

# Guide to Transferring Registration Class

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College of Homeopaths of Ontario (CHO)



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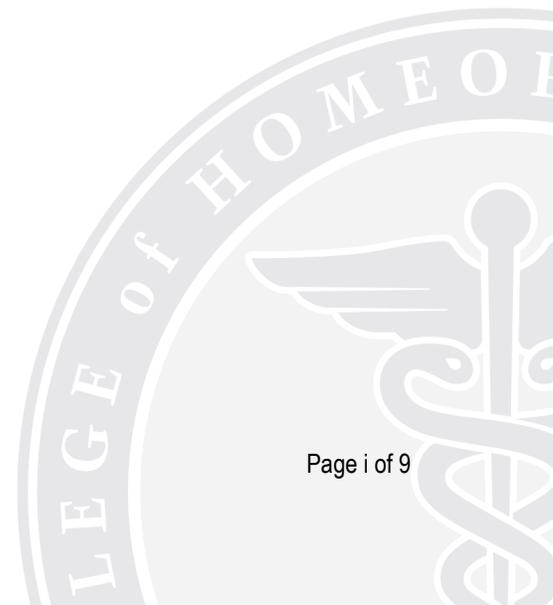


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## Guide to Transferring Registration Class

There are three classes of registration with the College of Homeopaths of Ontario (the College or CHO). All Registrants receive their initial registration in either the Full Class or the Grandparented Class. Registrants of both classes may choose to transfer to the Inactive Class if they take a leave of absence from the profession for any reason or retire. All Registrants in the Grandparented Class are required to transfer to the Full Class within five (5) years after the proclamation date of the College or by March 31, 2020, or their Certificate of Registration will expire and they will no longer be authorized to hold themselves out as a homeopath in Ontario [See page 8 for more details].

The process for changing class varies depending on the original class of registration and the conditions of the class to which the Registrant is transferring. This guide will provide information regarding how to transfer your registration class.

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### Eligibility for Transferring Registration Class

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It is important to understand that in order for any Registrant to be eligible to transfer their registration class, the Registrant must be in good standing at the time of the request to transfer class. If a Certificate of Registration is suspended, the Registrant must take the necessary steps to lift the suspension before requesting a transfer of class. If a Certificate of Registration has been revoked by a Committee of the College, the Registrant must take the necessary steps to have their Certificate of Registration reinstated by the appropriate Committee before requesting a transfer of class.

If there are any terms, conditions and limitations on your current Certificate of Registration then it may affect your ability to transfer. The College will contact the Registrant upon receipt of the transfer request form if further information or actions are required for the transfer.

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### Transfer to Inactive Class

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#### General Information

If a Registrant in the Full Class or Grandparented Class plans to take a leave of absence from the profession, for either short-term or extended periods of time, the Registrant may submit an Inactive Class Transfer Request Form to the College. If the transfer is approved, the Registrant would be issued a Certificate of Registration in the Inactive Class. The purpose of transferring a Certificate of Registration to the Inactive Class is to allow Registrants of the College to maintain their registration with the College during leaves of absence, without having to resign their certificate.

Registrants in the Inactive Class are not required to hold professional liability insurance for homeopathy practice because they are restricted from practicing the profession during the time that they are inactive. The Registrant must ensure tail coverage is in place and all premiums are paid in full. The College requires Registrants to hold a policy



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including tail coverage which allows for payout of any claim(s) which occurred in the prior period of time, provided that insurance was in place at the time of the injury or event.

Registrants in the Inactive Class are required to comply with all other requirements of registration noted in *Ontario Regulation 18/14, Registration*, such as:

- Duty to renew one's registration annually which includes paying the Inactive Class registration fee; and
- Duty to self-report any finding of guilt related to an offence; any finding of professional misconduct, incompetence or incapacity; any finding of professional negligence / malpractice; any refusal of licensure in another health profession; any failure to pass a registration exam in another health profession; any failure to comply with another health regulatory body; and any other event or similar finding in Ontario or any other jurisdiction within 30 days after the event occurs.

When a Registrant is granted a Certificate of Registration in the Inactive Class, the following terms, conditions and limitations apply:

- the Registrant may not practice homeopathy in Ontario in any form, whether paid or unpaid, full or part-time;
- the Registrant may not use the title Homeopath or Homeopath (Transitional), and may not use the designation Hom or Hom (T);
- the Registrants may only use the title Homeopath (Inactive) and the designation Hom (I);
- the Registrant cannot supervise the practice of homeopathy in Ontario; and
- the Registrant cannot make any claim or representation to having competence in the profession of homeopathy.

When a Registrant has made the decision to transfer to the Inactive Class, they may locate the Inactive Class Transfer Request Form on the College's website on the "Forms" page or contact the College at: 416-862-4804 or [registration@collegeofhomeopaths.on.ca](mailto:registration@collegeofhomeopaths.on.ca).

## Fees

There is a transfer fee of \$100 + HST that applies to all transfer requests. Additionally, every Registrant must pay a registration fee to the College each year. If the Registrant requests a transfer to the Inactive Class at the time that they submit their Renewal Form, the Registrant will be required to pay the transfer fee plus the Inactive Class registration fee for the upcoming year. If the Registrant requests a transfer at any time that is not the renewal period and has already paid a registration fee for the current year, the Registrant will pay only the transfer fee with their request form.

Payment will not be processed until the transfer is approved.



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## Process for Requesting the Transfer

### Submitting the Inactive Class Transfer Request Form

Registrants who wish to transfer to the Inactive Class must complete the Inactive Class Transfer Request Form, which is a paper form that must be submitted to the College by mail, courier or hand-delivery. The Inactive Class Transfer Request Form can be found on the “Forms” page of the College’s website. Registrants can download and print the form at the time at which they choose to make the request. Please ensure that you submit the form and payment 3 – 4 weeks before the effective date of your transfer request in order to allow time for the College to process your request. Registrants will be notified by email when the College has received the request form and transfer fee payment.

Registrants in the Inactive Class are required to renew their registration annually in order to maintain good standing with the College. Therefore, Registrants who wish to transfer to the Inactive Class during the renewal period should inform the College of their decision well in advance of the renewal deadline in order to ensure that the Inactive Class Transfer Request Form is processed before the deadline. In order to make this transfer as part of the renewal process, the effective date of the transfer that the Registrant enters on the Inactive Class Transfer Request Form must be on or before the renewal deadline. Upon transferring to the Inactive Class, Registrants would then submit their annual Registration Renewal Form and pay the reduced annual registration fee of \$725 + HST for the Inactive Class.

**Please Note:** If the effective date of the transfer is after the renewal deadline, the Registrant must renew their registration in their current class, which includes submitting payment for the Full Class or Grandparented Class annual registration fee of \$1250 + HST, and then contact the College at the later date when they choose to transfer to the Inactive Class.

When the form has been received, the College will notify the Registrant if there is any missing or incomplete information. When the College has approved the transfer to the Inactive Class, the Registrant will be notified by email. *The class transfer is not effective until verified by the College.* Registrants are required to return their Full Class or Grandparented Class Certificate of Registration to the College by mail, courier or hand-delivery either on or immediately before the effective date of the transfer to Inactive Class. A Certificate of Registration in the Inactive Class will be mailed to the Registrant. All Certificates of Registration are property of the College. Failure to return the Full Class or Grandparented Class Certificate of Registration to the College could result in disciplinary action.

**IMPORTANT:** All Registrants in the Grandparented Class are required to transfer to the Full Class within five (5) years after the proclamation date of the College or their Certificate of Registration will expire and they will no longer be authorized to practise homeopathy in Ontario [see page 8 for more details]. Please see **REG CS 07 Grandparented Class Actively Pursuing Full Class Policy** for more information about this requirement. Certificates of Registration in the Inactive Class issued to Registrants who previously held registration in the Grandparented Class will have an expiration date of **March 31, 2020**.



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## Transfer to Former Class of Registration

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### General Information

When a Registrant in the Inactive Class wishes to return to the profession of homeopathy, they must submit a Transfer to Former Class Request Form to the College. Registrants are eligible to return to the former class that they held prior to transferring to the Inactive Class. Registrants must have professional liability insurance in place effective the date of their expected transfer back to their former class and must submit a transfer fee of \$100 + HST in addition to the amount difference between the Inactive Class registration fee and the registration fee of the Full Class or Grandparented Class.

The length of time that a Registrant has been registered in the Inactive Class may affect the process for transferring to the Full Class or Grandparented Class. Requests for transfer to former class will be considered on a case-by-case basis. When the transfer form and payment have been received, the College will inform the Registrant if there is a need to complete additional requirements in order to transfer to the former class. These requirements are determined by the Registration Committee regarding the Registrant's knowledge, skill, and judgment relating to the practice of homeopathy.

Generally, Registrants who have been in the Inactive Class for less than three (3) years as of the date of the request, may be deemed to satisfy the requirements of current knowledge, skill, and judgment relating to the practice of the profession and may not need to complete further requirements unless there exist other extenuating factors that would require further review.

Generally, Registrants who have been in the Inactive Class for more than three (3) years as of the date of the request, may have their file referred to a panel of the Registration Committee in order to determine the requirements that must be met to satisfy the Registration Committee that the Registrant possesses the current knowledge, skill, and judgment relating to the practice of the profession that would be expected of a Registrant holding the type of certificate which is being requested. This procedure of review is outlined in *Ontario Regulation 18/14 – Registration*, Section 14 (d).

When a Registrant has made the decision to transfer back to their former class, they may locate the Transfer to Former Class Request Form on the College's website on the "Forms" page or contact the College at: 416-862-4804 or [registration@collegeofhomeopaths.on.ca](mailto:registration@collegeofhomeopaths.on.ca).

### Fees

There is a transfer fee of \$100 + HST that applies to all transfer requests. Additionally, every Registrant in the Inactive Class who requests a transfer to their former class will be required to pay the amount difference between the Inactive Class registration fee and the current registration fee for Full Class or Grandparented Class.

**Please Note:** An exception is made only if the Registrant requests a transfer to their former class well in advance of the renewal deadline with the effective date being the first day of the upcoming registration year. In this case, the Registrant will be required to pay the transfer fee only at the time of the request. If the transfer is approved to take



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place on the first day of the upcoming registration year, then the annual registration fee for Full Class or Grandparented Class would then be required at the time that the Registrant submits the Renewal Form.

Payment will not be processed until the transfer is approved.

## Process for Requesting the Transfer

### Submitting the Transfer to Former Class Request Form

Registrants in the Inactive Class who wish to transfer to their former class must complete the Transfer to Former Class Request Form, which is a paper form that must be submitted to the College by mail, courier or hand-delivery. The Transfer to Former Class Request Form can be found on the “Forms” page of the College’s website. Registrants can download and print the form at the time at which they choose to make the request. Please ensure that you submit the form, proof of insurance, and payment 6 – 8 weeks before the effective date of your transfer request in order to allow time for the College to process your request. Registrants will be notified by email when the College has received the request form, the certificate of professional liability insurance, and transfer fee payment.

Requests for transfer to former class will be considered on a case-by-case basis. When the transfer form and payment have been received, the College will inform the Registrant if there is a need to complete additional requirements in order to transfer to the former class. These requirements are determined by the Registration Committee regarding the Registrant’s knowledge, skill, and judgment relating to the practice of homeopathy.

**Please Note:** It is a condition of registration in the Full Class and Grandparented Class to practice the profession a minimum of 750 hours during every three-year period beginning the day that the initial Certificate of Registration is issued, and these hours must be fulfilled and reported to the College by all Registrants in the Full Class and Grandparented Class at each three-year period. Therefore, if the Registrant transferred to the Inactive Class on a date that preceded their reporting date for the three-year period, the Registrant will be required to submit a self-assessment and practice currency log to a panel of the Registration Committee for review. Generally, this will apply to Registrants who have been in the Inactive Class for more than three (3) years as of the date of the request.

If the panel does not believe that the Registrant satisfies requirement of currency in the profession, the panel may require the following before agreeing to re-issue the Certificate of Registration of the former class:

- Successful completion of a refresher program or clinical experience training to address the Registrant’s deficiencies in knowledge, skill or judgment;
- Agreement by the Registrant to additional terms, conditions and limitations being imposed on the Registrant’s Certificate of Registration; and/or
- Other steps to address any deficiencies in knowledge, skill or judgment.

The following criteria may be used by the Registration Committee to determine which outcome is most appropriate:

1. Duration of time since the Registrant last practiced;
2. Nature and intensity of the Registrant’s former practice;
3. Quality and quantity of efforts to maintain knowledge, skill, and judgment in homeopathy while not practising;
4. The Registrant’s re-entry plan into the profession.



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When the form has been received, the College will notify the Registrant if there is any missing or incomplete information. When the College has approved the transfer to the Inactive Class, the Registrant will be notified by email. *The class transfer is not effective until verified by the College.* Registrants are required to return the original Certificate of Registration in the Inactive Class to the College by mail, courier or hand-delivery on or immediately before the effective date of the transfer to the former class. The College will then re-issue the Certificate of Registration of the former class to the Registrant.

**IMPORTANT:** Requests for transfer to the former class are reviewed on a case-by-case basis and may take more time to process than requests for transfer to the Inactive Class, because the College must verify the Registrant's knowledge, skill and judgment in the profession. Therefore, Registrants in the Inactive Class who anticipate re-entering the profession in the near future are encouraged to contact the College and submit their request form as early as possible. If the request to transfer to former class is still being processed at the time of the renewal deadline, the Registrant must renew their registration in the Inactive Class in order to maintain good standing with the College.

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## Transfer from Grandparented Class to Full Class

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### General Information

Since registration in the Grandparented Class is transitional, Registrants in this class need to actively pursue completion of the assessment for Full Class if they wish to remain registered with the College. Assessment is done through the Individual Assessment (IA) process and requires Grandparented Class Registrants to successfully complete the essay on homeopathic theory and principles following their initial registration. The Registrant is then required to submit only the essay on homeopathic theory and principles for assessment with payment of \$350 + HST to Human Resource Systems Group (HRSG).

When the Registrant has demonstrated that they have successfully completed the essay on homeopathic theory and principles (i.e., the Registrant has addressed the gaps in demonstration of knowledge, skill, and judgment of homeopathy), and has submitted the transfer fee payment of \$100 + HST to the College, the College will transfer the Registrant to the Full Class.

The Certificate of Registration in the Grandparented Class is valid for five years after the date of proclamation of the College and will expire on **March 31, 2020**. Therefore, Registrants in the Grandparented Class are encouraged to complete the essay on homeopathic theory and principles as soon as they are prepared to do so.

Please see **REG CS 07 Grandparented Class Actively Pursuing Full Class Policy** for more information about this requirement.

When a Registrant has received a congratulatory letter from HRSG regarding the successful completion of requirements for Full Class registration, they may locate the Grandparented Class to Full Class Transfer Request Form on the College's website on the "Forms" page or contact the College at: 416-862-4780 or [registration@collegeofhomeopaths.on.ca](mailto:registration@collegeofhomeopaths.on.ca).



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## Fees

There is a transfer fee of \$100 + HST that applies to all transfer requests. Payment may be made to the College by certified cheque / money order or by credit card. If submitting payment by credit card, Registrants must complete and submit the Credit Card Payment Form, located on the “Forms” page of the College’s website.

Payment will not be processed until the transfer is approved.

## Process for Requesting the Transfer

### Submitting the Grandparented Class to Full Class Transfer Request Form

When a Registrant in the Grandparented Class is prepared to complete the essay on homeopathic theory and principles, the Registrant has the responsibility to contact HRSG and submit the required documents and payment for assessment. If the Registrant is successful in completing the essay, HRSG will send a congratulatory letter to the Registrant informing them that they are eligible for registration in the Full Class. Completing the essay on homeopathic theory and principles may be done at any time during the registration year, but not after the fifth anniversary of the proclamation of the College.

When a Registrant has received a congratulatory letter from HRSG regarding the successful completion of requirements for Full Class registration, the Registrant must complete the Grandparented Class to Full Class Transfer Request Form, which is a paper form that must be submitted to the College by mail, courier or hand-delivery. The Grandparented Class to Full Class Transfer Request Form can be found on the “Forms” page of the College’s website. Registrants can download and print the form at the time at which they choose to make the request. The form may be submitted to the College at any time, however the deadline for submitting the form, proof of successful completion and transfer fee payment is **March 31, 2020**.

**Please Note:** When the form, payment and supporting documents (a copy of the HRSG letter) have been received, the College will notify the Registrant if there is any missing or incomplete information. When the College has approved the transfer to the Full Class, the Registrant will be notified by email. *The class transfer is not effective until verified by the College.* Registrants are required to return their Grandparented Class Certificate of Registration to the College by mail, courier or hand-delivery. A Certificate of Registration in the Full Class will only be mailed to the Registrant when the former certificate has been received. All Certificates of Registration are property of the College. Failure to return the Full Class or Grandparented Class Certificate of Registration to the College could result in disciplinary action.

**IMPORTANT:** All Registrants in the Grandparented Class are required to transfer to the Full Class within five (5) years after the proclamation date of the College or their Certificate of Registration will expire and they will no longer be authorized to practise homeopathy in Ontario [see page 8 for more details]. Certificates of Registration in the Grandparented Class have an expiration date of **March 31, 2020**. Any individual who does not transfer to the Full Class before **March 31, 2020** will no longer be registered with the College, an expired Certificate of Registration cannot be reinstated, and the individual would be required to re-apply to the College and meet the registration requirements that are in place at that time.



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## Resignation of Registration

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Registrants of the College who wish to leave the profession of homeopathy or who choose to no longer practise the profession of homeopathy in the province of Ontario, may also choose to resign their Certificate of Registration in particular circumstances. If a Registrant chooses to resign from the College, they must submit the Resignation Form and their current Certificate of Registration to the College.

Resignation is a significant act and should be well thought out. Resigning a Certificate of Registration means that the individual will no longer be a Registrant of the College. **Resignation is permanent and a resigned Certificate of Registration cannot be reinstated.** If an individual resigns their registration and then wishes to resume using the title Homeopath in the future, that individual will be required to re-apply to the College and meet all of the registration requirements that are in place at the time of the application.

Registrants can download and print the Resignation Form located on the “Forms” page of the College’s website. The Registrant must indicate the effective date of their resignation. Individuals who have resigned from the College are not authorized to practice homeopathy in Ontario, therefore Registrants cannot enter a date that precedes their final day of clinical practice.

**IMPORTANT - AUTHORIZED TO PRACTICE:** Registrants who choose to resign their registration with the College are no longer entitled to practice the profession of homeopathy in the province of Ontario or hold themselves out as a person who is qualified to practise homeopathy in the province of Ontario. Registrants who choose to resign may no longer use the protected title(s) “Homeopath,” “Homeopath (Inactive),” and/or “Homeopath (Transitional),” or the designation(s) “Hom,” “Hom(I),” and/or “Hom(T),” a variation or abbreviation or an equivalent in another language in the province of Ontario. Registrants who choose to resign must take reasonable steps to notify each patient for whom they have primary responsibility of the intended practice closure and ensure that the patient records are transferred to another Registrant or are otherwise retained or disposed in a secure manner, in accordance with *CHO Standard 11: Leaving a Practice*. Registrants who choose to resign remain subject to the College for professional misconduct referable to the time when they were a Registrant.

When the Resignation Form and the current Certificate of Registration have been received, the individual will receive a confirmation letter from the College sent by email and regular mail.

**Please Note:** All Certificates of Registration are property of the College. The resignation process is not complete until the current Certificates of Registration in its original form has been returned to the College by mail, courier or hand-delivery. The College **will not** accept photocopies of Certificates of Registration.

For Registrants wishing to resign, it is a requirement to ensure that Professional Liability Insurance tail coverage is in place and all premiums are paid in full. The College requires resigned Registrants to pay the appropriate premium to ensure tail coverage is in place even after you no longer hold a Professional Liability Insurance policy. This will allow for payout of any claim(s) for injuries or events which occurred in the prior period of time.



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## Contact Information

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

## College of Homeopaths of Ontario

**Mailing Address:** 163 Queen Street East, 4<sup>th</sup> Floor, Toronto, Ontario, M5A 1S1  
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**Tel:** 416-862-4780  
**Toll-free in Ontario:** 1-844-862-4780  
**E-mail:** [registration@collegeofhomeopaths.on.ca](mailto: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, 4<sup>th</sup> Floor, Toronto, ON M5A 1S1, 416 862-4803, or by email at [admmgr@collegeofhomeopaths.on.ca](mailto:admmgr@collegeofhomeopaths.on.ca).