



College of Audiologists and  
Speech-Language Pathologists of Ontario

Ordre des Audiologistes et  
des Orthophonistes de l'Ontario

# 2018 CERTIFICATE OF AUTHORIZATION RENEWAL GUIDE

5060-3080 Yonge Street, Box 71  
Toronto, Ontario M4N 3N1 | professionalcorp@caslpo.com  
416-975-5347 1-800-993-9459 | November 2017  
www.caslpo.com

# CERTIFICATE OF AUTHORIZATION – RENEWAL GUIDE

The College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO) will renew a certificate of authorization for a corporation to practice audiology or speech-language pathology provided the corporation applies for renewal and complies with all the requirements and continues to be eligible to hold a certificate of authorization.

## INSTRUCTIONS:

RENEWAL DEADLINE: **Tuesday, January 2, 2018**

### STEP 1: COMPLETE THE RENEWAL APPLICATION FORM

All parts of the renewal application form must be completed in full and be clearly legible. Answer each question carefully. If any question is unclear, contact the College for assistance.

If more space is required in completing the application for renewal, you have attached additional pages and labeled them appropriately.

The application form must be signed by a director of the corporation.

The Corporation must maintain 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 the expiry date as evidence of your insurance coverage.

### STEP 2: COMPLETE THE DECLARATION

The declaration must be signed by a director of the corporation. The signed declaration must be dated not more than **15 days** before the renewal is received by the College.

### STEP 3: ENCLOSE CORPORATION PROFILE REPORT

Enclose a copy of a corporation profile report, issued by the Ministry of Government and Consumer Services, indicating that the corporation is active. The report must be dated not more than **30 days** before the renewal is received by the College. To order a Corporation Profile Report online, go to the websites of any of the following service providers for the Ministry:

- OnCorpDirect Inc. [www.oncorp.com](http://www.oncorp.com)
- Cyberbahn & Marque D'Or [www.cyberbahn.ca](http://www.cyberbahn.ca)
- ESC Corporate Services [www.eservicecorp.ca](http://www.eservicecorp.ca)

Or contact the Ministry directly at:

Ministry of Government Services, Companies, and Personal Property Security Branch,  
375 University Avenue, 2nd Floor, Toronto, M5G 2M2  
Tel: 416-314-8880 or 1-800-361-3223.

#### STEP 4: ENCLOSE OTHER CERTIFICATES (IF ANY)

If in the past year, the corporation has changed its name, amended its articles, or made any changes requiring an endorsed certificate under the *Business Corporation Act*, a copy of this certificate must be submitted.

#### STEP 5: ENCLOSE PAYMENT

Payment of the non-refundable renewal fee of **\$500.00** must be made by credit card (MasterCard or Visa only), cheque, or money order payable to the CASLPO.

If the corporation fails to renew its certificate of authorization on time, a fee of **\$50.00** is required **for each notice sent** by the Registrar. This late fee must be paid within thirty days of the notice being sent.

#### STEP 6: SUBMIT RENEWAL

Ensure that renewal is complete before submitting.

Processing time is several weeks, but during the renewal process, the certificate of authorization presently held by the corporation remains valid.

As the application package includes time-sensitive documents, the corporation is encouraged to courier applications delivered to the College by mail.

Mail or deliver completed renewals to:

CASLPO, 3080 Yonge Street, Suite 5060, box 71, Toronto, M4N 3N1

Email to:

[professionalcorp@caslpo.com](mailto:professionalcorp@caslpo.com)

Fax to:

Attention Registration Services

416-975-8394

## CONTACT US

If you have a question, call or email us and we will be happy to assist you.

By email: [professionalcorp@caslpo.com](mailto:professionalcorp@caslpo.com)

By telephone: 416-975-5347 or 1-800-993-9459

Jessica LaForet, Program Assistant (Registration Services) ext. 213



College of Audiologists and  
Speech-Language Pathologists of Ontario  
Ordre des audiologistes et  
des orthophonistes de l'Ontario

## 2018 CERTIFICATE OF AUTHORIZATION RENEWAL FORM

THIS IS A FILLABLE FORM

### SECTION A

Date of application for renewal:

Corporate name:

Practice Name (if applicable);

Corporate Business address:

Phone number:

Email:

### 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, 1991* 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 has not been suspended or revoked.

- 2) **Incorporation:** The Corporation is incorporated under the *Business Corporations Act (BCA)*.
- 3) **Corporation Status:** There has been no change in the status of the Corporation since the date the corporate profile report 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):

Full Registered Name:	<input type="text"/>
College Registration Number:	<input type="text"/>
Business Address:	<input type="text"/>
Business Phone Number:	<input type="text"/>
Email:	<input type="text"/>

Full Registered Name:	<input type="text"/>
College Registration Number:	<input type="text"/>
Business Address:	<input type="text"/>
Business Phone Number:	<input type="text"/>
Email:	<input type="text"/>

Full Registered Name:

College Registration Number:

Business Address:

Business Phone Number:

Email:

Full Registered Name:

College Registration Number:

Business Address:

Business Phone Number:

Email:

Full Registered Name:

College Registration Number:

Business Address:

Business Phone Number:

Email:

- 5) **Directors and Officers:** The names of all of the directors and officers of the corporation as of the date of submission of this application. (Note: all directors and officers must be shareholders of the corporation.)

Registered Name	Check here if a director	Check here if an officer	If an officer – Title of Officer

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

Practice Name (if applicable) and Address(es)	Telephone



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

Carrier Name:

Policy Certificate Number:

Expiration Date (if applicable):

- 8) **Fees:** The annual fee to renew a certificate of authorization is \$500 on or before **January 2, 2018**. After January 2, 2018, the annual fee of \$500 and an additional \$50 late fee is required.

The Corporation will pay the fee by:

Cheque

Money Order

Visa

MasterCard

Cheque or money orders are payable to "CASLPO" (in Canadian funds).

**Note:** Cheques that are returned as N.S.F. or non-negotiable (i.e. misdated, not signed or otherwise miswritten) will be charged a \$50 fee in addition to the \$50 late fee (if applicable).

If payment is made by Visa or MasterCard, provide the following information:

Card Number

Expiry Date

Cardholder Name

Cardholder Signature

**Note:** Declined credit cards will be charged a \$50 fee in addition to the \$50 late fee (if applicable).

9) Supporting Documentation:

Signed application form

Fee of \$500 payable to "CASLPO" (in Canadian funds) by cheque, money order, Visa or MasterCard

Declaration by a director of the corporation signed no more than 15 days before this application for renewal is submitted.

Copy of a corporate profile report issued by the Ministry of Government and Consumer Services or by a service provider which is under contract with the Ministry of Government and Consumer Services that is dated no more than 30 days before this application is submitted. The College does not require a certified copy of the corporate profile report.

Copy of every certificate of incorporation of the corporation that has been Endorsed under the Business Corporation Act since the corporation's most Recent application for a certificate of authorization or renewal of its Certificate of Authorization as of the date this application is submitted (if applicable).

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.

Signed

Date

## DECLARATION

I,  holding College registration number  am  
a director of ,  
and do hereby solemnly declare the following:

- 1) that the corporation is in compliance with section 3.2 of the *Business Corporations Act* as of the date this statutory declaration is executed,
- 2) 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,
- 3) 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
- 4) 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.

Signed

Date