



HANDBOOK

APPLICATION FOR REGISTRATION



Contents

General Information	4
About the College of Naturopaths of Ontario	
College Collection of Information	
When to Apply	
Accommodation Requests.....	4
Supporting Documentation	
Registration Eligibility Requirements	5
Educational Requirements	
Entry-to-Practise Examinations	
Good Character	
Language Proficiency	
Labour mobility – Applying to Ontario from Another Regulated Canadian Jurisdiction	
Registration Fees.....	8
Inability To Obtain Required Documentation.....	8
The Registration Process—Timelines	9
Step 1 - Pre-registration	10
College Account Sign-Up	
Completing the Application for Pre-Registration	
Registration Eligibility	
Personal Information	
Confirmation of Identity	
Language Proficiency	
Naturopathic Registration History	
Declaration	
Step 2 - Application For Registration.....	12
Completing the Application for Registration	
Applicant Details	
Naturopathic Education	
Highest Level of Education (Non-Naturopathic)	
Registration in Another Non-ND Regulated Profession	
ND Registration Outside Ontario	
Naturopathic Practice History	
Canadian Police Information Centre (CPIC) Clearance Verification	
CPR Certification	
Good Standing Declarations	
Additional Supporting Information	



Declarations

Reviewing Your Application.....	18
College Review & Application Processing.....	18
Notice Of Eligibility — Step 3.....	19
Step 3 – Issuance of a Certificate of Registration	19
Completing the Step 3 Form	
Assessing Good Character	20
Referrals To A Panel Of The Registration Committee	21
When is An Application Referred?	
How long does it take for an Application to be Reviewed?	
Applications—Over Two Years Since Graduation	
Ways to Help Prevent Referrals to a Panel of the Registration Committee	
Potential Outcomes of a Panel Review	
Appealing Registration Decisions	22
Deferring Initial Registration	23
Notification Of College Registration.....	23
Accessing Your Applicant File	23
Contacting The College.....	24
Other Contacts	
Appendix 1: Flowchart (over two years)	25



General Information

This handbook has been prepared to assist you in applying for registration with the College of Naturopaths of Ontario (the College). We encourage you to review this document in full before beginning the registration process, and to keep it on hand to refer to during the registration process.

If you need additional clarification or assistance, please contact the Entry-to-Practise (Applications) team at 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.

Collected Information is used by the College 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 in this handbook. We strongly encourage you to wait to start your application for registration until you've met these requirements, as applying early can result in the refusal of registration, and you're prepared to complete the process, including submission of all required documents and payment of associated fees. Once you apply, the College has an obligation to process your application in accordance with our [processing timelines](#).

Accommodation Requests

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.

The College's duty to accommodate a substantiated need for accommodation 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).

To request accommodation you must pay the Accommodation Request Fee of \$25 + HST and complete and submit the [Accommodation Request form](#) to the College. This form must specify the type of accommodation being requested, address the grounds for the request, and include written authorization for the College to contact the provider of any supporting documentation. In requesting accommodation, you have a duty to ensure both your request form and supporting documentation are truthful and complete. 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.

If you have requested an accommodation, you 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 you or the individual providing any supporting documentation on your behalf. If additional time is needed, we will apprise you of the revised timeframe for a decision on your 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 team a minimum of 30 days prior to each step of the three-step application for registration process,
- 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 (e.g., within their scope of practice) to make an assessment or diagnosis on the disability, AND who currently has or has previously had a doctor-patient relationship with you.
- Be provided on the [Health Professional Recommendation Form](#), which asks the provider of the supporting documentation to substantiate the reason for the accommodation 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 your religious leader; and
- provide information regarding how the requested accommodation relates to your 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; and
- language proficiency requirements.



Educational requirements

To be eligible for registration you must have either graduated from a [program in naturopathy](#) accredited by the Council on Naturopathic Medical Education (CNME) OR have been deemed “substantially equivalent” by the College through the [Prior Learning Assessment and Recognition \(PLAR\) program](#).

Entry-to-Practise examinations

To be eligible for registration, you must have successfully completed 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.

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 [assess](#) this, the College considers 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 refusal of registration with another regulatory body, any findings of guilt related to offences (which include minor offences such as parking violations), any failed registration examinations, any findings of professional misconduct, incompetence or incapacity and any conduct concerns during your time as a student. You will also be required to submit a recent [Canadian Police Information Centre \(CPIC\) Criminal Record Synopsis](#).

Language proficiency

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

To satisfy the College’s 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 in writing) 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, demonstrated through completion of a College-accepted language test, is required.



Applicants may not practise naturopathy, use the ND designation, or use the title “Dr” until the College has issued them a registration number.

For more information, including [accepted language tests](#) and required 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 labour mobility provisions of the **Canadian Free Trade Agreement** (CFTA) and the Registration Regulation.

These provisions recognize your current registration as having met required education/training and most examination requirements for Entry-to-Practise; however, they don't exempt you 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 online [Ontario Jurisprudence Exam](#), which is a non-exemptible requirement, before making your 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.
- Provide evidence of having practised the profession, in the other regulated Canadian jurisdiction where you hold registration, to the extent 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 your current regulatory body.
- 2) A written attestation provided by a colleague, who is registered in the same jurisdiction as you and is in good standing with their regulatory body, which provides the following information:
 - your full name, professional designation, and registration number,
 - the name and full address of your practice location,
 - the dates or range of dates you practised at the named 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 and be able to speak first-hand about your practice of the profession (e.g., someone who works in the same clinic as you). The individual must provide their full name, professional designation, registration number and email the attestation directly to applications@collegeofnaturopaths.on.ca.

AND

- 3) Any of the following evidentiary materials to support your practise hours and activities:
 - appointment book/schedule,
 - letter of employment, including hire date and hours worked per week/month,
 - patient records or case notes.

If there is reasonable doubt about whether you have practised the profession to the extent of a person holding a General Class certificate of registration at any time in the **three years** immediately preceding the date of your application to the College, your application will be referred to a panel of the Registration Committee for review and a decision regarding any additional training, education, examinations or experience



Applicants may not practise naturopathy, use the ND designation, or use the title “Dr” until the College has issued them a registration number.

that must be obtained or successfully completed before a certificate of registration can be issued.

For additional information about evidence of practise requirements, including how extent of practise is assessed, please refer to the "Out of Province Certificates" section of the College's [Registration Policy](#).

Registration Fees

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

Fees may be paid online using VISA or MasterCard (American Express and Visa debit cards are not 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 \$75 + HST will be issued for any cheque that is returned for non-sufficient funds (NSF).

The initial registration fee is billed at point of eligibility for registration; the College does not halt processing to await the next billing quarter. Please keep the College's processing timelines in mind when submitting your Step 2 and Step 3 documents.

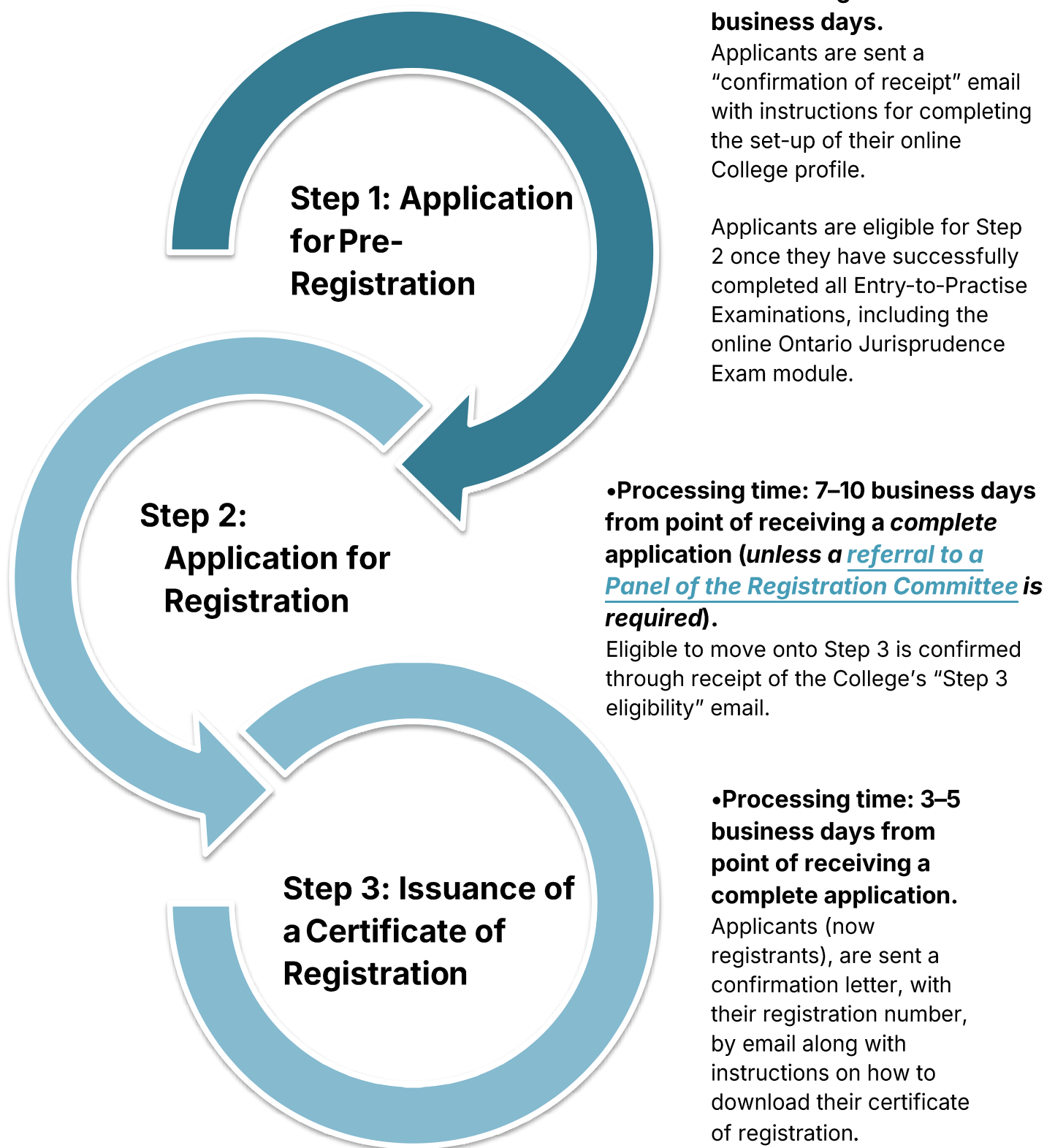
Once the application fee is added to your account, the fee must be paid as soon as possible unless a [deferral](#) has been requested and granted. Fees are non-refundable

Inability To Obtain Required Documentation

If you are unable to obtain required documentation to support any stage of the application process, as set out in this handbook, due to exceptional circumstances (e.g., loss of documentation due to a natural disaster) the College may accept alternate documentation in accordance with its [Alternate Document Policy](#). Requests will require the submission of evidence to demonstrate exceptional circumstances.



The Registration Process—Timelines



Step 1 - Pre-registration

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 into their account. Please do not use a general business email (general@, contact@, info@).
 - once you have entered your email address, select next,
 - enter your first name and last name (as it appears on your government issued photo ID); and
 - 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.
- 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) team at application@collegeofnaturopaths.on.ca for assistance.

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.

Completing the Application for Pre-Registration

This process needs to be completed only 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 your Pre-Registration, the College must receive the following:

- A completed online Application for Pre-Registration
- A copy of valid photo Identification

Registration eligibility

Select one of the three application streams that applies to you on the online form.

- I graduated from a CNME-accredited school. Individuals 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). Individuals in this stream are required to enter their regulatory body.



- I am applying for the PLAR program. Applies only to individuals completing the Pre-Registration process to initiate 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 Rob and Robbie as "alias names".

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

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

- **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 listed 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. Your Residential address will become your mailing address once registered with the College.

Confirmation of identity

- a copy of valid (not expired) government-issued photo identification must be uploaded must be uploaded with your Application for Pre-Registration,
- must not be expired,
- must clearly show: your full name, your photo, and date of ID expiry; and
- 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.



Language proficiency

In this section you must declare whether you comprehend and can 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.

In addition to English and French, please add any other languages that you can competently communicate in when providing professional services.

Naturopathic registration history

If you hold or have held a certificate of registration or a license with another Naturopathic regulatory body (this includes Ontario if you were previously registered and resigned your registration with the Board of Directors of Drugless Therapy – Naturopathy or the College), select the name of the regulatory body you are or were registered with, enter your current registration status with that body and effective date of registration. If you no longer hold registration with that regulatory body, 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 is required to be submitted to the College as part of your application for registration. Please refer to the Labour Mobility section of this handbook.

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 Entry-to-Practise (Applications) team at applications@collegeofnaturopaths.on.ca.

Step 2 - Application For Registration

This is a legal process. Once your application has been received by the College, it must be reviewed as submitted (information cannot be altered by College staff). If in doubt, please contact us **before** you submit your application.

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**
- **Copy of Valid Healthcare Provider Level CPR certification**
- **Information and supporting documentation about prior conduct and good character**
 - Supporting documentation (e.g., court order, or a driving record) is required whenever an applicant declares a prior conduct or good character issue on their application for registration, with the exception of failed Ontario Entry-to-Practise Examinations administered by the College, where supporting documentation is not required.
 - Documents can be uploaded directly to the application for registration form (hardcopies or softcopies of supporting documents are also accepted).



- Letter(s) of Standing
 - **Required only if, at the time of application:**
 - a. you are registered or were previously registered to practice 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).
- **Evidence of Practise**
 - Required only if applying as an ND registered in another regulated Canadian jurisdiction (i.e. through [Labour Mobility](#)).
- **Payment of the [Application fee](#)**

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 require staff assistance to make a change. If the pre-populated information is incorrect and the field is locked, please send an email to the Entry-to-Practise (Applications) team at **applications@collegeofnaturopaths.on.ca** with the correction.

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.

Completing the Application for Registration

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 or 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 Certificate of Standing:

- Must be obtained from each regulatory body (naturopathic or non-naturopathic) that you hold or had held registration with.
- Must be submitted directly to the College by the regulatory body on your behalf.
- Must match the information provided on your application for registration.
- Must be in either English or French. You are required to provide certified translations of letter(s) not written in either official language, at your 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, please notify the Entry-to-Practise (Applications) team.

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 within 30 days.

Naturopathic practice history

In this section, HealthForceOntario requires naturopathic practise history information, specific to initial practise of the profession. The 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**. If you have practiced naturopathy in Canada, you will be required to provide information in both the First Practice Location AND the First Canadian Practice Location sections of this form.

Please make sure 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
- 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 Entry-to-Practise (Applications) staff can verify the correct information with you, and/or a new criminal record check is received by the College.

Additional information on Criminal Record Check (CRC) report requirements:

- The report is a name-based criminal records check; finger-print checks are not necessary unless required by the issuing police agency for verification of information. Vulnerable sector checks are not required at this time.
- An original hardcopy of the report must be mailed unless the issuing police agency no longer issues paper-based reports (confirmation from the issuing police agency will be required to enable acceptance of an electronic CPIC report).
- 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 will be accepted provided:
 - a. The CPIC report contains a security feature embedded in the report and can be verified or authenticated by College staff 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 CPIC report e-mailed to you from the issuing police agency is forwarded to applications@collegeofnaturopaths.on.ca along with the email notification from the police agency. You must also provide the login security credentials (e.g., username, password etc.) required for College staff to verify the report.
- All reports 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.
- A 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).
- The report must match the name(s) provided on Step 1: application for pre-registration in addition must include any name change or assumed/aliases name(s).
- Third-Party police reports (e.g., MyCRC or Sterling Backcheck) are not accepted. The police report must be issued from your local police station or police jurisdiction.

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 organization who administered your CPR training: this is the name of the organization on your certification not the instructor or training facility (e.g., Heart & Stroke Foundation is correct, CCNM is incorrect).
- The 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.

Additional information on CPR requirements:

- Proof of CPR certification must be uploaded when completing the online Application for Registration form.
- Certification must have been completed in the 12 months immediately preceding the date of submission of your completed application for registration (i.e., including any supporting documents); 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.
- Must be healthcare provider level CPR training i.e., Basic Life Support (BLS) which includes training on Automated External Defibrillator (AED).
- Must have been completed in-person; online courses are not accepted by the College.

Good standing declarations

This section includes questions about professionalism, conduct, [character](#), and your ability to practise naturopathy in a safe and professional manner. 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. You must report all offences even if the offence does not directly 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 Entry-to-Practise (Applications) team 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.
- 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 you must review and answer in order to finalize your step 2 Application for Registration.

The declarations listed in this section are **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 Entry-to-Practise (Applications) team at applications@collegeofnaturopaths.on.ca to discuss your options.

Reviewing Your Application

To avoid processing delays, be sure to have thoroughly reviewed your application and have completed each section in accordance with this handbook 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 Entry-to-Practise (Applications) team at applications@collegeofnaturopaths.on.ca.

College Review & Application Processing

Applications are processed once the required documentation and fee 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.

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

College staff will notify you of the identified deficiencies and the corrections required to complete the application process. Staff will follow up with you 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**.

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.

You may submit a request via e-mail to withdraw your application at any point during the Step 2 application for registration, however please note, **application and registration fees are non-refundable**. A decision on whether to grant the request will be made by the Director, Registration & Examinations unless the application



has been referred for review, in which case the Panel 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.

If an application for registration is withdrawn or you have been refused issuance of a certificate of registration by a panel of the Registration Committee, you 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. Any past refusal of registration will be reviewed as part of the re-application for registration process.

Notice Of Eligibility — Step 3

The "Step 3 Eligibility" notice you receive by email may be provided as proof of eligibility for registration to the naturopathic professional associations or insurance brokers to obtain PLI.

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.

Step 3 – Issuance of a Certificate of Registration

Once you have received your 'eligibility for registration' confirmation email from the College, signaling your ability to move onto Step 3, the following is required to complete the application process:

- **Copy of Professional Liability Insurance (in accordance with the College by-laws)**
- **A photo for the public register along with the completed** online [Photo Submission Form](#) for applicants:
- **A completed online Step 3 Declaration Form**
 - The information on this form must match the information on the copy of your professional liability insurance certificate/policy.
- **Payment of the [Initial Registration Fee](#)**
 - Upon submission of the completed form and supporting documents, you will be billed the registration fee and notified by email.

Completing the Step 3 Form

To access the Step 3 form:

- Access the Applicant **Login page** on the College website.
- Enter your username and previously created password. Your username is your current email address on file with the College.
- 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.
- 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. Additional Step 3 requirements:



Applicants may not practise naturopathy, use the ND designation, or use the title "Dr" until the College has issued them a registration number.

- 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.
- 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**.
- 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 selected plan meets professional liability insurance coverage requirements.

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
 - 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 the requirements set out in the Registration Regulation for issuance of a certificate of registration) are made by a panel of the Registration Committee (the Panel) 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).
- 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 the Panel during the Registration 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 whose applications for registration are being referred are provided with notice of this review in writing, along with information as to the anticipated date of review of their application 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 any submissions made by the applicant, and makes [a decision](#).

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 currency provisions [subsection 5(2)(a) or (b) and 5(4)(a)] of the Registration Regulation.
- 2) A formal referral under the Code, conducted by a panel of the Registration Committee if one or both provisions have not been met.

Generally [these reviews](#) are conducted over two separate meetings and additional time will be required for the processing of your application for registration, and for the completion of any additional learning activities



(as determined by the Panel) to ensure any atrophy of one's knowledge, skill and judgement for practising the profession has been addressed before a certificate of registration is issued.

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

Concerns regarding an applicant's good character, arising from issues related to prior conduct, often result in a referral to a Panel of the Registration Committee (the Panel). In many cases, these issues could have been avoided by employing the following preventative measures.

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, you are also responsible for how your 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.
- Familiarize 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).
- If in doubt, contact the College to seek clarification.

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 limitations on a certificate of registration of the applicant and specifying a limitation on the applicant's right to apply under subsection 19(1).
- 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.

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. Please see [Other Contacts](#) for HPARB contact information.

Deferring Initial Registration

The determination of eligibility is time sensitive and based on the College's expectation that you will complete your 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 Entry-to-Practise (Applications) team 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 team.

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 Entry-to-Practise (Applications) & Registration Team in the form of a signed letter to the CEO, either via hardcopy (see [Contacting the College](#)) 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 and postage costs which exceed the amount for a standard letter (at Canada Post posted rates based on size and weight) may apply. Refer to the [Applicant Fees](#) webpage for copy costs.

Copies of application files are available for pick-up from the College by appointment. Valid photo ID is required. Alternatively, 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 with anything that may, in the CEO's opinion, jeopardize the safety of any person. Should the CEO refuse your request, you will be duly notified.



Contacting The College

Mailing address:

THE COLLEGE OF NATUROPATHS OF ONTARIO
ATTN: ENTRY-TO-PRACTISE (APPLICATIONS)
10 KING STREET EAST, SUITE 1001, TORONTO, ON M5C 1C3

Website: www.collegeofnaturopaths.on.ca

Please be aware that, the College's office is closed to the public and all operations are being performed remotely.

Document drop-offs or In-person meetings with staff are also unavailable at this time.

Application Inquiries (Entry-to-Practise)

- Phone (Entry-to-Practise Coordinator): 416-583-6002
- Email: applications@collegeofnaturopaths.on.ca

Examination Inquiries:

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

Registration Inquiries (Post-Initial Registration)

- Phone (Registration Coordinator): 416-583-5997 / 416-583-5983
- Email: registration@collegeofnaturopaths.on.ca

General Inquiries:

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

Other Contacts

Health Professions Appeal and Review Board (HPARB)

151 Bloor Street West, 9th Floor
Toronto, ON M5S 1S4
Telephone: 416-327-8512 or (toll-free): 1-866-282-2179
Fax: 416-327-8524
Email: hparb@ontario.ca



APPENDIX 1: FLOWCHART (OVER TWO YEARS)

