

## FAQs – Professional Corporations

- 1. Should I set up a professional corporation?**  
This is a business decision. You may wish to obtain advice from an accountant or lawyer who specializes in this area.
- 2. What are the advantages and disadvantages of setting up a professional corporation?**  
You may wish to contact a qualified professional such as a lawyer or accountant with experience in assisting health professionals with incorporation to answer this question.
- 3. Does an Independent Practice have to be a professional corporation?**  
No. A “professional corporation” is one possible legal business entity through which dental hygienists are permitted to practise their profession. Dental hygienists are not required to incorporate their practice.
- 4. I have decided to establish a professional corporation for my dental hygiene practice. What do I need to do?**  
Registrants who wish to practise through a corporation are required to obtain a Certificate of Authorization from the CDHO. Detailed information is available on the [CDHO website](#).
- 5. Where can I find the application forms for a new Certificate of Authorization or renewal of an existing certificate?**  
Application forms can be found on the Self-Service Portal of the CDHO website. A [Guide to an Application for a Certificate of Authorization for Health Profession Corporations](#) and a [Guide to Renewing a Certificate of Authorization for Health Profession Corporations](#) are available on the CDHO website by clicking on the links.
- 6. What is the renewal date for my Certificate of Authorization?**  
The renewal date is on or before March 1<sup>st</sup> every year.
- 7. How long is the Certificate of Authorization valid for?**  
The certificate is valid for one year and must be renewed annually on or before March 1st. If the dental hygienist fails to renew and/or is no longer eligible, the certificate will be revoked upon 60 days’ written notice.
- 8. What are the processing timelines for Certificates of Authorization?**  
Once a complete application package has been received by the CDHO, it takes 10 to 15 business days for both new and renewal certificates to be completed. The effective date of the certificate is the date the complete package was received.

- 9. What is the fee for a Certificate of Authorization?**  
The application fee for a new Certificate of Authorization is \$750.  
Payment of the fee is non-refundable and can be made by credit card, certified cheque or money order.
- 10. Am I required to submit the original Articles of Incorporation along with my application?**  
No, the regulations only require that a copy of the Certificate of Incorporation accompany the application.
- 11. Do I have to advise the College of changes to the name or Articles of Incorporation?**  
Yes, if the corporation changes its name or its articles you must notify the College in writing within 15 days and give the College a copy of a certificate of the corporation that has been endorsed under the *Business Corporations Act* indicating the change.
- 12. Which address do I list for the corporation?**  
The principal address of the corporation should correspond with the address listed on the incorporation documents. You must also list other business addresses in the practice location field.
- 13. What is the fee for an application to renew a Certificate of Authorization?**  
The fee for renewal of a Certificate of Authorization is \$100.  
Payment of the fee is non-refundable and can be made by credit card, certified cheque or money order.
- 14. Why must I complete a renewal application each year?**  
The requirements related to issuance and renewals of Certificates of Authorization are set out in the *Regulated Health Professions Act (RHPA)* and the Certificates of Authorization Regulation. They apply equally to all regulated health professions in Ontario. The general requirement for annual renewal is written into these regulations as a fixed component. The College asks applicants to complete only what is required under the *RHPA*.
- 15. Does the Corporation Profile Report need to be certified?**  
No. The Corporation Profile Report does not need to be certified.
- 16. My Corporation Profile Report has expired. Where can I get a new one?**  
You may obtain a newly issued Corporation Profile Report from:

**Ministry of Government and Consumer Services:**

Companies and Personal Property Security Branch  
Website: [www.mgs.gov.on.ca](http://www.mgs.gov.on.ca)  
Telephone: 416-314-8880 or 1-800-361-3223

or through one of the private-sector service providers under contract with the Ministry of Government and Consumer Services:

**Cyberbahn, a division of Thomson Reuters Canada Limited**

Website: [www.carswelllegalsolutions.com](http://www.carswelllegalsolutions.com)  
Telephone: 416-306-3070  
Toll free: 1-800-267-0183

**OnCorp Direct Inc.**

Website: [www.oncorp.com](http://www.oncorp.com)  
Telephone: 416-964-2677  
Toll free: 1-800-461-7772

## **ESC Corporate Services Ltd.**

Website: [www.eservicecorp.ca](http://www.eservicecorp.ca)

Telephone: 416-595-7177

Toll free: 1-800-668-8208

### **17. I did not submit my renewal application in time for the March 1 deadline. What should I do?**

You should submit your renewal application with your payment immediately. If the CDHO has not received a renewal application by the renewal date a notice of intention to revoke is issued which gives the corporation 60 days to submit a completed application before the Certificate of Authorization is revoked. You cannot practise through the corporation once the Certificate of Authorization is revoked. After the first notice of intention to revoke is sent to you, each additional reminder letter results in a \$50.00 fee.

### **18. What can I name my professional corporation?**

There are restrictions on the names of professional corporations. Please refer to the [guide](#) and the [CDHO Registrants' Handbook](#). Briefly, the names of professional corporations must:

- Include the surname of one or more shareholders of the corporation as the surname is set out in the College register;
- Indicate the health profession practised by the shareholders;
- Include the words “Professional Corporation” or “Société professionnelle”.

You may wish to check with the College before registering to ensure the name you have selected is appropriate. For example, Sally Smith Dental Hygiene Professional Corporation or Smith Dental Hygiene Professional Corporation or Smith and Jones Dental Hygiene Professional Corporation are all acceptable as long as the persons named are registrants with the College.

### **19. Can the name of my business or practice be different than the name of the Corporation? Do I have to register the name of the business as well and how would I do that?**

You may use a different practice name than the name of your professional corporation, however, any material that includes your practice name should also have the corporation name on it if the two are different. This includes business cards, letterhead, advertisements, invoices, receipts, etc. You must list every practice name under which the professional corporation practices when completing the application on the Self-Service Portal.

Speak to your own lawyer about the requirements for registering business names.

### **20. Who is permitted to be a shareholder, officer or director of a professional corporation?**

Only registered dental hygienists.

### **21. Can my spouse be a shareholder, officer or director of my professional corporation?**

Only if s/he is a registered dental hygienist.

### **22. Can a dentist be a shareholder of my professional corporation?**

No. Only registered dental hygienists may be shareholders.

### **23. I have a group of investors that are opening up “City Clinic”. It’s incorporated and there are four shareholders and none are dental hygienists. Does this qualify as a professional corporation?**

No. Officers and directors in a professional corporation must be registered dental hygienists.

**24. Why do I have to obtain Articles of Incorporation from the Ministry of Government and Consumer Services and then register the corporation with the College as well?**

The *Business Corporations Act* requires that professional corporations obtain the Articles of Incorporation from the Ministry of Government and Consumer Services and their Certificates of Authorization from the regulatory body.

This process is intended to ensure that the shareholders, officers and directors of professional corporations understand their professional responsibility respecting the activities of their corporations.

**25. Does incorporating my practice protect me if someone registers a complaint against me (e.g. for negligence)?**

Speak with your lawyer. The legislation does appear to state, however, that incorporation does not protect you from professional negligence proceedings.

**26. What is a “Corporation Profile Report” and how do I get one?**

A Corporation Profile Report is a document issued by the Ontario Ministry of Government and Consumer Services that indicates that the corporation is registered and active. The legislation sets out the requirements for the annual renewal of your Certificate of Authorization. One of those requirements is that a current-dated Corporation Profile Report accompanies your annual renewal application regardless of how long your health professional corporation has been in existence.

*Updated January 2016*