

How to Determine Eligibility to Register with the College of Homeopaths of Ontario

Individuals who have **NOT** graduated from an approved program in homeopathy in Ontario must demonstrate their education and training is substantially equivalent to an Ontario graduate of an approved program. To complete the Substantially Equivalent Competence Assessment (SECA) to demonstrate equivalence take the following steps.

1 **READ THE SECA HANDBOOK**
From the College website download and read the *Substantially Equivalent Competence Assessment (SECA) Handbook*

2 **SEND FORM B**
Send **Form B - Certificate of Dean or Principal** to your educational institution(s).

3 **GATHER SUPPORTING INFORMATION**
Gather information including education program syllabus, detailed course descriptions, training logs for every homeopathy related learning activity completed.

4 **COMPLETE A SELF-ASSESSMENT REFLECTION FORM ON ENTRY-TO-PRACTICE COMPETENCIES AND REQUIREMENTS** (Download from College website.)

5 **DECLARE LANGUAGE FLUENCY OR COMPLETE LANGUAGE ASSESSMENT**
Fluency in either French or English is required. Language fluency can be proven in 1 of 3 ways:
1. Declaration French or English is the potential applicant's first language and they speak it fluently;
2. The individual completed a post-secondary education program in homeopath that was taught in English or French; or
3. Successful completion of a Canadian Language Benchmark assessment minimum level 7 through the Centre for Canadian Language Benchmark at <http://www.language.ca/>.

6 **TRANSLATE DOCUMENTS**
If documents are in a language other than English or French, the documents must be translated by a certified translator prior to submission.

7 **COMPLETE AND SUBMIT PRE-ASSESSMENT FORM I**
Complete and submit the paper based Form I to the CHO office with supporting documents and payment. Then mail a package of all required supporting documents to the College that are noted in the **SECA Application Checklist** (this includes 3, 4, 5 and 6 listed above).

Applicants may complete these steps in any order. It is possible to complete some steps concurrently.

INFORMATION RECEIVED AND REVIEWED
The College will notify you when your application form and all supporting documents have been received. **It could take up to 20 weeks to process and review your SECA file.** Applicants will be notified if there is any missing information. Applicants will receive a progress report every four weeks.

8 **INTERVIEW WITH SECA ASSESSOR**
Once the potential applicant is ready, he or she must schedule a three-hour one-to-one meeting in-person or by video conference with a SECA Assessor. The interview covers a series of questions on homeopathy theory and clinical care. A preparation guide is available to all SECA applicants.

SUBSTANTIAL EQUIVALENCE DEMONSTRATED – ELIGIBLE
If the file review demonstrates substantial equivalence of education and training, the Registrar will inform the individual so he/she may submit an application for registration in Full Class. The individual may proceed to complete the registration process.

OR

REFERRAL TO REGISTRATION COMMITTEE
If gaps are identified the Registrar will refer the file to the Registration Committee.

GAPS IDENTIFIED ELIGIBLE WITH ACTION
If the review demonstrates gaps in the individual's education and training, the Registration Committee may recommend further education, training or refreshment; upon successful completion the individual may submit an application for registration.

OR

SUBSTANTIAL EQUIVALENCE NOT DEMONSTRATED
If the review demonstrates gaps in the individual's education and training that are significant, the Registration Committee may require the individual to undertake a program in homeopathy in Ontario prior to being considered eligible for registration.

Thank you for your interest in the College of Homeopaths of Ontario.

Please visit our website or contact the Registration Department registration@collegeofhomeopaths.com to obtain forms and begin the process.

Fees for transcripts are determined by the educational institution.

Mail Form B directly to the relevant address.

Self-assessment form is included in the SECA Handbook and is available on the College's website.
www.collegeofhomeopaths.com

Declaration of language fluency is part of the application process. For information on Canadian Language Benchmark (CLB) Assessment contact Assessment prices are set by CLB. Submit assessment form to College.

If not a graduate of an approved program in homeopathy in Ontario, \$150 + HST for SECA review to determine if education and training is substantially equivalent. Submit your fee payment directly to the College.

Complete these steps ONLY after receiving notification of eligibility from the CHO.

- i. Create a CHO user account
- ii. Complete the Individual Assessment
- iii. Complete Jurisprudence Program
- iv. Gather Supporting Documents including Healthcare Provider CPR and Standard First Aid, Criminal Background Check, and Professional Liability Insurance
- v. Send Form C – Certificate of Professional Conduct if registered with another regulatory body
- vi. Submit application to the College of Homeopaths of Ontario

For details see the CHO Guide to Registration.