



College of Homeopaths of Ontario Registration Policies

Title: Change of Information to be Provided to the College

Category: Administrative
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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. Applicant or Registrant Full Certificate of Registration
2. Applicant or Registrant Grandparented Certificate of Registration
3. Registrant Inactive Certificate of Registration

Type of Requirement: Exemptible for Applicants. Terms, Conditions and Limitations for Registrants. This is a misconduct definition and Bylaw requirement for Registrants.

Applicable CHO Regulation/Bylaw: Sections 4 and 5 and paragraph 1.46 of the Professional Misconduct Regulation; in conjunction with College of Homeopaths of Ontario Bylaws 21.09 and 21.10

Policy

The College, in accordance with the Bylaws, shall be notified of changes of information immediately upon request or within thirty (30) days of the effective date of change or as specified in Regulation, Act, Bylaw or policy.

Purpose and Principles(s)

The Applicant's/Registrant's file must be accurate and up-to-date. Information updates should not wait until renewal time.

Procedure

1. The Applicant shall:
 - a. Immediately provide to the College, in writing, any change to the information that has been self-declared;
 - b. Immediately provide the College, in writing, any change to the information outlined in Bylaw 21.09 and 21.10;
 - c. Immediately endeavor to notify the College, in writing, of any changes to their information.

2. The Registrant shall:
 - a. As soon as possible and no later than thirty (30) days after the event occurs provide the College, in writing, any change to the information that has been self-declared (O.Reg. 18/14 s.5(1));
 - b. Within thirty (30) days after the event, provide the College, in writing, any change to the information outlined in Bylaw 21.09 and 21.10;
 - c. Endeavor to notify the College, in writing, of any changes to their information within thirty (30) days of the effective date of the change.

Possible Outcomes

For Applicants:

After considering all of the information provided in the completed application, the Registration Committee will make one of the following decisions based, in accordance with section 18(2) of the Health Professions Procedural Code:

1. Direct the Registrar to issue a Certificate of Registration.
2. Direct the Registrar to issue a Certificate of Registration if the Applicant successfully completes examinations [or assessment¹] set or approved by the panel.
3. Direct the Registrar to issue a Certificate of Registration if the Applicant successfully completes additional training specified by the panel.
4. Direct the Registrar to impose specified terms, conditions and/or limitations on a Certificate of Registration of the Applicant and specifying a limitation on the Applicant's right to apply under subsection 19 (1).
5. Direct the Registrar to refuse to issue a Certificate of Registration.

The Registration Committee will provide Decisions and Reasons unless it directs the Registrar to issue a Certificate of Registration.

For Registrants:

After considering all of the information provided with the submission, the Registration Committee may take the following steps:

1. Take no action if the new information provided is not deemed to be significant.
2. Refer the matter to a Panel of the Registration Committee, who may make one of the following decisions:
 - a. Direct the Registrar to apply specified terms, conditions and/or limitations to the Registrant's Certificate of Registration.
 - b. Direct the Registrar to vary specified terms, conditions and/or limitations in the Registrar's proposal.
 - c. Direct the Registrar to suspend or revoke the Certificate of Registration.
3. The Panel of the Registration Committee will provide Decisions and Reasons for any decision it renders.

Related Policies, Standards, Guidelines and Regulations

CHO Registration Policy REG AD 01 Registration Appeals Process and Timelines

¹ CHO utilizes the individual assessment process.

Health Professions Procedural Code, Schedule 2 of the Regulated Health Professions Act, 1991

Consideration by panel

18. (1) An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15 (3) or within any longer period the Registrar may specify in the notice.

Orders by panel

(2) After considering the application and the submissions, the panel may make an order doing any one or more of the following:

1. Directing the Registrar to issue a certificate of registration.
2. Directing the Registrar to issue a certificate of registration if the applicant successfully completes examinations set or approved by the panel.
3. Directing the Registrar to issue a certificate of registration if the applicant successfully completes additional training specified by the panel.
4. Directing the Registrar to impose specified terms, conditions and limitations on a certificate of registration of the applicant and specifying a limitation on the applicant's right to apply under subsection 19 (1).
5. Directing the Registrar to refuse to issue a certificate of registration.

Application for variation

19. (1) A member may apply to the Registration Committee for an order directing the Registrar to remove or modify any term, condition or limitation imposed on the member's certificate of registration as a result of a registration proceeding. 1991, c. 18, Sched. 2, s. 19 (1).

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. (1) An applicant must satisfy the following requirements for the issuance of a certificate of registration of any class:

1. The applicant must, at the time of application, provide written details about any of the following that relate to the applicant, and where any of the following change with respect to the applicant after submitting the application but before the issuance of a certificate, the applicant must immediately provide written details with respect to the change:
 - i. A finding of guilt for any of the following:
 - A. A criminal offence.
 - B. An offence resulting in a fine greater than \$1,000 or any form of custody or detention.
 - ii. A finding of professional misconduct, incompetence or incapacity, or any similar finding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.
 - iii. A current proceeding for professional misconduct, incompetence or incapacity, or any similar proceeding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.
 - iv. A finding of professional negligence or malpractice in any jurisdiction.
 - v. A refusal by any body responsible for the regulation of a health profession in any jurisdiction to register or license the applicant.
 - vi. An attempt to pass a registration examination or assessment which is required for the purposes of being licensed or certified to practise any regulated health profession, whether in Ontario or another jurisdiction, that has not resulted in a passing grade.

- vii. Whether the applicant was in good standing at the time he or she ceased being registered with a body responsible for the regulation of another health profession in Ontario or of any health profession in any other jurisdiction.
- viii. Where the applicant is a member of another regulated health profession in Ontario or any regulated health profession in another jurisdiction, any failure by the applicant to comply with any obligation to pay fees or provide information to the body responsible for the regulation of such a profession, the initiation of any investigations by such a body in respect of the applicant or the imposition of sanctions on the applicant by such a body.
- ix. Any other event that would provide reasonable grounds for the belief that the applicant will not practise homeopathy in a safe and professional manner.

Terms, conditions and limitations of every certificate

5. Every certificate of registration is subject to the following terms, conditions and limitations:

1. The member shall provide the College with written details about any of the following that relate to the member as soon as possible and in any event no later than 30 days after the event occurs:
 - i. A finding of professional misconduct, incompetence or incapacity, or any similar finding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.
 - ii. A current proceeding for professional misconduct, incompetence or incapacity, or any similar proceeding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.
 - iii. A finding of professional negligence or malpractice in any jurisdiction.
 - iv. A refusal by any body responsible for the regulation of a health profession in any jurisdiction to register or license the member.
 - v. An attempt to pass a registration examination or assessment required for the purposes of being licensed or certified to practise any regulated health profession, whether in Ontario or another jurisdiction, that has not resulted in a passing grade.
 - vi. Whether the member was in good standing at the time he or she ceased being registered with a body responsible for the regulation of another health profession in Ontario or of any health profession in any other jurisdiction.
 - vii. Where the member is a member of another regulated health profession in Ontario or any regulated health profession in another jurisdiction, any failure by the member to comply with any obligation to pay fees or provide information to the body responsible for the regulation of such a profession, the initiation of any investigations by such a body in respect of the member or the imposition of sanctions on the member by such a body.
 - viii. Any other event that would provide reasonable grounds for the belief that the member will not practise homeopathy in a safe and professional manner.

2. The member shall provide the College with written details about any finding of guilt relating to any offence as soon as possible after receiving notice of the finding, but not later than 30 days after receiving the notice.

Homeopathy Act, 2007, Ontario Regulation 315/12 Professional Misconduct [Note: This regulation is not yet in force. It comes into force on the day named by proclamation by the Lieutenant Governor.]

1. 46. Failing to reply appropriately and within 30 days to a written inquiry or request from the College.

College of Homeopaths of Ontario Bylaws, July 29, 2013

21.09 – Providing Information to the College

If requested, the Registrant shall immediately provide the College with the following information, in the form requested by the College:

- (i) information required to be maintained in the register in accordance with subsection 23(2) of the Code and these by-laws;
- (ii) the address and telephone number of the Registrant's primary residence in Ontario and, if the Registrant does not reside in Ontario, the address and telephone number of the Registrant's primary residence;
- (iii) the Registrant's e-mail addresses;
- (iv) the Registrant's professional activities including the Registrant's areas of practice and categories of clients seen;
- (v) information regarding the Registrant's employment including:
 - a. the Registrant's title and position, and
 - b. a description of the Registrant's role, duties, and responsibilities;
- (vi) information about the Registrant's registration with any other body that governs a profession, whether inside or outside of Ontario, including the name of the governing body, the Registrant's registration or licence number and the date the Registrant first became registered;
- (vii) information about the Registrant's participation in the quality assurance program;
- (viii) information about the educational institution where the Registrant obtained any certificates, diplomas or degrees in homeopathy, the type of certificates, diplomas or degrees obtained and the date each was issued; and
- (ix) information for the purpose of compiling statistical data.

21.10 – Notification of College

The Registrant shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:

- (i) the Registrant's name,
- (ii) the address and telephone number of the Registrant's primary residence in Ontario and, if the Registrant does not reside in Ontario, the address and telephone number of the Registrant's primary residence,
- (iii) the Registrant's business address or business telephone number,
- (iv) the name, address or telephone number of any business or entity that employs the Registrant as a practitioner of homeopathy, and, if the Registrant is self-employed as a practitioner of homeopathy, any changes to the address or telephone number of the location where the Registrant practises other than addresses of individual clients, and
- (v) the Registrant's email address.