This guide contains important information about renewing your membership for 2016.

2016 Renewal opens
Wednesday, Oct. 21, 2015

Renewal deadline is
Thursday, Dec. 31, 2015
Renewing for 2016
When you log into the Maintain Your Membership section of www.cno.org during Renewal 2016, you will have three options:

1. Renew your membership: Complete the online form at www.cno.org/mym and pay the membership fee to be eligible to practise nursing in 2016.

2. Join or renew in the Non-Practising Class:
   - Current or former members of the General or Extended Class can join the Non-Practising Class by downloading the form from the College’s website and sending it to the College with the membership fee. If you are already in the Non-Practising Class, go online to renew.

3. Resign your membership: Choose the “Resign” button on the online form if you do not want to renew your College membership. By choosing this option, you will not be able to practise nursing in Ontario. To return to nursing practice contact the College.

Declaration of Practice
General and Extended Class members must make a declaration about their nursing practice in Ontario within the last three years. This declaration is made at www.cno.org/mym as you start your renewal. How you respond to this question will determine whether you are eligible to renew for 2016. For more information, see the FAQs on the College’s website at www.cno.org/DeclarationFAQ.

New Reporting Obligations
Changes on the public register require nurses to report additional information, including registration in other jurisdictions and hospital privileges (NPs only). Members will be asked to report these during this year’s renewal.
Payment options
Once you have completed the online renewal form, you can pay the fee using one of the following options.

Credit cards: VISA, MasterCard or American Express

Interac: Scotiabank, Canada Trust, Bank of Montreal or Royal Bank.

Cheque or money order mailed to the College of Nurses of Ontario, 101 Davenport Rd. Toronto, ON M5R 3P1, Attention: Renewal

The College does not accept payments made through your bank or post-dated cheques.

Late Fees and Suspension
To avoid late fees and the risk of suspension: pay the annual fee and submit the form by Dec. 31, 2015.

Note: If you have not done the above by Feb.18, 2016, the College will suspend your membership on Feb. 19. Suspended members cannot practise nursing in Ontario until they pay outstanding fee(s), complete the online renewal form or provide an email address. Suspended members have until March 20 to renew or resign, or their membership will be revoked on March 21, 2016.

Renewal customer service
Available by email and phone from Monday to Friday, 8:30 am to 7 pm.
Email: renewal@cnomail.org
Dial: 1 866 573-5405 (in North America)
Dial: 416-849-6135 (outside North America)

Renewal customer service will be unavailable after 5 pm on Dec. 24 and all day Dec. 25. The service resumes on Dec. 28.

Note: the College closes for the holidays at noon on Thursday, Dec. 24, 2015 and reopens at 8:30 am on Monday, Jan. 4, 2016.
Important dates

Renewal opens
Wednesday, Oct. 21, 2015

Deadline to pay without additional fees
Midnight, Thursday, Dec. 31, 2015

Notice of intent to suspend letter mailed to members with incomplete renewals
Wednesday, Jan. 6, 2016

Suspension for members who have not completed renewal
Friday, Feb. 19, 2016

Revocation of memberships for members who have not completed renewal
Monday, March 21, 2016

Fees
All amounts include HST.

$175.15: annual fee for General and Extended Classes

$113: late fee for General and Extended Classes (applies after Dec. 31, 2015)

$56.50: fee to lift the suspension (applies after Feb. 18, 2016)

$56.50: Non-Practising Class annual fee

$28.25: late fee for Non-Practising Class (applies after Dec. 31, 2015)