



COLLEGE OF CHIROPRACTORS OF ONTARIO

MEMORANDUM

To: CCO Members

From: Dr. Marshall Deltoff, President
Mr. Martin Ward, Treasurer

Date: October 2011

Re: 2012 Registration Renewal

Enclosed with this mailing you will find the following:

1. 2012 Registration Renewal Form
2. Official Receipt for 2011 Registration Dues
3. Return envelope

To assist CCO in processing your registration renewal for 2012, please carefully review, complete and return the Registration Renewal Form and your cheque(s) in the enclosed return envelope.

Please note:

- Registration renewal fees for the **General** class are \$1050 payable on January 1st, 2012 or in two instalments of \$550 each payable January 1st, 2012 and June 1st, 2012.
- Registration renewal information and your cheque(s) must be received on or before January 1, 2012, or your registration may be subject to suspension and you will not be permitted to practise in Ontario. Credit card payments are not accepted at this time.
- Late penalties will apply to fees postmarked after January 1, 2012. The late penalty is \$100 for members renewing in the **General** (i.e., Active) class and \$20 for members renewing in the **Inactive** and **Retired** class. Late payment fees must be added to the first instalment of your payment.
- There will be a \$50 administrative charge for any cheque that is returned to the CCO office NSF (non-sufficient funds).
- All members renewing in the **General** class must have attended the mandatory CCO record keeping workshop. If you were registered in the **Inactive** class and are now applying for registration in the **General** class for the year 2012, but have not attended a record keeping workshop, you are required to do so as soon as possible. Workshop dates and times are posted on CCO's website ó www.cco.on.ca.

- Members registered in the **General** class are reminded that they are required to comply with Standard of Practice S-003: Professional Portfolio, which includes completion of self assessment and continuing education requirements. Members are reminded that the first reporting cycle takes place from July 1, 2010 until June 30, 2012 and that members registered in the **General** class will be required to report on their compliance as part of next year's (2013) renewal process. Only members registered in the **General** class for the full cycle will be obligated to report on their compliance. Please visit <http://www.cco.on.ca/english/Members-of-CCO/Quality-Assurance/> for more information or contact Mr. Joel Friedman, Director, Policy and Research at (416) 922-6355, ext. 104 or Dr. Bruce Walton, Director, Professional Practice at (416) 922-6355, ext. 106 if you have any questions.

Please contact Ms Maria Simas, Registration Coordinator, at (416) 922-6355, ext. 113, or msimas@cco.on.ca if you would like to change your class of certificate to or from General (i.e., Active), Inactive or Retired, to obtain the necessary forms and discuss the implications, or to discuss any other registration questions. Information about classes of registration is also available on CCO's website at www.cco.on.ca.