



College of Homeopaths of Ontario

Operations Policies

Title: Requesting a Registration Record

Category: Administrative
Policy Type: Internal
Policy Number: REG AD 03
Status: Final Approval from Council
Revision: June 23, 2014

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

Applicable Legislation: *Health Professions Procedural Code, Schedule 2 Regulated Health Professions Act, 1991, Section 16 (1), 16 (2)*

Policy

In accordance with the *Health Professions Procedural Code, Schedule 2 Regulated Health Professions Act, 1991*, the College will provide the Applicant for registration, at their request, all the information and a copy of each document the College has that is relevant to the application. The Registrar may refuse to give an Applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person.

Procedure

1. Applicants who make a written request to the Registrar may receive information and a copy of each document the College holds that is relevant to their application. There are a few exceptions:
 - a. If the Registrar is of the opinion that release of such documents may jeopardize the safety of any person.
 - b. The document is protected by privilege (solicitor-client, deliberative and/or litigation).
2. Records include all the documents that relate to the application, such as, but not limited to:
 - a. Documents provided by the Applicant as part of their application;
 - b. Documents that describe the regulatory body's rationale for its decision other than documents protected by the deliberative privilege of the Registration Committee itself (e.g., personal notes of deliberations);
 - c. Documents related to any assessment of qualifications completed or received by the regulator;
 - d. Documents related to accommodation requests; and

- e. Documents related to reviews, hearings and appeals.
- 3. The College reserves the right to charge a cost-recovery fee for photocopying documents and mailing/courier expenses. The College will inform the individual of the cost to provide the documents and proceed upon payment by the individual.
- 4. Documents released will be clearly stamped "COPY".
- 5. The College will make every reasonable effort to respond to the request within thirty (30) days of the request being received by the College.
- 6. If the Registrar is of the opinion that release of any of an Applicant's documents may jeopardize the safety of any person, the Applicant will be provided only those documents that are not considered to jeopardize the safety of any person. In the event that the College refuses to provide access to all of the Applicant's documents it holds, the College will provide reasons for denying access.

Related Policies, Standards, Guidelines and Regulations

Health Professions Procedural Code, Schedule 2 Regulated Health Professions Act, 1991.

Disclosure of application file

16. (1) The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application.

Exception

(2) The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. 1991, c. 18, Sched. 2, s. 16.