Guide to Registration

College of Homeopaths of Ontario (CHO)
# Table of Contents

Choosing an Entry Point into the College of Homeopaths of Ontario ................................................................. 1
   
   Classes of Registration ........................................................................................................................................... 1
   
   Grandparented Class ................................................................................................................................................ 1
   
   Choosing an Entry Point (table) ............................................................................................................................... 3
   
   Full Class.................................................................................................................................................................. 4
   
Class-Specific Registration Requirements .................................................................................................................. 5
   
   Approved Homeopathy Programs and Equivalency ................................................................................................. 5
   
   Program of Clinical Experience .............................................................................................................................. 5
   
   Practice Hours .......................................................................................................................................................... 5
   
Individual Assessment ................................................................................................................................................ 6
   
Additional Registration Requirements ....................................................................................................................... 7
   
   Jurisprudence Course ............................................................................................................................................... 7
   
   Healthcare Provider CPR and Standard First Aid .................................................................................................. 7
   
   Criminal Background Check .................................................................................................................................... 8
   
   Proof of Professional Liability Insurance ............................................................................................................ 8
   
   Language Fluency .................................................................................................................................................... 9
   
   Declaration Regarding Character / Past Registration ............................................................................................. 9
   
   Notarization............................................................................................................................................................. 10
   
   Translation............................................................................................................................................................. 10
   
Registration Requirement Exemptions .......................................................................................................................... 10
   
   Exemption from Requirement of 750 Practice Hours .......................................................................................... 10
   
   Exemption from Requirement of Standard First Aid and Healthcare Provider CPR .............................................. 11
   
Applying for Registration .......................................................................................................................................... 11
   
Processing the Application ........................................................................................................................................ 11
   
Fee Schedule ............................................................................................................................................................ 13
   
Next Steps ................................................................................................................................................................. 14
   
Contact Information .................................................................................................................................................. 15
Guide to Registration with the College of Homeopaths of Ontario

Thank you for your interest in the College of Homeopaths of Ontario (the College or CHO). Registering with the College is an opportunity to become a regulated healthcare professional in the first Canadian province to recognize the discipline of homeopathy. Registrants of the College will join the many healthcare professionals in Ontario who are self-regulated.

Upon proclamation of the Homeopathy Act, 2007, all homeopaths in Ontario will be required to register with the College in order to use the title “homeopath” or hold oneself out as a homeopath. This guide is intended to explain the registration requirements and the process for registering with the College. We hope applicants will find it informative and that it will answer most of their questions. In addition to this guide, the College is scheduling periodic Education Sessions to help applicants better understand the process. These sessions will be held on-line and will be available in person. To find out about available upcoming sessions, visit the College website at: http://www.collegeofhomeopaths.on.ca. Or, contact the College by email or telephone.

Although this guide has been designed to assist in understanding the registration process, we urge applicants to familiarize themselves with Ontario Regulation 18/14 Registration (the Registration Regulation). This is the regulation governing registration with the College and it can be found online at: http://www.e-laws.gov.on.ca.

Applicants who still have questions after reading this guide may contact the College at: registration@collegeofhomeopaths.on.ca for more help.

Choosing an Entry Point into the College of Homeopaths of Ontario

When getting ready to apply for registration with the College, applicants must determine the class of registration that is applicable to their situation. Some registration requirements are the same for both classes, but there are some differences in the education and experience required for the Full Class and Grandparented Class. These differences will determine which class applicants apply for. Please see the table “Choosing an Entry Point” on page 3.

Classes of Registration

Entry to the profession of homeopathy via the College is achieved through two classes of registration – Grandparented Class and Full Class.

Grandparented Class registration is a transitional registration class.

- Grandparented Class is intended for those who have practiced in the profession prior to proclamation and have acquired a body of clinical experience. If, prior to proclamation of the Homeopathy Act, 2007, an applicant was practicing homeopathy then the College recommends that the applicant complete a Grandparented Class Application Form (Form A.2).
Grandparented Class continued from page 1…

- **Note for current practitioners seeking immediate entry to Full Class:** If an applicant has successfully completed the Individual Assessment, including three case studies and the essay, and has met all other non-exemptible registration requirements, that applicant may be eligible to immediately register in the Full Class based on the discretion of the College. (Transfer fees will not be applicable.)

- **Note for current practitioners entering the Grandparented Class:** If an applicant has successfully completed the three case studies of the Individual Assessment, but NOT the essay, and has met all other non-exemptible registration requirements, that applicant may be eligible to register in the Grandparented Class based on the discretion of the College.

- If an individual receives a Certificate of Registration in the Grandparented Class, that Registrant must transfer to the Full Class within five (5) years from the date of proclamation and a transfer fee will be applicable. For information on this requirement, see policy [REG CS 07 Grandparented Class Actively Pursuing Full Class](http://www.collegeofhomeopaths.on.ca/pages/policies.html) at: http://www.collegeofhomeopaths.on.ca/pages/policies.html. In order to transfer to the Full Class after receiving a Certificate of Registration in the Grandparented Class, the Registrant must successfully complete the essay portion of the Individual Assessment (which includes an additional assessment fee).

- **All applicants are encouraged to complete the Individual Assessment for Full Class registration as soon as they are prepared to do so.**

- Completed Grandparented Class application forms (Form A.2) must be received within 12 months following the date of proclamation.

Applicants are eligible for registration in the Grandparented Class if they meet the following criteria:

1. Have practiced the profession of homeopathy for a minimum of 750 hours in ANY three-year (36-month) period prior to submitting the application. [*Please Note: For practitioners in Ontario who are applying to the College, clinical practice hours earned in Ontario after proclamation do not qualify in the calculation of clinical practice hours.*] *Exemptible

PLUS

2. Successful completion of the Individual Assessment of Homeopathic Competencies for Grandparented Class registration (demonstration of competencies through cases).

*This requirement is exemptible. In order to be granted an exemption, an applicant must be able to provide proof that the exemptible requirement has been met in another way and the granting of the exemption causes no risk to the public. For more information contact the College. (See policy: [REG AD 04 Exemptions – 750-Hour Requirement.](http://www.collegeofhomeopaths.on.ca/pages/policies.html)*
Choosing an Entry Point into the College of Homeopaths of Ontario

<table>
<thead>
<tr>
<th>Eligible Class</th>
<th>Current Practitioner in Ontario OR Former Practitioner OR International Practitioner</th>
<th>Recent Graduate – Within 12 Months of Graduation When Application is Submitted</th>
<th>Graduate – More Than 12 Months After Graduation When Application is Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>Form A.2</td>
<td>Form A.1</td>
<td>Form A.1</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>1 year following proclamation</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Transcript Required</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>750 Practice Hours Required</td>
<td>Yes*</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Individual Assessment</td>
<td>Full</td>
<td>Grandparented</td>
<td>Full</td>
</tr>
<tr>
<td>Description</td>
<td>1. Have practiced the profession of homeopathy for a minimum of 750 hours in ANY three-year (36-month) period prior to submitting the application. [Note: For practitioners in Ontario who are applying to the College, clinical practice hours earned after proclamation do not qualify in the calculation of clinical practice hours.] *Exemptible PLUS 2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through cases and demonstration of theoretical knowledge through essay).</td>
<td>1. Successful completion of a post-secondary program in homeopathy in Ontario approved by the College OR successful completion of a program in homeopathy, combined with other education or training considered substantially equivalent by the Registration Committee, AND/OR INCLUDING 2. Successful completion of a program of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact. PLUS 3. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through cases and demonstration of the theoretical knowledge through essay).</td>
<td>1. If it has been more than 12 months since the applicant’s graduation from the homeopathy program, successful completion of a refresher program approved by the Registration Committee within the 12 months immediately before the date of the application. [Note: For practitioners in Ontario who are applying to the College, clinical practice hours earned after proclamation do not qualify in the calculation of clinical practice hours.] PLUS 2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through cases and demonstration of theoretical knowledge through essay).</td>
</tr>
</tbody>
</table>

* This requirement is exemptible. In order to be granted an exemption, an applicant must be able to provide proof that the exemptible requirement has been met in another way and the granting of the exemption causes no risk to the public. For more information contact the College. (See policy: REG AD 04 Exemptions – 750-Hour Requirement.)

Table applicable from opening of application process to one year following proclamation. For more information visit www.collegeofhomeopaths.on.ca or call 416-862-4780 / 1-844-862-4780.
Full Class registration with the College is a permanent registration class that will be the only entry-point for registration with the College after the first year following proclamation (i.e. on day 366 and onwards). Individuals who register in the Full Class will not be required to change their registration status once registered.

Applicants are eligible for registration in the Full Class if they meet the criteria listed in one of the following routes:

**Within 12 Months of Graduation**

**Route A**
1. Successful completion of a post-secondary program in homeopathy in Ontario approved by the College OR successful completion of a program in homeopathy, combined with other education or training considered substantially equivalent by the Registration Committee,

AND / OR INCLUDING
2. Successful completion of a program of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact.

PLUS
3. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through cases plus demonstration of theoretical knowledge through essay).

**More Than 12 Months After Graduation**

If it has been more than 12 months since the applicant’s graduation from an approved homeopathy program before the date on which the applicant submits his or her completed application, the applicant must have met the requirements in either Route B or Route C.

**Route B**
1. Completion of a minimum of 750 practice hours in the three (3) years immediately before the date of the application. [Please Note: For practitioners in Ontario who are applying to the College, clinical practice hours earned in Ontario after proclamation do not qualify in the calculation of clinical practice hours.]

PLUS
2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through cases plus demonstration of theoretical knowledge through essay).

**Route C**
1. Successful completion of a refresher program approved by the Registration Committee within the 12 months immediately before the date of the application.

PLUS
2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through cases plus demonstration of theoretical knowledge through essay).
Class-Specific Registration Requirements

Approved Homeopathy Programs and Equivalency
Requirement: Full Class Application Form (Form A.1)

As of January 2015, there are no post-secondary programs in homeopathy that have been approved by the transitional Council of the College and no combinations of education and training that have been granted equivalency. The College will review each application for Full Class registration on an individual basis and, if referred to the Registration Committee, the education program will be assessed by a panel of the Registration Committee. These assessments will provide a standard for eventual program approval and equivalency.

As more information on the approval of homeopathy programs becomes available it will be announced and posted on the College website.

Program of Clinical Experience
Requirement: Full Class Application Form (Form A.1)

In many cases, the clinical experience requirement would be included in a post-secondary program in homeopathy. If clinical experience was not included in the post-secondary program, applicants for Full Class registration must have completed 225 hours of direct client contact in a structured, comprehensive, supervised, and evaluated format over the course of a minimum of 45 weeks.

Practice Hours
Requirement:
- Grandparented Class Application Form (Form A.2) – including those current practitioners seeking Full Class
- Full Class Application Form (Form A.1) – graduates who completed their program more than 12 months prior

For all applicants who are required to demonstrate 750 practice hours, a minimum of 500 of the 750 hours must consist of direct patient contact. Clinical experience hours are based on patient visits. For the purposes of meeting the registration requirements, each intake visit counts as two hours and each follow-up visit counts as one hour, regardless of the time the applicant actually spent in each patient visit. This is in order to ensure that all applicants are calculating hours the same way.

When demonstrating practice hours, a maximum of 250 of the 750 hours can consist of non-clinical experience. The Registration Regulation indicates specific categories of non-clinical experience that can be counted towards practice hours. They are:
- Formal professional development
- Academic research
- Employment teaching hours
- Employment related direct supervision
- Employment related administration
The College has specific criteria for each of these categories and specified hours that can be claimed for each category. Information on the criteria, hours and what constitutes acceptable proof for each category is detailed in the policy REG CS 05 Grandparented Class, Breakdown of 750-Hours and the policy REG CS 04 Full Class, Breakdown of 750-Hours, which can be found on the College website at: http://www.collegeofhomeopaths.on.ca/pages/policies.html.

It is crucial that applicants read the policy Breakdown of 750-Hours in order to determine the validity of non-clinical experience.

As part of the registration application process, applicants will be asked to record their practice hours by year for the three-year (36-month) period. The College encourages applicants to begin tracking hours as soon as possible to avoid delays in completing their application form.

All practice hours must be verifiable in order to be recorded. Applicants are not required to provide verification of their hours at the time of application; however, they may be audited through the College and would be required to provide verification at that time. If practice hours cannot be verified at the time of audit, the College could take action, resulting in possible discipline proceedings or revocation of registration.

Please Note: It is NOT a requirement for clinical practice hours to be paid, however all unpaid hours must be verifiable in order to be included on the application form.

For applicants completing a Grandparented Class Application Form (Form A.2), the College will accept any three-year (36-month) period, prior to the application, in which 750 hours of homeopathy practice was completed.

Please Note: This requirement is exemptible. Please see pages 10-11 of this guide for information about exemption from 750 practice hours for the Grandparented Class application form.

For applicants completing a Full Class Application Form (Form A.1) who graduated more than 12 months ago, in order to prove competency in the profession, the applicant must demonstrate 750 hours of homeopathy practice over a three-year (36-month) period immediately before the date of the application.

### Individual Assessment

#### Requirement: All Applicants

The Individual Assessment (IA) process is different for Full Class registration and Grandparented Class registration. The IA has been designed in order that the College can determine whether applicants have the necessary understanding of homeopathic competencies to practice safely and effectively. The process is a paper-based evaluation, relying on applicant descriptions of three previous client cases and one essay on the theory and practice of homeopathy. The IA is performed by a third-party expert in psychometric assessment. It will take time for applicants to complete the IA process, therefore applicants are advised to begin the process as soon as possible in order to avoid delays in completing their application form.
For detailed information on the IA and how to begin the process, visit the IA page on the College website at: http://www.collegeofhomeopaths.on.ca/pages/ia.html.

Additional Registration Requirements

Requirement: All Applicants

There are additional registration requirements that apply to both classes of registration. Details of these are listed below:

1. Successful completion of the Jurisprudence Course
2. Certification in Healthcare Provider CPR and Standard First Aid *Exemptible
3. Criminal Background Check
4. Proof of Professional Liability Insurance in the amount designated in the Bylaws
5. Reasonable fluency in either French or English
6. Declaration regarding character and any past or present registration with another regulatory body

*See the section in this guide on exemptions, pages 10 – 11.

1. Jurisprudence Course
The Jurisprudence Course is designed to provide applicants with a necessary understanding of the requirements of practicing homeopathy in a regulated environment and to familiarize them with the laws and regulations governing the profession. Study materials are supplied on the College website and the online portion of the course is expected to take an average of 6 hours to complete, although students work individually and at their own pace. Applicants can begin the course at any time and are encouraged to do so as soon as possible in order to avoid delays in completing their application form.

For detailed information about the Jurisprudence Course and how to begin studying, visit the Jurisprudence page of the College website at: http://www.collegeofhomeopaths.on.ca/pages/jurisprudence.html.

Applicants will be required to submit a photocopy of their certificate of successful completion of the Jurisprudence Course with their application form.

2. Healthcare Provider CPR and Standard First Aid
The College considers it in the public interest for homeopaths to be trained in both First Aid and CPR. When applicants register for a First Aid program, they must ensure that they complete a minimum Standard First Aid level and a minimum Healthcare Provider level CPR program. These are regular levels of training and should be available throughout the province from numerous providers at multiple dates and times. Training at a lower level will not be accepted.

The College does not endorse any specific programs; however, the program must meet the minimum criteria set by the International Liaison Committee on Resuscitation (ILCOR).

To find training in your area, search online or in the Yellow Pages.
Applicants will be required to submit notarized photocopies of their Standard First Aid and Healthcare Provider CPR certificates or wallet-size cards with their application form.

The policy REG CS 03 Requirements of First Aid and CPR is available on the College website at: http://www.collegeofhomeopaths.on.ca/pages/requirements.html.

3. Criminal Background Check
The requirement for a Criminal Background Check can help to inform the College of the background and character of an applicant and assist in ensuring that they will practice the profession safely and in a professional manner.

The background check required is a Criminal Record Check based on the full legal name, all former names (if applicable) and birthdate. This can be obtained from a local police department. Depending on the individual police department, the Criminal Record Check can take weeks to process, so it is best to begin as soon as possible. Depending on the results of the Criminal Record Check, the College reserves the right to request a more extensive background check or further information from the applicant.

Applicants can begin the process by contacting their local police department and obtaining information about submitting an application for the background check.

Applicants will be required to submit the original criminal background check with their application form.

The policy REG GR 02 Criminal Background Check is available on the College website at: http://www.collegeofhomeopaths.on.ca/pages/requirements.html.

4. Proof of Professional Liability Insurance
In the interest of public protection and their own protection, all Registrants must have professional liability insurance. Applicants must provide proof of professional liability insurance in order for the Registrar to issue a Certificate of Registration. The minimum requirements of this insurance include:

- $1,000,000 coverage per occurrence;
- Annual aggregate coverage of no less than $5,000,000;
- A deductible of no more than $1,000 per occurrence;
- Run-off coverage (sometimes called “enduring” or “tail coverage”) for a minimum of three years following expiry or cancellation of the policy;
- The insurance must be provided by an insurer licensed with the Financial Services Commission of Ontario, the office of the Superintendent of Financial Institutions of Canada or a body outside of Ontario that the Registrar considers substantially equivalent to the Financial Services Commission of Ontario.

Applicants who currently have professional liability insurance that complies with these requirements must submit a photocopy of their insurance certificate with the application form.

Applicants who do not currently have professional liability insurance that complies with these requirements must declare their eligibility for this insurance on their application form and must submit a photocopy of their insurance certificate with the application form.
Certificate within 30 days of receiving written confirmation from the College that their application is approved. The Certificate of Registration will not be issued until the College has received proof from the applicant that they have professional liability insurance that meets the requirements of the policy.

The policy **REG GR 03 Professional Liability Insurance** is available on the College website at: [http://www.collegeofhomeopaths.on.ca/pages/requirements.html](http://www.collegeofhomeopaths.on.ca/pages/requirements.html).

5. Language Fluency
In order to ensure that registered homeopaths are able to provide patient care and interact with the health care system in Ontario, fluency in either French or English is required. Language fluency can be proven in one of three ways:

- A declaration that French or English is the applicant's first language and that they are fluent in one of the two;
- Completion of a post-secondary education program in homeopathy that was taught in English or French; or
- Successful completion of a Canadian Language Benchmark assessment, minimum level 7.

For applicants who need to complete the language assessment, this is done through a test offered by the Centre for Canadian Language Benchmarks. Information on the language assessment process is available on the College website at: [http://www.collegeofhomeopaths.on.ca/pages/requirements.html](http://www.collegeofhomeopaths.on.ca/pages/requirements.html).

Applicants who have completed a Canadian Language Benchmark assessment must submit a notarized photocopy of their certificate with their application form.

The policy **REG GR 01 Language Requirement and English and French Standards** is available on the College website at: [http://www.collegeofhomeopaths.on.ca/pages/requirements.html](http://www.collegeofhomeopaths.on.ca/pages/requirements.html).

6. Declaration Regarding Character / Past Registration
The College expects Registrants to adhere to the values shared by society and to conduct themselves with integrity and professionalism. For this reason, applicants are required to disclose any previous or current registration with other regulatory bodies and to obtain verification from those bodies that they were/are members in good standing. In addition, applicants are required to report any prior proceedings, criminal or regulatory, and to provide information about the outcome of the proceeding(s).

The intent of this process is to have all potentially relevant matters reported so that the College can then evaluate the significance of the events. It may be that even though there has been an event in the past, it no longer reflects significantly on the suitability of the applicant to become a Registrant of the College. Factors such as the nature of the event, how long ago it occurred, and the applicant's growth/reformation since the time of the event are taken into consideration. The primary issue is the current competence and character of the applicant. Reporting requirements apply whether the event took place in Ontario or another jurisdiction.

After considering the evidence provided, the Registration Committee may approve the application, request additional information, approve with terms, limitations or conditions, or reject the application.
Notarization

All registration related documents being submitted with the application must be notarized photocopies with the exception of the Jurisprudence Course certificate of completion, proof of successful completion of the Individual Assessment, and professional liability insurance, which may be photocopies. The Criminal Background Check must be the original. Notarizing of documents provides assurance to the College that the originals and photocopies have been reviewed and that the photocopy is an authentic reproduction of the unaltered original.

In addition to the notarized photocopies, Form E – Statutory Declaration must be notarized. This provides assurance to the College that the declarations in the application and signature are those of the applicant. Form E can be found on the College website at: http://www.collegeofhomeopaths.on.ca/pages/forms.html.

In Ontario, Notary Public is a position appointed by the Ministry of Government Services. To find a Notary Public, search online or in the Yellow Pages. If you wish to use a lawyer to notarize documents, please ensure that he or she is a Notary Public, as not all lawyers have this designation.

Applicants from outside of Ontario may use an individual with the legal authority within their jurisdiction to notarize the documents.

Translation

For applicants submitting application documents in a language other than French or English, these documents must be translated into either French or English prior to submission. Translations must be performed by a certified member of the Association of Translators and Interpreters of Ontario or another member organization of the Canadian Translators, Terminologists and Interpreters Council. In the event that a certified member cannot be found for the language required, please contact the College to discuss alternative translation.

The applicant is responsible for the cost of translation. Notarized copies of both the original and the translated documents must be submitted with the application form.

Registration Requirement Exemptions

Exemption from Requirement of 750 Practice Hours
The requirement for 750 practice hours completed within any three-year (36-month) period for the Grandparented Class is an exemptible registration requirement. This means that if an applicant to the Grandparented Class does not have or cannot validate 750 practice hours within any three-year period, they may request an exemption. For information on the process for requesting an exemption, see the policy REG AD 05 Requesting an Exemption and the policy REG AD 04 Exemptions – 750-Hour Requirement, both of which can be found on the College website at: http://www.collegeofhomeopaths.on.ca/pages/requirements.html.
Applicants to the Grandparented Class who are requesting an exemption must complete Form F – Request for Exemption of Exemptible Registration Requirements and submit with their application form. Form F can be found on the College website at: http://www.collegeofhomeopaths.on.ca/pages/forms.html.

This exemption is only available to applicants who are completing a Grandparented Class application form.

Exemption from Requirement of Standard First Aid and Healthcare Provider CPR

The requirement for Standard First Aid and Healthcare Provider CPR is an exemptible requirement for both classes of registration. This means that if an applicant cannot obtain Standard First Aid and/or Healthcare Provider CPR due to extremely rare circumstances, they may request an exemption. For information on the process for requesting an exemption, see the policy REG AD 05 Requesting an Exemption, which can be found on the College website at: http://www.collegeofhomeopaths.on.ca/pages/requirements.html.

If an applicant is requesting an exemption from the requirement for Standard First Aid and Healthcare Provider CPR, the applicant must submit a written statement explaining the circumstances for the request with the submission of the application form.

Please Note: It is anticipated that exemptions to the Standard First Aid and CPR requirements will be extremely rare. In order to be granted an exemption, an applicant must be able to provide proof that the exemptible requirement cannot be met, that it has been met in another way and that the granting of the exemption causes no risk to the public.

Applying for Registration

In order to apply for registration with the College, applicants must complete and submit the Application for Registration in the applicable class. Each registration application form for Full Class (Form A.1) and Grandparented Class (Form A.2) has a related Application Guide which explains the application process, how to complete the form and what documentation needs to be submitted with the application form. Additionally, applicants are requested to complete the Application Checklist and submit it to the College along with all required documents.

Processing the Application

Once an application is submitted it is reviewed by staff. Incomplete applications will be held until all documentation is received before processing. The applicant will be contacted by the College if there are any deficiencies.

An application is not considered complete and will not be processed until all required elements have been received by the College. Failure to submit copies of required documentation will delay the processing of the application.

Completed applications will be processed as expediently as possible. During the initial year following proclamation, it is expected that processing completed applications could take up to 12 weeks, as the College will be clarifying and refining the process during this time to ensure transparent, objective, impartial and fair review of applications. The College will be contacting applicants if their application will be delayed beyond a 6-week timeframe.
For your own records, make a photocopy of all documents being submitted to the College.

Factors that may delay the processing of an application include:

- Failing to provide evidence of having practiced the profession or graduating from a program that does not meet the requirements outlined in the Registration Regulation;
- Failing to provide evidence of language proficiency in either English or French;
- Failing to submit translations of documents that are not in French or English;
- Failing to successfully complete the required Individual Assessment, Jurisprudence Course, and/or CPR and First Aid;
- Information about the applicant’s conduct, competence or health that may require further review and follow-up;
- Requesting an exemption of exemptible registration requirements;
- Failing to produce any documentation requested by the College.

If the application is complete and it is determined that the applicant has met all criteria, registration will be approved and the registration fee will be requested. Upon receipt of the registration fee, the Registrar will issue a Certificate of Registration effective the date of proclamation (if proclamation has not yet occurred) or the date of receipt of fees (if proclamation has already occurred).

If the application is complete but any of the information provided requires review by the Registration Committee, the applicant will be notified and invited to provide further information to the Registration Committee within 30 days of the notice. All requests for exemption of exemptible registration requirements will be reviewed by a panel of the Registration Committee.

The Registration Committee will review the application and make an order doing any one or more of the following:

- Direct the Registrar to issue a Certificate of Registration;
- Direct the Registrar to issue a Certificate of Registration if the applicant successfully completes examinations [or assessment] or additional training;
- Direct the Registrar to impose specified terms, conditions and/or limitations on a Certificate of Registration and specifying a limitation on the applicant’s right to apply for variation to those terms; or
- Direct the Registrar to refuse to issue a Certificate of Registration.

If registration is denied, the decision and reasons of the Registration Committee will be mailed to the applicant within 30 days of the decision being reached. The applicant will be provided with information on the process for appealing a decision of the Registration Committee. Further information can be found in Schedule 2 - Health Professions Procedural Code of the Regulated Health Professions Act, 1991.

It is in the best interest of all applicants to begin the registration process as soon as possible.
Fee Schedule

Not all fees are shown in the table below. For a full fee schedule please consult the Bylaws. (See: Bylaw 19.03).

Fees payable by Registrants and others are as follows and such amounts do not include the applicable taxes which must also be paid as part of the fee.

<table>
<thead>
<tr>
<th>FEE ITEM</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Fees Relating to Assessments</strong> (effective December 5, 2014)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Fee for Approving or Administering Individual Prior Learning Assessment of eligibility in Full Class of Registration</td>
<td>$650</td>
<td>TBD</td>
</tr>
<tr>
<td>2. Fee for Approving or Administering Individual Prior Learning Assessment of eligibility in Grandparented Class of Registration</td>
<td>$500</td>
<td>TBD</td>
</tr>
<tr>
<td>3. Fee for Approving or Administering Individual Prior Learning Assessment of eligibility in Full Class of Registration for individuals currently holding a Grandparented Certificate of Registration</td>
<td>$350</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>B. Fees Relating to Applications for Initial Registration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Initial Registration Application Fee</td>
<td>$275</td>
<td>$275</td>
</tr>
<tr>
<td>2. Registration Fee (Full or Grandparented) within the First Year After Proclamation</td>
<td>$650 to 61 days post proclamation $850 as of 62 days post proclamation</td>
<td>—</td>
</tr>
<tr>
<td>3. Registration Fee One Year After Proclamation (Full)</td>
<td>—</td>
<td>$850</td>
</tr>
<tr>
<td>4. Registration Fee (Inactive)</td>
<td>$650</td>
<td>$725</td>
</tr>
<tr>
<td>5. Transfer to a Different Class Fee</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>6. Jurisprudence Program Fee (effective November 1, 2013)</td>
<td>$50</td>
<td>$75</td>
</tr>
</tbody>
</table>

*Individual Assessment services are provided by an external third party provider.*
Next Steps

The steps outlined below are a guide to applicants as they begin their registration process with the College. Please keep in mind that assessments and other registration requirements must be completed before the application form is submitted to the College. The deadline for completed Grandparented Class Application Forms (Form A.2) is 1 year after the date of proclamation. **Therefore, applicants who are completing a Grandparented Class Application Form (Form A.2) are strongly encouraged to obtain the documents necessary for their application well in advance of the deadline.**

There is no deadline for the Full Class Application Form (Form A.1).

**Please Note:** Any practitioner who does not submit an application form before the Grandparented Class application deadline will be required to complete all eligibility requirements needed for Full Class registration, including education requirements. Once proclamation occurs, individuals who are not registered with the College will not be able to use the title and designation “Homeopath” and “Hom” in Ontario.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Related Fee (includes HST) as of January 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify the application form that you need to complete and read the Application Guide for that form. Guides are available on the College website.</td>
<td>None.</td>
</tr>
</tbody>
</table>
| 2.   | Complete the Individual Assessment through HRSG. | • Grandparented Class: $565.00  
• Full Class: $734.50 |
| 3.   | Complete the Jurisprudence Course. | • Grandparented Class: $56.50  
• Full Class: $56.50 |
| 4.   | Complete all other registration requirements, including: Healthcare Provider CPR and Standard First Aid, Criminal Background Check, Professional Liability Insurance, Canadian Language Benchmark assessment (if applicable), and translations (if applicable). | Varies for each applicant; fees not determined by the CHO. |
| 5.   | Forward all applicable forms related to your education program (Form B - Certificate of Dean or Principal) and / or previous professional regulation (Form C - Certificate of Professional Conduct) to the relevant bodies / boards. | Varies for each applicant; fees not determined by the CHO. Regulatory bodies and schools may charge fees for documentation. |
| 6.   | Obtain notarization on all applicable documents that will be submitted. | Varies for each applicant; fees not determined by the CHO. |
| 7.   | Submit the application form, all related forms, and all additional documents to the College that are noted in the Application Checklist. | • $310.75 for all applications for initial registration |

The following documents are available on the College website to assist you in completing your Application Form:

- Full Class / Grandparented Class:
  - Application for Registration (Form A.1 / Form A.2)
  - Application Guide
  - Application Checklist
- Registration Forms B – G
- Registration Policies
Contact Information

If you have any questions that have not been answered by this guide or by the Application Guides, please contact a registration staff member at the College.

College of Homeopaths of Ontario

Mailing Address: 163 Queen Street East, 4th Floor, Toronto, Ontario, M5A 1S1
Website: www.collegeofhomeopaths.on.ca
Tel: 416-862-4780
Toll free in Ontario: 1-844-862-4780
E-mail: registration@collegeofhomeopaths.on.ca

Collection of Personal Information

The College of Homeopaths of Ontario (the College) collects the information in the Application Form and other forms in the registration or reinstatement process under the general authority of the Regulated Health Professions Act, 1991, S.O. 1991, c. 18; the Homeopathy Act, 1991, S.O. 2007; and its regulations; and the College’s Bylaws. The College collects the information for the purpose of assessing eligibility for registration or reinstatement.

Upon registration or reinstatement with the College, the information will become part of your membership file with the College and may be used in the course of the College performing its regulatory role as outlined in the Regulated Health Professions Act. It may also be used for aggregate statistical reporting and analysis within the College and externally.

Appropriate measures are taken to safeguard the confidentiality of the personal information you provide and all documents become the property of the College.

If you have any questions about the collection, use and/or disclosure of this information, contact the College’s Privacy Officer at College of Homeopaths of Ontario, 163 Queen Street East, 4th Floor, Toronto, ON M5A 1S1, 416 862-4803, or by email at admmgr@collegeofhomeopaths.on.ca.