



# College of Homeopaths of Ontario Registration Policies

---

Title:	Audit Process
Category:	Administrative
Distribution:	Internal / External
Policy Number:	REG AD 07
Status:	Final Approval from Council
Revision:	June 23, 2014

---

*Note to Readers: In the event of any inconsistency between this document and the legislation that affects homeopathy practice, the legislation governs. The College has the power and authority to implement the applicable acts and regulations under the Regulated Health Professions Act, 1991. The factors outlined in this policy will be considered and every application will be reviewed on a case by case basis. If you have a question on how this policy affects your individual situation please contact the College directly.*

*It is important to note that College publications may be used by the College or other bodies in determining the interpretation of the provisions within the Homeopathy Act, 2007, its regulations and the College's Bylaws.*

## **Applicable Categories of Registration (unless otherwise noted):**

1. Registrant Full Certificate of Registration
2. Registrant Grandparented Certificate of Registration
3. Registrant Inactive Certificate of Registration

**Applicable CHO Regulation:** Registration 18/14 Provision 4.(2).

## **Policy**

Up to ten per cent (10%) of Registrants will be selected on an annual basis by random sampling for review of documents supporting the application and registration process. Eligible Registrants will have not been selected for a records audit within the past twelve months.

## **Purpose and Principles(s)**

To ensure accuracy in proof of documentation referenced in a Registrant's documents for application and renewal.

If there is a request from the College to participate in the audit process, it is expected that a Registrant shall comply. Failure to reply appropriately and within 30 days to a written inquiry or a request from the College could result in a finding of professional misconduct.

## **Procedure**

Up to ten per cent (10%) of eligible Registrants will be selected at random by the Registrar or Registration Committee once every fiscal year.

In accordance with the College's Professional Practice Guideline on Record Keeping and Privacy of Information, records are to be kept for ten (10) years. For the purposes of this policy, application and registration records are included in this timeframe.

## **Definitions**

### **Random Sampling**

Random sampling means a sampling where groups of Registrants are,  
(a) removed from the pool of Registrants to be sampled, or  
(b) weighted to increase or decrease the likelihood of their being selected.

## **Related Policies, Standards, Guidelines and Regulations**

*Homeopathy Act, 2007, Ontario Regulation 18/14 Registration* [Note: This regulation is not yet in force. It comes into force on the day named by proclamation by the Lieutenant Governor.]

## **Requirements for issuance of certificate of registration, any class**

4. (2) An applicant shall be deemed not to have satisfied the registration requirements for a certificate of registration if the applicant makes a false or misleading statement or representation on or in connection with his or her application, and any certificate of registration issued to such an applicant may be revoked by the Registrar.