

## **BY-LAW NO. 4**

**Application Fee**  
**Registration Fee**  
**Annual Fee / Initial Registration**  
**Annual Fee [After Initial Registration]**  
**Replacement Certificates**  
**Fees Payable Upon Lifting of Suspension**  
**Fees Payable Upon Reinstatement**  
**Other Fees**  
**Fees for Courses**  
**Prescribing Privileges**  
**Facility Permits**

### **APPLICATION FEE**

- 1.** Subject to paragraph 1.1, an applicant for the issuance of a general, specialty or academic class certificate of registration shall submit a completed application in the form provided by the College as well as an application fee of \$250.00.
  - 1.1** An applicant for the issuance of a general class certificate of registration restricted to practising in the Remote Services Program of the Ontario Dental Association shall submit a completed application in the form provided by the College but no application fee shall be payable.
  - 1.2** An applicant for the issuance of a class of certificate of registration other than a general, specialty or academic class shall submit a completed application in the form provided by the College as well as an application fee of \$150.00.
- 2.** An applicant requesting a hearing pursuant to the Health Professions Procedural Code of the Regulated Health Professions Act, 1991 to consider reinstatement of his or her certificate of registration shall pay an application fee of \$3,500.00. \$500.00 of that fee shall be non-

---

refundable. The balance of that fee (\$3,000.00) shall be refundable but only if the applicant withdraws the application by notice in writing received by the College not less than 30 days prior to the date scheduled to commence the hearing.

3. An applicant for the reinstatement of a certificate of registration other than provided in paragraph 2 above shall submit a completed application in the form provided by the College and shall pay an application fee of \$250.00.
4. An applicant seeking the lifting of a suspension imposed as a result of non-payment of a fee either prescribed by the Regulations or required by the by-laws shall submit a completed application in the form provided by the College and shall pay an application fee of \$250.00.
5. Where an applicant makes application at the same time for the reinstatement or lifting the suspension of both a general and specialty certificate of registration or both an academic and specialty certificate of registration, only one application fee shall be payable.
  - 5.1 A member seeking to have the Registrar exercise his discretion pursuant to subsection 23(7) of the Health Professions Procedural Code of the Regulated Health Professions Act, 1991<sup>1</sup> shall submit a completed application in the form provided by the College and pay an application fee of \$500.00 which fee shall be non-refundable.
  - 5.2 A member seeking to have the Registrar exercise his authority pursuant to subsection 23(11) of the Health Professions Procedural Code of the

---

<sup>1</sup> Subsection 23(7) of the Health Professions Procedural Code of the Regulated Health Professions Act, 1991 provides as follows:

(7) The Registrar may refuse to disclose to an individual or to post on the College's website information that is available to the public under subsection (5), if the Registrar has reasonable grounds to believe that the information is obsolete and no longer relevant to the member's suitability to practise.

Regulated Health Professions Act, 1991<sup>2</sup> shall submit a completed application in the form provided by the College and where the information which the member seeks to have the Registrar refuse to disclose or post on the College's website involves information related to a finding of professional misconduct shall pay an application fee of \$3,500.00. \$500.00 of that fee shall be non-refundable. The balance of that fee (\$3,000.00) shall be refundable but only if the applicant withdraws the application by notice in writing received by the College not less than 30 days prior to the date scheduled to commence the hearing.(Added 03/2010)

#### **REGISTRATION FEE**

6. A registration fee is payable for the issuance of each certificate of registration other than a graduate student certificate of registration.
7. The registration fee for a general, academic, specialty or education or post-specialty\* certificate of registration is \$100.00.
8. The registration fee for an instructional or short duration\* certificate of registration is \$500.00.

---

<sup>2</sup> Subsection 23(11) of the Health Professions Procedural Code of the Regulated Health Professions Act, 1991 provides as follows:

23(11) The Registrar shall refuse to disclose to an individual or to post on the College's website information required by paragraph 7 of subsection (2) if,

- (a) a finding of professional misconduct was made against the member and the order made was only a reprimand or only a fine, or a finding of incapacity was made against the member;
- (b) more than six years have passed since the information was prepared or last updated;
- (c) the member has made an application to the relevant committee for the removal of the information from public access because the information is no longer relevant to the member's suitability to practise, and if,
  - (i) the relevant committee believes that a refusal to disclose the information outweighs the desirability of public access to the information in the interest of any person affected or the public interest, and
  - (ii) the relevant committee has directed the Registrar to remove the information from public access; and
- (d) the information does not relate to disciplinary proceedings concerning sexual abuse as defined in clause (a) or (b) of the definition of "sexual abuse" in subsection 1 (3).

- 8.1** The registration fee for an academic visitor\* certificate of registration is \$750.00.
- 9.** The registration fee is payable immediately prior to the issuance of the certificate of registration.

#### **ANNUAL FEE / INITIAL REGISTRATION**

- 10.** An annual fee is payable for the year for which a member is first issued a certificate of registration, other than a member issued an academic visitor\*, instructional or short duration\* certificate of registration, and is due on or before the issuance of the certificate of registration.
- 11. (1)** The annual fee payable for the calendar year for which the member is first issued a general, academic or specialty certificate of registration is
- (a) \$1,760.00 if the certificate of registration is issued on or after January 1st but before June 1st in the calendar year;
  - (b) \$880.00 if the certificate of registration is issued on or after June 1st but before September 1st in the calendar year; or
  - (c) \$530.00 if the certificate of registration is issued on or after September 1st in the calendar year,
- provided that the applicant had not previously been a member of the College.
- (2)** The annual fee payable for the calendar year for which the member is first issued a general, academic or specialty certificate of registration is the amount set out in paragraph 16.1 if the applicant had previously been a member of the College.

- 12.** Only one annual fee is payable under paragraph 11 regardless of the number of certificates of registration of the class referred to therein that are issued to the member during the calendar year.
- 13.** The annual fee for the year for which the member is first issued an education or post-specialty training\* certificate of registration is \$1,760.00
- 14.** The annual fee for the year for which the member is first issued a graduate student certificate of registration is \$100.00.

**ANNUAL FEE [AFTER INITIAL REGISTRATION]**

- 15.** Every member other than a member holding an academic visitor, instructional or short duration certificate of registration shall pay an annual fee.
- 16.1** The annual fee for the holder of a general, academic or specialty certificate of registration is \$1,760.00 if paid on or before December 15 in the preceding year and \$1,860.00 if paid thereafter.
- 16.2** The annual fee for the holder of a post-specialty training certificate of registration is \$1,760.00.
- 16.3** The annual fee for the holder of an education certificate of registration who is enrolled in a Certificate of Completion program in the specialty of endodontics, oral and maxillofacial radiology, orthodontics and dental facial orthopaedics, paediatric dentistry, periodontics, prosthodontics or public health dentistry is \$100.00.

- 
- 16.4** The annual fee for the holder of an education certificate of registration for a specialty not otherwise referred to in section 16.3 is \$1,760.00.
- 17.** A member who holds both a general and specialty certificate of registration or both an academic and specialty certificate of registration shall pay only one annual fee.
- 18.** The annual fee for a member holding a graduate student certificate of registration is \$100.00.
- 19.** For a member holding an education, post-specialty training or graduate student certificate of registration, the annual fee must be paid on or before the last day of the month prior to the month in which the certificate of registration was first issued.
- 20.** The registrar shall notify each member of the amount of the annual fee and the day on which the fee is due.
- 21.** If a member holding an education, post-specialty training or graduate student certificate of registration fails to pay an annual fee on or before the day on which the fee is due, the member shall pay a penalty fee of \$100.00 in addition to the annual fee.
- 21.1 (1)** For the purpose of this section and section 21.2, “examination” means the examination which is a requirement for the issuance of a specialty certificate of registration in dental anaesthesia and includes a written and an oral component.
- (2) A person who applies and who is eligible to take the examination shall pay an application fee of \$100.00.

- 
- (3) A person who is eligible to take the written component of the examination shall pay a fee of \$1,600.00 which fee shall be paid at least 30 days before the expected date for the administration of that component, unless otherwise agreed to by the Registrar.
  - (4) A person who is eligible to take the oral component of the examination shall pay a fee of \$3,300.00 which fee shall be paid at least 90 days before the expected date for the administration of that component, unless otherwise agreed to by the Registrar.
  - (5) A person who applies to have the results of the written component of the examination re-scored shall pay a fee of \$100.00.
  - (6) A person who applies to have the results of the oral component of the examination re-assessed shall pay a fee of \$700.00.
  - (7) A person who is unsuccessful in the written component and who applies and is eligible to retake that component shall pay a fee of \$1,600.00 which fee shall be paid at least 30 days before the expected date for the re-administration of that component, unless otherwise agreed to by the Registrar.
  - (8) A person who is unsuccessful in the oral component and who applies and is eligible to retake that component shall pay a fee of \$3,300.00 which fee shall be paid at least 90 days before the expected date for the re-administration of that component, unless otherwise agreed to by the Registrar.
  - (9) A separate fee is payable under subsections (2), (3), (4), (5), (6), (7) and (8) and shall be paid to the College at the time the application is submitted.

**21.2 (1)** A person is not eligible to take the examination:

- (a) until the person applies for a specialty certificate of registration in anaesthesia and obtains the approval of a panel of the Registration Committee;

- (b) until the applicable fee(s) required by subsection 21.1 have been paid; and
  - (c) if the person has been unsuccessful on either the written or oral component on three or more occasions, until the person successfully completes such additional education and/or training approved by a panel of the Registration Committee which may include the completion of a new approved specialty program (which is a requirement for the issuance of a specialty certificate of registration in dental anaesthesia).
- (2) Where a person successfully completes an approved specialty program in dental anaesthesia, an examination, including any component, attempted prior to the completion of that new program shall not be considered in determining the person's eligibility to take the examination under subsection (1).
- (3) A person is not eligible to have the written component of the examination rescored or the oral component of the examination reassessed unless the person files a written request to do so within 30 days of receipt of the results of that component of the examination.

## **REPLACEMENT CERTIFICATES**

- 22.** Where a certificate of registration was damaged, a member may request from the registrar a replacement certificate of registration upon the return to the registrar of the damaged certificate of registration and upon payment of a fee of \$50.00.
- 23.** The registrar may issue a replacement certificate of registration to a member who satisfies the registrar that the certificate of registration was lost and upon payment of a fee of \$50.00.

**FEES PAYABLE UPON LIFTING OF SUSPENSIONS**

- 24.** Where a certificate of registration was suspended for failure to pay a fee either prescribed by the Regulations or required by the by-laws and the applicant is otherwise entitled to have the suspension lifted, the applicant shall pay:
- (a) the fees that the applicant failed to pay which gave rise to the suspension;
  - (b) the annual fee payable for the year in which the suspension is to be lifted;
  - (c) the penalty fee if applicable; and
  - (d) a reinstatement fee of \$100.00.

**FEES PAYABLE UPON REINSTATEMENT**

- 25.** A former member who is otherwise entitled to reinstatement of his or her certificate of registration shall pay
- (a) if not previously paid, the annual fee payable for any and all years in which the member practised in Ontario;
  - (b) any money owed to the College including any penalty fee due at the time the former member ceased to be a member of the College;
  - (c) the penalty fee if applicable; and
  - (d) a reinstatement fee of \$100.00.
- 26.** A fee or monies shall be considered paid
- (a) if payment is made in cash, on the date upon which the money is actually received at the offices of the College;

- (b) if payment is made by VISA, MasterCard or other credit card accepted by the College, on the date upon which appropriate authorization is actually received at the offices of the College;
- (c) if payment is made by cheque, the date of the cheque or the date the cheque is actually received at the offices of the College, whichever is later, provided that the cheque is ultimately honoured on first presentation to the financial institution of the payer;
- (d) if payment is made by money order, on the date upon which the money order is actually received at the offices of the College.

**27.** Payment by any other means other than those specified in paragraph 26 above is not to be considered payment under this by-law.

#### **OTHER FEES**

- 27.1 (1)** Where a member or former member requests a Certificate or Letter of Standing, the member or former member shall pay a fee of \$75.00 which fee shall be submitted along with the request.
- (2)** The Registrar may waive the fee referred to in paragraph 27.1(1) where, in the Registrar's opinion, the circumstances are sufficiently extraordinary to warrant the waiver.
- 28.** A fee of \$25.00 shall be payable by the members where,
- (a) the member purports to make payment to VISA, MasterCard or other credit card accepted by the College and payment is refused by the credit card provider on first submission by the College; or
  - (b) payment is made by cheque and the cheque is not honoured on first presentation to the financial institution of the payer.

**FEES FOR COURSES**

29. (1) Unless another fee is approved by Council, a fee of \$500.00 shall be payable by any member taking a remedial course presented by the College.
- (2) Where the College presents a continuing education course, the executive committee shall determine whether any fee shall be charged for that course and if so, what that fee shall be.
- (3) In setting a fee for a continuing education course, the executive committee may set one fee for members and a different fee for non-members.
- (4) Where a fee is payable under this section, the fee shall be payable upon application to take the course.

**PRESCRIBING PRIVILEGES**

30. Where a member agrees or is required by a committee or a panel of a committee of the College to give up his or her prescribing privileges, the member shall pay to the College a fee equal to the College's costs associated with communicating that fact to all members of the Ontario College of Pharmacists provided that the fee shall not exceed \$500.00.

**FACILITY PERMIT**

31. An applicant for the issuance of a permit authorizing sedation or general anaesthesia in a dental practice, as provided for in the Standard of Practice entitled "Guidelines – Use of Sedation and General Anaesthesia in Dental Practice", as published by the College, ("Facility Permit") shall submit a completed application in the form provided by the College together with an application fee of \$150.

- 32.** An applicant for the renewal of a Facility Permit shall submit a completed renewal application in the form provided by the College together with an application renewal fee of \$150.
- 33.** Facility Permits issued or renewed by the College for the 2004 calendar year shall expire on March 31, 2005 and Facility Permits issued or renewed for subsequent years shall be for a one year period commencing April 1<sup>st</sup> of that year and expiring on March 31<sup>st</sup> of the following year.