



Annual Registration Renewal Step-by-Step Guide

Renewal Period February 1 to March 31

To avoid late penalties, please complete your annual renewal online by March 31 (11:59 p.m. ET).

Every member holding a General, Student or Inactive certificate of registration must renew their registration with the College by March 31. To renew, members are required to:

- Complete the online renewal form; and
- Pay an annual renewal fee.

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

If you have forgotten 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 to March 31 (11:59 p.m. ET).

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 current fee schedule.

A late fee will apply if payment is not received by the College on or before March 31st.

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*.

INACTIVE CLASS OF REGISTRATION

If you are a member in the General class and currently not practising, you may consider transferring to the Inactive class of registration. For more information about the Inactive class, please refer to the [**Notice to Members applying to the Inactive Class**](#) and the [**Policy for Certificate in the Inactive Class of Registration**](#). If you choose to apply for the Inactive class, you will need to submit the [**Application for Certificate in the Inactive Class of Registration**](#) and the applicable fees by **March 31st**.

HAVE QUESTIONS OR NEED TO CONTACT US?

If you have any questions regarding your registration renewal, please contact us by email at [**registration@ctcmpao.on.ca**](mailto:registration@ctcmpao.on.ca) or by phone at (416) 238-7359.

Staff is available during regular office hours between 9 a.m. and 5 p.m. Monday to Friday. The CTCMPAO office experiences a high volume of calls during the last week of March. As such, we encourage you to contact us as early as possible to ensure that there is enough time for a response to be provided before the renewal deadline.