



COLLEGE OF DENTURISTS OF ONTARIO

Thursday, April 5, 2012

NOTICE: REGISTRATION RENEWAL REMINDER

Dear Members,

This is a reminder that all registration renewals and payments are due by **4pm on April 15, 2012**.

If you need assistance with Registration renewal please call the office before April 13, 2012.

Please complete the following steps when you Register online:

1. **Review your profile.** Make sure all your addresses and contact information is correct.
2. **Review your insurance information.** Check your insurance and expiry date. If your insurance expires on or before April 15, 2012, you must provide the College with an updated copy of your current insurance certificate. You can upload the certificate right on to your online profile.
3. **Enter your Continuing Education Credits.** You are required to have a minimum of 10 credits for 2011-2012 and the submission is due by April 15, 2012. You must upload all your information to your member profile including proof of course completion. You will be notified once they are approved.
4. **Complete your Registration Renewal.** You will be asked a series of questions, all questions must be answered. Once you have completed your renewal you will received an email with a confirmation.
5. **Payment.** If you would like to pay by credit card you must do so online and will be subjected to a \$40 convenience fee. If you are paying by cheque please mail the cheque to the College office. **ALL PAYMENTS MUST BE RECIEVED BY 4PM ON APRIL 15, 2012.** If you are paying by installments, both payments (including one cheque post dated for October 15, 2012), must be received by the College by 4pm on April 15, 2012.

What do I have to send to the College?

1. **Cheque** if you did not pay the full amount by credit card online. All payments and second installments must be received by 4pm on April 15, 2012.
2. **Photo - ONLY IF YOU REGISTERED IN 2001.** If your registration number ends in the number 01 (999-01)
3. Copy of your **insurance certificate** if you are unable to upload it online.
4. **Proof of Continuing Education credits** if you are unable to upload them online.

If you need additional assistance you can contact the College at 416-925-6331. To ensure we can provide assistance please contact the College as soon as possible as the last days before Registration is due we are extremely busy at the office.