Intent/Purpose	To establish a policy governing the Registration Program and related activities within the College of Naturopaths of Ontario (the College).	
Definitions	Act	Means the *Naturopathy Act, 2007*.
	Applicant	Means an individual who has made an application to be issued a certificate of registration.
	By-laws	Means the by-laws of the College approved by the Council under the authority of section 94 of the Code.
	Certificate of Registration	Means a document issued by the College, in the General class, emergency class or Inactive class, which demonstrates to the public that the holder is a registrant of the College, registered in the class set out on the certificate and identifies whether there are any terms, conditions or limitations (TCLs) placed on the certificate.
	Certificate of Standing	Means a document issued by a regulatory body, which outlines full details about a registrant's status and registration history, discipline history and ongoing complaints and investigations, if any.
	Chief Executive Officer (CEO)	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Code and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	CPR, Certificate	Means a document issued by a recognized cardiopulmonary resuscitation (CPR) certification course provider, which shows the date of course completion, level of CPR certification, the applicant or registrant's name and the name of the course provider.
	CPR, Recognized Certificate Course	Means an in-person training course in CPR procedures taught in compliance with the Heart & Stroke Foundation of Canada's most current Guidelines for CPR and Emergency Cardiovascular Care (ECC).
	College	Means the College of Naturopaths of Ontario as established under the Act and governed by the RHPA.
	Code	Means the Health Professions Procedural Code, which is Schedule 2 to the RHPA.

Council	Means the Council of the College as established pursuant to section 6 of the Act.
Direct Patient Care	Means patient interactions, or the supervision of patient interactions, and any patient case-specific administrative activities or research conducted in the course thereof.
Emergency Class	Means a registrant authorized to practise in Ontario, who has met the registration requirements as set in section 5.1 of the Registration Regulation.
Former Registrant	Means an individual who previously held a certificate of registration with the College and who is no longer a registrant by virtue of having retired, resigned, being deceased, or having had their certificate of registration revoked by the College.
General Class	Means a registrant authorized to practise in Ontario, who has met the registration requirements, as set out in section 5 of the Registration Regulation.
Good Character	Means the personal characteristics of an applicant or registrant, including ethical strength, integrity, honesty, respect for and consideration of others, respect for the law and legitimate authority, responsibility and accountability, fairness, and open-mindedness.
Inactive Class	Means a registrant not authorized to practise in Ontario, as set out in section 8 of the Registration Regulation.
In Good Standing	Means the registrant's status with the College is a positive one reflecting that all of their registration fees are paid and information due to be provided to the College is complete, no other outstanding fees are on record and the individual's certificate of registration is not suspended or revoked.
Language Skills	Means the four communication abilities tested during a language proficiency assessment: reading, writing, listening, and speaking.
Language Test	Means a test designated in this policy that can be relied upon to test the language proficiency of an applicant.
Patient Interaction	Means a patient encounter that includes an assessment and/or diagnosis, treatment and/or monitoring of a patient or patient's condition in

		accordance with the standards of practice of the profession.
	Pre-registration	Means the process whereby an individual who intends to seek registration provides the College with information to establish themselves before submitting an application for registration.
	RHPA	Means the *Regulated Health Professions Act, 1991*.
	Register	Means an electronic, searchable database system that provides the public with information about registrants, as set out under section 23 of the Code.
	Registrant	Means an individual, as defined in section 1(1) of the 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.
	Standing	Means the status assigned to a registrant that reflects fees and dues and information requirements.
	Supervision	Means the active process of directing, assigning, delegating, guiding, and monitoring an individual's performance of an activity to influence its outcome.
	Supporting Documentation	Means official records provided by a court, tribunal, educational institution, licensing or regulating body, or other government sanctioned organizations or an authorized individual which provides details surrounding, and the outcome of, an event.
	Term, Condition or Limitation (TCL)	Means a term, condition, or limitation (TCL) placed upon a certificate of registration which limits or restricts a registrant's activities within the practice of the profession.
General	Guiding Legislation	All aspects of this policy will be managed in accordance with the RHPA, the Act, the Code, the Registration Regulation, and the College by-laws.

Good Character	General	Assessments of Good Character are managed in accordance with the College's Good Character Policy.
Currency	Minimum Requirements - General Class	A registrant who holds a General class certificate of registration is required to practise the profession for at least 750 hours over each three-year period to maintain currency, in accordance with section 6(1) of the Registration Regulation. For the purposes of administering this program, the currency year runs from January 1st to December 31st annually. Year 1 of the three-year cycle begins on January 1st of the registration year in which the registrant became registered.
	Minimum Requirements- Emergency Class	A registrant who holds an emergency class certificate of registration is required to practise the profession for 250 hours during each 12-month period that they hold registration in the emergency class. in accordance with paragraph (1) of section 6.1 of the Registration Regulation.
	Declaration	During annual registration renewal, registrants must declare their currency hours and activities for the previous calendar year.
	Currency Auditing	Except for a new General class registrant who has not completed their initial three-year cycle, currency is audited annually for each preceding three-year period, or each preceding 12-month period if registered in the emergency class. Registrants who are registered in the Inactive class, or who become inactive (e.g., due to suspension) will be audited on their practise hours for the year they return to the General class as well as their practise hours for the two years preceding their period of inactivity.
	Practising the Profession - General Class Certificate	Registrants holding a General class certificate of registration without a non-clinical TCL are expected to be actively practising the profession in the capacity of a clinical practitioner within the scope of practice of the profession. To be considered as having met currency requirements, currency hours must include a minimum of 750 hours of direct patient care over

	each three-year period, acquired through any of the following activities: • Patient interactions, to a minimum of 50% of total direct patient care hours. • Administrative activities, including but not necessarily limited to billing, charting, and patient case-specific research, which are conducted in the course of patient interactions, to a maximum of 30% of total direct patient care hours, and. • Supervision of patient interactions, to a maximum of 20% of total direct patient care hours.
Transition Period for Minimum Hour Requirements for Direct Patient Care	Starting April 1, 2027, currency audits of declared practise hours and activities for registrants in the General class will include an assessment of whether the registrant has accrued the required minimum number of direct patient care hours, as set out in this policy. Audits of currency hours and activities conducted prior to April 1, 2027, will require that a registrant's practise of the profession include direct patient care hours, however, will not enforce a specified number.
Practising the Profession - General Class Certificate with a Non-Clinical TCL	A registrant holding a General class certificate of registration with a non-clinical TCL does not engage in direct patient care but may be working in non-clinical areas related to practising the profession. Such registrants may meet their currency hours as defined in section 6(1) of the Registration Regulation through involvement in the following non-clinical activities, as determined by their primary job: • Administration of an educational program in naturopathic medicine or a naturopathic clinic. • Naturopathic research. • Regulatory/government work. • Natural health product development/promotion. In accordance with paragraph 5 of section 23(2) of the Code, any restrictions on a registrant's certificate of registration as a result of the registrant's limited practise would be noted on the register for public protection.
Practising the Profession -	Registrants holding an emergency class certificate of registration are expected to be actively practising the

Emergency Class	profession in the capacity of a supervised clinical practitioner with limitations, as set out in section 6.1 of the Registration Regulation. To be considered as having met currency requirements, currency hours must include a minimum of 250 hours of supervised direct patient care over each 12-month period. In accordance with paragraph 5 of section 23(2) of the Code, any restrictions on a registrant's certificate of registration as a result of the registrant's limited practise would be noted on the register for public protection.

Evidence of Currency	The CEO may request evidence from a registrant to support their declaration of currency hours.
	
	Appropriate evidence would depend on the nature of the registrant's practice but may include the following:
	
	• For a registrant holding a General class certificate of registration:
	  • Appointment book/schedule.
	  • Letter of employment, including hire date and hours worked per week/month.
	  • Confirmation of services provided, such as invoices, and/or letters from patients for whom direct services were provided.
	  • Patient records/case notes.
	
	• For a registrant holding a General class certificate of registration with a non-clinical TCL:
	  • Work schedule.
	  • Letter of employment, including hire date and hours worked per week/month.
	  • Confirmation that the duties and responsibilities outlined in the job description were performed.
	  • Research articles.
	  • Teaching plan.
	
	• For a registrant holding an emergency class certificate of registration:
	  • Appointment book/schedule
	  • Letter from supervising ND(s) providing confirmation of services provided and number of patient visits.

- Patient record/case notes.

Currency Requirements Not Met-General Class	Registrants in the General class who do not meet the currency requirements as set in this policy at the end of any three-year reporting period must elect one of the following courses of remediation: • Complete a refresher program that has been approved by the Registration Committee. • Complete a change to their class or registration from General to Inactive. • Enter into an undertaking not to practise the profession, i.e., a non-clinical TCL. Registrants who do not elect any of the above options will be referred to the Quality Assurance Committee by the CEO to undergo a Peer & Practice Assessment at their own expense, as set out in Schedule 3 of the by-laws. As per section 6(3) of the Registration Regulation, Registrants in the General class who have reported 0 practise hours and/or 0 hours of direct patient care over their three-year reporting period and who elect to either change their class of registration to Inactive, or enter into an undertaking not to practice the profession, will be required to undergo a review by a panel of the Registration Committee at point of applying to return to the General class, or when seeking to have the terms of the undertaking expired, having not practised the profession in over two years.
Currency Requirements Not Met-Emergency Class	Registrants in the emergency class who do not meet the currency requirements as set in this policy at the end of any 12-month reporting period must elect one of the following courses of remediation: • Complete a refresher program that has been approved by the Registration Committee. • Resign their emergency class certificate of registration. Registrants who do not elect any of the above options will be referred to the Quality Assurance Committee by the CEO to undergo a Peer & Practice Assessment at their own expense, as set out in Schedule 3 of the by-laws.
Language Proficiency	English or French	Sufficient language proficiency in either English or French is an essential requirement for entry-to-practise. All applicants must meet the requirements set out in the College's Language Proficiency policy.

Professional Liability Insurance (PLI)	Coverage Required	Maintaining Professional Liability Insurance (PLI) coverage in the amount and form required in the by-laws is a condition of every certificate of registration.
	Proof of Coverage for Applicants	All applicants for registration with the College shall be required to provide proof of PLI before a certificate of registration is issued.
	Proof of Coverage for Registrants	Upon the annual renewal of their certificate of registration with the College, all registrants shall be required to sign a PLI declaration, affirming that the registrant's coverage meets all the minimum requirements set out in the by-laws. The registrant will also provide the College with information related to their insurance coverage (coverage amount, term, broker, and insurer) as required on a form established by the CEO and, at the same time, shall consent to the College verifying and collecting information from third parties, including but not limited to their insurer, broker and/or relevant professional associations through which coverage might have been obtained.
	Proof of Coverage for Registrants (Inactive-five years or more)	Inactive class registrants who have not practised the profession for five (or more) years are not required to carry PLI in accordance with section 19.03 of the by-laws. Upon the annual renewal of their certificate of registration, Inactive registrants who have met the above criteria shall be required to sign a declaration, attesting that the registrant has not practised the profession for five (or more) years.
	Proof of Coverage at Change of Class	A registrant who is applying to change to a different class of registration (e.g., General to Inactive class) will be required to provide proof of insurance coverage at the discretion of the CEO.
	Proof of Coverage at Reinstatement of Certificate of Registration	A suspended registrant who is applying for a reinstatement of their certificate of registration may be required to provide proof of insurance coverage at the discretion of the CEO.
	Proof of Coverage at Name Change Request	A registrant who is applying for a name change may be required to provide proof of insurance coverage that matches the registrant's new name as per section 20.12 of the by-laws.

	Changes in Coverage	As per section 4(6) of the Registration Regulation, a registrant must notify the College within two days of any changes to coverage information, such as broker, policy number or coverage amount, or if the registrant no longer has the necessary insurance coverage as outlined in the by-laws.
Refresher Programs, Additional Education and Supervision	General	An applicant or registrant may be required by a panel of the Registration Committee to undertake a refresher program, or additional education if one of the following conditions exist: • An applicant for registration in the General class where more than two years have passed since either their successful completion of a CNME-accredited program or the College's Prior Learning Assessment & Recognition (PLAR) program, and where the applicant has not been practising the profession for 750 hours in the three years preceding their date of application, may be required to complete such further education or training as required by a panel of the Registration Committee [Registration Regulation, section 5(2)]. • A General class registrant who in the preceding three years has not practised the profession for a minimum of 750 hours, and who elects to undergo this program as a means of addressing the deficiency. [Registration Regulation, section 6(2)]. • An emergency class registrant who in the preceding 12-months has not practised the profession for a minimum of 250 hours, and who elects to undergo this program as a means of addressing the deficiency. [Registration Regulation, section 6.1(2)] • A registrant who has held a General class certificate of registration with a non-clinical TCL for a period of more than two years and who wishes to have the TCL removed or expired. [Registration Regulation, section 6(3)]. • A registrant who has been in the Inactive class of registration for a period of more than two years and who wishes to return to the General class [Registration Regulation, section 10(1)(6)].
	Acceptable Courses	Individual refresher programs, further education and training are determined on a case-by-case basis and subject to the approval of a panel of the Registration Committee. Education relevant to the practice of the profession and based on identified areas of

		deficiency with respect to the individual's competencies will be considered. In order to be approved, a course or courses should meet one or more of the following criteria: • Offered by a recognized University or College. • Offered by a CNME-accredited program. • Has been approved or meets the criteria for approval by the Quality Assurance Committee of the College for Category A continuing education credits under the Quality Assurance Program.
	Refresher Training	Registrants who elect to complete a refresher program of training to address deficiencies in reported currency hours are reviewed by the Registration Committee against the requirements set out in the College's Refresher Program Guideline.
	Supervision	While individual refresher programs and further education and training are subject to approval by a panel of the Registration Committee, a registrant may be required, as a condition of their registration, as set out in the Registration Regulation or as mandated by the Panel, to be supervised in practice. Requirements for supervised practice are managed in accordance with the College's Supervision policy.
Terms, Conditions, and Limitations	Initial Registration	Where the CEO believes it is in the public interest to have a TCL imposed on an initial certificate of registration, the matter shall be referred to a panel of the Registration Committee for review in accordance with sections 15(2)(a.1) and 15(4) of the Code.
	Non-Clinical TCL	Registrants registered in the General class who do not engage in direct patient care, and who are employed in one of the following non-clinical areas, may apply to have a non-clinical TCL placed on their certificate of registration: • Administration of an educational program in naturopathy or a naturopathic clinic. • Naturopathic research. • Regulatory/government work. • Natural health product development/promotion.
Good Standing	Applicant Registered with Another Regulatory Body	A Certificate of Standing must be provided from each regulatory authority, in any jurisdiction, with whom an applicant is currently or was previously registered. Certificate(s) of Standing must indicate that the applicant was in good standing at the time of making their application to the College, or if no longer

		registered with that body, at the time they ceased being registered.
	Confirmation Requirements	Confirmation of Good Standing must: • Be on an official form from the regulatory authority(ies) and be signed and dated by (a) designated staff person(s) employed by the regulatory authority(ies). • Indicate the applicant has paid all fees, dues, and penalties owed to the regulatory authority(ies). • Indicate there are no outstanding matters relating to professional misconduct or incapacity which have been referred for formal adjudication by the regulatory authority(ies). • Be received by the College directly from the regulatory authority(ies).
Criminal Record Check	General	The following individuals will be required to submit a name-based Police Criminal Record Check using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP: • Applicants for initial registration with the College. • Former registrants seeking registration with the College.
	Timing	The report must show the search of the CPIC database was conducted no more than six months before the date of application.
	Scope of Report	The name on the report must match the name appearing on the applicant's registration application (legal name) as well as all names the applicant currently uses or has ever used, including first, middle, and last name(s), name at birth as listed on their proof of identity document, maiden name, or any other former or assumed names. The report must include records of discharge which have not been removed from the CPIC system in accordance with the *Criminal Records Act, 1985*, and records of outstanding criminal charges of which the police are aware.
	Document Requirement	A hard copy of the CPIC report must be mailed to the College. Where the issuing policy agency has discontinued hard copies, electronic (soft copy) CPIC reports may be accepted if: • the CPIC report contains a security feature embedded in the report;

		• the CPIC is not printed (printed copies render the CPIC authenticity invalid); • the original CPIC report e-mail the applicant received from the issuing policy agency is forwarded to the College; and • the issuing police agency has a third-party verification code, or the issuing police agency confirmed the validity of the report with College staff.
	Exclusion	Online checks by commercial vendors will not be accepted.
CPR	General	All registrants holding a General class or emergency class certificate of registration must maintain valid, Health Care Provider level CPR certification which includes training on automated external defibrillation (AED) pursuant to section 6.2 of the Registration Regulation
	Validity and Renewal	A CPR certificate must be valid (not expired) at all times and be renewed no less than every two years through an in-person course. The professional and ethical responsibility for maintaining current CPR certification rests with the registrant.
	Initial Registration CPR Requirements	Applicants for registration with the College must provide a CPR certificate issued within the preceding 12 months at the time of submitting their application for registration.
	Proof of CPR Certification	The Standard for Emergency Preparedness requires registrants to be appropriately trained and competent in relevant emergency procedures including maintaining valid, healthcare provider level CPR. In support of this, registrants shall provide proof of valid CPR certification as follows: • General class and emergency class registrants in good standing: every two years, calculated from the date CPR certification training was completed. • Inactive class registrants, at the time of submitting an Inactive to General class change application to the College. • Emergency class, at the time of submitting an Emergency to General class change application to the College. • Suspended General class registrants seeking reinstatement, as part of curing the default which resulted in the suspension, and

		prior to reinstatement of the registrant's certificate of registration. • As requested in accordance with section 20.12 of the by-laws.
Public Register Photo	General	The CEO has established and maintains the public register in accordance with the Code and the College by-laws.
	Photo Submission	Pursuant to section (iii) of 20.05 of the by-laws, the public register shall include a current photograph of the registrant, which is suitable for publication and will enable the public to verify a registrant's identity. A commercial photographer must take the photo. Applicants must provide a photo for the public register prior to issuance of a certificate of registration. Registrants must provide a new photo for the public register as follows: • General class registrants in good standing: on a schedule set by the CEO. • Inactive class registrants, at the time of submitting an Inactive to General class change application to the College. • Emergency class registrants, at the time of submitting an emergency to General class change application to the College. • Registrants holding a non-Clinical TCL at the time of submitting a request to the College to have the non-Clinical TCL removed from the registrant's certificate of registration. • Suspended General class registrants seeking reinstatement: as part of curing the default which resulted in the suspension, and prior to reinstatement of the registrant's certificate of registration.
Out of Province Certificates	General	Under the Canadian Free Trade Agreement (CFTA) and the Registration Regulation, individuals who have been issued a certificate of registration in the General class in another regulated Canadian province and have practised the profession to the extent as would be expected of a registrant holding a General class certificate of registration in Ontario who wish to become registered with the College may apply under labour mobility provisions to be issued a certificate of registration in the General class subject to certain criteria.

	Individuals who are registered in another regulated Canadian jurisdiction but not practising the profession (i.e., in an Inactive class) are not eligible to become registered with the College.
Application Process	Naturopaths wishing to be registered under these labour mobility provisions shall: • Submit a completed application for registration along with the associated application fees stipulated in Schedule 3 of the by-laws. • Provide proof of sufficient language fluency in accordance with the Language Proficiency Policy. • Provide proof of identity in accordance with the Proof of Identity Policy. • Provide such information and sign declarations with respect to good character in accordance with the Good Character Policy. • Obtain a criminal record check in accordance with this policy. • Obtain from their current regulatory authority, or regulatory authorities as the case may be, a Letter of Standing. • Provide proof of valid CPR certification in accordance with this policy. • Provide proof of PLI in the form and amount as stipulated in the by-laws. • Provide proof of evidence that they have practiced the profession to the extent as would be expected of a registrant holding a General class certificate of registration.
Extent of practise	For the purposes of this policy, an applicant has practiced the profession, to the extent as would be expected of a registrant holding a General class certificate of registration, provided the applicant has practised in accordance with the “Practising the Profession – General Class” currency requirements stipulated in this policy.
Evidence of Professional Practise	In addition to a Letter of Standing, the College will require evidence to support an applicant having practiced the profession to the extent as would be expected of a registrant holding a General class certificate of registration. Such evidence must include: • A written attestation by a colleague, registered in good standing with a regulatory body within the same Canadian jurisdiction where the applicant is currently registered, who can confirm that the

applicant was practising at a named practice location subject to the specifics set out below.
- Any of the evidentiary materials set out in the "Evidence of Currency" provisions within the Currency section of this policy.

The following information must be included in the written attestation:
- The full name, professional designation, and registration number of the individual providing the attestation.
- The names, 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.
- Any additional activities other than direct patient care, the applicant performed as part of their practice related duties.

Review

Applications received under this process shall be reviewed in the same manner as applications for initial registration, including applying all good character provisions under the Registration Regulation.

Examinations

With the exception of those referred to a panel of the Registration Committee under section 7(3) of the Registration Regulation, and completion of the Ontario Jurisprudence Examination, applicants from other regulated jurisdictions in Canada are exempt from completing any further registration examinations.

Substantial Equivalency

Notwithstanding real or perceived differences in the scope of practice of the profession between regulated Canadian provinces, the College recognizes the entry-to-practice requirements are substantially equivalent across Canada. As a result, no additional educational requirements nor TCLs will be placed on the certificate of registration of an applicant from another regulated Canadian jurisdiction except where such is warranted, either on the basis of disclosures made during the application process or as a result of a review conducted by a panel of the Registration Committee in accordance with section 7(3) of the Registration Regulation.

The CFTA does not require the College to recognize post-registration certificates. However, in the interest

of fair registration practices, the College will recognize the following related to the College's Standard of Practice for Prescribing:

- An applicant having obtained prescriptive authority from the College of Naturopathic Physicians of British Columbia (CNPBC).
- An applicant having successfully completed a recognized Prescribing & Therapeutics course and examination, under the College of Naturopathic Doctors of Alberta (CNDA), no more than two years prior to their date of application for registration to the College.

Post Registration Certificate – IVIT

Upon issuance of a General class certificate of registration with the College, registrants registered in another jurisdiction, where the regulatory authority attests to the registrant having met one of the above criteria, will be deemed to have met the College's Standard of Practice for Prescribing upon completion of the course module relating to Ontario's drugs and substances. No additional examination will be required.

Due to substantial differences in scope, and training between the different jurisdictions, and the higher risk associated with the practise of intravenous infusion therapy (IVIT), the College does not recognize IVIT certifications obtained in other jurisdictions.

Guidance to Registrants

Individuals who become General class registrants of the College by virtue of having practised in another regulated Canadian jurisdiction shall be issued appropriate guidance related to minor differences in scope between the jurisdictions, where applicable. This advice shall include:

- Registrants of the College must always practise within the Scope of Practice of the Profession and as such, IVIT chelation, minor surgery, ozone therapy, and hyperbaric oxygen therapy are excluded from the practice of the profession in Ontario.
- Registrants of the College must always practise within the limits of their own knowledge, skill, and judgment.
- Registrants of the College are required to practise in a manner which meets the Standards of Practice of the profession as detailed in the General Regulation and on the College's website.

- A registrant must have met the Standard of Practice for Prescribing before they may access any of the drugs or substances identified in the General Regulation or perform any of the controlled acts of administering a substance by injection or inhalation and prescribe, dispense, compound, or sell a drug.
- A registrant must have met the Standard of Practice for IVIT and the Standard of Practice for Prescribing and be practising in premises registered with the College's Inspection Program before the registrant may administer a substance by IVIT.
- Registrants will be reminded that they may not perform acupuncture in Ontario unless they have been deemed by their regulatory body to have met the post-registration certification for acupuncture, or until they obtain sufficient education and training in acupuncture in accordance with the College's Clinical (Practical) Examinations Policy.