FLOW CHART FOR AN ACADEMIC CERTIFICATE OF REGISTRATION

Updated February 2017

Applicant downloads application package for an Academic Certificate of Registration (found on College website under Applicants/How to Apply)

Applicant submits application, fee and required documents from **checklist** (p. 7).

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

College Provides Exam material.

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

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

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 pro-rated membership fee and practice information, and proof of Liability Insurance.

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.

Member applies for **OHIP** billing number.