



College of Homeopaths of Ontario Registration Policies

Title:	Explanation of Completed Application
Category:	General Requirement
Distribution:	Internal / External
Policy Number:	REG GR04
Status:	Approved by Council
Revision:	March 23, 2015, 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 Full Certificate of Registration
2. Applicant Grandparented Certificate of Registration

Type of Requirement: Exemptible for Applicants.

Applicable CHO Registration Regulation: Section 3 and 9.

Policy

An application will only be considered complete when the following pieces of documentation are submitted to the Registrar:

1. Application fee, set from time to time by Council, in accordance with the College's Bylaw 19;
2. Completed Application form, as developed and set from time to time by the Registrar.
Note: All sections of the application form are to be completed. Even if the Applicant has not fulfilled a requirement, the respective section is to be completed and all pertinent information is to be included. For example,
 - If the Applicant has not passed the individual assessment and is seeking an appeal of the results, this must be indicated in the submission of the application form.
 - If the Applicant has not attempted a requirement for registration for any reason, this must be indicated in the submission of the application form.
3. All supporting documents including any items outlined in the Registration Application Guide and Application Checklist, in the format specified; and
4. All components of the application must be attested by a Notary Public, Commissioner for taking affidavits or a lawyer, unless indicated otherwise in the Registration Application Guide and Application Checklist.

5. Applicants wishing to be considered for discounted fees in accordance with Bylaw 19.03 Line B2 or a time limited Class of Registration must submit their online application form along with payment to the College by the closing hour of the office on the deadline date indicated in the Bylaw or the Registration Regulation.

Purpose and Principles(s)

An application form consists of a series of questions that assist Applicants in providing the information necessary for the College to process their application. The registration application forms and Registration Application Guide are available from the College, including on its website. The form contains relevant information required for the registration process. The form is the initiating document and must contain all current contact information and supporting documentation in order for the registration process to run smoothly.

The College is entrusted to ensure that Applicants for registration undergo a transparent, fair, objective and impartial review of their application. A complete application made to the Registrar, notarized by an authorized notary public, verified by College staff, and, as required, reviewed by the Registration Committee, leads to a fair review.

Procedure

The College will commence first-level review when all documents that are required to be submitted by the Applicant to the College have been received, even if documents that are required to be submitted by an external body such as the educational institution or regulatory body have not been received.

A person may apply for a certificate of registration by submitting a completed application in the form provided by the Registrar, together with any applicable fees required under the by-laws and any supporting documentation requested by the Registrar. Acceptable timelines for receipt of supporting documentation will be at the discretion of the Registrar.

Possible Outcomes

After considering the information provided:

1. The application may be processed as submitted.
2. The application may be held for additional information and/or documents. Instructions will be provided to the Applicant for missing information including timelines for submission. The application may be marked as incomplete and will not be processed until further information and/or documents are received or the Applicant provides direction of their intent to apply without further information. If the College does not receive those forms (in the situation where those forms would normally be required of the Applicant), or upon receipt of written request of the Applicant to proceed without further information the application will be referred to the Registration Committee at the direction of the Registrar.

Definitions

Commissioner for taking affidavits, in Ontario, is a public officer appointed by the Ministry of the Attorney General to take an oath or solemn affirmation on the signing of an affidavit or a statutory declaration. A Commission does not certify that the statements being made in the affidavit or statutory declaration are true, but only certifies that an oath or solemn affirmation has been administered properly.

Notary public (or notary or public notary) is a public officer constituted by law to serve the public in non-contentious matters for the notarization of documents through the administration of oaths and affirmations, taking affidavits and statutory declarations, and witness and authenticate of documents.

In Ontario, a Notary public may be a lawyer or non-lawyer who has made application to the Ontario Ministry of Government Services and who has been appointed as a notary public.

Applicants from outside of Ontario shall use an individual with the legal authority within their jurisdiction to notarize the required documents.

Related Policies, Standards, Guidelines and Regulations

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.]

Application for certificate of registration

3. A person may apply for a certificate of registration by submitting a completed application in the form provided by the Registrar, together with any applicable fees required under the by-laws and any supporting documentation requested by the Registrar.

Registration requirements, Grandparented class

9. (1) The following are registration requirements for a Grandparented certificate of registration:

2. The applicant must have submitted the completed application to the Registrar on or before the first anniversary of the day this paragraph came into force.

