

Assistive Devices Program (ADP)

# Authorizer Applicant Checklist

**ALL APPLICANTS (BOTH NEW APPLICANTS AND THOSE RE-REGISTERING) MUST MEET ALL ELIGIBILITY CRITERIA**

## DOCUMENTS REQUIRED

The completed application package should include the items listed below.

1. Application for Authorizer Status (complete both pages)
2. Authorizer Agreement with the Assistive Devices Program (print two copies and return both copies, in original ink, to the ADP)
3. Authorizer Application – Attachment B (if more than three places of employment)

To become an an ADP registered authorizer; the applicant must meet the device specific eligibility criteria. To determine if the applicant meets the device specific eligibility criteria, applicants must submit additional documentation.

Attachment A (for the appropriate device category) lists the additional documentation required.

Send the complete package to:                      Registration Unit  
Assistive Devices Program  
7<sup>th</sup> floor, 5700 Yonge Street  
Toronto, ON, M2M 4K5

***Note: delivery by regular mail or courier (no faxed, scanned or emailed copies will be accepted)***

The Assistive Devices Program (ADP) will only review application packages that are complete and contain all required documentation. The ADP will require up to **4 – 6 weeks** to notify you of the status of your application.

If approved, the ADP will send an electronic confirmation of your authorization number. The ADP will not provide authorizer numbers over the phone.

**ADP Registration Unit:**                      [adp@ontario.ca](mailto:adp@ontario.ca)