

How to Register with the College of Homeopaths of Ontario

Thank you for your interest in the College of Homeopaths of Ontario. There are two entrypoint classes for registration: **Full** and **Grandparented**. All initial Certificates of Registration will be issued in one of these two classes.

1 **READ THE GUIDE TO REGISTRATION**
Download and read the Guide to Registration located on the College website.

2 **CREATE A USER ACCOUNT**
Create a user account on the College website and begin the application form. Follow the directions on the online form. You can log-in and log-out of your account as needed. Every applicant must complete either **Form A.1** (for recent graduates) or **Form A.2** (for current practitioners). **Make sure to read the Guide for your application form for more information.**

<https://app.collegeofhomeopaths.on.ca/en/client>

3 **COMPLETE THE INDIVIDUAL ASSESSMENT**
Complete the **Individual Assessment** by sending your three patient cases, your essay (if applying for Full Class) and payment to **Human Resource Systems Group (HRSG)**, the College's third-party assessor. HRSG will send the results directly to you. The date of completion is the date on your congratulatory letter.

www.collegeofhomeopaths.on.ca/pages/ia.html
\$650 + HST for three cases and essay
\$500 + HST for three cases only
\$350 + HST for essay only
Send your submission and payment directly to HRSG.

4 **COMPLETE THE JURISPRUDENCE COURSE**
Complete the **Jurisprudence Course** by creating a Jurisprudence user account on the College website, studying the material in the Jurisprudence Manual, completing the 17 quizzes online, and printing your Certificate of Completion.

www.collegeofhomeopaths.on.ca/pages/jurisprudence.html
\$50 + HST to complete all 17 quizzes
Submit your payment online or mail a certified cheque to the College.

5 **GATHER SUPPORTING DOCUMENTS**
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).

Fees determined by the provider. Applicants must contact the provider of their choice. The College does not endorse any training or insurance providers.

6 **SEND FORM B AND FORM C**
(does not apply to all applicants)
Send **Form B - Certificate of Dean or Principal** to your educational institution (if you are a recent graduate) and send **Form C - Certificate of Professional Conduct** to your other regulatory body (if you are currently or were previously licensed with another health regulatory or licensing body in any country).

Fees for transcripts and other documents are determined by the educational institution and regulatory body.
Mail Form B / Form C directly to the relevant address.

These steps may be completed in any order by applicants. It is possible to complete some steps concurrently.

7 **SUBMIT APPLICATION FORM**
Submit the online application form by clicking "**Submit**" in your online user account. The form is electronically sent to the College. Then mail a package of all required supporting documents to the College that are noted in the **Application Checklist** (this includes 3, 4 and 5 listed above).

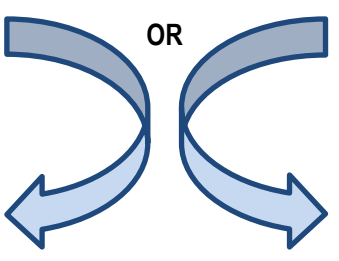
<https://app.collegeofhomeopaths.on.ca/en/client>
\$275 + HST non-refundable application fee
Mail all supporting documents directly to the College.

APPLICATION RECEIVED AND REVIEWED
The College will notify you when your application form and all supporting documents have been received. **It could take up to 12 weeks to process your application package.** Applicants will be notified if there is any missing information.

\$850 + HST registration fee (annual registration fee)
Submit your payment directly to the College.

REGISTRATION REFUSED
The applicant can appeal internally to the College and/or externally to HPARB.

REFERRAL TO REGISTRATION COMMITTEE
If the Registrar has doubts that the applicant meets the requirements, the application will be referred to the Registration Committee.



CERTIFICATE OF REGISTRATION ISSUED
If the applicant meets all of the requirements then a Certificate of Registration will be issued when the registration fee and proof of insurance have been received by the College. The Registrant will appear on the Public Register.

Registration fee payment (see above)