



College of Homeopaths of Ontario

Registration Policies

Title:	Documentation
Category:	Administrative
Policy Type:	Internal / External
Policy Number:	REG AD 06
Status:	Council Approved June 23, 2014
Revision:	

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. Applicant or Registrant Inactive Certificate of Registration

Type of Requirement: Exemptible for Applicants. Terms, conditions and/or limitations for Registrants.

Applicable CHO Registration Regulation: This policy is most relevant to the education (Section 6), practice hours (Sections 6 and 9), currency (Sections 7 and 10), or conduct requirements of registration (Sections 4 and 5). Note: Despite reference to Section 5 this policy refers to "the applicant" throughout.

Policy

Acceptable documentation to support an application with the College of Homeopaths of Ontario is outlined in the applicable Registration Application Guide. Unless otherwise indicated materials can be provided as a photocopy and provided directly to the College by the Applicant.

Documents related to academic transcripts, assessments, and information from other regulatory bodies should be addressed directly to the College from the issuing body.

In extremely exceptional circumstances, which may include but are not limited to war, natural disaster, or political persecution, the College will accept alternative information to support the Applicant's application.

Applicants who can provide persuasive information that he/she has tried and been unsuccessful in obtaining required documentation may ask the College to consider alternative information to meet the requirement. This alternate information should ideally be provided from the original source(s) directly to the College, but all information the Applicant is able to provide will be considered.

Procedure – Acceptable Supporting Documentation

1. Information provided with a new application must be in the form specified in the Registration Application Guide.
2. The Applicant's submission to the College must be notarized by a Notary Public (refer to Policy REG GR 04 Explanation of Completed Application).

Procedure - Insufficiency and/or Inadequate Documentation

1. If documentation is unavailable from its original source, the application will be referred to the Registration Committee for review. The Applicant must provide information regarding why they cannot obtain sufficient or adequate documentation from original sources to meet the registration requirements; additionally, alternative documentation/information must be provided to meet the requirement(s).
2. Alternative information that may be considered by the Registration Committee and will be adapted to the individual circumstances of the Applicant includes, but is not limited to an appropriate combination of the following:
 - a. Copies of documents from the Applicant or other available resources;
 - b. Signed affidavits attesting to requirements completed;
 - c. Professional portfolio;
 - d. Proof of clinical practice hours;
 - e. Interviews, including by other Registrants with the same background as the Applicant;
 - f. Documentary information from an instructor(s);
 - g. Education and clinical practice training reference(s) and or academic referee(s);
 - h. Prior learning or other skills/competency assessment(s).

Possible Outcomes – Resulting from Insufficiency and/or Inadequate Documentation

1. The Registration Committee may consider the application if it is satisfied that:
 - a. An Applicant has made efforts and can provide persuasive information that original documentation cannot be provided, and
 - b. Alternative information provided supports that the Applicant has met the requirement(s) he/she may be deemed to have met one or more of the requirements.

Decision – Resulting from Insufficiency and/or Inadequate Documentation

1. After considering all of the information provided in relation to the completed application, the Registration Committee, in accordance with the Health Professions Procedural Code, s. 18(2) may make one of the following decisions:
 - a. Direct the Registrar to issue the Certificate of Registration.
 - b. Direct the Registrar to issue a Certificate of Registration if the Applicant successfully completes examinations [or assessment¹] set or approved by the panel.
 - c. Direct the Registrar to issue a Certificate of Registration if the Applicant successfully completes additional training specified by the panel.
 - d. 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).
 - e. Direct the Registrar to refuse to issue a Certificate of Registration.

¹ CHO utilizes the individual assessment process.

Related Policies, Standards, Guidelines and Regulations

CHO Registration Policy REG013 Explanation of a Completed Application

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.]

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

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).