

# BY-LAW NO. 2: FEES

**1.01** In this by-law,

**“certificate of registration”** means a certificate of registration in any class unless otherwise indicated;

**“fee”** includes a required fee(s) or charge, any outstanding monies owed to the College by a registrant in respect of a decision made by a committee of the College, an administrative fee(s) or an administration charge(s);

**“Annual Fee”** is defined to include all fees and/or outstanding monies required to be paid by a registrant to the College under Article 4.01, Article 4.02, Article 4.03, Article 4.03.1, and Article 4.03.2;

**“Inhalation Certificate”** is the authorization issued by the College to a registrant to permit the registrant to administer a substance to a patient by inhalation, as permitted by the *Chiropody Act, 1991* and its regulations;

**“registrant”** includes a suspended registrant.

**2.01** Fees described in this by-law are exclusive of any applicable taxes and are not refundable either in whole or in part.

## APPLICATION & REGISTRATION FEES

**3.01** A person who submits an application for a certificate of registration shall pay an application fee, which fee shall be submitted along with the application of:

- (a) \$200.00 where the application is based upon the applicant having completed an educational program which was approved by Council at the time the application is submitted; and
- (b) \$750.00 where the application is based upon the applicant having completed an education program which has not been approved by Council and therefore must, in accordance with Council policy, be assessed before Council considers approving the program.

**3.02** A person who is entitled to the issuance of a certificate of registration shall pay a registration fee of \$100.00 and an initial annual fee calculated in accordance with Article 3.03, which fees are required to be paid to the College prior to the issuance of the certificate of registration.

- 3.03** Subject to Article 4.03.1, the initial annual fee for the year in which a registrant is first issued a certificate of registration is:
- (a) \$1,800.00 if the certificate of registration is issued on or after February 14<sup>th</sup> but before July 1<sup>st</sup>; and
  - (b) \$900.00 if the certificate of registration is issued on or after July 1<sup>st</sup> provided the applicant had not previously been a registrant of the College.

## ANNUAL FEE

- 3.04** The Annual Fee for a registrant who previously held a certificate of registration issued by the College is that fee set out in Article 4.03.
- 4.01** Every registrant shall pay an Annual Fee in accordance with this by-law.
- 4.02** Subject to article 4.03.1, the Annual Fee shall be paid by a registrant on or before February 14<sup>th</sup> for the year commencing on January 1<sup>st</sup> of that calendar year and ending on December 31<sup>st</sup> of that calendar year.
- 4.03** Subject to article 4.03.1, the Annual Fee is \$1,800.00 if paid on or before February 14<sup>th</sup> in the calendar year in which the fee is due and \$2,000.00 if paid thereafter.
- 4.03.1** Commencing with the Annual Fee for the 2023 calendar year, the Annual Fee otherwise payable shall automatically be increased by the annual increase in the Consumer Price Index (“CPI”), as published by Statistics Canada or any successor organization, for the year ending in July of the previous calendar year, rounded up to the nearest ten dollars. By way of example and for greater clarity the CPI increase for the 2023 Annual Fee will be the CPI increase from July 2021 to July 2022.
- 4.03.2** In addition to the amount required by Articles 4.03 and 4.03.1, any outstanding monies owed to the College in respect of a decision made by a committee of the College, and any other fees outstanding under the College’s by-laws, will be added to and included in the Annual Fee to be paid by the registrant.
- 4.04** The Registrar shall notify each registrant of the amount of the Annual Fee owing by that registrant and the day by which the Annual Fee is required to be paid.

## FEES RELATED TO INHALATION CERTIFICATE

- 4.1.01** A registrant who submits an application for an Inhalation Certificate shall pay a fee of \$100 which fee shall be submitted along with the application.
- 4.1.02** A registrant who is entitled to the issuance of an Inhalation Certificate shall pay a fee of \$100 which fee is due prior to the issuance of the Inhalation Certificate.

- 4.1.03** A registrant seeking to renew their Inhalation Certificate shall pay an annual fee of \$350 which fee is required to be paid on or before February 14<sup>th</sup>.

## FEES RELATED TO EXAMINATIONS

- 5.01** A person who applies to attempt the College's jurisprudence exam without applying to attempt the other examinations required for a certificate of registration shall pay a fee of \$800.00.
- 5.02** A person who applies to attempt an examination which is a requirement for a certificate of registration, shall pay a fee of \$3,900.00.
- 5.03** Where a person fails the examination referred to in Article 5.02 and the person applies for and is eligible to take a supplemental examination, the person shall pay a fee of:
- (a) \$800.00 for the written examination, if the requirement to take a supplemental examination was due solely to the applicant being unsuccessful on the jurisprudence portion of the written examination;
  - (b) \$800.00 for the written examination, if the requirement to take a supplemental examination was due solely to the applicant being unsuccessful on the core competencies portion of the written examination;
  - (c) \$1,600.00 for the written examination, if the requirement to take a supplemental examination was due to the applicant being unsuccessful on both the jurisprudence and core competencies portions of the written examination; and
  - (d) \$2,300.00 if the requirement to take a supplemental examination was due to the applicant being unsuccessful on the clinical (OSCE) examination.
- 5.04** A person who applies to have the results of an examination referred to in Article 5.02 or 5.03 rescored shall pay a fee of \$75.00.
- 5.05** A separate fee is applicable for each application referred to in Articles 5.01, 5.02, 5.03 and 5.04 and shall be paid at the time the application is submitted.

## FEES RELATED TO CONTINUING EDUCATION & COURSES

- 5.06** Where a registrant who is required to submit their Continuing Education Log and supporting documentation fails to do so on or before February 14<sup>th</sup>, the registrant shall pay a fee of \$250.00.
- 5.07** The Executive Committee shall determine what course fee, if any, to charge for a continuing education course offered by the College.

- 5.08** The Executive Committee may set a different course fee for registrants and non-registrants of the College.
- 5.09** An applicant for a course presented or offered by the College shall pay the applicable course fee upon application.

## PRACTICE ASSESSMENTS AND EVALUATION

- 5.1.01** Where a registrant is required by a panel of the Quality Assurance Committee to undergo a practice assessment, other than one which was required as a result of the registrant's random selection, or for a practice reassessment, the registrant shall pay a fee of \$475.00.
- 5.1.02** The fee referred to in Article 5.1.01 shall be payable for each assessment or reassessment and shall be paid by the registrant immediately upon receipt of notice from the College that an assessment or reassessment has been required by the panel of the Quality Assurance Committee.
- 5.1.03** Where a registrant is required by a panel of the Quality Assurance Committee to undergo an evaluation or re-evaluation, the registrant shall pay a fee of \$750.00.
- 5.1.04** The fee referred to in Article 5.1.03 shall be payable for each evaluation or re-evaluation and shall be paid immediately by the registrant upon receipt of notice from the College that the evaluation or re-evaluation has been required by the panel of the Quality Assurance Committee.

## FEE FOR ASSESSMENT

- 5.2.01** Where a person or applicant wishes Council to assess whether they meet the Standard of Practice to permit that person to inject a substance into the foot or prescribe a drug, the registrant or applicant shall pay a fee of:
- (a) \$1,250.00 if the assessment relates to whether they meet the standard of practice to both inject a substance into the foot and to prescribe a drug;
  - (b) \$625.00 if the assessment relates to whether they meet the standards of practice to either inject a substance into the foot or to prescribe a drug, but not both.

## FEES RELATED TO REINSTATEMENT

- 6.01** A person who applies pursuant to section 72 of the Health Professions Procedural Code of the *Regulated Health Professions Act, 1991* for the reinstatement of their

certificate of registration shall pay an application fee of \$6,000 which fee shall be paid at the time the person makes such application.

**6.02** Where a certificate of registration was administratively suspended for failure to pay a fee either prescribed by the Regulations or required by the by-laws and the registrant is otherwise entitled to have the suspension lifted, the registrant shall pay:

- (a) a reinstatement fee of \$150.00;
- (b) the fee(s) the registrant failed to pay which gave rise to the suspension;
- (c) the Annual Fee payable for the year in which the suspension is to be lifted; and
- (d) any other monies owed to the College.

**6.03** A former registrant who is otherwise entitled to reinstatement of their certificate of registration shall pay:

- (a) a reinstatement fee of \$100.00;
- (b) if not previously paid, the Annual Fee payable for any and all years in which the former registrant practised in Ontario;
- (c) if not previously paid, the Annual Fee payable for the year in which the former registrant is to be reinstated; and
- (d) any other monies owed to the College.

## REPLACEMENT CERTIFICATES

**7.01** Where a certificate of registration was damaged, a registrant may request from the Registrar and the Registrar may provide a replacement certificate of registration upon return to the Registrar of the damaged certificate of registration and payment of a fee of \$50.00.

**7.02** The Registrar may issue a replacement certificate of registration to a registrant who satisfies the Registrar that their certificate was lost or destroyed upon payment of a fee of \$50.00.

## GENERAL – RULES RESPECTING PAYMENT

**8.01** The College may accept payments made by credit card accepted by the College, electronic funds transfer (e-transfer), or other electronic means approved by the Registrar.

- 8.02** A fee or money shall be considered paid:
- (a) if payment is made by VISA, MasterCard or other credit card accepted by the College, on the date upon which appropriate authorization is received by the College; and
  - (b) if payment is made by electronic funds transfer, or other electronic means approved by the Registrar, the date upon which the funds are received by the College.
- 8.03** Payment by any other means other than those specified in Article 8.01 is not to be considered payment under this by-law.

#### OTHER FEES

- 9.01** A fee of \$50.00 shall be paid by a registrant where the registrant purports to make payment by VISA, MasterCard or other credit card accepted by the College and payment is refused by the credit card provider.
- 9.02** A fee of \$35.00 shall be paid by a registrant or applicant where the registrant or applicant makes payment by VISA, Mastercard or other credit card accepted by the College. Such fee shall apply to each credit card transaction made by a registrant or applicant.

**Approved and amended by Council as of January 29, 2026**