

B. FEE CATEGORIES

APPLICATION

- A one-time only fee of \$50 is required for application to become a member of the CMO. This applies to all classes of registration.

ADMINISTRATION

- An administration fee of \$35 is required upon initial registration and upon every registration renewal at October 1st.
- An administration fee of \$35.00 is required in order to lift a suspension from a member's registration.

REGISTRATION

- A registration fee of \$1,500 applies to general, general with conditions and supervised classes.
- The registration fee must be paid annually in order to renew and maintain registration with the College.

RETURNED CHEQUE

- Each cheque returned by the bank due to insufficient funds (NSF) will be subject to a NSF charge of \$40.00.

NAME CHANGE

- A fee of \$100.00 will apply in order to re-issue registration documents and update records as a result of a name change.

DUPLICATE DOCUMENTS

- A fee of \$25.00 per document will be charged to issue duplicate documents.

LETTERS OF PROFESSIONAL CONDUCT

- A fee of \$40.00 per request will be charged to issue letters of professional conduct.

REMINDER NOTICES

- A fee of \$50.00 is charged for every reminder notice sent to a member who is in default of a form or fee.

C. INITIAL REGISTRATION FEES

- Registration fees for new registrations issued during the registration year (in a month other than October) will be pro-rated on a monthly basis (eg.. #of months in current registration year x \$125.00).
- New registrants may pay their registration fees in two installments (see Installment Method below). Both installments must be received with the application form.
- Annual renewal fees are due on October 1, regardless of the date of initial registration.

D. RENEWAL FEES

- Renewal fees are due at the College no later than October 1st.
- The College will notify the membership at least 60 days in advance of the renewal due date.
- Renewing members may pay their registration fees in two installments (see Installment Method below). Both installments must be received by the renewal date.
- The annual administration fee must accompany renewal fees.
- Annual renewal fees (registration + administration fees) must be paid in order to renew and maintain registration with the College.

E. METHODS OF PAYMENT

- The College accepts cash, personal cheque, or money order.
- Payments should be made payable to **“College of Midwives of Ontario”**.

INSTALLMENTS

All members may pay initial registration or annual renewal fees in two installments. Post-dated cheques for all fee installments must be received together with the application or renewal form.

- 1st installment: - due on the initial registration or annual renewal date
- includes the administration fee and at least 50% of the total registration fee due for the registration period
- 2nd installment - post-dated cheque for balance of fees.
- dated for within 60 days of the 1st installment

F. DEFAULT OF FEES

LATE PAYMENT OF FEES

- If a member's full registration renewal fees are not received by the College on or before October 1st, a late fee penalty of 15% on the full fees will be charged (i.e. 15% of \$1,535 = \$230.25).
- The late fee penalty will be applied to the member's renewal fees as of October 2nd.
- Cheques returned by the bank due to insufficient funds (NSF) after a fee deadline will be subject to a late fee penalty as well as the NSF charge of \$40.00.
- While in default of fees, members will not be issued a registration card or certificate and may not vote or stand for election. (CMO by-law V. 6.)

NON-PAYMENT OF FEES

- The Registrar may suspend a member's certificate of registration for failure to pay a prescribed fee if, after two months notice of the default, the member's fees remain outstanding (Health Professions Procedural Code, section 24).
- When a member is suspended due to non-payment of fees the public register will contain a notation of the suspension.
- When a member is suspended due to non-payment of fees, suspension will remain in effect until such time as all outstanding fees plus an additional administrative fee of \$35.00 are received. If the suspension remains after 12 months, the Registrar will revoke the member's registration.

G. RECEIPTS

- Receipts may be issued upon request for cash brought personally to the office.
- Official tax receipts are issued for total registration and administration fees received during a taxation year.
- Tax receipts are sent to members by the end of February the following year.
- The tax receipt will indicate the registration period for which the fees apply.

H. FEES DURING LEAVE FROM PRACTICE *

Fee reductions/refunds will be applied if the member has complied with the Policy on Change of Practice Status.

Fee reductions/refunds will not be applied retroactively.

· For more information, please see the *Policy on Change of Status* and the *Guidelines to Policy on Change of Status*.

FEE REDUCTION

- Fee reductions apply only to leaves of 12 consecutive months or more (Cessation to Practice of One Year or More).
- Fees will be adjusted for the period of the leave. Members will pay 50% of the full fee for the months on leave plus the annual administration fee. (i.e. a leave for one registration year = \$785 (50% of \$1,500 + \$35)).
- Annual membership renewal fees which include a leave continuing from the previous registration year will be prorated on a monthly basis ($\$1,500 \div 12$ months = \$125) as follows:
 - annual administration fee
 - #of months on leave x \$125 x 50%
 - #of months in active practice x \$125
- The full monthly fee will be required regardless of date of return during that month.

FEE REFUNDS

- will be issued to members if a member begins a leave of 12 months or more during a registration year and full fees were submitted at the beginning of that year.
- will be calculated on a pro-rated monthly basis.
- will be based on the date provided by the member to the College in the completed Change of Practice Status form, or if the member notifies the College after a leave has commenced, the refund will be based on the date of receipt of the Change of Practice Status form.
- When a member returns to practice earlier than initially expected:
 - a) the member is responsible for submitting a fee adjustment to make up the difference between leave reductions and full fees based on a pro-rated monthly basis.
 - b) if the early return reduces the leave to less than 12 months, the member will be responsible for full fees for the entire time of the leave.