

Registration Annual Membership Renewal Form



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

Every year, members of the College of Nurses of Ontario receive an Annual Membership Renewal (AMR) form. The form must be completed and returned to the College to remain in good standing and continue practising as a nurse in Ontario. Members who fail to return either the form, payment or both may have their membership suspended.

Supporting self-regulation

The membership renewal form includes questions about your employment status, areas of practice and education. By completing it, you contribute to effective self-regulation in two important ways.

1. You help the College ensure that everyone practising as a nurse in Ontario is registered with the College, and that your information is accurate and up to date. This helps the College identify nurse impostors and take steps to prevent them from seeking nursing employment in Ontario.
2. The information you provide is collected and analysed by the College. It's then shared in aggregate form with the government, the media and other stakeholders who need a realistic picture of the size, distribution and areas of practice of the province's nurse population.

Completing and returning your AMR form

Information and frequently asked questions about completing and returning your form can be found on the College's website (www.cno.org). A guide to completing your form is mailed with the form at the start of renewal season. This guide contains explanations and definitions to help you answer the questions. It also outlines how completed forms are processed when they arrive at the College.

Once the College processes your renewal form and payment, you will receive an Annual Payment Card

(APC). This card proves that you are a current member of the College and that your annual fee has been paid for the year indicated on the APC. Your employer may ask to see your card each year to ensure that all nurses working at the facility are College members.

The deadline for returning the renewal form is December 31. While forms received after this date are not subject to a late fee, those not completed and received by January 31 are subject to an administrative fee of \$24.53 (includes GST).

Checking the status of your AMR form

After you have sent in your form and payment, there are three ways to check the status of your renewal.

1. Use the College's website, which is available 24 hours a day, seven days a week.
2. Use the College's after-hours Interactive Voice Response (IVR) service by calling the College's general number between 1730 and 0830 hrs.
3. Speak to a customer service representative by calling the College's general number (found at the end of this document) during office hours, 0830 to 1700 hrs.

Suspension of membership

Failing to renew your membership each year could result in suspension of your membership. Members who do not return their form and payment by December 31 could receive a Notice of Intent to Suspend. Members will be given 60 days to submit their form and fees. Failing this, members are suspended for non-payment of fees and are not entitled to practise nursing in Ontario.

Practising while under suspension is a serious offence. To practise legally, suspended individuals

must reinstate their membership with the College by returning their renewal form with the annual fee, late fee and reinstatement fee. Suspended members may also be required to pay an additional fee if they are found to have practised while suspended.

Fees

Fees as of January 2006. Fees are subject to change and includes GST.

Annual fee: \$122.66

Late fee for payments not received by December 31: \$49.07

Administrative fee for forms not received by January 31: \$24.53

Reinstatement fee: \$49.07

Practising while suspended penalty fee:
\$525 for each year a member practise nursing while under suspension

For more information

To learn more, contact the College of Nurses of Ontario at:

E-mail: cno@cnomail.org

Tel.: 416 928-0900

Toll-free in Ontario: 1 800 387-5526

Fax: 416 928-6507

Website: www.cno.org