



## 2021-2022 Certificate of Registration and Health Profession Corporation Certificate of Authorization Renewal Announcement

Dear Member,

It is that time of year again for renewal of your Certificate of Registration and the Certificate of Authorization for your Health Profession Corporation with the College.

In recognition of the ongoing financial pressures on Registered Denturists arising from the COVID-19 Pandemic, the College is reducing the 2021-2022 Certificate of Registration Renewal fee by 50% again this year. The total Registration Renewal fee is \$950.00 plus \$123.50 HST. You may pay the 2021-2022 Certificate of Registration Renewal fees in two equal instalments of \$475.00 plus \$61.75 HST or you can pay the entire fee of \$950.00 plus \$123.50 HST by the first instalment payment deadline.

The fee to renew your Certificate of Authorization for your Health Profession Corporation is \$350.00 plus \$45.50 HST. Please note that there is no instalment option for the payment of this fee.

The College's online renewal system opened **today**, March 1<sup>st</sup>, 2021. Please note the following deadlines:

- Online renewal (the online declaration components) of your Certificate of Registration and Certificate of Authorization is required by **11:59 pm on Wednesday April 14, 2021**.

### Certificate of Registration Fees:

- 1st instalment of \$536.75 (\$475.00 plus \$61.75 HST): **11:59 pm on Wed. April 14, 2021**  
**or**
- Full Payment of \$1,073.50 (\$950.00 plus \$123.50 HST): **11:59 pm on Wed. April 14, 2021**
- 2nd instalment of \$536.75 (\$475.00 plus \$61.75 HST): **11:59 pm on Thurs. Sept. 30, 2021** if full payment is not previously made.

### Certificate of Authorization Fees:

- \$395.50 (\$350.00 plus \$45.50 HST): **11:59 pm on Wed. April 14, 2021**

### Late Fees

Please note that payment for the renewal of either Certificate **after** 11:59 pm on Wednesday April 14, 2021 will result in the application of a late fee. Application of any late fees is performed automatically by our computer system. You can avoid the application of any late fees by completing the required renewal by 11:59 April 14, 2021.

### Renewal process for members who hold a Certificate of Authorization, please keep in mind that:

1. The renewal process requires that you renew your Certificate of Registration **PRIOR** to renewing your Health Profession Corporation Certificate of Authorization.

2. The corporate username and password that you will use when renewing your Health Profession Corporation Certificate of Authorization **is different from the password** you will use to renew your Certificate of Registration.
3. In the interest of security, the login credentials for your Health Profession Corporation Certificate of Authorization will be sent in a separate email. You should receive that email soon after the receipt of this notice.
4. Once your Health Profession Corporation has been approved for renewal, you can log back into your Corporation profile to view and print your updated Certificate of Authorization.

For details regarding the renewal process and the requirements, please review:

- [Certificate of Registration Renewal – Information & FAQs](#)
- [Certificate of Authorization Renewal – Information & FAQs](#)

**(Please note that in order to renew your Certificate of Authorization, you must obtain and upload a copy of your Corporation Profile Report and any certificates issued by the corporation. Please review the FAQs above for further details).**

Click [HERE](#) to login to your profile and complete the renewal processes. Remember that the corporate username and password that you will use when renewing your Health Profession Corporation Certificate of Authorization is different from the password that you will use to renew your Certificate of Registration.

**NEW! Retired Status Application:**

Registered Denturists who wish to apply for the honourary retired membership status must submit the [Retired Status Application](#) form and must resign their Certificate of Registration by submitting the [Resignation Form](#). For more information, please review the [Retired Status](#) section of the website.

**Health Profession Corporation Certificate of Authorization Renewal Assistance and Certificate of Registration Renewal Assistance:**

If you have any questions or concerns about the renewal of your Certificate of Registration, please contact Jennifer Slabodkin at 416-925-6331 ext. 224 or by email at [jslabodkin@denturists-cdo.com](mailto:jslabodkin@denturists-cdo.com).

If you have any questions or concerns about the renewal of your Certificate of Authorization, please contact Megan Callaway at 416-925-6331 ext. 226 or by email at [mcallaway@denturists-cdo.com](mailto:mcallaway@denturists-cdo.com).

