

NAME: Dr.

REGISTRATION NO.:

EFFECTIVE DATE:

Dear Dr.

The members of the Council of the College of Chiropractors of Ontario are pleased to advise you that this letter authorizes you to practice as a chiropractor in the Province of Ontario.

Your registration number and effective date are indicated above. In order to maintain your registration, it is necessary to renew it each year. **Renewals are due on January 1st of each year. A renewal notice mailed to you in October, will be the only notice you will receive.** A receipt for registration will also be issued at that time.

In accordance with the Registration Regulation under the *Chiropractic Act, 1991*, late payment results in a penalty charge. Failure to pay the prescribed fee will result in the Registrar **suspending a member's certificate of registration**. A certificate of registration that has been suspended for failure to pay a prescribed fee for **more than two years from the date of suspension will result in automatic revocation**. Please note that it is your responsibility to advise CCO immediately of any address change.

Also, it is mandatory to have malpractice insurance coverage or membership in a protective association, as set out in CCO's bylaw in order to practice chiropractic in the Province of Ontario.

If you have not already done so, you are strongly encouraged to attend one of CCO's record keeping workshops at the earliest opportunity. You may also wish to be peer assessed as part of CCO's quality assurance program. Details about CCO's record keeping workshops and the peer assessment component of the quality assurance program are posted on the website: www.cco.on.ca.

In addition, CCO strongly encourages all members to submit advertisements relating to their practice to the Advertising Committee (fax no. (416) 925-9610) for review to ensure compliance with the Advertising Standard of Practice and Guideline.

May we take this opportunity of wishing you a long and successful career in chiropractic. Congratulations on fulfilling all the registration requirements.

When your Certificate of Registration is ready, it will be mailed to you.

Yours truly,

Ms Jo-Ann P. Willson
Registrar and General Counsel

JPW/ms