



College of Homeopaths of Ontario
163 Queen Street East, 2nd Floor, Toronto, Ontario, M5A 1S1
TEL 647-749-9366
www.collegeofhomeopaths.com

Application Guide for Registration in the Full Class

Please read this entire guide prior to completing the Application for Registration in the Full Class. Ensure that your application form is complete and that you have filled in all required sections. Application forms will not be processed until they are complete and all documentation has been submitted.

For further information about the process of registering, please read the *Guide to Registration* that can be found on the College website.

SECTION 1: PERSONAL INFORMATION

Section 1.a) Current Legal Name

All applicants must complete this section.

Section 1.b) Previous Names

Only applicants who have previously used, or been known by, names other than their current legal name complete this section. This includes name changes due to marriage or any other reason.

Section 1.c) Alternate Names

Applicants may have a nickname, or alternate name, that they practice under listed in the public register. For instance, an applicant with the legal name Elizabeth, who goes by Lizzie, may request that this nickname be listed on the public register.

Only applicants who wish to have an alternate name or nickname listed on the public register complete this section.

Section 1.d) Date of Birth

All applicants must complete this section.

Section 1.e) Sex

All applicants must complete this section.

Section 1.f) Preferred Language

All applicants must complete this section.

Section 1.g) Identity Documentation

All applicants must complete this section and must submit notarized photocopies of documents validating their current legal name with the submission of their application form. **DO NOT SUBMIT ORIGINAL DOCUMENTATION.** Acceptable documents include any government issued identification that is current and valid. If you are submitting documents in any name other than your current legal name, you must also submit documentation to validate the name change, e.g. If you have changed your name due to marriage, you may submit a notarized copy of your marriage license to validate the change. If you are unable to provide acceptable documentation to validate your identity, please contact the College.



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SECTION 2: CONTACT INFORMATION

Section 2.a) Home Address

All applicants must complete this section in full.

Section 2.b) – 2.d) Business Address

All applicants must complete this section in full, listing all addresses where they currently practice homeopathy. If an applicant has more than three business addresses, they must submit an additional sheet listing these addresses.

According to the Regulated Health Professions Act, all registrants must have a business address listed on the public register. If an applicant is not practicing and does not have a current business address, they may list a post office box as a business address. If no business address is supplied, the home address will appear on the public register.

The Registrar is empowered to withhold information from the public register if the safety of an individual is involved. Any applicant to whom this applies must contact the College.

All business addresses will appear on the Public Register, unless the applicant requests otherwise.

Section 2.e) Preferred Contact

The College's default method of communicating with registrants is email and all applicants are required to provide the College with at least one email address that is current and is checked regularly. Whether providing one or more than one email address, applicants must declare their preferred email address here. The College may, on occasion, choose to contact registrants by regular mail and therefore a preferred mailing address for College communication is also required.

To designate the preferred address, check the box that indicates your preferred address.

SECTION 3: EDUCATION

Section 3.a) Education Related to Homeopathy

All applicants must complete this section.

Homeopathic Certification

Homeopathic certification is not a registration requirement. Only applicants who have a homeopathic certification issued by a professional homeopathic organization or association that assesses professional standards, such as the Council of Homeopathic Certification, complete this question.

Certificates earned in an education program are not considered homeopathic certifications for the purpose of this question.

Homeopathic Program

All applicants must complete **Form B – Certificate of Dean or Principal** and send it directly to the institution that granted the degree or diploma. The completed **Form B** and transcripts must be sent directly from the educational



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institution to the College. The College cannot accept these documents if they are submitted to the College by the applicant.

Form B – Certificate of Dean or Principal can be found on the College website at:
<http://collegeofhomeopaths.com/forms.html>.

Applications are considered incomplete and will not be processed until all documentation is received. The College may require further documentation of education.

Some of the information in this section is required by HealthForceOntario and the College is responsible for collecting it on behalf of the Ministry of Health and Long Term Care.

Section 3.b) Clinical Homeopathic Experience

All applicants must complete this section. The registration regulations require all applicants in the Full Class to have successfully completed a program of a minimum of 45 weeks of clinical experience and 225 hours of direct patient contact. You must indicate the date of completion of your clinical experience program.

Section 3.c) Education Unrelated to Homeopathy

All applicants must complete this section if they have received formal education unrelated to homeopathy. Applicants to whom this section does not apply may leave it blank.

The information in this section is required by HealthForceOntario and the College is responsible for collecting it on behalf of the Ministry of Health and Long Term Care.

Applicants should list only the highest level of degree/diploma earned.

SECTION 4: CURRENCY

Only applicants who completed their homeopathic education more than 12 months prior to submitting their application must check the box and complete this section. The College requires this in order to ensure that all applicants have sufficient current experience. **Applicants who have graduated within 12 months or less may proceed to Section 5.**

Applicants who have completed their homeopathic education more than 12 months prior to submitting their application must have practiced homeopathy for at least 750 hours in the three years (36 months) **immediately** prior to submitting their application in order to be eligible for the Full Class. They must indicate the start and end month and year of the three-year (36-month) period and must complete the tables in this section to record their practice hours. All practice hours within the three-year (36-month) period should be listed, even if the hours exceed the required 750 hours.

All practice hours must be verifiable in order to be recorded. Applicants are not required to provide verification of their hours at the time of application; however, they may be audited by the College and would be required to provide verification at that time.

If practice hours cannot be verified at the time of audit, the College could take action, resulting in possible discipline proceedings or revocation of registration.

Both clinical and non-clinical practice hours may be used to make up the 750 hours. There are separate tables for each.



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Section 4.a) Clinical Practice Hours

A minimum of 500 of the 750 practice hours must involve direct patient contact. To record direct patient contact applicants must complete this table, listing the number of patient visits. Regardless of how long each visit actually took, the College counts each intake visit as two (2) hours and each follow-up visit as one (1) hour. This is in order to ensure that all applicants are calculating hours the same way.

Applicants may find it easier to track their practice hours by month. In this case, add the clinical practice hours for all the months practiced in a year and enter this number into the table.

Section 4.b) Non-Clinical Practice Hours

Up to 250 of the 750 practice hours may consist of non-clinical practice hours from the categories listed here:

- Formal professional development
- Academic research
- Employment teaching hours
- Employment related direct supervision
- Employment related administration

The College has specific criteria for each of these categories and specified hours that can be claimed for each category. Information on the criteria, hours and what constitutes acceptable proof for each category is detailed in policy **REG CS 04 Full Class, Breakdown of 750-Hours**, which can be found on the College website at: <http://collegeofhomeopaths.com/registration-policies.html>.

Please Note: It is crucial that you read the policy *Breakdown of 750-Hours* prior to completing this section.

Applicants may find it easier to track their practice hours by month. In this case, add the non-clinical practice hours for all the months practiced in a year and enter this information into the table.

SECTION 5: PREVIOUS PRACTICE

All applicants must answer the question by checking either “yes” or “no.”

Sections 5.a) – 5.h)

Applicants who have previously practiced homeopathy in any jurisdiction previous to submitting this application must complete these sections.

Applicants who have not previously practiced homeopathy previous to submitting this application are not required to complete this section and may proceed to Section 6.

The information in this section is required by HealthForceOntario and the College is responsible for collecting it on behalf of the Ministry of Health and Long Term Care.

SECTION 6: INDIVIDUAL ASSESSMENT

All applicants are required to successfully complete an Individual Assessment to be eligible for registration.



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Applicants who have successfully completed the Individual Assessment must complete this section and submit a copy of their Individual Assessment congratulatory letter with the submission of their application form.

Applicants who have not yet completed the Individual Assessment can find information about it on the College website at: <http://collegeofhomeopaths.com/registration-requirements.html>.

SECTION 7: JURISPRUDENCE

All applicants are required to complete the College's Jurisprudence Course before being eligible for registration.

Applicants who have not yet completed the Jurisprudence Course can find information about it on the College website at <http://collegeofhomeopaths.com/registration-requirements.html>.

Applicants who have successfully completed the Jurisprudence course must complete this section and submit a copy of their Jurisprudence certificate with the submission of their application form.

SECTION 8: FIRST AID AND CPR

All applicants must complete this section and submit notarized copies of proof of certification in Standard First Aid and Healthcare Provider CPR (also called Basic Life Support or BLS) with the submission of their application form. Proof of certification includes certificates and wallet-size cards. For more information, refer to registration policy **REG CS 03 Requirement of First Aid and CPR** which can be found on the website at: <http://collegeofhomeopaths.com/registration-requirements.html>.

SECTION 9: LANGUAGE FLUENCY

Section 9.a) Evidence of Fluency in English or French

All applicants must complete this section.

Applicants must demonstrate fluency in French or English by checking at least one of the boxes. Information on required fluency levels can be found in the policy **REG GR 01 Language Requirement and English and French Standards**, available on the College website at: <http://collegeofhomeopaths.com/registration-policies.html>.

Applicants who are unable to declare at least one of the first two statements must successfully complete a language assessment in order to be eligible for registration. The assessment is done through a test offered through the Centre for Canadian Language Benchmarks. Information on the language assessment process is available on the website at: <http://collegeofhomeopaths.com/registration-requirements.html>.

Those who have completed a language assessment must submit a notarized copy of their certificate with the submission of their application form.



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Section 9.b) Languages Used in Practice

All applicants must complete this section by indicating all languages in which they can competently provide homeopathic services.

SECTION 10: LIABILITY INSURANCE

All applicants must complete this section by checking one of the two boxes.

Those who currently have Professional Liability Insurance must submit a photocopy of their insurance certificate with the submission of their application form.

Those who do not currently have Professional Liability Insurance must be eligible for this insurance and must submit a copy of their insurance certificate within 30 days of receiving written notification from the College that their application has been approved. The Certificate of Registration will not be issued until the College has received proof from the applicant that they have professional liability insurance that meets the requirements of the policy.

The policy **REG GR 03 Professional Liability Insurance** is available on the College website at:
<http://collegeofhomeopaths.com/registration-policies.html>.

SECTION 11: CRIMINAL BACKGROUND CHECK

All applicants must complete this section and submit the **original** Criminal Background Check document with the submission of their application form. Criminal Background Checks must be a name-based search including the full legal name of the applicant, **all former names** (*if applicable*) and the date of birth; and should be issued no more than 12 months prior to submission of the application form.

SECTION 12: REGULATORY HISTORY

This information is required in order that the College may determine an applicant's ability to conduct themselves with integrity and professionalism.

Section 12.a) Professional Affiliations

Applicants who are now or have ever been members of any health regulatory body in any jurisdiction must complete this section. This includes homeopathy or any other healthcare profession in Canada or anywhere else in the world.

For each affiliation, the applicant must complete Section 1 of **Form C – Certificate of Professional Conduct** and submit this form to the regulatory body. The form can be found on the College website at:
<http://collegeofhomeopaths.com/forms.html>.



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Information from the health regulatory body must be submitted directly to the College from that body. The College will not accept Certificates of Professional Conduct submitted to the College by the applicant.

Applicants who are not now and have never been members of any health regulatory body in any jurisdiction, in Canada or anywhere else in the world, do not need to complete this section and may proceed to Section 12.b).

Section 12.b) Disclosure of Prior Regulatory / Legal Proceedings

All applicants must answer all questions in this section. If you have not applied to be regulated or have never been regulated in any other profession, in Ontario or any other jurisdiction, some questions may not apply to you. In this case, answer “no.”

Note that questions i. to iii. refer to any regulated profession, not just health care professions, and that this includes regulated professions not just in Ontario, but anywhere in the world.

Questions iv. to x. refer specifically to regulated health professions not just in Ontario, but anywhere in the world.

Questions xi and xii refer to any finding of guilt.

If an applicant answers “yes” to any question in this section, the applicant must provide information outlining the reason for the “yes” answer, provide contact information for the relevant regulatory or legal body and describe the outcome, finding or result of the situation. If the outcome, finding or result is pending, the applicant must provide an estimate of the date when it will be available.

Section 12.c) Disclosure of Other Information

All applicants must complete this section.

If an applicant answers “yes” to this question, the applicant must attach a separate sheet outlining the reason for the “yes” answer and including details that would allow the College to verify the information provided.

SECTION 13: FEE PAYMENT

All applicants must submit the application fee of \$275.00 + \$35.75 HST for a total of **\$310.75**. This fee is **NON-REFUNDABLE** and your application will not be processed without it. Payment can be made in the form of a certified cheque or money order (payable to “College of Homeopaths of Ontario”) or by credit card. Certified cheque and money order payments must be included with the submission of the application form.

Applicants who are submitting payment by credit card must complete **Form G – Credit Card Payment Form** for a total of **\$310.75** and submit with their application form.

The application fee covers the cost of processing the application only. When an application is approved, the applicant will be required to submit the registration fee before registration Certificate of Registration can be issued.

SECTION 14: AUTHORIZATION SIGNATURE

All applicants must complete this section. Signing your name in this section is considered an authorization signature. In addition, **Form D – Authorization to Release Information** must be submitted with the application form.



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All applicants must complete **Form E – Statutory Declaration** in the presence of a Notary Public, who will verify the applicant's identity, and submit it to the College with the application form. Forms can be found on the College's website at: <http://collegeofhomeopaths.com/forms.html>.

NOTARIZATION OF DOCUMENTS

All applicants must bring both the original and photocopies of any of the following documents that are being submitted as part of the application process to a Notary Public so that the Notary Public may notarize the copies.

These documents are:

- Healthcare Provider CPR and Standard First Aid certificates or wallet-size cards (**all applicants**)
- Government-issued identification document (**all applicants**)
- Government-issued documentation supporting a name change (*if applicable*)
- Canadian Language Benchmark certificate (*if applicable*)
- Translated documents and translations (*if applicable*)

Please Note: As the applicant must submit the **original** of the Criminal Background Check, notarization of this document is not required. Applicants must also submit photocopies of professional liability insurance, proof of successful completion of the Jurisprudence Course, and proof of successful completion of the Individual Assessment; notarization of these documents is not required.

The Notary Public must verify that all copies of documents are true copies of the originals by affixing a seal, stamp or card to each of the photocopies, as well as printing his/her name and address and signing the documents. More information on notarization can be found on our website at <http://collegeofhomeopaths.com/registration-requirements.html>.

TRANSLATION OF DOCUMENTS

For applicants submitting application documents in a language other than English or French, these documents must be translated into either French or English prior to submission. Translations must be performed by a certified member of the Association of Translators and Interpreters of Ontario or another member organization of the Canadian Translators, Terminologists and Interpreters Council. In the event that a certified member cannot be found for the language required, please contact the College to discuss alternative translation.

The applicant is responsible for the cost of the translation and notarized copies of **both** the original and the translated documents must be submitted with the application form.



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Submitting Your Application

An application is not considered complete and will not be processed until all required elements have been received by the College. Failure to submit copies of required documentation will delay the processing of your application.

Once an application is submitted, it is reviewed by staff. Incomplete applications will be held until all documentation is received before processing. The applicant will be contacted by the College if there are any deficiencies.

Completed applications will be processed as expediently as possible. During the initial year following proclamation, it is expected that processing completed applications could take up to 12 weeks, as the College will be clarifying and refining the process during this time to ensure transparent, objective, impartial and fair review of applications. The College will be contacting applicants if their application will be delayed beyond a 6-week timeframe.

For your own records, make a photocopy of your application form, the application checklist, and all documents being submitted to the College.

If you have any questions that have not been answered by this guide or by the *Guide to Registration*, please contact us at:

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Collection of Personal Information

The College of Homeopaths of Ontario (the College) collects the information in the *Application Form* and other forms in the registration or reinstatement process under the general authority of the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18; the *Homeopathy Act, 1991*, S.O. 2007, and its regulations; and the College's Bylaws. The College collects the information for the purpose of assessing eligibility for registration or reinstatement.

Upon registration or reinstatement with the College, the information will become part of your membership file with the College and may be used in the course of the College performing its regulatory role as outlined in the *Regulated Health Professions Act*. It may also be used for aggregate statistical reporting and analysis within the College and externally.

Appropriate measures are taken to safeguard the confidentiality of the personal information you provide and all documents become the property of the College.

If you have any questions about the collection, use and/or disclosure of this information, contact the College's Privacy Officer at College of Homeopaths of Ontario, 163 Queen Street East, 2nd Floor, Toronto, ON M5A 1S1, 647-749-9366, or by email at info@collegeofhomeopaths.com