



What is a Referral to the Registration Committee?

FACT SHEET

College of Homeopaths of Ontario

We welcome your comments, questions, concerns, and requests for information.
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What is the mandate of the Registration Committee?

The mandate of the Registration Committee (the Committee) is to review applications for registration that do not meet the registration requirements as they are laid out in the College of Homeopaths of Ontario (CHO or the College) Registration Regulation and CHO Bylaws. The Committee also monitors trends related to entry-to-practice issues and provides recommendations to Council for changes to current practice.

Why has my application been referred to the Registration Committee?

If an application has been referred to the Registration Committee for review there is question whether the application meets the requirements for registration.

How often does the Registration Committee meet?

On average, the Registration Committee meets every six to eight weeks.

What is the process that is followed when my application is referred to the Committee?

If the Registrar has doubts that the application meets the requirements of registration, the applicant is informed in writing that the referral has occurred. A formal letter is sent to the applicant by email and regular mail. The letter will indicate that the applicant has 30 days to make submissions to the Committee. If the next Committee meeting date is known and is within thirty days, the applicant will be told of the right to forward their application for review sooner despite the fact that 30 days has not passed.

An applicant must notify the College in writing if they would like to waive their 30 day submission period. The application is then forwarded to the next available meeting once 30 days has passed, or sooner, if the applicant has waived their 30 days. Requests for an extension beyond the 30 day submission period can be made in writing, as well.

The Registration Committee will form a panel, comprised of professional and public members of Council, and review the application. A decision of the Committee will be sent to the applicant, in writing, as soon as possible after a decision has been made. The College aims to issue all decisions within 45 days after the date that the application is first presented to the Committee.

Can I make a presentation to the Registration Committee to support my situation?

The Registration Committee review is by paper only. Applicants are not invited to attend the review.

What should I provide to the Registration Committee to support my situation?

It is helpful if the Committee understands the circumstances surrounding your application. A written letter is helpful. As well, evidence to support your situation can assist the Committee in its decision-making.

What decision can the Registration Committee make?

A panel of the Registration Committee has the option to:

1. Direct the Registrar to issue a Certificate of Registration.
2. Direct the Registrar to issue a Certificate of Registration with specified terms, conditions or limitations, and clearly communicating any limitation on the applicant's right to apply for a variance.
3. Direct the Registrar to issue a Certificate of Registration if the applicant successfully completes additional training, assessment or examination specified by the panel.
4. Direct the Registrar to refuse to issue a Certificate of Registration.

What can I do if I do not agree with the decision of the Registration Committee?

When the Registration Committee directs that the Registrar not issue a certificate of registration or issue a certificate with terms, conditions and limitations that the applicant does not agree to, they have the right to appeal the Committee's decision externally to the Health Professions Appeal and Review Board (HPARB) or internally with the College. Applicants are provided with information about how to appeal when they are issued the formal decision of the Committee.

Where does the Registration Committee get its powers?

The role of the Registration Committee is laid out in the RHPA, Schedule 2, Sections 15 to 22, of the Health Professions Procedural Code.