



## ENTRY TO PRACTISE EXAMINATIONS

### Introduction

This Fact Sheet provides candidates seeking registration with the College of Naturopaths of Ontario (the College), to practise naturopathy in Ontario, with additional information on entry-to-practise (ETP) examinations processes.

### Required Ontario ETP Examinations

The following ETP exams are currently required for entry-to-practise in Ontario:

The [Ontario Biomedical Exam](#)  
The [Ontario Clinical Sciences Exam](#)  
The [Ontario Clinical \(Practical\) Exams](#), and  
The College's [Jurisprudence Exam](#).

For additional information on which exams to take based on different scenarios, registration pathways and timing, see our ['Which Exams Do I Take'](#) chart.

### Exam eligibility

To be eligible to sit the College's ETP exams, you must have graduated from a naturopathic program accredited by the Council on

Naturopathic Medical Education (CNME), substantiated with a copy of your ND academic transcript sent directly to the College from your naturopathic educational institution; or have successfully completed the College's [Prior Learning Assessment and Recognition \(PLAR\)](#) program.

Additionally, candidates are required to have completed at least 220 hours of didactic learning and 30 hours of clinical training in acupuncture and traditional

Chinese medicine. If your CNME-accredited naturopathic program did not have integrated acupuncture content, you will be required to provide proof of having completed supplemental acupuncture training.

### Accessing ETP exams

Before registering for your first attempt of any ETP examination, you must first create a College user account and submit the online Application for Pre-Registration along with a copy of a valid, government-issued photo ID (the name declared on the Application for Pre-registration must match your photo ID, including your middle name).

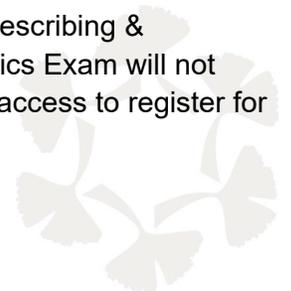
Detailed instructions on how to create a College user account and complete the Application for Pre-Registration are provided in each [ETP Exam Handbook](#) and in the [Application for Registration Handbook](#).

The Application for Pre-Registration only needs to be completed once, and can be submitted up to two weeks before exam registration opens for the first exam you intend to sit.

The Application for Pre-Registration should not be completed until all naturopathic program requirements have been met, and you can truthfully declare your date of graduation.

If you are preparing to sit ETP exams as a PLAR applicant, you will have already completed the account set-up and Pre-Registration processes when applying to be assessed through the PLAR program.

Note: Completing the Exam Pre-Registration form (Non-Registrants) in order to create a College user account to sit the Ontario Prescribing & Therapeutics Exam will not grant you access to register for



ETP exams. The Application for Pre-registration must still be completed.

### Exam Registration

Exam registration opens as of 9 a.m. ET on the day of exam registration opening and closes at 5 p.m. ET on the day of exam registration closure or once capacity has been met. For important deadlines, please refer to the respective exam's [Schedule and Fees page](#).

Once exam registration opens, available exams will appear in your user account dashboard for purchase. **Payment of the exam fee is only one part of exam registration.** For the full list of each exam's required documents and steps for completing exam registration, please refer to the exam's corresponding [exam handbook](#).

Failure to complete all steps and/or submit all required documentation will result in being ineligible to sit the exam and forfeiting the exam fee paid.

### Sitting the Exam in French

French version of entry-to-practise exams are available. If your first language is French and you would like to sit any of the College's entry-to-practise exams in French, please reach out to the Examinations

Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca). The request needs to be received at least 8 weeks before *the exam administration date to allow adequate time for the exam to be translated.*

### Order of Exam Completion

ETP examinations can be taken in any order of your choosing and can be attempted concurrently, i.e., you don't need to wait to pass one exam before attempting another.

### Number of Permitted Exam Attempts

Three attempts are granted for completion of ETP examinations (with the exception of the Ontario Jurisprudence exam where there is no limit). After two unsuccessful attempts, a review is conducted by a panel of the Registration Committee to determine a plan of exam remediation that a candidate must complete before being allowed to register to make a third, and final attempt. After three failed attempts, candidates are required to complete another program in naturopathy before being permitted to sit for examinations again.

### Timeline for Exam Completion

Applicants for registration with the College have two years from their date of graduation, or successful completion of the PLAR program, to complete entry-to-practise examinations and apply for registration. Whether an applicant has completed their requirements within this time window is reviewed at the point of application for registration. This timeline within the regulation serves as an important checkpoint to ensure that an applicant's knowledge and skill are still current. Please note that exceeding this two-year window does not prevent you from completing examinations as needed, nor does it prevent you from applying for registration, or being issued a certificate of registration once your currency to practise the profession is confirmed.

### Exam Withdrawals and Deferrals

To withdraw a registration for an exam, a withdrawal request and a fee of \$100 (+HST) must be received prior to the deadline for registration closure for that exam session. No supporting documentation is needed for requesting to withdraw exam registration.

Additionally, an exam can be deferred to the next scheduled sitting due to an emergency or illness that prevents your

attendance. Deferrals can be requested up to and including the day of the examination. To approve a deferral request, the College must receive the administrative fee of \$100 (+HST) and documentation supporting the reason for the missed exam within two weeks of your notifying the College of your inability to attend the exam. Exams can only be deferred once. For further details regarding exam withdrawal and deferral, please refer to the exam's corresponding handbook.

### **Exam Accommodations**

If you need an adjustment to testing conditions, examination requirements or examination scheduling due to a disability (physical or cognitive), a health condition/issue or a religious requirement, an [Exam Accommodation Request Form](#) and fee of \$25 (+HST) with supporting documents must be submitted by the date of registration closure for the exam. Please refer to the exam accommodation section in the exam handbook for requirements of supporting documentation.

The information you disclose for the purposes of seeking an accommodation may be used, at the discretion of the Chief Executive Officer (CEO) for other regulatory processes

where there is a public interest to do so. Some examples may include: if the information disclosed raises concerns regarding your physical or mental condition. Or if you have a disorder that would make you undesirable candidate for a certificate of registration in the public's interest. Or that a Term, Condition or Limitation (TCL) be placed on your certificate of registration. This includes, but is not necessarily limited to, use by the Registration Committee in reviewing whether you can practise safely, ethically and competently (under section 3(4) of the [Registration Regulation](#)).

### **Exam Remediation**

Following two unsuccessful attempts of an exam, a paper-based (i.e., not in-person) review is conducted by a panel of the Registration Committee. The Panel is provided with detailed information regarding your exam performance from both examination attempts to allow them to determine areas where performance improved between the two attempts, and areas where additional study is needed. The Panel's mandated exam remediation (e.g., additional courses or tutoring), must be completed, within the specified timeline, before being allowed to register to make a

third, and final, attempt of the exam.

### **Exam Violations**

Exam violations refer to any contravention of the Examination Rules of Conduct regarding the examination's procedures, and/or any suspected breach of security around the content of the examinations. Candidates suspected of committing an exam violation may be immediately removed from the exam, have the incident documented by exam staff, and be issued a written Notice of an Exam Violation which details the nature of the allegation. Candidates are provided with the opportunity to respond to the notice. No examination transcripts will be issued to the candidate until a final decision has been rendered on any alleged exam violation.

A finding that an exam violation has occurred will result in a failed exam result being issued, and the failure will be recorded as one of a total of three attempts to successfully complete the examination. If evidence is found of a breach in the security of the exam materials, or that behaviour was organized and/or involved a number of candidates the College reserves the right to cancel the exam session, disqualify the exam results of

some or candidates, seek damages or any other actions deemed appropriate by the College.

You are responsible for being familiar with and abiding by the College's Examination Rules of Conduct for each exam (online or in-person), appended in each of the College's exam handbooks/guides. You are also responsible for being aware of and complying with each exam's permitted and restricted items, also noted in each exam handbook.

### **Exam Appeals**

If you experience procedural or environmental irregularities, or perceive that undue bias occurred on the day of the exam which you believe had a material adverse impact on your exam performance, you may request an exam appeal within 30-days from the release of exam results. An exam appeal request must be accompanied by an Incident Reporting Form completed within 48 hours of the exam (filed on site with examinations staff or [online](#) following the exam). In no instance, will a candidate who has failed an examination be deemed to have passed the exam.

For further information, please refer to the exam's

corresponding [exam handbook and the Exam Appeals Policy](#).

### **More Information**

Additional information about ETP examinations is available on the College's [Entry-to-Practise Exams](#) webpage.

For the College's exam resources, including handbooks and policies, please visit [ETP Exams Resources and Policies](#) webpage.

For information on the Ontario Clinical Sciences Exam, please visit [Ontario Clinical Sciences Exam](#) webpage.

For information on the Ontario Biomedical Exam, please visit [Ontario Biomedical Exam](#) webpage.

For information on the Ontario Clinical (Practical) Exams, please visit [Ontario Clinical \(Practical\) Exams](#) webpage.

For information on the Ontario Jurisprudence Examination, please visit [Ontario Jurisprudence Examination](#) webpage.

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