



# College of Homeopaths of Ontario Registration Policies

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Title:	Timely Notification
Category:	Administrative
Policy Type:	Internal / External
Policy Number:	REG AD 09
Status:	Final Approval from Council
Revision:	June 23, 2014

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*Note to Readers: In the event of any inconsistency between this document and the legislation that affects homeopathy practice, the legislation governs. The College has the power and authority to implement the applicable acts and regulations under the Regulated Health Professions Act, 1991. The factors outlined in this policy will be considered and every application will be reviewed on a case by case basis. If you have a question on how this policy affects your individual situation please contact the College directly.*

*It is important to note that College publications may be used by the College or other bodies in determining the interpretation of the provisions within the Homeopathy Act, 2007, its regulations and the College's Bylaws.*

## **Applicable Categories of Registration (unless otherwise noted):**

1. Applicant or Registrant Full Certificate of Registration
2. Applicant or Registrant Grandparented Certificate of Registration
3. Registrant Inactive Certificate of Registration

**Type of Requirement:** Non-Exemptible for Applicants. Terms, Conditionals and/or Limitations for Registrants.

**Applicable CHO Registration Regulation:** *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration sections 4(1)1, 5 and 15*

## **Policy**

Unless otherwise indicated in the Regulation, Act, Bylaws or policy timely notification is thirty (30) days.

## **Purpose and Principles(s)**

As a general rule, timely notification applies to everything related to Applicant's application and Registrant's renewal. It applies to the submission of new or updated information to the College by the Applicant or Registrant.

If information is not provided in a timely manner, it may cause the application to be deemed incomplete and, therefore, hinder or stall the application process. As a matter of policy, once the Applicant submits an application form, the information will remain current for one (1) year only (excluding any mandatory obligations to report changing information). If the Applicant fails to respond to inquiries from the College, and one (1) year has passed, the application will be treated as abandoned.

Time is calculated as the number of days between two (2) events, means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.

This policy also relates to timely response by Applicants or Registrants to requests made by the College.

Registrants are required to provide updated information to the College as soon as possible and in any event no later than thirty (30) days after the event occurs (O.Reg. 18/14, s. 5(1)), unless the Registrant no longer maintains professional liability insurance – then the Registrant must advise the College within two (2) days (O.Reg. 18/14, s. 5(3)). Updates should not be held until renewal; issues of timeliness and urgency may impact the Registrant's ability to practice. (See Policy REG AD 10 Change of Information to be Provided to the College).

Applicants are required to provide updated information to the College immediately. (O. Reg. 18/14, s. 4(1)).

## **Related Policies, Standards, Guidelines and Regulations**

CHO Registration Policy REG056 Change of Information to be Provided to the College.

### ***College of Homeopaths of Ontario Bylaws - 1.05 – Calculating Time***

A reference in these and all Bylaws of the College to the number of days between two events means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.

***Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*** [Note: This regulation is not yet in force. It comes into force on the day named by proclamation by the Lieutenant Governor.]

### **Requirements for issuance of certificate of registration, any class**

4. (1) An applicant must satisfy the following requirements for the issuance of a certificate of registration of any class:

1. The applicant must, at the time of application, provide written details about any of the following that relate to the applicant and, where any of the following changes with respect to the application after submitting the application but before the issuance of a certificate, the applicant must immediately provide written details with respect to the change: (see s 4. (1) 1 i to ix.)

### **Terms, conditions and limitations of every certificate**

5. Every certificate of registration is subject to the following terms, conditions and limitations:

1. The member shall provide the College with written details about any of the following that relate to the member as soon as possible and in any event no later than 30 days after the event occurs; [See regulation reference to items 5.1.i. to 5.1.vii.]
2. The member shall provide the College with written details about any finding of guilt relating to any offence as soon as possible after receiving notice of the finding, but not later than 30 days after receiving the notice.
3. The member shall maintain professional liability insurance in the amount and in the form required under the by-laws, and the member shall provide the College, within two days, with written notice if the member no longer maintains such insurance.

### **Suspensions, failure to provide information**

15. (1) If a member fails to provide the College with information about the member as required under the by-laws and within the time period set by the College,
  - (a) the Registrar may give the member notice of intention to suspend the member's certificate of registration; and
  - (b) the Registrar may suspend the member's certificate of registration if the member fails to provide the information within 30 days after the notice is given.