COLLEGE OF OPTOMETRISTS OF ONTARIO

Non-Practising Fee Administration Policy

Effective Date: January 16, 2017 (updated **September 19, 2025**)

Overview

The College Council approved a reduction of 50% in member annual fees for non-practising members effective for the 2017 annual renewal period at its January 16, 2017, Council meeting.

Administration of Non-Practising Fee

1. Members who were in the College member database as being non-practising by 11:59 pm on January 16, should have paid member annual fees reduced by 50% for the annual renewal period.

2. Members who wish to change their status from 'practising' to 'non-practising', on or after January 16, will be charged an administrative fee. (Refer to the Schedule of Fees and Penalties)

3. There will be no refunds due for Members who wish to change their status from 'practising' to 'non-practising'.

4. Members who wish to change their status from 'non-practising' to 'practising' after January 16, will be charged an administrative fee and pro-rated practising membership fees.

5. If the request to change status from 'non-practising' to 'practising' was received by the College before or on the 15th day of the month, the pro-rated fees as a non-practising member would not include the month the request was received. (Example: Request by March 15, the pro-rated fees would be for 2 months of the full year non-practising fees). In addition, the pro-rated fees as a practising member will be charged to the member. Please refer to Schedule A below.

6. If the request to change status from 'non-practising' to 'practising' was received by the College after the 15th day of the month, the pro-rated fees as a non-practising member would include the month the request was received. (Example: Request by March 18, the pro-rated fees would be for 3 months of the full year non-practising fees). In addition, the pro-rated fees as a practising member will be charged to the member. Please refer to Schedule A below.

7. Members who wish to change their status to ‘non-practising’, must first complete, sign, and return the Acknowledgment and Undertaking in Schedule A associated with the College’s Non-Practising Status policy. In accordance with the College’s Non-Practising Status policy, a member who fails to submit the completed and signed undertaking will continue to be subject to the conditions of registration with the College, including the practice hour requirement.

Newly registered members

8. While the College discourages new applicants from initial registration **in the Inactive Class,** it is allowed for newly registered members to secure a practice location following registration. For those new members who must initially register as non-practising, the College encourages them to secure a practice location within a maximum six months to change their status to ‘practising’.

9. Should newly registered members wish to change their status to ‘practising’ within a maximum of six months from their initial registration date, the administrative fee will be waived.

Schedule A: How pro-rated portion of a member's annual fee is calculated

Transferring from Inactive (Non-Practising) (NP) certificate of registration to Practising (P), assuming full year fees as NP were paid during the renewal period.

Note: Below are fictitious amounts used for illustration purposes only. Please refer to the College's Schedule of Fees and Penalties for current rates.

A.Request to change on or before January 15	**CA$**
Full year fees as Practising member	1,000.00
Less: Full year fees as Non-Practising (already paid)	(500.00)
Bill to member (+ Administration fees)	**500.00**

B.Request to change between January 16 to February 15	**CA$**
Full year fees as NP member	500.00
Less: Pro-rated NP fees [(Full year / 12) * **1 month**)]	(41.67)
Remaining fees received	458.33
New fees as Practising member – Q1 (up to March 31)	916.67
Less: Remaining fees received (see above)	(458.33)
Bill to member (+ Administration fees)	**458.34**

C.Request to change between April 1 to April 15	**CA$**
Full year fees as NP member	500.00
Less: Pro-rated NP fees [(Full year / 12) * **3 months**)]	(125.00)
Remaining fees received	375.00
New fees as Practising member – Q2 (Apr 1 – Jun 30)	750.00
Less: Remaining fees received (see above)	(375.00)
Bill to member (+ Administration fees)	**375.00**

D.Request to change between October 16 to October 31	**CA$**
Full year fees as NP member	500.00
Less: Pro-rated NP fees [(Full year / 12) * **10 months**)]	(416.67)
Remaining fees received	83.33
New fees as Practising member – Q4 (Oct 1 – Dec 31)	250.00
Less: Remaining fees received (see above)	(83.33)
Bill to member (+ Administration fees)	**166.67**