

# Annual Registration Renewal Step-by-Step Guide

## Renewal Period February 1, 2021 to April 1, 2022

To avoid late penalties, please complete your annual renewal online by April 1, 2021 (11:59 p.m. EST).

**TO START YOUR REGISTRATION RENEWAL, HAVE YOUR USERNAME AND PASSWORD READY.**

If you forgot your username and/or password, please follow the steps below:

- On the [login page](#), click “Forgot your user name” and/or “Forgot your password”
- Enter your email address to retrieve the information. Please note that this must be the same email address we have on file for you.
- You will be sent an email which will provide you with the information you requested.

### ONLINE RENEWAL PROCESS

Detailed renewal information can be found in our Registration Renewal Guide. Please [click here](#) to access the guide.

#### Step 1: Enter your username and password to login to your Member Portal.

You will have access to the online renewal application form between February 1, 2021 to April 1, 2021 (11:59 p.m. EST).

#### Step 2: Click the Renew my Registration button

Access the renewal form by clicking ‘Renew my Registration’ under the homepage of the *Portal*.

#### Step 3: Review and complete your annual registration renewal.

Please review the information and complete your annual registration renewal online. If you have questions regarding a certain section, please click the “?” box at the top corner of each section for more information. You may also find the information in the Registration Renewal Guide.

#### Step 4: Pay your annual registration fees.

Pay online by Visa or MasterCard in CAD only (Debit cards are not accepted). When on the payment page, submit your credit card details. Please [click here](#) to see the 2021-2022 fee schedule. [NOTE: The registration renewal fee for a General Class Certificate is \$1,300.00. However, in response to the evolving COVID-19 pandemic, and its impact on members’ practice, the College has reduced the 2021-2022 renewal fees for the General Class by \$300. This is a one-time reduction.]

A late fee will apply if payment is **not received** by the College on or before April 1<sup>st</sup>.

#### Step 5: Print Your Receipt.

If your payment is successfully processed, you will be able to download your receipt from your *Portal* under *My Profile* → *Official Receipts*.

For questions related to renewal, please contact the Registration Department at [registration@ctcmpao.on.ca](mailto:registration@ctcmpao.on.ca)