

Registration

Annual Membership Renewal Form

Every year, members of the College of Nurses of Ontario (the College) receive an Annual Membership Renewal (AMR) form. Members must return the completed form, along with payment, to the College to continue practising as a nurse in Ontario. Nurses can also renew online on the College's website, at www.cno.org. Members who fail to pay any of the required fees will have their membership suspended for nonpayment of fees.

Supporting self-regulation

The membership renewal form includes questions about your employment status, areas of practice and education. By completing it, you contribute to effective self-regulation in two important ways.

1. You help the College ensure that everyone practising as a nurse in Ontario is registered with the College, and that your information is accurate and up to date. This helps the College identify illegal practitioners and take steps to prevent them from seeking nursing employment in Ontario.
2. The information you provide is collected and analyzed by the College. It's then shared in aggregate form with the government, the media and other stakeholders who need a realistic picture of the size, distribution and areas of practice of the province's nurse population.

Completing and returning your AMR form

Information and frequently asked questions about completing and returning your form can be found on the College's website (www.cno.org). A guide to completing your form is mailed with the form at the start of renewal season. This guide contains explanations and definitions to help you answer the questions.

Once the College processes your renewal form and payment, you will receive an Annual Payment Card (APC). This card proves that you are a current

member of the College and that your annual fee has been paid for the year indicated on the APC. Your employer may ask to see your card each year. Employers need to ensure that all nurses working at the facility are College members.

The deadline for returning the renewal fee is December 31. If the payment is received after December 31, you will incur a late fee. The deadline for returning your renewal form is January 31; forms that are received after this date will incur an administrative fee.

Checking the status of your AMR form

After you have sent in your form and payment, there are three ways to check the status of your renewal.

1. Use the College's website, www.cno.org, which is available 24 hours a day, seven days a week.
2. Use the College's after-hours Interactive Voice Response (IVR) service by calling the College's general number (found at the end of this document) between 1730 and 0830 hrs.
3. Speak to a customer service representative by calling the College's general number during office hours, 0830 to 1700 hrs.

Suspension of membership

Failing to renew your membership each year could result in suspension of your membership. Members who do not return their form and/or payment will receive a Notice of Intent to Suspend. Members will be given 30 days to submit their form and the required fees. Failing this, members are suspended for nonpayment of fees and are not entitled to practise nursing in Ontario.

Practising while under suspension is a serious offence. To practise legally, suspended individuals must reinstate their membership with the College. Please see the *Reinstatement* fact sheet on the College's website (www.cno.org) or call the Customer Service Centre for details and to receive the reinstatement forms.

Suspended members may also be required to pay an additional fee if they are found to have practised while suspended.

Fees

Fees as of January 2008. Fees are subject to change and include GST.

Annual fee: \$122.66

Late fee for payments not received by December 31: \$49.07

Administrative fee for forms not received by January 31: \$24.53

Reinstatement fee: \$49.07

Practising while suspended penalty fee: \$525
for each year a member practises nursing while under suspension

For more information

To learn more, contact the College of Nurses of Ontario at:

E-mail: cno@cnomail.org

Tel.: 416 928-0900

Toll-free in Ontario: 1 800 387-5526

Fax: 416 928-6507

Website: www.cno.org