



November 7, 2011

COLLEGE OF
AUDIOLOGISTS AND
SPEECH-LANGUAGE
PATHOLOGISTS
OF ONTARIO

ORDRE DES
AUDIOLOGISTES ET
DES ORTHOPHONISTES
DE L'ONTARIO

To Whom It May Concern:

Enclosed is your 2012 Certificate of Authorization Renewal Package consisting of:

1. Your 2012 Annual Renewal Application Form for a Certificate of Authorization;
2. A Guide to the 2012 Annual Renewal Application for a Certificate of Authorization of a Professional Corporation; and
3. A self-addressed return envelope.

Please complete your certificate of authorization renewal form in full and submit it with the appropriate fee to CASLPO by **Friday, January 6, 2012**.

CASLPO staff would be pleased to assist you with the Certificate of Authorization Renewal process. If you have any questions, please call Camille Prashad at 416-975-5347 ext. 213 or 1-800-993-9459 ext 213. Alternatively, Camille's email address is cprashad@caslpo.com.

Thank you in advance for your cooperation.

Sincerely,

Brian O'Riordan
Registrar

Encls.



2012 ANNUAL RENEWAL APPLICATION FOR A CERTIFICATE OF AUTHORIZATION FOR PROFESSIONAL CORPORATIONS

Renewal Guide and Instructions

The enclosed 2012 Renewal Application Form for a Certificate of Authorization for a Professional Corporation must be completely filled out and returned to CASLPO by mail or fax no later than **Friday, January 6, 2012.**

Requirements

Undertaking:

The Undertaking must be completed by each shareholder of the Corporation who must also be a member of the College.

Statutory Declaration:

The Statutory Declaration must be signed, dated and witnessed before **a commissioner, lawyer or notary public** no more than **15 days** before the annual renewal form is submitted to the Registrar.

Original Certificate of Status of the Corporation:

The purpose of a current-dated Certificate of Status is to verify that the Corporation is **still** active. Regardless of how new your Corporation is, Ontario Regulation 39/02 made under the Health Professions Act, 1991 sets out the legislative requirements for the annual renewal of your Certificate of Authorization. One of those requirements is that a **current-dated** Certificate of Status accompanies your annual renewal form. Accordingly, please submit a new **current-dated** Certificate of Status of the Corporation issued by the Ministry of Business and Consumer Services with your 2012 Renewal Application Form.

The Certificate of Status must be dated not more than **30 days** before the date it is submitted and received by the Registrar's office.

How to Obtain a Current-dated Certificate of Status of Incorporation:

An authorized agent of the Ministry:

- Online at <http://www.cyberbahngroup.com/CyberbahnCMS/Pages/036/>;
http://www.oncorp.com/home/certificate_status.asp#availability
- Oncorp Direct Inc. – Toll Free: 1-800-461-7772

Alternatively, you may contact your lawyer and he/she could obtain it on your behalf.

Certified Copy of Every Certificate of Corporation:

This requirement is applicable **only if** you have made changes to your corporation such as changing the name or adding New Directors or New Shareholders.

If you had amended the original Articles of Incorporation since you first incorporated you would be required to provide the College with a notarized copy of your Articles of Amendment.

Professional Liability Insurance:

The Corporation must provide proof of having professional liability insurance of at least \$2,000,000.00 per claim. It is necessary to provide the name of the carrier, the certificate number and expiry date as proof.

Fee:

The annual fee for a Certificate of Authorization for a professional corporation is \$500.00 and shall be paid on or before **Friday, January 6, 2012**.

A professional corporation shall pay an administrative fee of **\$50.00** for each notice sent by the Registrar to the corporation for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.

Duty to notify College:

If a corporation that holds a certificate of authorization changes its name or its articles of incorporation, the corporation shall promptly notify the College and give the College a copy of a certificate of the corporation that has been endorsed under the Business Corporations Act indicating the change.

Revocation of certificate:

1. The following are the grounds upon which a corporation's certificate of authorization may be revoked:
 - The corporation ceases to be eligible to hold a certificate of authorization.
 - The corporation ceases to practice the profession in respect of which the certificate of authorization was issued.
 - The corporation fails to comply with one or more of the requirements for a renewal of the certificate.
 - The corporation carries on any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession.
 - The corporation fails to notify the Registrar of a change in shareholders in accordance with section 85.9 of the Code. O. Reg. 39/02, s. 6 (1).

2. If the College proposes to revoke a corporation's certificate of authorization, the College shall give notice of the proposed revocation, setting out the date the revocation will take effect and the grounds for the proposed revocation. O. Reg. 39/02, s. 6 (2).
3. The College shall revoke the corporation's certificate of authorization 60 days after the date on which the notice is given if any of the grounds for revocation exist on the revocation date specified in the notice. O. Reg. 39/02, s. 6 (3).
4. The College shall notify the corporation if a corporation's certificate of authorization is revoked. O. Reg. 39/02, s. 6 (4).

Reinstatement after revocation:

If a corporation's certificate of authorization is revoked, a new certificate of authorization may be issued to the corporation only if the corporation is eligible to hold one and applies for a new certificate in accordance with section 2. O. Reg. 39/02, s. 7.

Submitting Your Certificate of Authorization Renewal:

By mail or by courier addressed to:

CASLPO
3080 Yonge Street,
Suite 5060,
Toronto, ON M4N 3N1

By fax:

- 416-975-8394

In person:

- Bring the completed form and payment to CASLPO at 3080 Yonge Street, Suite 5060, Toronto, during business hours.
- Business hours are Monday to Friday, 8:30 am to 4:30 pm.

Contacting the College:

For further assistance call the College during business hours at:

By Phone: 416-975-5347 Ext. 213
Toll-free in Ontario: 1-800-993-9459 Ext. 213
By Fax: 416-975-8394
E-mail: cprashad@caslpo.com



2012 ANNUAL RENEWAL APPLICATION FORM FOR A CERTIFICATE OF AUTHORIZATION FOR A PROFESSIONAL CORPORATION

Please complete and submit the enclosed documents to the College no later than **Friday, January 6, 2012**. Documents may be mailed to the address below or faxed with all supporting documents and credit card payment details to **416-975-8394**.

SECTION A

CORPORATE NAME: (N.B. The name of the Corporation must comply with the requirements of s.1 of Ontario Regulation 39/02.)	FOR OFFICE USE ONLY Date Received	
CERTIFICATE OF AUTHORIZATION NUMBER:		
PRACTICE NAME (If different from the Corporate Name):		
CORPORATE ADDRESS:		
City, Province		Postal Code
Phone number:		Fax Number:
Email Address:		

SECTION B

I, _____, a member of the College of Audiologists and Speech-Language Pathologists of Ontario and a director of the corporation, am applying on behalf of the above corporation for a Certificate of Authorization under the *Regulated Health Professions Act*, and declare that:

- 1) **Membership:** I am a member of the College of Audiologists and Speech-Language Pathologists of Ontario and my certificate of registration is not currently suspended or revoked.
- 2) **Incorporation:** The corporation is incorporated under the *Business Corporations Act of Ontario*.
- 3) **Corporation Status:** There has been no change in the status of the corporation since the date the certificate of status was issued (must be within previous 30 days of the renewal application).

4) **Shareholders:** The name of each shareholder of the corporation and his or her College registration number, business address, business telephone number, and e-mail as of the date of submission of this application is (use additional pages if necessary):

Registered Name	College Registration #	Business Address	Business Phone	E-mail

5) **Directors and Officers:** (Note: all directors and officers must be shareholders of the corporation.) The names of all of the directors and officers of the corporation as of the date of submission of this application are (use additional pages if necessary):

Registered Name: (as above)	Check (√) if a Director	Check (√) if an Officer	Give Title of Office if an Officer

6) **Practice Location(s):** As of the date of submission of this renewal application, the corporation practises in the following location(s), if different from the corporate address, as listed in Section A is (use additional pages if necessary). The only addresses omitted are residential addresses of clients.

Address	Phone Number

7) **Professional Activities:** As indicated in the accompanying statutory declaration, the Corporation cannot carry on, and cannot plan to carry on, any business that is not the practise of the profession governed by the College or activities related to or ancillary to the practice of the profession (Regulation 39/02 2.(1) 6.ii). **Please provide a brief description of the professional activities carried out by the corporation.**

8) **Members Practising:** Members of the College of Audiologists and Speech-Language Pathologists of Ontario that will practise the profession through the corporation, including shareholders and employees of the Corporation, are (use additional pages if necessary):

Registered Name:	Registration #

9) **Professional Liability Insurance For Corporation:** The corporation must provide proof of having professional liability insurance of at least \$2,000,000.00 per claim.

Carrier Name:	Certificate No.:	Expiry Date (mm/dd/yy):

10) **Accuracy of application:** I have personal knowledge of the declarations contained in this application and of the information I have added in completing this form, and I declare that the declarations and information are accurate and complete.

_____	_____
Signature of Director/Officer authorized to sign on behalf on the Corporation	Date
_____	Registration # _____
Please print name	

11) **Payment:** You may pay the renewal fee by cheque, money order or by credit card. If you choose to send a cheque or money order, please make your payment payable to CASLPO. If you choose to pay by credit card, please fill out the information below.

Cheque/Money Order

Visa

MasterCard

AMOUNT AUTHORIZED: _____

Card Number: _____ Expiry date on card: _____

Name on card – PLEASE PRINT: _____

Signature: _____

12) **Supporting Documentation:** The renewal application is considered incomplete without the following enclosures (***Incomplete forms will be returned***):

- A signed application form completed by a Director, who must be a member of the College and authorized to sign on behalf of the Corporation.
- Undertaking (Section C) completed by each shareholder of the Corporation, who must also be a member of the College.
- Statutory Declaration (Section D) executed by the same Director who signed the application no more than 15 days before the application is submitted to the Registrar.
- Original Certificate of Status of the Corporation issued by the Ministry of Government Services not more than 30 days before the application is submitted to the Registrar which indicates that the corporation is still active.
- Certified copy of every certificate of the corporation that has been endorsed under the Business Corporations Act since the corporation's most recent application for a certificate of authorization or for renewal of its certificate of authorization. (If applicable).
- An annual renewal fee of \$500.00. A cheque, money order payable to CASLPO, or credit card (Visa or MasterCard) information must accompany your 2012 Annual Renewal Application Form for a Certificate of Authorization. Please print your certificate of authorization number on the front of your payment.



SECTION C

UNDERTAKING FOR PROFESSIONAL CORPORATIONS

(Each shareholder of the corporation must sign this form)

I, _____, holding College registration number _____, am
a shareholder of _____

and do undertake as follows:

- (1) I will ensure that, in the course of practising the profession, the Corporation does not do or fail to do anything that would be professional misconduct if done or failed to be done by myself.
- (2) I will ensure that the corporation maintains a valid Certificate of Authorization and does not provide professional or ancillary services while its Certificate of Authorization is under suspension or revoked or when it does not satisfy the requirements for a professional corporation under subsection 3.2(2) of the *Business Corporations Act*.
- (4) I will ensure that the corporation complies with the *Regulated Health Professions Act* and its regulations, the *Health Professions Procedural Code*, the *Audiology and Speech-Language Pathology Act* and its regulations, and by-laws of the College.
- (5) I will ensure that any person who is not currently a shareholder of the corporation shall file a similar undertaking with the College as soon as he or she becomes a shareholder.
- (6) I will ensure that the College is notified of any changes to the name, articles of incorporation or practice locations of the corporation as soon as they occur and to any other information provided in the application within the time period required by the by-laws.
- (7) I will ensure that if the corporation practises in a name other than its corporate name, the corporation shall first notify the College of its practice name and shall include its corporate name in all written, electronic, or broadcast communications.
- (8) I acknowledge that a breach of this Undertaking may result in referral of specific 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.

Shareholder's signature

Date

(print name)

Registration # _____



SECTION D

STATUTORY DECLARATION¹

I, _____, holding College registration number _____,
am a director of _____,

and do hereby solemnly declare the following:

1. I certify the following:

- i. that the corporation is in compliance with section 3.2 of the *Business Corporations Act* as of the date this statutory declaration is executed,
- ii. that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession,
- iii. that there has been no change in the status of the corporation since the date of the certificate of status enclosed with the application for a Certificate of Authorization that accompanies this statutory declaration, and
- iv. that the information contained in the application for a Certificate of Authorization that accompanies this statutory declaration is complete and accurate as of the day this statutory declaration is executed.

and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me in the City of _____

in the Province of _____

this _____ day of _____, 20_____

(Signature of Declarant)

(print name)

A Commissioner, etc.
Made pursuant to s. 41 of the *Canada Evidence Act*,
And s. 43 of the *Evidence Act*, of Ontario.
(Affix stamp, or seal below)

¹ Under para. 2(1).6 of the Minister's regulation, an application for a certificate of authorization is to be accompanied by a statutory declaration (much like an affidavit) containing the information as set out in this statutory declaration