



College of Homeopaths of Ontario Registration Policies

Title: Requirement for Email Address

Category: Administrative
Distribution: Internal / External
Policy Number: REG AD 08
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

Type of Requirement: Non-Exemptible for Applicants. Terms, Conditions and/or Limitations for Registrants. This is a misconduct definition and Bylaw requirement for Registrants.

Applicable CHO Regulation/Bylaw: Section 15 Registration Regulation and paragraph 1.46 of the Professional Misconduct Regulation; College of Homeopaths of Ontario Bylaw 21.09, 21.10

Policy

The Applicant/Registrant shall provide the College, in accordance with the Application Form, Renewal Form and Bylaws, with a current email address at the time of application, immediately upon request or within thirty (30) days of the effective date of change.

Purpose and Principles(s)

To provide the College with accurate and up-to-date information, in the form of an email address to facilitate effective and timely communication.

Procedure

1. The Applicant shall, at the time of application provide the College with an email address. If the application does not have an email address the Applicant shall establish an email account and provide the address to the College in a timely manner.
2. It is the duty of the Applicant/Registrant to ensure that the email provided is monitored on a weekly basis at minimum, under reasonable circumstances.
3. The Registrant shall notify the College, in writing, of any changes to their email address within thirty (30) days of the effective date of the change.

Related Policies, Standards, Guidelines and Regulations

Registration Policy REG AD 09 Timely Notification

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.]

Suspensions, failure to provide information

15. (1) If a member fails to provide the College with information about the member as required under the by-laws and within the time period set by the College,

- (a) the Registrar may give the member notice of intention to suspend the member's certificate of registration; and
- (b) the Registrar may suspend the member's certificate of registration if the member fails to provide the information within 30 days after the notice is given.

(2) If the Registrar suspends a member's certificate of registration under subsection (1), the Registrar shall lift the suspension upon being satisfied that the former member,

- (a) has given the required information to the College;

Homeopathy Act, 2007, Ontario Regulation 315/12 Professional Misconduct [Note: This regulation is not yet in force. It comes into force on the day named by proclamation by the Lieutenant Governor.]

- 1. 46. Failing to reply appropriately and within 30 days to a written inquiry or request from the College.

College of Homeopaths of Ontario Bylaws July 29, 2013

21.09 – Providing Information to the College

If requested, the Registrant shall immediately provide the College with the following information, in the form requested by the College:

- (iii) the Registrant's e-mail addresses;

21.10 – Notification of College

The Registrant shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:

- (v) the Registrant's email address.