provided to the College.
	General Requirements	To establish identity, the College requires the individual's full legal name, signature, current photograph and date of birth as well as disclosure of all other names or former names by which the individual may have been known, including any nicknames or abbreviations by which the individual may be known.
Proof of Identity	Accepted Identification	Any one of the following documents will be accepted by the College as proof of identity during Pre-Registration: • a Canadian provincial or territorial driver's licence • a Canadian provincial or territorial identification card • a Canadian passport • a Canadian citizenship card • a Secure Certificate of Indian Status Card, issued on or after December 15, 2009 • a temporary visitors' permit • a Record of Landing • a foreign passport The document submitted must be current and valid, i.e., must be an official document that includes a photograph and signature, and must not have expired. Notwithstanding the documents that may provide proof of identity, the College does not require that an applicant, PLAR applicant, candidate or a Registrant be a resident of Ontario or a Canadian citizen.
	Change of Name	A candidate, applicant or PLAR applicant who wishes to change their name as previously provided, or a Registrant who wishes to change their name as it appears on the Public Register shall provide one or more of the following documents: • a government-issued proof of marriage document

- a change of name certificate issued by the government of Ontario
- a certificate of divorce
- an affidavit for validation of identity; or
- a Court order showing legal name, date of birth and court seal

Proof Not Available	Alternative Documentation	Requests for consideration of alternative documentation for substantiating identity are handled in accordance with the College's Alternative Documentation Policy.