



# 2023-2024 Renewal Notice

## Certificates of Registration and Health Profession Corporation Certificates of Authorization

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 (if applicable) with the College.

For this renewal year, the College Council has approved a one-time \$200.00 reduction in the Certificate of Registration Renewal fee for 2023-2024. The total Certificate of Registration renewal fee is \$1,921.00 (\$1,700.00 + \$221.00 HST). You have the option to pay the renewal fee in two installments or pay the full fee by the first installment payment deadline as outlined below.

The fee to renew the Certificate of Authorization for your Health Profession Corporation is \$395.50 (\$350.00 + \$45.50 HST). Please note that there is no installment option for the payment of this fee.

The College's online renewal system opened **today**, March 1, 2023. Please note the following deadlines.

- Online renewal (the online information, documentation, and declaration components) of your Certificate of Registration and your Certificate of Authorization (if applicable) is required by **11:59 p.m. on Friday, April 14, 2023**.

### Renewal Payment Options:

- Full Payment of \$1,921.00 (\$1,700.00 + \$221.00 HST) by **11:59 p.m. on Friday, April 14, 2023**

**or**

- First installment of \$960.50 (\$850.00 + \$110.50 HST) by **11:59 p.m. on Friday, April 14, 2023**; **and**
- Second installment of \$960.50 (\$850.00 + \$110.50 HST) by **11:59 p.m. on Friday, September 15, 2023**, if full payment is not previously made.

### Certificate of Authorization Fee and Deadline:

- \$395.50 (\$350.00 + \$45.50 HST) by **11:59 p.m. on Friday, April 14, 2023**

### Late Fees:

A late fee of \$150.00 will be applied if you renew or make payment after the deadline of Friday, April 14, 2023. Application of late fees is performed automatically by the renewal system. Please remember to renew before the deadline to avoid any late fees.

### For Registered Denturists who hold a Certificate of Authorization for a Health Profession Corporation, please keep in mind that:

1. In order to renew your Certificate of Authorization, you must obtain and upload a Corporation Profile Report and any certificates issued by the corporation since last year's renewal. Please review the FAQs linked below for further details. **Please allow enough time before the renewal deadline for your order to be processed by the service provider you have selected.**
2. The username and password that you will use to access your Corporation Profile and renew the Certificate of Authorization for your Health Profession Corporation **is different from the password** you will use to access your Member Profile to renew your Certificate of Registration.

3. In the interest of security, the login credentials for your Corporation Profile will be sent in a separate email. You should receive that email soon after the receipt of the 2023-2024 Renewal Notice.
4. The Certificate of Authorization renewal for your Health Profession Corporation will not be approved until you have renewed your Certificate of Registration.
5. Once the renewal of the Certificate of Authorization for your Health Profession Corporation has been approved, you can log back into your Corporation Profile to view and print your updated Certificate of Authorization. Certificates of Authorization are no longer provided by mail.

For further information regarding the renewal process(es) and requirements, please review:

- [Certificate of Registration Renewal – Frequently Asked Questions](#)
- [Certificate of Authorization Renewal – Frequently Asked Questions](#)

Click the link below to login to the Member Portal and complete the renewal process(es).

[Go To Member Portal](#)

#### **Retired Status Application:**

Registered Denturists who wish to apply for the honorary 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.

Sincerely,



Roderick Tom-Ying  
Registrar & CEO

Links to the following documents:

- [Certificate of Registration Renewal – Frequently Asked Questions](#)
- [Certificate of Authorization Renewal – Frequently Asked Questions](#)
- [Certificate of Authorization Renewal – How to Obtain a Corporation Profile Report](#)

#### **Questions?**

If you have any questions or concerns about the renewal of your **Certificate of Registration**, please contact Elaine Lew, Manager, Registration & Qualifying Examinations at 416-925-6331 ext. 227 or by email at [registration@denturists-cdo.com](mailto:registration@denturists-cdo.com).

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



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