



## 2019-2020 Certificate of Registration and Health Profession Corporation Certificate of Authorization Renewal Announcement

March 1, 2019

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.

The College's online renewal system opened **today**, March 1<sup>st</sup>, 2019. Since the College office will be closed on Sunday, April 14, 2019 and this is normally the last date for renewal, the deadline to renew your Certificate of Registration and Certificate of Authorization has been extended until **11:59 pm on Monday, April 15, 2019**. **Please Note:** Renewal of either Certificate **after** 11:59 pm on Monday, April 15, 2019 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 11:59pm Monday, April 15, 2019.

### 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.

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, 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 FAQ's above for further details).**

Click [HERE](#) to login to your profile and complete the renewal process.

### 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 either Certificate, please contact Jennifer Slabodkin at 416-925-6331 ext. 224 or by email at [jslabodkin@denturists-cdo.com](mailto:jslabodkin@denturists-cdo.com).

