

# Applicant Information and FAQs

---

Where can I find the Application for Registration Form and Registration Application Handbook?

The Application for Registration Form and Registration Application Handbook can be found on our website, [here](#). We encourage applicants to review the Application Handbook prior to completing the application form.

Is the Application for Registration form and Registration Application Handbook available in French?

At this time, we are offering initial registration materials in English and provide French language materials on request. We accept French-language documents without requiring English-language translations for them. Please contact the College at [registration@cmo.on.ca](mailto:registration@cmo.on.ca) if you require application support in French.

Where can I find the Jurisprudence Course Application Form and Handbook?

The Jurisprudence Course Application Form and Handbook can be found on our website, [here](#), under Registration Requirements.

## Continuing Competencies

Applicants are required to submit certificates demonstrating successful completion of training in NRP, ES and CPR with their application form and any training certificates must be valid on the date of registration. [Click here for the College's Continuing Competency Requirements and Approved Courses information.](#)

## Vulnerable Sector Checks (VSC) for Toronto residents

Applicants who live in Toronto must email the College at [registration@cmo.on.ca](mailto:registration@cmo.on.ca) to obtain a Toronto Police Service (TPS) Consent Waiver. When applying for a VSC through the TPS website, applicants must provide the TPS Program Number 202309TPSON384C3.

## Disclosure of Application File

The College will provide the applicant, at their request, all the information and a copy of each document the College has that is relevant to their application in accordance with Section 16(1) of the Registration Regulation. Please contact [registration@cmo.on.ca](mailto:registration@cmo.on.ca) to request a copy of your application file.

# Applicant FAQs

---

**How do I submit my Application for Registration and supporting documents?**

Submit your Application for Registration Forms and supporting documents directly to the College's [Secure Deposit Box](#). Due to the sensitive information in your application material, we do not recommend emailing them to the College. Alternatively, you may mail your application package to 21 St Clair Avenue East, Suite 303, Toronto, ON M4T 1L9.

**Can I change my requested registration date that I indicate on my Application for Registration form after I have submitted it?**

Yes. Please contact the College at [registration@cmo.on.ca](mailto:registration@cmo.on.ca). Please note that your requested date of registration should be the date you start at your practice and the day your professional liability insurance begins. The College cannot register you unless you have met all of the requirements for registration, including having professional liability insurance. Ensuring that your requested registration date matches with the date your professional liability insurance begins avoids unnecessary delays and overpayment of initial registration fees.

**Can I get registered with the College prior to my starting date at my practice so that I can get my documents such as for hospital privileges in order?**

The College can only register you on the date your professional liability insurance begins. If you need to be registered by a certain date for hospital privileges, please ensure that your professional liability insurance begins on that day. Please work with your practice and the AOM to confirm your starting date.

**In order to apply for hospital privileges, can I get my College registration number prior to issuance of a certificate of registration?**

No. The College issues you a registration number once you are issued a certificate of registration and are registered with the College and can not provide a registration number in advance.

**Can I request a Letter of Professional Standing (LOPS) from the College prior to my registration?**

No. LOPs are only for registrants of the College and not be issued until you are registered.

**Could I apply for registration in the inactive class?**

No. Applicants may apply for either a general or transitional certificate (but may be registered in the supervised practice class if there is a shortfall in their current clinical experience and active practice).

**Based on my clinical experience the College determined I am eligible for a Supervised Practice certificate of registration. Where can I find the forms needed for my supervisor?**

Your proposed supervisor must be approved by the College before they can act as your supervisor. The College will consider whether your proposed supervisor meets specific

criteria to ensure that the proposed supervisor will be able to carry out their role competently and safely. Once approved, your supervisor must complete a [Conflict of Interest Declaration Form](#) and an [Agreement to Act as Supervisor](#) form.

[The College's Criteria for Approval of Supervisors can be found here.](#)

**I am being registered in the supervised practice class, when does my new registrant year begin?**

Once you have successfully completed the requirements of your supervised practice certificate, you will become eligible for a general certificate of registration with new registrant conditions. For more information on the new registrant conditions, please review the [New Registrants Policy](#). While you may not count any births or the time during your supervised practice class towards the new registrant conditions, the time spent in the supervised practice class and while holding a general certificate with new registrant conditions can be considered part of the new registrants period. More information on classes and the new registrant conditions is available on the College's website, [here](#).

**Can I use a Vulnerable Sector Check that was issued to my MEP or any other organization as part of my application for registration with the College?**

We will accept Vulnerable Sector Checks that were issued to another organization as long as it was issued six months prior to submission of a complete application and meets all of the College's [Criminal Record Screening Policy](#) requirements. Please ensure that your VS Check form is completed correctly to avoid delays in your registration.

**I am unable to obtain a Letter of Standing from another country due to circumstances beyond my control, what should I do?**

If you are unable to obtain a LOPS, please contact the College at [registration@cmo.on.ca](mailto:registration@cmo.on.ca). A Registration Verification Form can be filled out by a regulatory body inside or outside Canada to verify your registration and key information that is required. Our Registration Verification Form is available on our website [here](#).

**Are virtual CPR or Emergency Skills courses valid for continuing competency requirements?**

The College only accepts in-person courses. Please review the College's [Continuing Competency Requirements and Approved Courses](#).

**What are the College's application processing times?**

Complete applications can take up to 10 business days to process. Applications must be complete in order to be processed. Early and complete submission is recommended. See Application Timelines below.

\*Note that supporting documentation such as Vulnerable Sector Checks and Letters of Professional Standing may take longer to obtain.

# Application Timelines

---

2 business days

## Submit Complete Application

- Applicant submits complete application via the College's [Secure Drop Box](#)

## College Confirms Receipt

- Applicant is informed within two business days of receipt of application

7 business days

## College Reviews Application

- Application is reviewed within seven business days and the applicant is informed of any outstanding items
- The College determines which class of registration the applicant is eligible to be registered and informs the applicant
- (If applicable). The College approves supervisor and reviews Transitional or Supervised Practice certificate documents

Applicant responds

- Applicant submits any outstanding items the College's secure drop box to complete their application.
- Once all the required documents have been submitted, the application undergoes a final review to ensure that all the requirements for a certificate of registration have been met. Complete applications can take up to 10 business days to process

10 business days

## Application Complete

Ensuring that your requested registration date matches with the date your professional liability insurance becomes effective avoids overpayment of initial registration fees and unnecessary delays.

- The College confirms professional liability insurance
- Initial registration fees are processed

## Registration

- The College confirms registration by email. The registrant is provided with their registration number, important information, and certificate of registration

# Referrals to the Registration Committee

If the Registrar has doubts, on reasonable grounds, about whether the applicant fulfils the registration requirements, the application will be referred to the Registration Committee. The Registration Committee considers referrals from the Registrar of applications for registration that do not meet the requirements set out in the Registration Regulation.

If requested, we would be able to accommodate French-language speakers in a Registration Committee Panel.

**Note that application referrals to the Registration Committee will delay registration.**

## Process and Timelines for a Referral to the Registration Committee

Within 10 business days of submission of complete application

### Referral to the Registration Committee

- Applicant receives notice of referral with the Registration Committee panel date(s), via secure email

Applicant responds

Applicant is provided a deadline to provide submission to the panel for the Registration Committee's consideration at the next panel meeting. A written submission must be received by the College within 30 days after receiving the notice of referral

Panel meeting held

### Panel Decision

The panel's decision will be communicated to the applicant in a written decision and reasons within 30 days following the panel's meeting

## Refusal of Application

- In rare cases, an application may be refused by the Registrar. The applicant will be informed in a written decision and reasons within 30 days following the panel's meeting

## Appealing a Registration Committee Panel Decision

- Applicants have the right to request a review of the panel's decision by the Health Professions Appeal and Review Board (HPARB) within 30 days of receipt of the panel's decision and reasons

[The HPARB's contact information can be found on our website here.](#)