



Registration Timelines Information Sheet (Graduates of Approved Ontario Programs)

The following processing timelines are approximate, meaning that they may be shorter than the minimum time allotted depending on the time of year the applicant is applying; but will never exceed the maximum time allotted.

The College will notify applicants, in writing, if the timelines will exceed the timelines posted below. The timelines will begin once an application is considered complete.

In an attempt to expedite the process, the College may send instructions via email or fax, or direct the applicant to download forms from the College website.

Submission of Application for a Certificate of Registration	<ul style="list-style-type: none">• Application Fee - \$100 + HST = \$113.00• Application deadline = 12 months from passing the Qualifying Examination
Application Acknowledgement & Review of Completion	<ul style="list-style-type: none">• Acknowledgement email confirming receipt + outstanding items, as applicable = within 2 days from receipt of package
Registrar Review	<ul style="list-style-type: none">• Approval of application or referral to Registration Committee* = within 2 weeks from acknowledging receipt of a completed application
Approval of Application	<ul style="list-style-type: none">• Applicant submits registration fee**• Applicant is provided with COR # and date for obtaining PLI
Issuance of Certificate of Registration	<ul style="list-style-type: none">• Applicant obtains PLI and provides it to the College, within 30 days of approval• Upon receipt of PLI, applicant is made active in system on on public register and COR is issued, within 1 business day

* Please refer to the [Referral of a Registration Application to the Registration Committee Policy](#)

**Registration fees are pro-rated based on the registration date

PLI = Professional Liability Insurance

COR = Certificate of Registration