



Individual Assessment Application Form College of Homeopaths of Ontario (CHO)

Steps for Completion:

1. Check eligibility for registration with the College of Homeopaths of Ontario.
 - a. Have you graduated from an approved program in homeopathy in Ontario in the last 12 months?
☐ **Yes** (proceed to Step 2 and complete this form.)
☐ **No (Contact the CHO for more information on next steps.)**
 - b. Have you successfully completed the SECA process?
☐ **Yes** (proceed to Step 2 and complete this form.)
☐ **No (Contact the CHO for more information on next steps.)**
 - c. If you answered "yes" to any of the above, proceed to complete this form and the individual assessment. If you answered no to all three, please contact CHO Registration Staff at registration@collegeofhomeopaths.com, 647-749-4952 or visit the College's website at www.collegeofhomeopaths.com for more details on determining eligibility.
2. If you are eligible, then complete and submit this form with your payment by e-transfer to fees@collegeofhomeopaths.com.
3. When the CHO confirms receipt of form and payment, then submit the three cases, the essay, supporting documents, copy of photo ID, proof of payment and the Individual Assessment Consent Form ia@collegeofhomeopaths.com
4. The CHO will notify you directly of your IA results.

PERSONAL & CONTACT INFORMATION

First Name:		Middle Name(s) (if applicable):		Last Name:	
Home Address:					
Street No. & Name:				Apartment/Suite:	City:
Province:	Country:	Postal Code:	Telephone:	Fax:	
E-mail:					
Gender:	☐ Female ☐ Male				
Preferred Language:	☐ English ☐ French				

Please Note: You must provide one legible photocopy of a government-issued photo ID (for example: driver's license, passport) with an original signature on the photocopy that must match the signature on the document.

First time applying for Individual Assessment? ☐ **Yes** (proceed to page Fee Schedule) ☐ **No** (complete section below)



Print Name: _____

PREVIOUS INDIVIDUAL ASSESSMENT

Previous Individual Assessment Results:

☐ I have successfully completed three cases and CHO has sent me confirmation. I am submitting my essay only for assessment.

Date of successful completion of three cases (dd/mm/yyyy): _____

☐ I did NOT successfully complete the cases or essay on my previous attempt. I am re-submitting materials for reassessment to address the gaps noted in my previous results.

Date of previous submission (dd/mm/yyyy): _____

Individual Assessment Fees – Effective December 5, 2014

Please Note: All Individual Assessment fees are non-refundable.

FEE SCHEDULE

Standard Fees	Fee	HST	Total
Individual Assessment of three cases and one essay ¹	\$650.00	\$84.50	\$734.50
Request for IA Review for reason of an appeal (three cases and one essay)	\$650.00	\$84.50	\$734.50
Individual Assessment of one essay ² <i>only</i>	\$350.00	\$45.50	\$395.50
Request for IA Review for reason of an appeal (one essay only)	\$350.00	\$45.50	\$395.50

Reassessment of any component(s) following previous attempt	Fee	HST	Total
Request for reassessment to address gaps noted in previous results	\$350.00	\$45.50	\$395.50

All Individual Assessment fees must be submitted directly to the CHO by e-transfer to fees@collegeofhomeopaths.com

¹ Eligibility requirement for Full Class of Registration, when three cases are submitted in conjunction with essay.

² Individuals can only submit the essay on its own if they have already successfully completed the three cases.



DECLARATION

I certify that the statements made by me on all pages of my Individual Assessment application package, including all supporting documents, are true and complete to the best of my knowledge and belief. I understand that making a false or misleading statement in my application submission could result in the rejection of my application or discipline measures including, but not limited to, revocation of registration. I agree to notify CHO in writing within 7 days if there are any change(s) to the information contained in this form.

Signature of Applicant

Date of Signature

Please keep a copy of all materials submitted with this form for your records.



SUBMITTING YOUR INDIVIDUAL ASSESSMENT DOCUMENTS TO CHO (For Eligible Individuals)

First, complete this entire form (pages 1-4) and submit this form with your payment to the CHO. Make sure to photocopy the form for your own records before you send it. Then, once CHO confirms that your payment has been received, you can submit your three cases, essay, supporting documents, copy of photo ID, proof of payment and the consent form in one package to the CHO IA email address ia@collegeofhomeopaths.com. Please submit these documents by email. In order to avoid delays and to ensure accuracy in assessment, all information should be typed.

Checklist of all Required Documents for the Individual Assessment (Application Package):

- ☐ Individual Assessment Application Form (this form, pages 1 – 4), complete with signed declaration
- ☐ Individual Assessment fee payment (enclose a copy of proof of payment)
- ☐ Individual Assessment Consent Form, signed and dated
- ☐ One legible photocopy of a government-issued photo ID (for example: driver's license, passport) with an original signature on the photocopy that must match the signature on the document
- ☐ One essay on homeopathy theory and principles (**2 copies**: including one non-editable .pdf **AND** one editable Microsoft Word document, .doc or .docx)
- ☐ Three homeopathic patient cases (**2 copies**: including one non-editable .pdf **AND** one editable Microsoft Word document, .doc or .docx)
- ☐ Supporting documents including **anonymized** patient intake forms, confidentiality forms and/or brochures
- ☐ A copy of the Applicant Summary Form from your previous assessment (*if applicable*)

IMPORTANT: Do **NOT** include any identifying information **WITHIN** any part of your submission, this includes: your own name, patient names, patient addresses, name of your clinic, your business address, and any names of other practitioners or clinics you may be affiliated with. Your application submissions will be anonymized before being assessed in order to ensure impartial and objective review; therefore, please remove all identifying information.

Please ensure that the CHO has received your Individual Assessment Application Form and payment before sending additional documents. Then, when you are prepared to send your cases and essay, make sure you have enclosed all the materials required as noted in the checklist above. It is your responsibility to ensure that you submit a complete Individual Assessment application package. It is not the responsibility of the CHO to ensure that you submit a complete package.

Failure to submit the required materials may result in your application being returned, a delay in the assessment of your application, and/or additional costs to you.

Email your complete Individual Assessment application package to ia@collegeofhomeopaths.com