Guide to Registration

College of Homeopaths of Ontario (CHO)

College of Homeopaths of Ontario
Tel: 647-749-9366

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Introduction to Guide to Registration with the College of Homeopaths of Ontario

Thank you for your interest in the College of Homeopaths of Ontario (the College or CHO). Registering with the College is an opportunity to become a regulated healthcare professional in the first Canadian province to recognize the discipline of homeopathy. Registrants of the College will join the many healthcare professionals in Ontario who are self-regulated.

In accordance with the ***Homeopathy Act, 2007***, all homeopaths in Ontario are required to register with the College in order to use the title "homeopath" or hold oneself out as a homeopath.

The College has one active class of registration, but many ways to demonstration eligibility in the College. Full Class registration with the College is a permanent registration class. Individuals who register in the Full Class will not be required to change their registration status once registered, but will be eligible for Inactive Class if they choose once registered.

This guide is intended to explain the registration requirements for Full Class and the process for registering with the College. We hope applicants will find it informative and that it will answer most of their questions. In addition to this guide, the College is scheduling periodic Education Sessions to help applicants better understand the process. These sessions will be held on-line and may be available in person. To find out about available upcoming sessions, visit the College website at: http://www.collegeofhomeopaths.com or contact the College by email or telephone.

Although this guide has been designed to assist in understanding the registration process, we encourage applicants to familiarize themselves with ***Ontario Regulation 18/14 Registration*** (the Registration Regulation). This is the regulation governing registration with the College and it can be found online at: http://www.e-laws.gov.on.ca.

International Applicants
The entire application process with the exception of the Language testing can be completed from anywhere in the world. Please see the Language Fluency section on Page 15 for alternative Language assessment options for those completing the process from outside of Canada.

Making a Request for Special Accommodation
Individuals with difficulty completing assessment and application requirements may write to the College to request special accommodation. Requests will be considered on a case by case basis. Please provide an explanation as to why accommodations are currently needed. Allow a minimum of four weeks for requests to be considered. The College will do its upmost to make accommodations.

Applicants who still have questions after reading this guide may contact the College at 647-749-4952 or by email at registration@collegeofhomeopaths.com for more help.

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How to read the CHO Guide to Registration

a. Have you received pre-approval from CHO to complete an application for registration in the Full Class?

☐ **Yes** Step 1: Review and complete the registration requirements listed in Part B starting on **page 14**.
Step 2: Read the Full Class Application Guide and complete the online registration form.

☐ **No** Go to question b.

b. Have you successfully completed a CHO approved program in homeopathy in Ontario in the last 12 months?

☐ **Yes** Step 1: Review this guide starting of **page 3**.
Step 2: Complete the registration requirements listed in Part B starting on **page 14**.
Step 3: Read the Full Class Application Guide and complete the online application form.

☐ **No** Go to question c.

c. Have you successfully completed a CHO approved program in homeopathy in Ontario <u>more than</u> 12 months ago?

☐ **Yes** Do you have at least 750 practice hours in the last three years?

☐ **Yes** Step 1: Review this guide starting on **page 12**.
Step 2: Complete the registration requirements listed in Part B starting on **page 14**.
Step 3: Read the Full Class Application Guide and complete the online application form.

☐ **No** Contact the CHO for more information on next steps. A CHO approved Refresher Program may be required.

☐ **No** Go to question d.

d. Have you successfully completed a NON-CHO approved program in homeopathy in any jurisdiction in the past 12 months?

☐ **Yes** Step 1. **Continue to read this guide to page 9**. Part B (page 14) and Part C (page 18) will provide information on the entire registration process and requirements.
Step 2. Refer to the CHO Substantially Equivalent Competence Assessment Handbook.
Step 3. Contact the CHO for more information on next steps.

☐ **No** Go to question e.

e. Have you successfully completed a NON-approved program in homeopathy in any jurisdiction <u>more than</u> 12 months ago?

☐ **Yes** Step 1. **Continue to read this guide to page 9**. Part B (page 14) and Part C (page 18) will provide information on the entire registration process and requirements.
Step 2. Refer to the CHO Substantially Equivalent Competence Assessment Handbook.
Step 3. Contact the CHO for more information on next steps.

☐ **No** Contact the CHO for more information on next steps.

Not sure how the registration process fits for your unique situation? Please contact CHO Registration Staff to determine eligibility and next steps.

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Website: www.collegeofhomeopaths.com

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Steps to Registration

The steps outlined below are a guide to applicants as they begin their registration process with the College.

Step	Description	Related Fee (includes HST) as of December 2017
1.	**Identify the form that you need to complete. Documents are available on the College website.**	
	A. Not a graduate from an approved program • Complete Substantially Equivalent Pre-assessment form to Determine Eligibility to Register (Form I). • Read the *Substantially Equivalent Competence Assessment (SECA) Handbook.* • **DO NOT complete Step 4 to 9 until instructed by CHO.**	• Pre-assessment fee: $508.50 ($450+HST)
	B. Graduate from an approved program • Read Full Class Application Guide. • Complete Full Class application form online or paper-based (Form A). • **COMPLETE ALL STEPS ON THIS TABLE.**	None until application is submitted.
2.	Forward **Form B** - Certificate of Dean or Principal to your education program(s). If undergoing SECA process request program syllabus and course descriptions from your education program(s).	Varies; fees not determined by the CHO. Schools may charge fees for documentation.
3.	Complete Canadian Language Benchmark assessment *(if applicable – refer to page 16)* and translations of educational documents *(if applicable)*.	Varies for each applicant; fees not determined by the CHO.
Graduates of a CHO Approved Program or Eligible Applicants should also complete these STEPS prior to submitting an application:		
4.	If eligible, complete the Individual Assessment	• Three cases + essay: $734.50
5.	If eligible, complete the Jurisprudence Course.	• All applicants: $84.75
6.	If eligible, complete all other registration requirements, including: Healthcare Provider CPR and Standard First Aid, Criminal (Police) Background Check, Professional Liability Insurance, Canadian Language Benchmark assessment *(if applicable–refer to page 16)*, and translations *(if applicable)*.	Varies for each applicant; fees not determined by the CHO.
7.	Forward **Form C** - Certificate of Professional Conduct to your current or past professional regulation bodies / boards.	Varies; fees not determined by the CHO. Regulatory bodies may charge fees for documentation.
8.	Have applicable documents attested as true copies of the original or notarized prior to submitting them to CHO.	Varies for each applicant; fees not determined by the CHO.
9.	Submit application for Full Class form, all related forms, and all additional documents to the College that are noted in the Application Checklist.	• $333.35 for all applications for initial registration

The following documents are available on the College website to assist you in completing your registration process with CHO:

- Application for Registration (Online Form)
- Application Guide
- Application Checklist
- Registration Forms B – G
- Registration Policies and Factsheets
- Substantially Equivalent Pre-Assessment form to Determine Eligibility to Register (Form I)
- *Substantially Equivalent Competence Assessment (SECA) Handbook*

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PART A EDUCATION AND CLINICAL TRAINING REQUIREMENTS

Registration Requirements – Approved Homeopathy Program or Demonstration of Substantial Equivalence

On September 27, 2016 the CHO Council approved two Ontario post-secondary programs in homeopathy. Program approval is valid for five-years (until 2021), based on annual renewal and reporting. Programs were reviewed against a number of criteria. Both programs received approval for their theory and clinical components.

Program Name	Theory	Clinical
Canadian College of Homeopathic Medicine	Approved	Approved
Ontario College of Homeopathic Medicine	Approved	Approved

As part of the registration requirements, a graduate of an academic Program in Homeopathy needs to demonstrate that he/she has the knowledge, skill and judgment to safely and effectively practice homeopathy. The knowledge, skill and judgment required for entry-to-practice into the homeopathy profession in Ontario is outlined in the *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario (February, 2012)* and O. Reg. 18/14 requirements for clinical practice experience. A Program in Homeopathy may be approved for the theory component, the clinical component or both.

Approved programs include:

- 750 hours of theoretical instruction
- 225 hours of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact that is structured, comprehensive, supervised and evaluated, and
- Demonstration that the entry-to-practice competencies have been taught and evaluated by qualified instructors and supervisors.

For more information on the process of academic programs in homeopathy review and approval see the College's website.

Applicants must have a successfully completed a theory and clinical component or substantially equivalent education and training to be eligible for registration.

At this point, if you have:

1. Successfully completed a CHO approved program in homeopathy in Ontario within the past 12 months – **Go to page 10** of this guide, see Route A. Then read Part B and C starting on page 14.
2. Successfully completed a CHO approved program in homeopathy in Ontario more than 12 months ago – **Go to page 10** of this guide, see Route B or C.
3. Not completed a CHO approved program – **continue reading to page 9,** Part B (page 14) and Part C (page 18) will provide information on the entire registration process and requirements.

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SUBSTANTIALLY EQUIVALENT COMPETENCE ASSESSMENT (SECA)

An applicant who did not graduate from an approved program in homeopathy in Ontario shall submit documentation outlining his/her education and training for review through the Substantially Equivalent Competence Assessment (SECA) process to determine if the education and training received is substantially equivalent to that of a graduate from an approved program in homeopathy in Ontario.

The fee for the SECA review process is $498+HST (total of $562.74)
Please note that there may be additional fees associated with some supporting documentation requirements obtained from third parties such as notarization, official transcript requests, translation, and letters of good standing from other health regulatory bodies.

For more information on the substantially equivalent process see the *Substantially Equivalent Competence Assessment (SECA) Handbook and complete a* pre-assessment form or contact the College's Registration Officer at registration@collegeofhomeopaths.com or call 647-749-4952 for further details.

What is Substantially Equivalent Competence Assessment (SECA)?

Any individual who has not graduated from an approved program in homeopathy in Ontario will be required to undergo a SECA which reviews the individual's education and training compared to the criteria set by the College of Homeopaths of Ontario's regulation, policy and *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario*.

This review is paper-based followed by a 3 hour interview with a Registration Assessor. The interview will be conducted electronically by interactive video.

A SECA review shows the College how an individual's knowledge and practice compares to what is expected of homeopaths trained in Ontario. The SECA process reviews homeopathy education and clinical training and looks at the competencies taught and evaluated in all homeopathy studies undertaken by the individual. The applicant's education and training must be successfully completed, and may include a variety of education and training approaches.

Entry-to-practice competencies are the competencies that new graduates from an approved Ontario homeopathy program have. If there are differences, the individual seeking eligibility for registration with the College may need more education in certain topics before completing the College's registration process. SECA does not look at expert levels of homeopathy practice. Even if an individual practices in a highly specialized area, the knowledge and practice is compared to the entry-to-practice competencies.

Where can SECA be completed?
The entire SECA process with the exception of the Language testing can be completed from anywhere in the world. Please see the Language Fluency section on Page 16 for alternative Language assessment options for those completing the process from outside of Canada.

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Program of Clinical Experience

Eligible applicants must have successfully completed clinical training experience in the profession that provides for 225 hours of direct client contact in a structured, comprehensive, supervised and evaluated format over the course of a minimum of 45 weeks in length. The course must also teach and evaluate clinical competencies. For more information about the program of clinical experience, see the Homeopathy Academic Program Review and Approval Guide on the College website or email: registration@collegeofhomeopaths.com

In many cases, the clinical experience requirement would be included in a post-secondary program in homeopathy. If clinical experience was not included in the post-secondary program, applicants for Full Class registration must find an alternate education and training provider for clinical training.

If you have questions about how these routes to registration apply to you, please contact the CHO office by email at registration@collegeofhomeopaths.com

Choosing an Entry Point into the College of Homeopaths of Ontario for Individuals who HAVE NOT graduated from a CHO Approved Program in Homeopathy in Ontario (next page):

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Demonstration of Substantial Equivalence is Required

(Also see Guide to Substantially Equivalence Competence Assessment)

	Recent Graduate from a NON CHO Approved Program in Homeopathy in any jurisdiction (Within 12 Months of Graduation When Application is Submitted)	**Graduate from a NON CHO Approved Program in Homeopathy in any jurisdiction – MORE THAN 12 MONTHS After Graduation When Application is Submitted OR Non-Graduate Practitioner of Homeopathy in any jurisdiction**	
Route	**Route A**	**Route B**	**Route C**
Eligible Class	CHO must review education and training to determine if eligible for Full Class	CHO must review education and training to determine if eligible for Full Class	CHO must review education and training to determine if eligible for Full Class
Application Form	Substantial Equivalence of Competence Assessment Form	Substantial Equivalence of Competence Assessment Form	Substantial Equivalence of Competence Assessment Form
Application Deadline	Within 12 months of completing program in homeopathy	None	None
Transcript Required **Additional Supporting Documents Required**	Yes Yes	Yes Yes	Yes Yes
750 Practice Hours Required	No	Yes	No
Individual Assessment	ONLY Complete upon direction by CHO	ONLY Complete upon direction by CHO	ONLY Complete upon direction by CHO
Description	1. Successful completion of a program in homeopathy, combined with other education or training considered substantially equivalent by the Registration Committee, AND / OR INCLUDING 2. Successful completion of a program of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact. PLUS 3. **If eligible for registration**, successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases **and** demonstration of theoretical knowledge through essay). PLUS 4. Successful completion of all other registration requirements outlined on page 14 to 17 of the Guide to Registration.	1. If it has been more than 12 months since the applicant completed his/her education or training which is to be evaluated for substantial equivalence by the Registration Committee, and the applicant has completed a minimum of 750 practice hours in the three (3) years **immediately** before the date of the application. PLUS **2.** **If eligible for registration**, successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases **and** demonstration of theoretical knowledge through essay). PLUS **3.** Successful completion of all other registration requirements outlined on page 14 to 17 of the Guide to Registration.	1. If it has been more than 12 months since the applicant completed his/her education or training which is to be evaluated for substantial equivalence by the Registration Committee, and the applicant has successfully completed a refresher program approved by the Registration Committee within the 12 months **immediately** before the date of the application. PLUS 2. **If eligible for registration**, successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases **and** demonstration of theoretical knowledge through essay). PLUS 3. Successful completion of all other registration requirements outlined on page 14 to 17 of the Guide to Registration.

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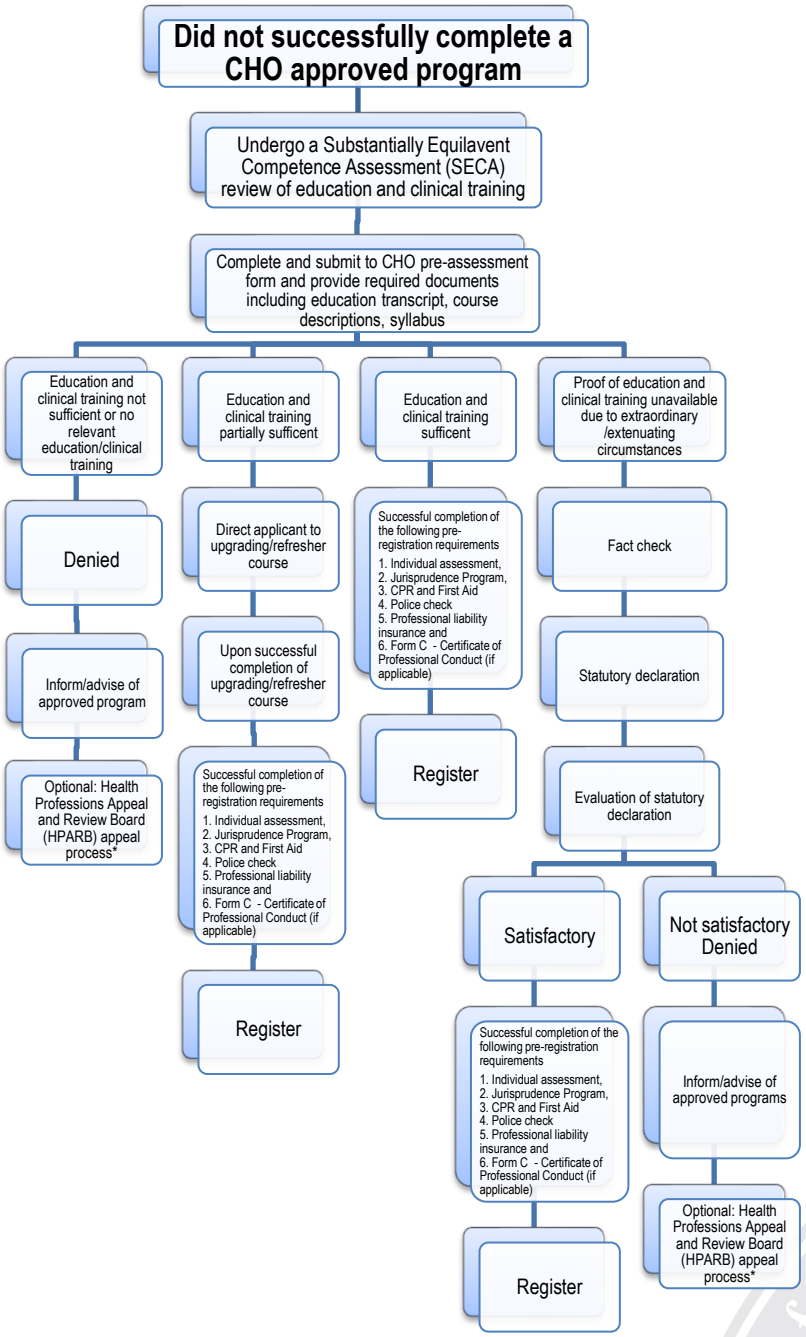
Flowchart of Registration for Individuals who have education and clinical training in homeopathy but HAVE NOT successfully completed a CHO Approved Program in Homeopathy in Ontario



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Eligible Applicants for registration in the Full Class meet the criteria in one of the following routes

Within 12 Months of Successful Completion of Education and/or Clinical Training

Route A

1. Successful completion of **a post-secondary program in homeopathy in Ontario that is approved** by the Council of the College of Homeopaths AND
    a. Successful completion of a program of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact; AND
    b. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay); AND
    c. Successful completion of all remaining registration requirements detailed on pages 14 to 17 of this Guide, including language fluency, jurisprudence course, certification in healthcare provider CPR and standard first aid, criminal background check, proof of professional liability insurance **and** declaration regarding character and any past or present registration with another regulatory body**.**

OR

2. **Successful completion of a substantially equivalent program in homeopathy**, is considered to be a program in homeopathy together with other education or training which the Registration Committee considers to be substantially equivalent to the requirements set out in an approved program in Ontario. **Note:** individuals who have not graduated from an approved program in homeopathy in Ontario, **must** undergo a Substantially Equivalent Competence Assessment review (SECA)[1] to determine eligibility for registration in the College, AND
    a. Successful completion of a program of clinical experience in homeopathy that is structured, comprehensive, supervised and evaluated and that is at least 45 weeks in length and includes at least 225 hours of direct client contact, AND
    b. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay); AND
    c. Successful completion of all remaining registration requirements detailed on pages 16 to 22 of this Guide, including language fluency, jurisprudence course, certification in healthcare provider CPR and standard first aid, criminal background check, proof of professional liability insurance **and** declaration regarding character and any past or present registration with another regulatory body**.**

If you have questions about how these routes to registration apply to you, please contact the CHO office directly at 647-749-4952 or by email at registration@collegeofhomeopaths.com

[1] Also review the Substantially Equivalent Competence Assessment Handbook.

More Than 12 Months After Successful Completion of Education and/or Clinical Training

If it has been **more than** 12 months since the applicant's successful completion of either,

a program in homeopathy in Ontario and/or a clinical experience program as outlined above (on page 4 of this Guide) OR

a substantially equivalent program, is a program in homeopathy together with other education or training considered by the College's Registration Committee to be substantially equivalent to a program in homeopathy in Ontario,

the applicant **must have met** the requirements in **either** Route B or Route C below.

Route B

Practised the profession of homeopathy for at least 750 hours within the three (3) years **immediately** before the date of the application. Note: The practice hour requirement may be made up of 750 clinical practice hours or less, with allowance of up to a maximum of 250 of those hours coming from non-clinical practice hours. The hour requirement is exemptible and for more information see page 15 of this Guide; AND

a. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay); AND
b. Successful completion of all remaining registration requirements detailed on pages 16 to 22 of this Guide, including language fluency, jurisprudence course, certification in healthcare provider CPR and standard first aid, criminal background check, proof of professional liability insurance **and** declaration regarding character and any past or present registration with another regulatory body**.**

OR

Route C

a. Successful completion of a refresher program approved by the Registration Committee within the 12 months **immediately** before the date of the application. NOTE: This is an exemptible requirement; AND, Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay); AND
b. Successful completion of all remaining registration requirements detailed on pages 14 to 17 of this Guide, including language fluency, jurisprudence course, certification in healthcare provider CPR and standard first aid, criminal background check, proof of professional liability insurance **and** declaration regarding character and any past or present registration with another regulatory body**.**

If you have questions about how these routes to registration apply to you, please contact the CHO office directly at 647-749-4952 or by email at registration@collegeofhomeopaths.com

[For individuals undertaking the SECA process, see the SECA handbook.]

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Choosing an Entry Point into the College of Homeopaths of Ontario for CHO Approved Ontario Program Graduates

	Recent Graduate from an Approved Program in Homeopathy in Ontario – Within 12 Months of Graduation When Application is Submitted	Graduate from an Approved Program in Homeopathy in Ontario – MORE THAN 12 MONTHS AFTER Graduation When Application is Submitted	
Route	**Route A**	**Route B**	**Route C**
Eligible Class	Full	Full	Full
Application Form	Full	Full	Full
Application Deadline	Within 12 months of completing a CHO approved program in homeopathy	None	None
Transcript Required	Yes	Yes	Yes
750 Practice Hours Required	No	Yes	No
Individual Assessment	Full	Full	Full
Description	1. Successful completion of a post-secondary program in homeopathy in Ontario approved by the College, AND / OR INCLUDING 2. Successful completion of a program of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact. PLUS 3. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases **and** demonstration of theoretical knowledge through essay). PLUS 4. Successful completion of all other registration requirements outlined on page 14 to 17 of the Guide to Registration.	1. If it has been more than 12 months since the applicant's graduation from a CHO approved program the homeopathy program, completion of a minimum of 750 practice hours in the three (3) years **immediately** before the date of the application. PLUS 2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases **and** demonstration of theoretical knowledge through essay). PLUS 3. Successful completion of all other registration requirements outlined on page 14 to 17 of the Guide to Registration.	1. If it has been more than 12 months since the applicant's graduation from a CHO approved homeopathy program, successful completion of a refresher program approved by the Registration Committee within the 12 months **immediately** before the date of the application. PLUS 2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases **and** demonstration of theoretical knowledge through essay). PLUS 3. Successful completion of all other registration requirements outlined on page 14 to 17 of the Guide to Registration.

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Alternate Routes to Satisfying the Registration Requirements
CHO Refresher Program Q&A

Please note that it is recommended that the CHO review your completed pre-assessment file or application for registration in its entirety prior to completing the Refresher Program in order to determine if the Refresher Program is right for you. Upon completed review of your pre-assessment file or application CHO will provide you with a summary of noted gaps in your education and clinical training against CHO entry-to-practice competencies and registration requirements. The gaps may be covered by successfully completing the CHO Refresher Program or may require to you undergo a broader specified training plan. The CHO will provide you with a personalized specified plan so that you may clearly understand how to fill any gaps between your education and clinical training and the CHO registration requirements.

What is a College of Homeopaths of Ontario Refresher Program?

The Refresher Program is a live, interactive supervised clinical practice program which provides the Registration Committee with a greater assurance of the applicant's knowledge, skill and judgment in a clinical environment. The Refresher Program also focuses on components of practice which are specific to the Ontario healthcare environment including informed consent, record keeping, and privacy and confidentiality. The Refresher Program provides the applicant with an opportunity to clearly demonstrate his/her ability to the supervisor.

The Refresher Program is structured and evaluated to ensure demonstration of the College of Homeopaths of Ontario (CHO or the College) Entry-to-Practice Competency Profile for Homeopaths Practising in Ontario and the Ontario Regulation 18/14, Registration requirements.

Why would I need to take a Refresher Program?

In the case of entry into the profession, the successful completion of a Refresher Program may be necessary if:

1. There is a gap between the College's registration requirements and the applicant's experience at the time of application.
2. The Registrar has doubts, on reasonable grounds, about whether the applicant fulfils the registration requirements.
3. It has been a lengthy period of time since the applicant last practiced the profession of homeopathy.
4. The applicant does not clearly or sufficiently demonstrate the required knowledge, skill and judgment, education or training, or recent clinical practice experience so that the Registration Committee may determine eligibility for registration.

In other words, the degree of disparity between the applicant's experience at the time of application against the registration requirements, may trigger the requirement to complete a CHO approved Refresher Program.

Disclaimer: It is important to note that taking a CHO approved Refresher Program does not guarantee that the applicant can successfully complete the Individual Assessment process or satisfy the registration process. Applicants must successfully complete the Refresher Program and all other registration requirements to be considered for entry into the College.

What is expected of the applicant?

Applicants will be required to undergo supervised clinical practice including taking a specified number of live initial and follow-up visits with a variety of patients. Applicants will report to the clinical supervisor to discuss the cases, ensure full and accurate patient records, complete case analysis demonstrating the CHO entry-to-practice competencies, and submit reports or undergo testing required by the program provider.

How long will the program be?
Most refreshment requirements can be completed within three (3) months or less on a very part-time/casual basis (i.e. 5 to 10 hours per week). Talk to the Refresher Program administrator to determine the pace that's right for you.

The Registration Committee or Registrar will specify the minimum number of initial patient visits and follow-up visits required during the clinical refreshment program.

The required number of cases to be completed within the Refresher Program will depend on all relevant factors from the applicant's application including the number of years out of practice, recent practice experience and continuing education and professional development activities, or any other factor identified by the Registration Committee or Registrar. These factors can affect an individual's retention of knowledge and skills.

Who offers a CHO approved Refresher Program?
Providers include:
Canadian College of Homeopathic Medicine, 1881 Yonge St #500, Toronto, ON M4S 3C4
Phone: (416) 966-2350; Website: www.homeopathycanada.com

Is the Refresher Program in-person?
Yes. A portion of the supervision process must include an in-person component. In-person may mean physically in the same place, but can also mean by telephone or an interactive web-based electronic mode of communication. Talk to the Refresher Program provider to determine the method of supervision that's right for you. Keep in mind that some providers only offer in clinic training.

How much does it cost?
The cost of the Refresher Program is $1,150. The fee is based on eight (8) initial and a minimum of eight (8) follow up cases under supervision. Costs may vary if additional cases are required.

The cost and time commitment of the Refresher Program is not intended to be onerous to the applicant. The price is reasonable for a regulatory refreshment program, and in some cases quite inexpensive compared to the requirements of other regulated health professions.

The Refresher Program is a fair, transparent, impartial, and objective process in a structured, supervised, comprehensive and evaluated manner – these factors are important to public protection and create a valuable and positive experience for the applicant.

Who pays for the Refresher Program?
It is the applicant's responsibility to pay for the Refresher Program.

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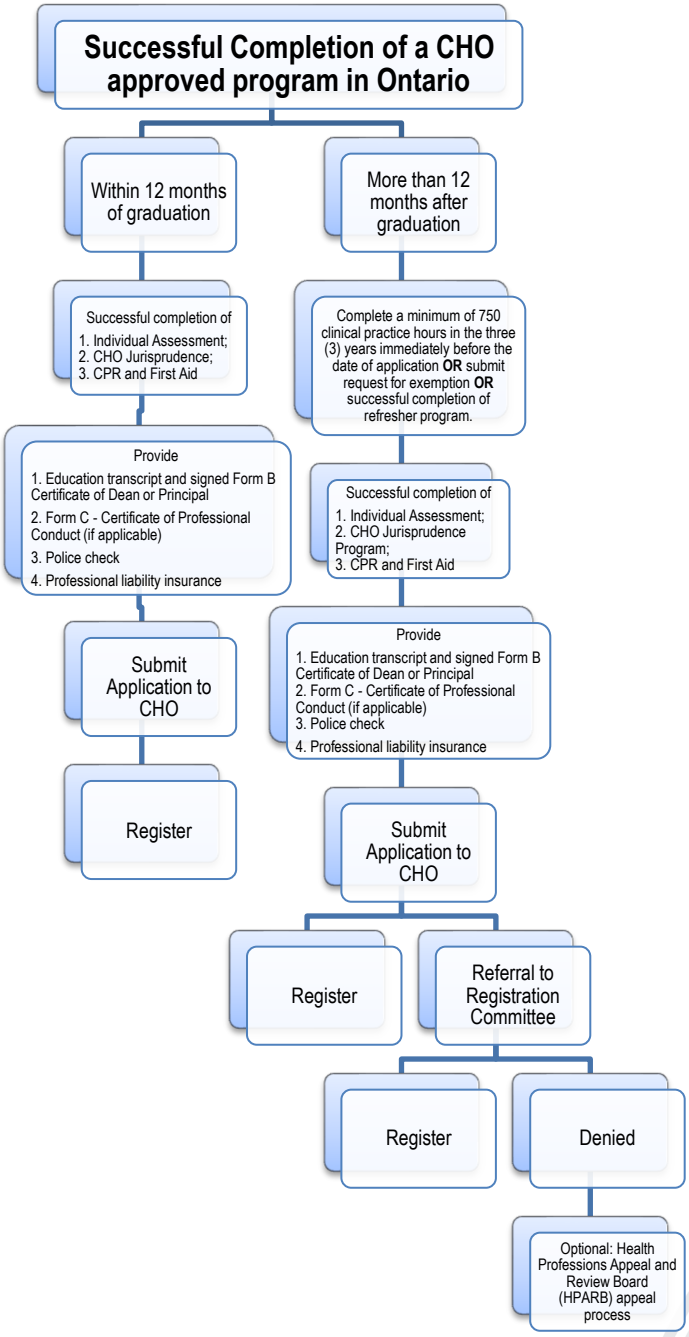
Flowchart of Registration for Individuals who successfully completed a CHO Approved Ontario Program in Homeopathy



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Practice Hours for Established Practitioners – More than 12 months post-program completion

Requirement:

- **Full Class Application Form (Form A) –** ***eligible individuals who have successfully completed their program more than 12 months prior***

For eligible applicants completing a Full Class Application Form (Form A) who graduated more than 12 months ago, in order to prove currency in the profession, the applicant must demonstrate 750 hours of homeopathy practice over a three-year (36-month) period immediately before the date of the application. For recent graduates, the hour requirement maybe prorated in the first three years post-graduation.

For all eligible applicants who are required to demonstrate 750 practice hours, a minimum of 500 of the 750 hours must consist of direct patient contact. Clinical experience hours are based on patient visits. For the purposes of meeting the registration requirements, each intake visit counts as two hours and each follow-up visit counts as one hour, regardless of the time the applicant actually spent in each patient visit. This is in order to ensure that all applicants are calculating hours the same way. Clinical practice hours may be paid or unpaid. All hours must be verifiable in order to be included on the application form.

When demonstrating practice hours, a maximum of 250 of the 750 hours can consist of non-clinical experience. The Registration Regulation indicates specific categories of non-clinical experience that can be counted towards practice hours. They are:

- 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 the 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

It is crucial that applicants read the policy *Breakdown of 750-Hours* in order to determine the validity of non-clinical experience.

As part of the registration application process, applicants will be asked to record their practice hours by year for the three-year (36-month) period.

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 through 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.

Exemption from Requirement of 750 Practice Hours
The requirement for 750 practice hours completed within the three-year (36-month) period immediately prior to submission of an application to the College is an exemptible registration requirement. This means that if an applicant does not have or cannot validate 750 practice hours within the three-year period immediately prior to application, they may request an exemption. For information on the process for requesting an exemption, see the policy ***REG AD 05 Requesting an Exemption*** and the policy ***REG AD 04 Exemptions – 750-Hour Requirement***, both of which can be found on the College website at: http://collegeofhomeopaths.com/registration-policies.html.

Applicants who are requesting an exemption from the 750-hour requirement must complete **Form F – Request for Exemption of Exemptible Registration Requirements**. **Form F** can be obtained by contacting the College office at registration@collegeofhomeopaths.com or calling 647-749-4952.

Language Fluency

In order to ensure that registered homeopaths are able to provide patient care and interact with the health care system in Ontario, fluency in either French or English is required. Language fluency can be proven in one of four ways:

- A declaration that French or English is the applicant's first language and that they are fluent in one of the two;
- Completion of a post-secondary education program in homeopathy that was taught in English or French;
- Successful completion of a language test, approved by the Government of Canada, which is equivalent to a minimum level of 7 on the Canadian Language Benchmark (CLB) assessment scale, and which has been completed within two years of making application to the College; or
- Those for whom the categories above do not apply must submit proof of reasonable fluency achieved through a language assessment that meets the Centre for Canadian Language Benchmarks minimum level 7.

For a list of current language test equivalency charts visit the Government of Canada language requirements website at Language test equivalency charts - Canada.ca.

For applicants who need to complete the language assessment, this is done through a test offered by the Centre for Canadian Language Benchmarks. Information on the language assessment process is available on the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

Applicants who have completed an approved language test must submit a notarized photocopy of their certificate with their application form.

Centre for Canadian Language Benchmarks website: http://www.language.ca

The policy ***REG GR 01 Language Requirement and English and French Standards*** is available on the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

***International Applicants**
Please note that there is no Canadian Language Benchmark test available for completion outside of Canada; however international applicants may complete either the International English Language Testing System (IELTS) or Canadian

English Language Proficiency Index Program (CELPIP) tests from outside of Canada or their French equivalency - Test d'évaluation de français pour le Canada (TEF Canada) or Test de connaissance du français pour le Canada (TCF Canada). These providers test for Canadian Language Benchmark equivalency.

You can access the International English Language Testing System at: https://ieltscanadatest.com/test-results/ielts-and-clb/

For more information on the Canadian English Language Proficiency Index Program visit: https://www.celpip.ca/

Current Government of Canada Language Test Equivalency Charts as of January 9, 2024
This section contains guidance used by Government of Canada staff. It is posted on the Government's website (Language test equivalency charts - Canada.ca) as a courtesy to stakeholders.

Equivalencies between the Canadian Language Benchmarks (CLBs) (for English), the Niveaux de compétence linguistique canadiens (for French), and the results of language tests from designated testing organizations have been established and are summarized in the following tables.

How to find your language level based on your test results
Use your test results to find your CLB level in the tables below:

Canadian English Language Proficiency Index Program (CELPIP) – general test score equivalency chart

CLB level	Reading	Writing	Listening	Speaking
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4

International English Language Testing System (IELTS) – General Training – test score equivalency chart

CLB level	Reading	Writing	Listening	Speaking
10	8.0	7.5	8.5	7.5
9	7.0	7.0	8.0	7.0
8	6.5	6.5	7.5	6.5
7	6.0	6.0	6.0	6.0
6	5.0	5.5	5.5	5.5
5	4.0	5.0	5.0	5.0
4	3.5	4.0	4.5	4.0

Test d'évaluation de français pour le Canada (TEF Canada) – test score equivalency chart

The Government of Canada reviews TEF Canada equivalency through three different timeframes. Please visit the Government of Canada website for the particulars of each timeframe.

If you took your test after December 10, 2023

If you took your test between October 1, 2019 and December 10, 2023

If you took your test before September 30, 2019

Test de connaissance du français pour le Canada (TCF Canada) – test score equivalency chart

CLB level	Reading	Writing	Listening	Speaking
10	549-699	16-20	549-699	16-20
9	524-548	14-15	523-548	14-15
8	499-523	12-13	503-522	12-13
7	453-498	10-11	458-502	10-11
6	406-452	7-9	398-457	7-9
5	375-405	6	369-397	6
4	342-374	4-5	331-368	4-5

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PART B ADDITIONAL REGISTRATION REQUIREMENTS

There are additional registration requirements that apply to individuals **eligible for** Full class registration. Details of these are listed below:

1. Successful completion of Individual Assessment
2. Successful completion of the Jurisprudence Course
3. Certification in Healthcare Provider CPR and Standard First Aid
4. Criminal Background Check
5. Proof of Professional Liability Insurance in the amount designated in the Bylaws
6. Declaration regarding character and any past or present registration with another regulatory body

DO NOT complete these requirements until eligibility for Full class registration has been determined.

1. Individual Assessment

The Individual Assessment (IA) is a requirement for all applicants who are eligible for registration in Full class.

The IA has been designed in order that the College can determine whether applicants have the necessary understanding of homeopathic competencies to practice safely and effectively. The process is a written evaluation, relying on applicant descriptions of three previous client cases and one essay on the theory and practice of homeopathy.

It will take time for applicants to complete the IA process. The amount of time required to prepare a submission for evaluation varies from person to person; therefore applicants are advised to take the time required to understand and complete the process in a thorough and careful manner.

The College offers a two-hour instructional webinar on how to prepare your submission. For more information please contact the College directly at registration@collegeofhomeopaths.com

Graduates of a CHO approved program may begin an individual assessment submission at any point in their final year. Applicants are required to have three cases and three follow-ups in which they are the primary care provider.

Once submitted it takes between two to four weeks to complete the evaluation of your IA submission. Upon completion you will receive a letter of assessment status from the third-party assessor.

For detailed information on the IA and how to begin the process, visit the IA page on the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

Individuals undergoing SECA review to determine eligibility for registration **SHOULD NOT** undertake IA until successful completion of the SECA process.

***International Applicants**
This requirement can be completed from outside of Canada.

2. Jurisprudence Course
The Jurisprudence Course is designed to provide applicants with a necessary understanding of the requirements of practicing homeopathy in a regulated environment and to familiarize them with the laws and regulations governing the profession. Study materials are supplied on the College website and the online portion of the course is expected to take an average of 6 hours to complete, although students work individually and at their own pace. Applicants can begin the course at any time and are encouraged to do so as soon as possible in order to avoid delays in submitting their completed application.

For detailed information about the Jurisprudence Course and how to begin the process, visit the Jurisprudence page of the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

Applicants will be required to submit a photocopy of their certificate of successful completion of the Jurisprudence Course with their application form.

Individuals undergoing SECA review to determine eligibility for registration **SHOULD NOT** take the Jurisprudence requirement until the review is successfully completed.

***International Applicants**
This requirement can be completed from outside of Canada.

3. Healthcare Provider CPR/BLS and Standard First Aid
The College considers it in the public interest for homeopaths to be trained in both First Aid and CPR. It is a requirement for homeopaths to maintain certification in First Aid and CPR at all times. When applicants register for a First Aid program, they must ensure that they complete a minimum Standard First Aid level and a minimum Healthcare Provider (HCP) level CPR/ or Basic Life Support (BLS) program. These levels of training are available from numerous providers at multiple dates and times. Training at a lower level will not be accepted.

The College does not endorse any specific programs; however, the program must meet the minimum criteria set by the International Liaison Committee on Resuscitation (ILCOR). To find training in your area, please search online.

The policy ***REG CS 03 Requirements of First Aid and CPR*** is available on the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

Individuals undergoing SECA review to determine eligibility for registration **SHOULD NOT** take the Healthcare Provider CPR and Standard First Aid course until successful completion of the SECA process.

***International Applicants**
This requirement can be completed from outside of Canada.

4. Criminal (Police) Background Check
The requirement for a Criminal Background Check can help to inform the College of the background and character of an applicant and assist in ensuring that they will practice the profession safely and in a professional manner.

The background check required is a Criminal Record Check based on the **full legal name**, **all former legal names ever used** *(if applicable)* and birth date only. The background check can be obtained from a local police department. Depending on the individual police department, the Criminal Record Check can take weeks to process, so it is best to begin as soon as possible. Depending on the results of the Criminal Record Check, the College reserves the right to request a more extensive background check or further information from the applicant.

Applicants can begin the process by contacting their local police department and obtaining information about submitting an application for the background check.

Applicants will be required to submit a scanned copy of the original criminal background check with their application form, ensuring that the official stamp or seal of the police department is visible.

The policy ***REG GR 02 Criminal Background Check*** is available on the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

Individuals undergoing SECA review to determine **eligibility** for registration **SHOULD NOT** undertake a criminal background check until successfully completion of the SECA process.

***International Applicants**
This requirement can be completed from outside of Canada.

5. Proof of Professional Liability Insurance
In the interest of public protection and their own protection, all Registrants must have professional liability insurance. Applicants must provide proof of professional liability insurance in order for the Registrar to issue a Certificate of Registration. The minimum requirements of this insurance include:

- $1,000,000 coverage per occurrence;
- Annual aggregate coverage of no less than $2,000,000;
- A deductible of no more than $1,000 per occurrence;
- Run-off coverage (sometimes called “enduring” or “tail coverage”) for a minimum of three (3) years following expiry or cancellation of the policy;
- The insurance must be provided by an insurer licensed with the Financial Services Commission of Ontario, the office of the Superintendent of Financial Institutions of Canada or a body outside of Ontario that the Registrar considers substantially equivalent to the Financial Services Commission of Ontario.

Applicants who currently have professional liability insurance that complies with these requirements must submit a photocopy of their insurance certificate with the application form.

Applicants who do not currently have professional liability insurance that complies with these requirements must declare their eligibility for this insurance on their application form and must submit a photocopy of their insurance certificate within 30 days of receiving written confirmation from the College that their application is 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-requirements.html.

Individuals undergoing SECA review to determine **eligibility** for registration **NEED NOT** obtain professional liability insurance until successfully completion of the SECA process.

***International Applicants**
This requirement can be arranged from outside of Canada.

6. Declaration Regarding Character / Past Registration
The College expects Registrants to adhere to the values shared by society and to conduct themselves with integrity and professionalism. For this reason, applicants are required to disclose any previous or current registration with other regulatory bodies and to obtain verification from those bodies that they were/are members in good standing. In addition, applicants are required to report any prior proceedings, criminal or regulatory, and to provide information about the outcome of the proceeding(s).

The intent of this process is to have all potentially relevant matters reported so that the College can then evaluate the significance of the events. It may be that even though there has been an event in the past, it no longer reflects significantly on the suitability of the applicant to become a Registrant of the College. Factors such as the nature of the event, how long ago it occurred, and the applicant's growth/reformation since the time of the event are taken into consideration. The primary issue is the current competence and character of the applicant. Reporting requirements apply whether the event took place in Ontario or another jurisdiction.

After considering the evidence provided, the Registration Committee may approve the application, request additional information, approve with terms, limitations or conditions, or reject the application.

Individuals undergoing SECA review to determine **eligibility** for registration **NEED NOT** make a declaration of character and past registration until successfully completion of the SECA process.

***International Applicants**
This requirement can be completed from outside of Canada.

PART C APPLICATION RELATED INFORMATION

Notarization

The required Government issued identification must be attested as a true copy of the original. Any documentation verifying a legal name change must also be attested as a true copy of the original. If a Standard First Aid and CPR certificate is either received in hard copy by mail or in person, this document will require notarization. If the course provider will only issue electronic certifications, notarization will not be necessary as these files can be verified online.

Form E – Statutory Declaration must be **notarized**. This provides assurance to the College that the declarations in the application and signature are those of the applicant. **Form E** can be found on the College website at: http://collegeofhomeopaths.com/forms.html.

Requiring notarization of documents provides assurance to the College that the originals and photocopies have been reviewed and that the photocopy is an authentic reproduction of the unaltered original.
In Ontario, Notary Public is a position appointed by the Ministry of Government Services. Applicants in Canada may also obtain a Commissioner for taking affidavits to attest their documents.

Documents that do not require notarization:

- Jurisprudence Program Certificate of completion
- Individual Assessment Congratulatory Letter
- Professional Liability Insurance Policy Document
- Criminal Background Check (must be a scanned copy of the original document)

***International Applicants**
This requirement can be completed from outside of Canada.

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

Once all supporting documentation has been collected, **please send your document package electronically** to the Registration Department at registration@collegeofhomeopaths.com, in one concise email.

Translation

For applicants submitting application documents in a language other than French or English, these documents need to be translated into either French or English prior to submission. The College recommends that translations 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 translation. Notarized copies of both the original and the translated documents need to be submitted with the application form.

***International Applicants**
This requirement can be completed from outside of Canada.

Registration Requirement Exemptions

Exemption from Requirement of 750 Practice Hours
The requirement for 750 practice hours completed within the three-year (36-month) period immediately prior to submission of an application to the College is an exemptible registration requirement. This means that if an applicant does not have or cannot validate 750 practice hours within the three-year period immediately prior to application, they may request an exemption. For information on the process for requesting an exemption, see the policy ***REG AD 05 Requesting an Exemption*** and the policy ***REG AD 04 Exemptions – 750-Hour Requirement***, both of which can be found on the College website at: http://collegeofhomeopaths.com/registration-policies.html.

Applicants who are requesting an exemption from the 750-hour requirement must complete **Form F – Request for Exemption of Exemptible Registration Requirements**. **Form F** can be obtained by contacting the College office at registration@collegeofhomeopaths.com
or calling 647-749-4952.

Exemption from Other Registration Requirements
The College may be able to grant exemption to some registration requirements; however, exemptions are extremely **rare**. This means that if an applicant cannot complete a requirement due to a significant limitation or exceptional circumstance, the applicant may request an exemption or accommodation. The applicant must submit a written statement explaining the reasons for the request and must provide proof that the exemptible requirement cannot be met, that it has been met in another way and that the granting of the exemption causes no risk to the public.

For information on the process for requesting an exemption, see the policy ***REG AD 05 Requesting an Exemption***, which can be found on the College website at: http://collegeofhomeopaths.com/registration-requirements.html.

Applying for Registration for Eligible Applicants

Individuals undergoing SECA review to determine **eligibility** for registration **SHOULD NOT** start the formal application process until successfully completion of the SECA process.

Eligible applicants are encouraged to create an online user account in the CHO Portal in order to submit their application form online. The CHO Portal can be found here: https://app.collegeofhomeopaths.com/en/client/session/new.

After submitting the application form and application fee payment online, applicants must then submit all supporting documents electronically to the Registration Department at registration@collegeofhomeopaths.com.

All registration related forms are available in a downloadable format from the College website at: http://collegeofhomeopaths.com/forms.html.

For your own records, please ensure to keep copies of all supporting documentation that is being submitted to the CHO.

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Processing the Application

Once a complete application is submitted to the College it is reviewed by staff. Incomplete applications will be held, without processing, until all documentation is received. The applicant will be contacted by the College if there are any deficiencies. Completed applications will be processed as expediently as possible.

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 the application.

Factors that may delay the processing of an application include:

- Failing to provide evidence of having practiced the profession or graduating from a program that does not meet the requirements outlined in the Registration Regulation or failing to successfully complete the pre-assessment process to determine substantial equivalence;
- Failing to provide evidence of language proficiency in either English or French;
- Failing to submit translations of documents that are not in French or English;
- Eligible applicants failing to successfully complete the required Individual Assessment, Jurisprudence Course, and/or CPR and First Aid;
- Information about the applicant's conduct, competence or health that may require further review and follow-up;
- Requesting an exemption of exemptible registration requirements;
- Failing to produce any documentation requested by the College.

Payment of Registration Fee
If the application is complete and it is determined that the applicant has met all criteria, registration will be approved and the annual registration fee (pro-rated) will be requested. Upon receipt of the annual registration fee, the Registrar will issue a Certificate of Registration effective within two business days of the date of receipt of fees.

Referral to Panel of the Registration Committee
If the application is complete but any of the information provided requires review by the Registration Committee, the applicant will be notified and invited to provide further information to the Registration Committee within 30 days of the notice. All requests for exemption of exemptible registration requirements will be reviewed by a panel of the Registration Committee.

The Registration Committee will review the application and make an order doing any one or more of the following:

- Direct the Registrar to issue a Certificate of Registration;
- Direct the Registrar to issue a Certificate of Registration if the applicant successfully completes examinations or additional training;
- Direct the Registrar to impose specified terms, conditions and/or limitations on a Certificate of Registration and specifying a limitation on the applicant's right to apply for variation to those terms; or
- Direct the Registrar to refuse to issue a Certificate of Registration.

If registration is denied, the decision and reasons of the Registration Committee will be mailed to the applicant within 30 days of the decision being reached. The applicant will be provided with information on the process for appealing a decision of the Registration Committee. Further information can be found in ***Schedule 2 - Health Professions Procedural Code*** of the ***Regulated Health Professions Act, 1991***.

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Timelines to Registration

Below is an estimated timeline for the registration process. Timelines may vary greatly and may be impacted by your individual situation and the completeness of your submission. The College does its utmost to process your completed application as efficiently a manner as possible. Each application is reviewed against the requirements on an individual basis, in the order in which they are received. Applications or pre-assessments cannot be reviewed until all required information has been received.

Despite the variation in timelines, it may take an applicant 6 to 18 months to complete the registration process from start to finish. It may take longer should an applicant wish to appeal an outcome or registration decision. In some cases the application process can be shortened by undertaking multiple steps at the same time. Ensuring that all materials are included in the initial application can also shorten the timeframe in some cases.

Individual's Situation at the Time of Application	**Estimated Timelines to Registration**
Graduate of a CHO approved program within the past 12 months Factors which impact timelines - Preparation time to complete individual assessment (IA) submission - Outcome of IA submission - Processing time of criminal background check - Declarations - Processing time of Certificate of Professional Conduct of a current or past member of another regulatory college	6 months
Individuals who have: ➢ successfully completed a CHO approved program in homeopathy in Ontario more than 12 months ago ➢ have successfully completed a NON-CHO approved program in homeopathy in any jurisdiction Factors which impact timelines - Processing time of Certificate of Dean or Principal of academic programs - Completeness and thoroughness of information on related academic education and clinical training supporting the substantially equivalent competency assessment process - Processing time of Certificate of Professional Conduct of a current or past member of another regulatory college - Preparation time to complete individual assessment (IA) submission - Outcome of IA submission - Processing time of criminal background check - Declarations - Translations of documentation as necessary	12 to 18 months
Referrals to Registration Committee	Additional 14 weeks or more
Appeals of Registration Decision	Additional 14 weeks or more
Appeals of Individual Assessment Decision	Additional 4 to 14+ weeks

Step	Description	Timelines
1.	**Identify the form that you need to complete. Documents are available on the College website.**	
	A. Not a graduate from an approved program • Complete Substantially Equivalent Pre-assessment form to Determine Eligibility to Register (Form I). • **DO NOT complete Step 4 to 9 until instructed by CHO.**	3-6 months
	B. Graduate from an approved program • **COMPLETE ALL STEPS ON THIS TABLE.**	Application can be submitted upon completion of theory and clinical education and training
2.	Forward **Form B** - Certificate of Dean or Principal to your education program(s). If undergoing SECA process request program syllabus and course descriptions from your education program(s).	Varies; timeline not determined by the CHO.
3.	Complete Canadian Language Benchmark assessment *(if applicable – **see page 16**)* and translations of educational documents *(if applicable)*.	Varies; timeline not determined by the CHO.
Graduates of a CHO Approved Program or Eligible Applicants should also complete these STEPS prior to submitting an application:		
4.	If eligible, complete the Individual Assessment through CHO. Note: Graduates of a CHO approved program may begin an individual assessment submission at any point in their final year. Applicants are required to have three cases and three follow-ups in which they are the primary care provider.	➢ Introduction to Individual Assessment webinar with CHO 2 hours ➢ Amount of time to complete the submission depends on the individual applicant ➢ Competencies successfully demonstrated – review and receipt of letter of status takes 2 weeks in most cases ➢ Competencies not successfully demonstrated, or file requires multiple reviewers – review and receipt of letter of status takes 4 weeks
5.	If eligible, complete the Jurisprudence Course.	Approximately 6 hours
6.	If eligible, complete all other registration requirements, including: • Healthcare Provider CPR and Standard First Aid • Criminal (Police) Background Check • Professional Liability Insurance • Canadian Language Benchmark assessment *(if applicable)* • Translations *(if applicable)*.	Varies for each applicant; timelines not determined by the CHO.
7.	Forward **Form C** - Certificate of Professional Conduct to your current or past professional regulation bodies / boards.	Timelines not determined by the CHO.
8.	Have applicable documents attested as true copies of the original or notarized prior to submitting them to CHO.	Varies for each applicant; fees not determined by the CHO.
9.	Submit application for Full Class form on-line, make payment, and email all related forms and additional documents noted in the Application Checklist to the College Registration Department.	4 hours

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CHO Processing Timelines – Completed Application

Acknowledgement email sent
(within **4 days** after receipt of form)

Application review by staff
3 weeks for applicants from approved programs, otherwise **10 weeks to 6 months** after receipt of **all** application materials

1st Level of Review: incomplete notices sent via email **At Week 1-2**	**2nd Level of Review:** incomplete notices sent via email **At Week 4-5**	**Notice of Provisional Approval At Week 6**	**OR** **Referral to Registration Committee At Week 6**
		Applicant to submit PLI within 30 days letter sent to those provisionally accepted who have not already submitted their insurance document. Send Welcome Letter and issue Registration Number. **At Week 10**	**Notice of Referral to Registration Committee** sent via email and regular mail to applicant. **At Week 7**
		Certificate of Registration issued and **Registrant's Handbook** mailed **At Week 14**	**Submit further documents within 30 days** letter sent for those referred to Registration Committee.
			Scan the complete application and panel meets to deliberate application. ***Panel meets quarterly to review Applications for Registration.*** Notice of outcome of Panel decision sent within **2 weeks after meeting.** Receipt of Decisions and Reasons **within 3 weeks after Panel meeting.**

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CHO Processing Timelines – Completed SECA Pre-Assessment

Acknowledgement email sent
(within **4 days** after receipt of form)

Application review by staff (**12 weeks** after receipt of **all** application materials)
Please note that Referral to Registration Committee Panel will add an additional 14 weeks or more to processing times

1st Level of Review: At Week 3	2nd Level of Review: At Week 6-7	3rd Level of Review: At Week 8-9	OR	
incomplete notices sent via email	incomplete notices or request for interviews sent via email	Interviews to be completed if necessary and final review of documents	**Direction from the Registrar on Eligibility to Register** At Week 10	**Referral to Registration Committee** At Week 10-11
			Letter of Direction from the Registrar OR Provisional Approval of Education and Training At Week 10-11	**Notice of Referral to Registration Committee** At Week 10-11
			*It is important to note that these timelines only reflect those of a thoroughly detailed complete SECA file. Incomplete or partial submissions can expect longer processing times.	**Submit further documents within 30 days** letter sent for those referred to Registration Committee. At Week 15
				Scan the complete application and panel meets to deliberate application. ***Panel meets quarterly to review Applications.***

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Appealing Registration Decisions

As an applicant, you have the right to appeal any decision regarding the outcome of your pre-assessment for eligibility to register submission, individual assessment submission and your application for registration with the College.

If you disagree with a registration related decision, you can request a review of your file by the College's Registration Committee. This committee meets four times a year to assess the qualification of applicants to the College.

If you disagree with a decision by the Registration Committee related to your application for registration, you can appeal the decision by sending your request in writing (not by email) to both the Registration Committee and the Health Professions Appeal and Review Board (HPARB), an independent review board established under the Regulated Health Professions Act (RHPA).

HPARB does not review appeals related to pre-assessment for eligibility or the results of individual assessment submissions. These two types of reviews may be appealed to the College's Registration Committee. The results of an individual assessment may also be appealed to the College's Registration Committee.

Your request for an appeal must be received within 30 days after the date you received notice of decision. In the case of HPARB) you can ask for either a hearing (you and a College representative appear in person to present evidence to the Board) or a review (Board members review written submissions from the applicant and the College).

You can contact the Registration Committee and the Health Professions Appeal and Review Board at the addresses below:

Registration Committee	**Health Boards Secretariat**
College of Homeopaths	Health Professions Appeal and Review Board
163 Queen Street East	151 Bloor St. West, 9th Floor
Toronto, ON M5A 1S1	Toronto, ON M5S 2T5
www.collegeofhomeopaths.com	www.hparb.on.ca

Registration Committee

The Registration Committee reviews applications from applicants who want to become members of the College but do not meet one or more of the registration requirements.

After considering the application and submissions, the Registration Committee may direct the Registrar to:

- issue a certificate of registration
- issue a certificate of registration with terms, conditions and limitations
- issue a certificate of registration if the applicant completes specified training or additional exams
- refuse to issue a certificate of registration.

Application related orders of the Registration Committee can be appealed to the Health Professional Appeal and Review Board. An Order of the Review Board can be appealed further to the Divisional Court of Ontario.

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CHO Appeals Timelines and Costs

Appeals Mechanism	Timelines	Cost	How to Request
Appeals of Registration Decision Request must be submitted within 30 days of receiving the notice of the Registration Committee's decision.			
Internal Review Appeal to a Panel of the Registration Committee	14 weeks or more	No cost	By writing to the CHO Registrar, mail or email accepted
External Review Appeal to the Health Professions Appeals and Review Board	Variable	No cost	By sending your request in writing (not by email) to both the Registration Committee and the Health Professions Appeal and Review Board. The applicant can ask for either a hearing (the applicant and a College representative appear in person to present evidence to the Board) or a review (Board members review written submissions from the applicant and the College).
Appeals of Individual Assessment Decision Request must be submitted within 60 days of receiving the third party assessment results.			
External Review	4 weeks	$650 + HST Review of the entire application – cases and essay $500 + HST Review of the cases only $350 + HST Review of essay only	Complete an Individual Assessment Request for Review Form and submit to fees@collegeofhomeopaths.com
Internal Review Through Panel of the CHO Registration Committee	14+ weeks	No cost	By writing to the CHO Registrar, mail or email accepted

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Access to Your Registration Record

Applicants to the College may access copies of certain documents from their pre-application or full application for registration, in accordance with the procedures and restrictions set out in CHO policy REG AD 03 Requesting a Registration Record.

The College is committed to protecting the privacy and confidentiality of information it receives or creates in the course of fulfilling its regulatory functions. The College fulfills this commitment to privacy and confidentiality by complying with its statutory obligations under the Regulated Health Professions Act, 1991 (RHPA), and the Personal Health Information Protection Act, 2004, and by adopting the practices set out in the College's Privacy Code.

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).

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.

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 including:

   i. Emails sent to the College by the applicant pertaining to documents supporting the applicant's request for accommodations or any other information to assist the College in making an informed decision about the individual's application for registration;

   ii. Regulatory letters of standing and any documentation received from other regulators related to professional conduct;

   iii. Criminal background check;

   iv. Language assessment results;

   v. Individual assessment results;

   vi. Internal processing checklists; and

   vii. All other documentation provided by the applicant as part of the individual's application for registration.

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 including transcripts and all materials provided in a pre-assessment application for Substantially Equivalent Competency Assessment to determine eligibility for registration;

d. Documents related to accommodation requests; and

e. Documents related to reviews, hearings and appeals.

The College reserves the right to charge a cost-recovery fee for photocopying documents and mailing/courier expenses. Upon receiving a written request from the applicant/member, the College will inform the individual of the cost to provide the documents, and must receive the fee from the applicant before documents are disclosed. The College will make every reasonable effort to respond to the request within thirty (30) days of the request being received by the College.

An individual shall be able to challenge the accuracy and completeness of their personal information and request to have it amended if appropriate.

All original documentation submitted to the College throughout the registration process remains as part of the physical file; therefore, such documents will not be returned regardless of whether an applicant's application is withdrawn, approved or denied for registration.

The College has long-term retention only if the primary documents are from registration applications, such retention is permanent. Records will be stored in a protected environment for the duration of the retention period. Documents or information destroyed or deleted in accordance with the College's record retention policies cannot be provided. If an applicant's application record is inactive for a period of five year, it will be closed.

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Fee Schedule

Not all fees are shown in the table below. For a full fee schedule please consult the Bylaws. (*See: Bylaw 19.03*).

Fees payable by applicants or registrants are as follows and such amounts do not include the applicable taxes which must also be paid as part of the fee.

FEE ITEM		Updated March 2024
A. Fees Relating to Assessments* (effective December 5, 2014)		
1.	Fee for Approving or Administering Individual Prior Learning Assessment of eligibility in Full Class of Registration	$650
B. Fees Relating to Applications for Initial Registration		
1.	Substantially Equivalent Competence Assessment (SECA) Fee	$498
2.	Substantially Equivalent Competence Assessment (SECA) Interview Retake Fee	$249
3.	Initial Registration Application Fee	$305
4.	Registration Fee (Full)	$940
5.	Registration Fee (Inactive)	$804
6.	Transfer to a Different Class Fee	$110
7.	Jurisprudence Program Fee	$80
C. Fees Relating to Renewal of Registration		
1.	Annual Registration Fee Full Class	$1,385

** Individual Assessment services are provided by an external third party provider. These fees must be paid to the third party provider.*

Please note that there may be additional fees associated with some supporting documentation requirements obtained from third parties such as notarization, official transcript requests, translation, and letters of good standing from other health regulatory bodies.

Fee Pro-ration

Bylaw 19.03.3.1 read "One month after the first anniversary of proclamation, a Registrant issued a certificate of registration shall pay, in respect of the registration year in which the certificate was issued: one twelfth of the registration fee for that category of the registration multiplied by the number of calendar months remaining before the next registration year, including the month in which the certificate of registration was issued."

Pro-ration of fees is based on the month during which the certificate of registration is issued by the College. It is at the sole discretion of the College as to when the application is approved, thereby triggering the issuance of a certificate of registration.

Paid During the Month of	Base Due	HST	Total Due
April	$940.00	$122.20	$1062.20
May	$861.67	$112.02	$973.68
June	$783.34	$101.83	$885.17
July	$705.01	$91.65	$796.66
August	$626.68	$81.46	$708.14
September	$548.35	$71.28	$619.63
October	$470.02	$61.10	$531.12
November	$391.69	$50.91	$442.60
December	$313.36	$40.73	$354.09
January	$235.03	$30.55	$265.58
February	$156.70	$20.37	$177.07
March	$78.37	$10.18	$88.55

Contact Information

If you have any questions that have not been answered by this guide, the Application Guide, or the Substantially Equivalent Competence Assessment Handbook please contact a registration staff member at the College.

College of Homeopaths of Ontario

Mailing Address: 4711 Yonge St., 10th Floor,Toronto, Ontario, M2N 6K8
Website: www.collegeofhomeopaths.com
Tel: 647-749-9366
E-mail: registration@collegeofhomeopaths.com

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, 647-749-4950 .