

Licence Renewal Guide 2019

This guide is designed to assist you in the completion of your 2019 Licence Renewal. Carefully review this guide prior to completing your licence renewal.

This guide contains the following sections:

- Personal Details
- Language
- Practice Information
- Professional Activities
- Mailing Preference
- Voting Preference
- Educational Activities (AVMA or CVMA Specialty Board Certification)
- Continuing Professional Development
- Professional Conduct
- Committee Interest
- Declaration
- Fees & Payment
- Renewal Options
- Online Registration
- Additional Information
- Contacting the College

Personal Details

Your licence number, name and licence class have all been prepopulated.

Name Changes

To protect the integrity of College data, licensees are unable to change their name online. To change the name listed on the public register, you need to complete and submit the [Application for a Name Change](#). Any questions relating to this can be directed to Lindsay Sproule, lsproule@cvo.org or 519-824-5600 ext. 2228.

Home address

If your home address has changed, please make the necessary changes.

Email Address

The College will send you confidential information related to your College member record via this email. You may use an email address that you share with someone else, such as a family member, as long as that person is not a licensed veterinarian using the same email address for communicating with the College. You are encouraged to use a distinct and separate email address.

Language

Please indicate all languages in which you are currently capable of providing veterinary services in. This information is provided to members of the public who are seeking veterinary care in a specific language.

Practice Information

The “Practice” of veterinary medicine includes clinical, educational, research, and administrative practice. It is not restricted to work in a hospital or clinic.

If you are practising, your current primary practice and all other practice locations are displayed on the renewal form. Your primary practice is displayed on the Public Register.

If you are not practising, your home address is displayed on the Public Register unless you have provided the College with an alternate address. The other option is to designate an email address to appear on the Public Register.

All licensed veterinarians must complete this section. Here’s how:

- Members employed as a veterinarian must choose one of their employers to be their Primary Practice address to be displayed on the Public Register. This may be an accredited veterinary facility or an organization (such as an educational institution, industry, or government department).
- If you are NOT currently employed as a veterinarian; select the ‘I am not currently practising veterinary medicine’ option. **NOTE:** If you do not wish to have your home address displayed on the Public Register, you must provide an alternate address or email address to be used in its place.
- If you are a veterinarian who provides locum services, you may:
 1. Select any one of the accredited facilities at which you regularly practise as a locum to be your primary practice; or
 2. If you choose not to select any single practice as ‘primary’, you may select ‘Locum - No primary practice’ under this section. Your home address will appear on the Public Register, unless you have provided an alternate address or email address to be used in its place.

Changing positions

If you have changed positions at any of your listed practices, click ‘Edit’. You must enter an end date for the listed position. Then select ‘add new practice’. Enter the required information and click ‘Add Practice’.

If you are no longer practicing at one of your practice locations, click ‘Edit’. You must enter an end date for your position at the practice and click ‘Update Practice’.

If you are working at a new practice that is not currently on your file, click ‘Add New Practice’. Choose the type of practice that you are working at and fill in all required fields.

If your position has changed to an owner or director at an accredited facility and you have not already notified the Accreditation Department, email Aneeta Bharij, Principal Accreditation at abharij@cvo.org.

Professional Activities

Enter the professional activities that you perform at your primary practice.

Employer Type

Indicate your primary practice employer type.

Employment Function(s)/Professional Role(s)

Indicate the main function of the position held at the primary place of employment.

Patient Type(s) or Animal Population(s) Served

Report the patient types that you serve at your primary practice. Only include patient types that comprise 10% or more of your practice.

Practice Areas

Indicate the areas of veterinary medicine in which you have a special focus, conduct research, or have additional education.

Mailing Preference

Your preference to receive College mail at your primary practice or home address has been prepopulated. If your selection has changed, please indicate your new preference.

Voting Preference

Licensed members who live and/or work in Ontario elect the 13 veterinarians that sit on Council to represent the public interest. Indicate whether your preferred electoral district is your home or work address.

Veterinarians employed by the University of Guelph or Federal Government must select Primary Practice for their electoral district.

Veterinarians who either live or work outside of Ontario must select the option that falls within Ontario.

Veterinarians who live and work outside of Ontario are not permitted to vote in elections.

Educational Activities

AVMA or CVMA Specialty Board Certification

If applicable, a licensed member's board certification achieved through the American Board of Veterinary Specialties is displayed. Licensees with these specialty designations will be asked if the certificate has been withdrawn, when it was withdrawn, and the reason why it was withdrawn.

If board certification has been earned, the licensed member must contact the College directly and submit either the original board certification or a notarized copy.

Continuing Professional Development

Report hours for any CPD activities you completed between November 1, 2017 and October 31, 2018. You may choose to report hours for unspecified activities in the field provided, log specific activities using the CPD Activity Log, or both.

If you used the CPD Activity Log to track your CPD throughout the year, your hours for specific activities will be prepopulated on the licence renewal form. To log additional hours for specific activities, you will need to return to the CPD Activity Log to finish logging your activities before submitting.

If you choose not to use the CPD Activity Log, simply enter the total number of hours you wish to report for unspecified activities in the field provided on the licence renewal form.

The information provided on your annual licence renewal form is your official report to the College. Once it has been submitted, you can view your 2017-2018 CPD hours and activities in the CPD Activity Log, but you can no longer make changes or additions.

Professional Conduct

Licensed members are generally assumed to be of good character unless and until evidence demonstrates otherwise. Licensed members are asked questions relating to their conduct, and this information is used to assess the member's suitability to practise veterinary medicine. The College must be satisfied that the member's conduct will not put the public at risk.

You are required to make declarations prior to being able to renew your licence. If you provide false or misleading information on your renewal form it can be viewed as professional misconduct. Please review the questions carefully. Your licence cannot be renewed without completing the conduct declarations.

If you answer "yes" to any of the questions, please be prepared to explain to the Registrar your position as to whether or not this affirmative answer could reasonably be seen as relevant to your suitability to practise veterinary medicine in Ontario.

Committee Interests

If you are interested in assisting the College, please indicate in what capacity:

Registration Committee, Quality Assurance Committee, Discipline Committee, Complaints Committee, Accreditation Committee, Providing Independent Opinions, Policy Related Task Forces

Declaration

The completion of your licence renewal form information is a formal submission of your personal information to the College. A statement on the online form will require you to check off a declaration that you are the licensed member submitting the form and that the information provided is true and correct. This activity cannot be delegated to others.

Fees and Payment

Licence fees for the upcoming year are listed below.

Licence Category	Annual Licence Fee
General, Restricted, Academic, Post Graduate & Resident, Public Service	\$1000.00 + HST
Educational	\$250.00 + HST

Late Fees

If you do not complete licence renewal by November 30th, 2018 at 11:59 p.m., you will still be able to submit your renewal, but the fee owed will include an additional \$200 late fee. A letter will be issued notifying all members who have not yet renewed that they have two months to submit the form and payment, after which their licences will be cancelled for non-payment.

Late Renewals from members will only be accepted up to February 4th, 2019 at 11:59 p.m., after which licences of members who have not renewed their licences will be cancelled. A record of this cancellation will appear on the Public Register.

Cancelled members may apply for re-licensure by submitting an application form, required documentation, and the application fee. They will need to meet current licensing requirements to be reinstated as well as pay a re-instatement fee and an outstanding late fee.

Impact on Accreditation Certificates: Accreditation certificates automatically “expire” if the Director’s licence is cancelled, since the certificate of accreditation is valid only if a licensed director undertakes to maintain standards at the facility. This means that no veterinarian is legally permitted to practice at the facility. Members who are Directors of accredited practices and who do not renew by February 4th, 2019 at 11:59 p.m., must therefore also ensure that the owner appoints a replacement Director by February 4th, 2019 at 11:59 p.m., in order for the facility to continue operating.

Impact on Corporations: Professional corporations, too, require that all stakeholders (including the owner and managing director) be licensed with the College. Cancelled licences of shareholders mean that the Corporation must amend its Articles of Incorporation with the government and amend the information on file with the College.

Renewal Options

- Renew your licence OR
- Resign from the College OR
- Resign from the College and apply for Emeritus Standing

Resignation

If you are not planning to practise veterinary medicine or use the title of veterinarian in Ontario, you may resign your licence with the College. **You need to complete and submit the [Licence Resignation Form](#).** You cannot use the online registration system to resign. Any questions relating to resignation can be directed to Lindsay Sproule, lsproule@cvo.org or 519-824-5600 ext. 2228.

If in the future you apply for a licence with the College, you must meet the registration requirements in place at the time of your application for licensure. Upon your return, you will also pay an application fee.

If you choose to resign, please indicate why you have decided to resign by selecting the applicable reason.

Resignation and application for Emeritus Standing

If you are not planning to practise veterinary medicine or use the title of veterinarian in Ontario and have been a registered member in good standing of the OVA/CVO continuously for 25 years or more, you may resign your licence and apply for Emeritus Standing with the College. **You need to complete and submit [Part 1 and Part 2 of the Licence Resignation Form](#).** You cannot use the online registration system to resign and apply for Emeritus Standing. Any questions relating to resignation or Emeritus Standing can be directed to Lindsay Sproule, lsproule@cvo.org or 519-824-5600 ext. 2228.

NOTE: Once your application for Emeritus Standing has been received by the College, you will receive an email confirming receipt. Applications for Emeritus Standing are processed in January. Once an application has been approved, the Emeritus certificate is sent in the mail.

Online Registration

Step-by-Step Process

- Visit the College website, <http://www.cvo.org> and log into the Professional Practice Portal. If you have not yet activated your account, you will be required to do this first.
- Enter your username and password and click the “**Login**” button. If you don’t remember your password use the “**Forgot Password**” functionality to reset your password.
- Click on the **2019 Licence Renewal** link located on the left side of the screen.

- Navigate through the renewal requirements using the **Next** and **Back** buttons at the bottom of each page. **NOTE:** to move between pages, use only the buttons at the bottom of each page, do not use your browser back or forward arrows.
- Review and provide any missing information as the system walks you through the following sections:
 1. Personal Details
 2. Language
 3. Practice Information
 4. Professional Activities
 5. Mailing Preference
 6. Voting Preference
 7. Educational Activities
 8. Continuing Professional Development
 9. Professional Conduct
 10. Committee Interest
 11. Review Your Information and Declaration
 12. Payment
 13. Payment Confirmation
- Pay online and you will then see your payment confirmation on the screen. You will also receive an email confirmation that indicates that your payment and renewal form have been submitted.
- You have now completed the licence renewal process. You will not be able to access the renewal form again once your payment has been processed. You may make changes to your addresses and professional activities at any time by accessing the Professional Practice Portal.

Passwords

Your password is confidential. If you are unsure of your password, click on 'Forgot Password' on the Professional Practice Portal login screen. You will be prompted to provide your email address and will then be sent an email providing you with a link to reset your password.

Additional Information

Verification of Annual Licence Renewal completion, Receipts and Wallet Cards

After completing the online renewal, licensed members will receive a confirmation email that verifies that they have renewed their licence.

Once renewal has been completed, licensed members will be able to access their official licence receipt and an updated electronic version of their wallet card in the Professional Practice Portal.

Contacting the College

If you have any questions about the licence renewal process, please contact the Renewal Coaches. Please have your licence number ready when you call. As there are a large volume of inquiries during this period, it may take two business days or more to return your call or email. Please note that the last two weeks in November prior to the deadline are always extremely busy at the College.

Renewal Coaches

licensure@cvo.org

519-824-5600 ext. 2221, 2223 or 2228 / 1-800-424-2856 ext. 2221, 2223 or 2228