

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 examinations are currently required for entry-to-practise in Ontario:

The [Ontario Biomedical Examination](#)

The [Ontario Clinical Sciences Examination](#)

The [Ontario Clinical \(Practical\) Examinations](#), and The College's [Jurisprudence Examination](#).

Examination Eligibility

To be eligible to sit the College's ETP examinations, 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 Examinations

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 Examination 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 examination 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 examinations 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 Examination, will not grant you access to register for ETP examinations. The Application for Pre-registration must still be completed.

Examination Registration

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

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

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

Sitting the Examination in French

French version of ETP examinations are available. If your first language is French and you would like to sit any of the College's ETP

examinations in French, please reach out to the Examinations Team at exams@collegeofnaturopaths.on.ca. The request needs to be received at least eight weeks before the examination administration date to allow adequate time for the examination to be translated.

Order of Examination 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 examination before attempting another.

Number of Permitted Examination Attempts

Three attempts are granted for completion of ETP examinations (with the exception of the Ontario Jurisprudence Examination 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 examination 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 Examination Completion

Applicants for registration with the College have two years from their date of graduation, or successful completion of the PLAR program, to complete ETP 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.

Examination Withdrawals and Deferrals

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

Additionally, an examination 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 examination within two weeks of your notifying the College of your inability to attend the exam. Examinations can only be deferred once. For further details regarding examination withdrawal and deferral, please refer to the examination's corresponding handbook.

Examination 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 [Examination Accommodation Request Form](#), fee of \$25 (+HST) and supporting documents must be submitted by the date of registration closure for the examination. Please refer to the examination accommodation section in the examination 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](#)).

Examination Results

Examination results are valid for two years from the date the examination was successfully completed. After two years, results are considered

null and void and the examination must be re-attempted.

Examination Remediation

Following two unsuccessful attempts of an examination, 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 examination 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 examination 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 examination.

Examination Violations

Examination 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 examination violation may be immediately removed from the examination, have the incident documented by examination staff, and be issued a written Notice of an Examination 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 examination violation.

A finding that an examination violation has occurred will result in a failed examination 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 examination materials, or that behaviour was organized and/or involved a number of candidates the College reserves the right to cancel the examination session, disqualify the examination 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 and in-person), appended in each of the College's examination handbooks/guides. You are also responsible for being aware of and complying with each examination's permitted and restricted items, also noted in each examination handbook.

Examination Appeals

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

For further information, please refer to the exam's corresponding [examination handbook](#) and the [Examination Appeals Policy](#).

More Information

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

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

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

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

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

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

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