

Annual Renewal for a Certificate of Authorization for a Health Profession Corporation

Please review the Privacy Policy at www.cno.org/privacy to understand how your personal information will be used.

Instructions and Checklist

Annual Renewal forms for a Certificate of Authorization for a Health Profession Corporation (“Corporation”) that are incomplete will be returned.

The \$282.50 (includes HST) fee accompanying the application form is non-refundable. The fee must be paid by a credit card accepted by CNO.

INSTRUCTIONS

Prior to submitting your Annual Renewal Form, please ensure that the following criteria have been met:

1. A Director (*must be a member of the College*) authorized to sign on behalf of the Corporation has signed the Annual Renewal Form (Part A).
2. The same Director that signed the Annual Renewal Form has also signed the required Declaration (Part B).
3. Each **NEW** Director (*must be members of the College*) of the Corporation has executed an Undertaking in Part C. “New Director” is defined as a member who has not previously completed an Undertaking in Part C in respect of the Corporation. Please make as many copies of the form as required.
4. Each **NEW** Shareholder (*must be members of the College*) of the Corporation has executed an Undertaking in Part D. “New Shareholder” is defined as a member who has not previously completed an Undertaking in Part D. Please make as many copies of the form as required.
5. In completing the Annual Renewal Form, if more space is required, attach additional pages labelled appropriately.

CHECKLIST

The Annual Renewal Form for a Certificate of Authorization for a Health Profession Corporation is considered incomplete without the following enclosures:

1. Signed Annual Renewal Form completed by the same Director of the Corporation who signed the Declaration. (See item 3.)
2. Fee in the amount of 282.50 (includes HST) to be paid when CNO calls you.
3. Declaration by a Director of the Corporation signed not more than 15 days before the Annual Renewal Form is submitted to the Executive Director.
4. Certified copy of a corporation profile report issued by the Ministry of Government and Consumer Services (or a service provider under contract to the Ministry) not more than 30 days before the application is submitted to the Executive Director, which indicates that the Corporation is active
5. Undertaking in Part C to be completed by each **NEW** Director of the Corporation.
6. Undertaking in Part D to be completed by each **NEW** Shareholder of the Corporation (excluding Director(s) who have completed Part C).

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ONTARIO CORPORATION NO. ISSUED BY MINISTRY

1a) NAME OF HEALTH PROFESSION CORPORATION

Note: The name of the Corporation must comply with the requirements of s.1 of Ontario Regulation 39/02 of the *Regulated Health Professions Act, 1991*.

1b) CERTIFICATE OF AUTHORIZATION NUMBER

2) BUSINESS ADDRESS OF HEALTH PROFESSION CORPORATION

STREET SUITE

CITY PROVINCE POSTAL CODE

TEL FAX E-MAIL (optional)

3) NAME(S) OF SHAREHOLDER(S) AS OF THE DAY THE APPLICATION IS SUBMITTED (must be a member of the College) AND HIS/HER BUSINESS ADDRESS, BUSINESS TELEPHONE NUMBER AND REGISTRATION NUMBER WITH THE COLLEGE AS OF THAT DAY.

College Registration #

Last Name Given Names (underline one commonly used)

Business Address (Street) Suite

City Province Postal Code

Telephone Fax E-Mail

Director Officer Provide Title of Office

College Registration #

Last Name Given Names (underline one commonly used)

Business Address (Street) Suite

City Province Postal Code

Telephone Fax E-Mail

Director Officer Provide Title of Office

College Registration #

Last Name Given Names (underline one commonly used)

Business Address (Street) Suite

City Province Postal Code

Telephone Fax E-Mail

Director Officer Provide Title of Office

(Attach additional pages appropriately labelled, if necessary.)

College Registration # _____

Last Name _____ Given Names (underline one commonly used) _____

Business Address (Street) _____ Suite _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-Mail _____

Director Officer Provide Title of Office _____

4) NAME(S) OF INDIVIDUAL(S) (must be a member of the College) WHO WILL PRACTISE ON BEHALF OF THE CORPORATION, INCLUDING ALL SHAREHOLDERS AND NURSING EMPLOYEES OF THE CORPORATION, AS OF THE DAY THE ANNUAL RENEWAL WAS SUBMITTED.

| COLLEGE REGISTRATION # | FULL NAME |
|------------------------|-----------|
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5) THE CORPORATION PRACTISES AND/OR CARRIES ON BUSINESS IN THE FOLLOWING LOCATION(S):

Street _____ Suite _____

City _____ Postal Code _____ Business Phone _____

Street _____ Suite _____

City _____ Postal Code _____ Business Phone _____

Street _____ Suite _____

City _____ Postal Code _____ Business Phone _____

Street _____ Suite _____

City _____ Postal Code _____ Business Phone _____

Street _____ Suite _____

City _____ Postal Code _____ Business Phone _____

Street _____ Suite _____

City _____ Postal Code _____ Business Phone _____

PART B

Declaration

TO BE EXECUTED BY THE *DIRECTOR* SIGNING PART A

I, _____, a director of _____,
[Insert Full Name of Nurse] [Insert Full Name of Health Profession Corporation ("Corporation")]

do hereby certify that the following statements are true:

1. I am a member of the College of Nurses of Ontario holding Certificate of Registration No. _____, and Certificate of Authorization No. _____.
2. I am a director of the Corporation and have the authority to apply for the renewal of the Certificate of Authorization.
3. The Corporation is in compliance with section 3.2 of the *Business Corporations Act (Ontario)* as of the date this Declaration is signed.
4. The Corporation does not plan to carry on, and will not carry on, any business that is not the practice of nursing, or an activity related or ancillary to the practice of that profession.
5. There has been no change in the status of the Corporation since the date of the certificate of status enclosed with the Annual Renewal for a Certificate of Authorization that accompanies this Declaration.
6. The information contained in the Annual Renewal for a Certificate of Authorization that accompanies this Declaration is complete and accurate as of the day this Declaration is declared.

(Signature of Declarant)

(Date)

Undertaking

TO BE EXECUTED BY EACH *NEW DIRECTOR* ONLY

Each new Director of the Health Profession Corporation is required to execute a separate Undertaking.

I, _____, a member of College of Nurses of Ontario
Name of Director

("College") and a shareholder of _____
Name of Corporation ("Corporation")

UNDERTAKE TO
THE COLLEGE AS FOLLOWS:

1. I accept professional responsibility for any act or omission of the Corporation that would be professional misconduct if such act or omission had been committed or omitted by a member of the College.
2. I will ensure that the Corporation does not do or cause to be done, or omit or cause to be omitted, anything that would be professional misconduct if done or omitted to be done by a member of the College.
3. I will ensure that the Corporation does not engage in the practice of nursing, or any activity related or ancillary to the practice of that profession, unless it maintains a valid Certificate of Authorization issued by the College.
4. I will ensure that the Corporation does not practise under any name other than the name of the Corporation, a practice name previously approved by the College for use by a shareholder of the Corporation or a name permitted by Regulation.
5. I will ensure that the Corporation complies with the *Regulated Health Professions Act*, 1991, the *Nursing Act*, 1991, the regulations made under those Acts, and the bylaws of the College.
6. I will ensure that the College is notified immediately of any change in shareholders of the Corporation and that any future shareholder of the Corporation execute and file with the College, within ten (10) days of becoming a shareholder of the Corporation, an Undertaking in a form approved by the College.
7. I will ensure that the College is notified of any changes to practice locations of the Corporation as soon as they occur.
8. I will ensure that the College is notified within ten (10) days if I cease to be a director of the corporation.
9. I acknowledge that a breach of this Undertaking may result in referral of specified allegations of professional misconduct against me to the Discipline Committee arising out of my failure to abide by any of the terms of this Undertaking.
10. I acknowledge having been advised to obtain independent legal advice prior to signing this Undertaking.

Signature of Director

Signature of Witness

Name of Director (please print)

Name of Witness (please print)

Date

PART D

Undertaking

TO BE EXECUTED BY EACH *NEW* SHAREHOLDER ONLY

Each new Shareholder of the Health Profession Corporation is required to execute this Undertaking.

I, _____, a member of College of Nurses of Ontario
Name of Shareholder

(“College”) and a shareholder of _____ UNDERTAKE TO
Name of Corporation (“Corporation”) THE COLLEGE AS FOLLOWS:

1. I accept professional responsibility for any act or omission of the Corporation that would be professional misconduct if such act or omission had been committed or omitted by a member of the College.
2. I will ensure that the Professional Corporation does not do or omit to do anything that would be professional misconduct if done or omitted to be done by me.
3. I will ensure that the College is notified within ten (10) days if I cease to be a shareholder of the Corporation.
4. I acknowledge that a breach of this Undertaking may result in referral of specified allegations of professional misconduct against me to the Discipline Committee arising out of my failure to abide by any of the terms of this Undertaking.
5. I acknowledge having been advised to obtain independent legal advice prior to signing this Undertaking.

Signature of Shareholder

Signature of Witness

Name of Shareholder (please print)

Name of Witness (please print)

Date