*The Chief Executive Officer (CEO) is solely responsible for the on-going operation of the public register (the "Register") and other data published on the College's website (Information Registries).*

Accordingly, the CEO shall not fail to perform the following duties and responsibilities.

1 Ensure that the Register is up-to-date and accurate in accordance with the *Regulated Health Professions Act, 1991* and the by-laws of the College.

2 Ensure that an in-depth audit of the Register and Information Registries is conducted bi-annually and reported to Council.

3 Publish an Information Registry that includes the following.

i. Information regarding cease & desist letters issued by the College, that includes the following details.
   a. The name of the individual addressed in the letter.
   b. The clinic name, if the individual was the only individual operating out of that location.
   c. The address, if the address is already in the public domain.
   d. The alleged infraction, that is, misuse of title, holding oneself out as a ND and/or performing a controlled act.
   e. The date the letter was sent.
   f. The date the letter was signed back by the individual, if applicable.
   g. The last date of monitoring by the College.

ii. A list of the names and addresses of individuals against whom the College has initiated legal proceedings to prosecute an individual for a provincial offence (contravention of the *Regulated Health Professions Act, 1991* and/or the *Naturopathy Act, 2007*) or to seek an injunction to cease and desist (a) holding themselves out as people who are qualified to practise in Ontario as a naturopath, (b) using the title "naturopath", and (c) performing the authorized controlled acts as set out in the *Naturopathy Act.*

iii. A list of the names and addresses of individuals against whom the courts have granted an injunction to the College or whom the courts have found guilty of a provincial offence.

4. Establish and maintain an operating policy on the publication of findings of guilt of Registrants on the Register that is acceptable to the Council.

5. Publish, as part of the Register, a list of premises registered with the College as premises where compounding for and IV Infusion Therapy are performed, including the following details.

i. The name and address of the premises.
ii. The date and purpose of the inspection, if one has been performed.
iii. The status of the inspection, including but not necessarily limited to whether it is pending, has been conducted and a report is pending, the report has been received by the College and is under review by the Inspection Committee.

iv. The names of the Registrants performing procedures with the premises and their qualifications.
v. The results of the inspection.
vi. A summary of the reasons for the results of an inspection where a premises either failed or passed with conditions.
vii. A summary of any deficiencies identified by the inspectors.
viii. Any conditions that apply to the premises.
ix. Whether a subsequent inspection is necessary and, if so, the estimated date that inspection will be conducted.

6. Establish and maintain an operating policy with respect to the publication of charges against Registrants on the Register that is acceptable to the Council.

7. Publish on the Register charges laid against Registrant and findings of guilt against Registrants in accordance with the accepted operating policy set out in paragraph 6.

8. Publish, as a part of the Register, a list of Naturopathy Professional Corporations, including the following details.
   i. The name and address of the corporation.
   ii. The names of the shareholders of the corporation.
   iii. The status of the corporation.

9. Remove from the website the information published pursuant to subsection (i) of paragraph 3, in either of the following circumstances.
   i. Upon the individual named having been issued a Certificate of Registration by the College.
   ii. On the second anniversary of the individual signing back the cease & desist letter when no further action has been required by the College.