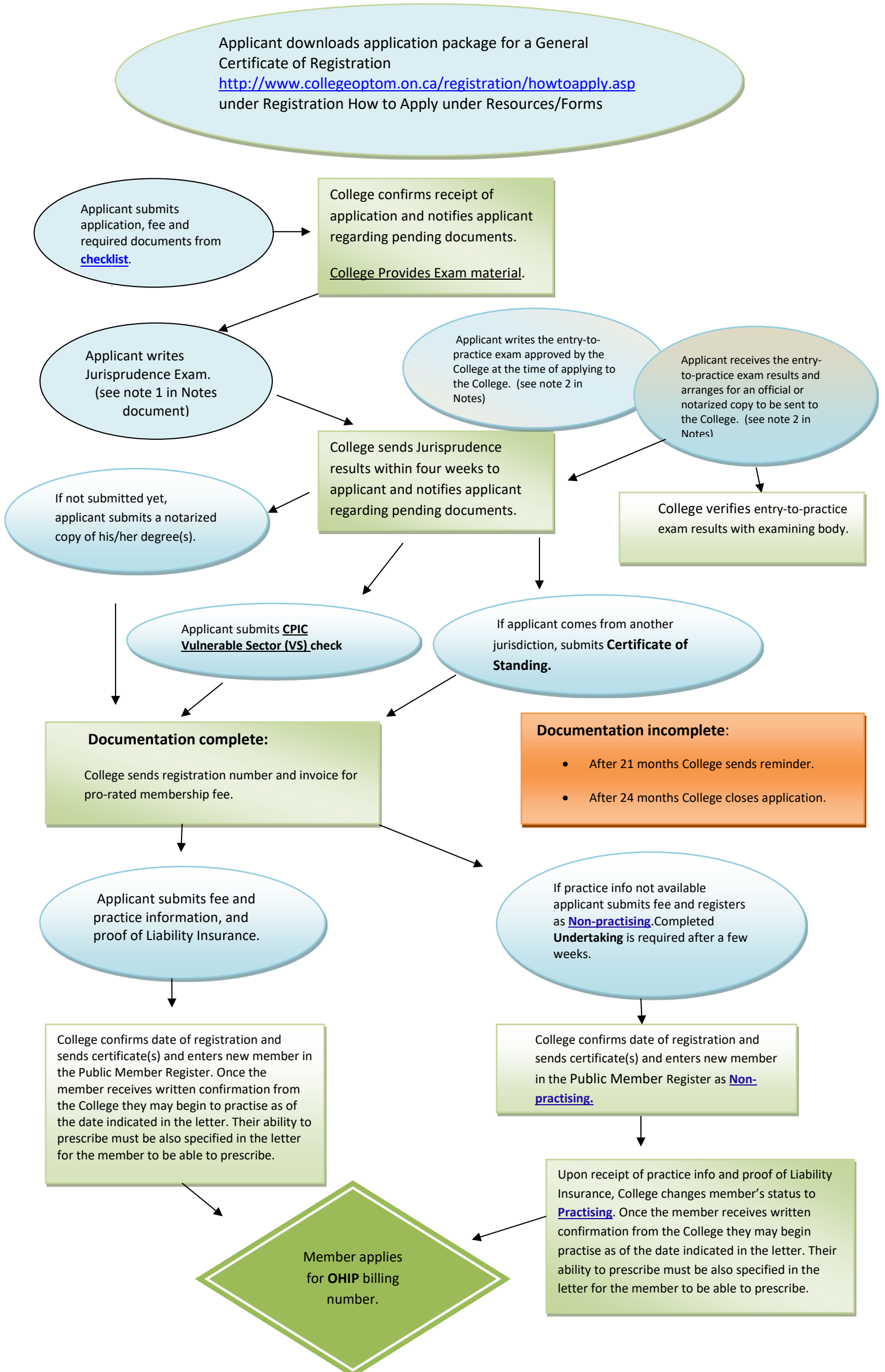


FLOW CHART FOR A GENERAL CERTIFICATE OF REGISTRATION

Updated March 2019



Applicant downloads application package for a General Certificate of Registration
<http://www.collegeoptom.on.ca/registration/howtoapply.asp>
 under Registration How to Apply under Resources/Forms

Applicant submits application, fee and required documents from [checklist](#).

College confirms receipt of application and notifies applicant regarding pending documents.
College Provides Exam material.

Applicant writes Jurisprudence Exam. (see note 1 in Notes document)

Applicant writes the entry-to-practice exam approved by the College at the time of applying to the College. (see note 2 in Notes)

Applicant receives the entry-to-practice exam results and arranges for an official or notarized copy to be sent to the College. (see note 2 in Notes)

College sends Jurisprudence results within four weeks to applicant and notifies applicant regarding pending documents.

College verifies entry-to-practice exam results with examining body.

If not submitted yet, applicant submits a notarized copy of his/her degree(s).

Applicant submits CPIC Vulnerable Sector (VS) check

If applicant comes from another jurisdiction, submits **Certificate of Standing**.

Documentation complete:

College sends registration number and invoice for pro-rated membership fee.

Documentation incomplete:

- After 21 months College sends reminder.
- After 24 months College closes application.

Applicant submits fee and practice information, and proof of Liability Insurance.

If practice info not available applicant submits fee and registers as Non-practising. Completed **Undertaking** is required after a few weeks.

College confirms date of registration and sends certificate(s) and enters new member in the Public Member Register. Once the member receives written confirmation from the College they may begin to practise as of the date indicated in the letter. Their ability to prescribe must be also specified in the letter for the member to be able to prescribe.

College confirms date of registration and sends certificate(s) and enters new member in the Public Member Register as Non-practising.

Member applies for OHIP billing number.

Upon receipt of practice info and proof of Liability Insurance, College changes member's status to Practising. Once the member receives written confirmation from the College they may begin practise as of the date indicated in the letter. Their ability to prescribe must be also specified in the letter for the member to be able to prescribe.