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

Individuals who have <u>NOT graduated from an approved program in homeopathy in Ontario</u> 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.

#### READ THE SECA HANDBOOK

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

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

Click on the website links below to visit the relevant page on the College

Fees for transcripts are determined by the educational institution.

Mail Form B directly to the relevant address.

Self-assessment form available on the

College's website.

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

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

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

3

5

#### GATHER SUPPORTING INFORMATION

SEND FORM B

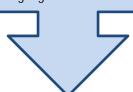
Gather information including education program syllabus, detailed course descriptions, training logs for every homeopathy related learning activity completed.

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

## 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:

- Declaration that French or English is the potential applicant's first language and that they speak
  it fluently;
- 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/.



#### 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 **Application Checklist** (this includes 3, 4, 5 and 6 listed above).

#### INFORMATION RECEIVED AND REVIEWED

The College will notify you when your application form and <u>all</u> 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 REGISTRATION SUPERVISOR

If the College has questions about areas of the pre-assessment materials submitted, a Registration Supervisor may contact the individual to set up a one-to-one meeting in-person, by phone or Skype to help the College understand the individual's education and training.



### REFERRAL TO REGISTRATION COMMITTEE

Once the Registrar has completed the file review, the file is referred to the Registration Committee.

# 75

#### SUBSTANTIAL EQUIVALENCE DEMONSTRATED – ELIGIBLE

If the information provided demonstrates substantial equivalence of education and training, the Registration Committee will inform the individual so he/she may submit an application for registration.

OR

# GAPS IDENTIFIED ELIGIBLE WITH ACTION

OR

If the information provided 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.

your fee payment directly to the College.

Complete these steps ONLY

If not a graduate of an approved program in

SECA review to determine if education and

training is substantially equivalent. Submit

homeopathy in Ontario, \$150 + HST for

# 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.

#### SUBSTANTIAL EQUIVALENCE NOT DEMONSTRATED

If the information provided 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.

CHO Outline: How to Determine Eligibility to Registration, v1, 12-16