



# MEETING OF THE COLLEGE COUNCIL

## 2024.02

**DATE: MARCH 21, 2024**

**TIME: 9:00AM - 4:00PM**

**LOCATION: TO BE HELD VIRTUALLY**



# COUNCIL MEETING AGENDA

## 2024.02

**March 21, 2024**

**9:00 AM to 4:00 PM**

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.00	CALL TO ORDER ( <i>W. Towers</i> )			
.01	APPROVAL OF AGENDA & MINUTES			
.01A	Review & Approval of Agenda ( <i>W. Towers</i> )	<b>Decision</b>	<b>2</b>	
.01B	Declarations of Conflicts of Interest ( <i>W. Towers</i> )	<b>Discussion</b>	--	
.01C	Review & Approval of Minutes - Council Meetings 2023.06 December 15, 2023 and 2024.01 February 1, 2024 ( <i>W. Towers</i> )	<b>Decision</b>	<b>4</b>	
.01D	Review of Action List ( <i>W. Towers</i> )	<b>Discussion</b>	<b>14</b>	
.01E	Council Meeting Evaluation Review ( <i>W. Towers</i> )	<b>Discussion</b>	<b>16</b>	
.02	CONSENT AGENDA ITEMS	Information		
.02A	Committee Reports	--	--	--
	(1) Executive Committee Report		<b>18</b>	
	(2) Discipline Committee Report		<b>20</b>	
	(3) Quality Assurance Committee Report		<b>22</b>	
	(4) Client Relations Committee Report		<b>25</b>	
	(5) Fitness to Practice Committee Report		<b>26</b>	
	(6) Finance & Audit Committee Report		<b>27</b>	
	(7) Equity, Diversity, and Inclusion Working Group Report		<b>28</b>	
	(8) ABA Working Group Report		<b>29</b>	
.02B	Staff Presentations		<b>31</b>	
.03	POLICY ISSUES			
.03A	Consultation Results: Proposed Amendments to College By-laws ( <i>T. DeBono</i> )	<b>Decision</b>	<b>32</b>	<b>S3</b>
.03B	Consultation Results: Draft <i>Standards of Professional Conduct, 2024</i> – Oral Report ( <i>B. Gang</i> )	<b>Discussion</b>	--	<b>S1</b>
.03C	College Performance Measurement Framework ( <i>B. Gang</i> )	<b>Decision</b>	<b>113</b>	<b>S4</b>
.03D	Master’s Closure Report ( <i>T. DeBono</i> )	<b>Decision</b>	<b>202</b>	<b>S3</b>
.04	BUSINESS ISSUES			
.04A	President’s Report ( <i>W. Towers</i> )	<b>Information</b>	<b>216</b>	<b>All</b>
.04B	Registrar & Executive Director’s Report ( <i>T. DeBono</i> )	<b>Information</b>	<b>218</b>	<b>All</b>
.04C	Registration Committee Quarterly Report ( <i>A. Perry</i> )	<b>Information</b>	<b>220</b>	<b>S3</b>
.04D	Inquiries, Complaints and Reports Committee Quarterly Report ( <i>M. Morrow</i> )	<b>Information</b>	<b>222</b>	<b>S1</b>
.04E	Draft Budget 2024 – 2025 ( <i>T. DeBono</i> )	<b>Decision</b>	<b>226</b>	<b>S4</b>

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.04F	Modernization Consultant – Limited Term Contract ( <i>T. DeBono</i> )	Decision	235	S4
.04G	Notice: Executive Committee Election/Council Appointments ( <i>T. DeBono</i> )	Information	237	S3
.05	STRATEGIC ISSUES			
.05A	Strategic Direction Implementation: Chart Update ( <i>T. DeBono</i> )	Discussion	242	All
.06	OTHER BUSINESS			
.06A	Next Council Meeting: <ul style="list-style-type: none"> <li>June 14, 2024</li> <li>September 27, 2024</li> </ul>	Information	--	--
.06B	Ad Hoc Council Meeting to Approve the Standards of Professional Conduct <ul style="list-style-type: none"> <li>April/May 2024 (Pending – Doodle Poll)</li> </ul>	Information	--	--
.07	IN CAMERA ITEMS			
.07A	Salary Scales ( <i>T. DeBono</i> )	Decision	--	S4
.07B	Registrar’s Performance Review ( <i>W. Towers</i> )	Decision	--	S4
.08	ADJOURNMENT			

Strategic Direction Reflection:

S1 - *Excellence in Care*

S2 - *Membership Engagement*

S3 - *Innovation in Regulation*

S4 - *Continuous Quality Improvement Culture*

2024.02.01C

## COUNCIL MEETING

2023.06

To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

### DECEMBER 15, 2023

#### PRESENT:

Wanda Towers, Ph.D., C.Psych., President  
Ian Nicholson, Ph.D., C.Psych., Vice-President  
Peter Bieling, Ph.D., C.Psych.  
Jacob Kaiserman, Psy.D., C.Psych.  
David Kurzman, Ph.D., C.Psych.  
Archie Kwan, Ph.D., C.Psych.  
Conrad Leung, M.ADS, BCBA  
Fred Schmidt, Ph.D., C.Psych.  
Paul Stopciati, Public Member  
Kendra Thomson, Ph.D., BCBA-D  
Cenobar Parker, Public Member  
Scott Warnock, Public Member  
Esther Vlessing, Public Member  
Pascale Gonthier Public Member  
Melanie Morrow, M.A., C.Psych.Assoc.

#### REGRETS:

Adrienne Perry, Ph.D., C.Psych.  
Nadia Mocan, Public Member  
Ilia Maor, Public Member  
Glenn Webster, M.Ed., C.Psych.Assoc.

#### STAFF:

Tony Debono, MBA, Ph.D., C.Psych., Registrar & Executive Director  
Barry Gang, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs  
Lesia Mackanyn, Director, Registration  
Zimra Yetnikoff, Director, Investigations & Hearings  
Stephanie Morton, Director, Corporate Services  
Caitlin O'Kelly, Assistant to the Registrar, Recorder

#### 2023.06.00 CALL TO ORDER

The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and livestreamed on YouTube. The President began the meeting with a land acknowledgement statement in recognition and respect for Indigenous peoples.

#### 2023.06.01 APPROVAL OF THE AGENDA AND MINUTES

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#### **.01A APPROVAL OF AGENDA**

**It was MOVED by Paul Stopciati**

**That the Agenda for the Council Meeting be approved as presented.**

**CARRIED**

#### **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

The President asked if any members of Council wished to declare a conflict of interest pertaining to the items on the Agenda. It was recognized that item .04E *Policy III F-4: Per Diems and Council and Committee Compensation* poses an unavoidable conflict for all members of the Committee who are professional members. Dr. Ian Nicholson declared a conflict with interest on item .03H EPPP Working Group.

#### **.01C MINUTES FROM THE COUNCIL MEETING 2023.05 SEPTEMBER 22, 2023**

**It was MOVED by David Kurzman**

**That the Minutes of the Council Meeting 2023.05 September 22, 2023, be approved as presented.**

**CARRIED**

#### **.01D MINUTES FROM THE IN CAMERA COUNCIL MEETING 2023.05 SEPTEMBER 22, 2023**

**It was MOVED by Ian Nicholson**

**That the Minutes of the IN CAMERA Council Meeting 2023.05 September 22, 2023, be approved as presented.**

**CARRIED**

#### **.01D REVIEW OF ACTION LIST**

The Council reviewed the Action List drawn from the Minutes of the previous meeting and noted items that were completed, outstanding or on today's meeting Agenda.

#### **.01E COUNCIL MEETING EVALUATION REVIEW**

The Council reviewed the September 22, 2023, Council Meeting Evaluation results.

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#### **2023.06.02 CONSENT AGENDA**

The Consent Agenda was received.

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#### **2023.06.03 POLICY ISSUES**

#### **.03A CONSULTATION: PROPOSED AMENDMENTS TO COLLEGE BY-LAWS**

To prepare for proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*, the College must amend its *By-laws* to now include the profession of applied behaviour analysis and the regulation of Behaviour Analysts. According to the Health Professions Procedural Code under the *Regulated Health Professions Act, 1991*, amendments to *By-laws* must be circulated to members 60 days before it is approved by Council. The Council reviewed the proposed amendments.

**It was MOVED by Scott Warnock**

92 **That the proposed amendments to the College *By-laws* be approved for circulation to the**  
 93 **membership. CARRIED**

94

95 **Action Item Office of the Registrar**

96 Circulate the proposed amendments to the College *By-laws* to the membership.

97

98 **.03B CONSULTATION UPDATE: PROPOSED AMENDMENTS TO THE REGISTRATION REGULATION**  
 99 **EXPANSION OF THE “TEMPORARY EMERGENCY CLASS OF CERTIFICATES OF REGISTRATION”**

100 As per the requirement set out in Bill 106, *Pandemic and Emergency Preparedness Act, 2022*, the  
 101 Executive Committee approved in principle an amendment to the regulations to expand the  
 102 emergency class of registration to include Behaviour Analysts. These were circulated to the  
 103 members and other stakeholders for a 60-day consultation. The timing of this did not permit the  
 104 full Council to approve this consultation to ensure submission in February. Council must approve  
 105 the actual submission of the regulation amendments, therefore, a special meeting of Council has  
 106 been set for February 1<sup>st</sup> for this specific purpose.

107

108 **.03C ONTARIO EXAMINATION FOR PROFESSIONAL PRACTICE IN APPLIED BEHAVIOUR ANALYSIS**  
 109 **(OEPPABA)**

110 Applicants who apply for a Certificate of Registration for a Behaviour Analyst Authorizing  
 111 Supervised Practice, or who apply for a Certificate of Registration for a Behaviour Analyst  
 112 Authorizing Autonomous Practice using Transitional Route #2, must successfully pass the  
 113 College’s entry-to-practice examination, the Ontario Examination for Professional Practice in  
 114 Applied Behaviour Analysis (OEPPABA).

115

116 **It was MOVED by Ian Nicholson**

117 **That the Ontario Examination for Professional Practice in Applied Behaviour Analysis**  
 118 **(OEPPABA) be approved as the standard examination for registration purposes, as required by**  
 119 **the following section of O.Reg 193/23:**

120 **Section 27. (1) 3.: “The applicant must have passed the examination of knowledge or**  
 121 **competence set or approved by the Council or by a body that is approved by the Council for that**  
 122 **purpose”. CARRIED**

123

124 **It was MOVED by Jacob Kaiserman**

125 **That a maximum of four (4) attempts be approved as the total number of times a candidate can**  
 126 **attempt the Ontario Examination for Professional Practice in Applied Behaviour Analysis**  
 127 **(OEPPABA). CARRIED**

128

129 **.03D JURISPRUDENCE AND ETHICS COURSE AND ASSESSMENT IN APPLIED BEHAVIOUR**  
 130 **ANALYSIS (JECAABA)**

131 All applicants for registration as a Behaviour Analyst will be required to demonstrate successful  
 132 completion of an assessment of Jurisprudence and Ethics knowledge, in a manner or form  
 133 approved by Council.

134

135 **It was MOVED by Scott Warnock**

136 That the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis  
 137 (JECAABA) be approved as the standard assessment of Jurisprudence and Ethics knowledge for  
 138 registration purposes; as required by the following section of O.Reg 193/23:  
 139 Section 27. (1) 4.: *"The applicant must have demonstrated successful completion of an  
 140 assessment of Jurisprudence and Ethics knowledge in a manner or form approved by the  
 141 Council"*. CARRIED

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### 143 .03E PROFESSIONAL BODIES IN APPLIED BEHAVIOUR ANALYSIS

144 The Council reviewed which professional bodies should be approved by the College to ensure that  
 145 all registered Behaviour Analysts will have the necessary qualifications and competencies to  
 146 deliver safe, effective, and quality care to the Ontario public.

147

148 It was MOVED by Peter Bieling

149 That the Behavior Analyst Certification Board (BACB) be approved as the certification board,  
 150 Board Certified Behaviour Analyst (BCBA) or Board Certified Behaviour Analyst-Doctoral (BCBA-  
 151 D) be approved as the certification type, and the status be approved as active; as required by  
 152 the following sections of O.Reg 193/23:

153 Section 27. (3)1. (ii): *"...be certified by a body that is approved by Council for that purpose with  
 154 a certification type and status approved by Council...."*;

155 Section 27. (3) 3.: *".... with the certification body approved by Council for that purpose."*;

156 Section 30. 1.: *"...certified by a body that is approved by the Council for that purpose with a  
 157 certification type and status approved by the Council...."* CARRIED

158

159 It was MOVED by Paul Stopciati

160 That the Association for Behavior Analysis International (ABAI) be approved as the body that  
 161 recognizes coursework in applied behaviour analysis and accredits programs in applied  
 162 behaviour analysis, and that a Tier 1-Accredited Degree Program with Experiential Education at  
 163 the master's level or higher, be approved as the accreditation level; as required by the following  
 164 sections of O.Reg 193/23:

165 Section 27 (1) 1. (i) and (ii): *"coursework in behaviour analysis recognized by a body approved  
 166 by Council for that purpose"*;

167 Section 27. (1) 1. (iii): *"program in behaviour analysis accredited by a body, and at an  
 168 accreditation level, approved by the Council for that purpose"*. CARRIED

169

170 It was MOVED by Pascale Gonthier

171 That upon the commencement of its accreditation program, the Association of Professional  
 172 Behavior Analysts (APBA) be approved as a body that accredits programs in applied behaviour  
 173 analysis, and that a degree at the master's level or higher be approved as the accreditation  
 174 level; as required by the following sections of O.Reg 193/23:

175 Section 27 (1) 1. (i) and (ii): *"coursework in behaviour analysis recognized by a body approved  
 176 by Council for that purpose"*;

177 Section 27. (1) 1. (iii): *"program in behaviour analysis accredited by a body, and at an  
 178 accreditation level, approved by the Council for that purpose"*. CARRIED

179

### 180 .03F REGISTRATION GUIDELINES FOR BEHAVIOUR ANALYSTS

181 Council reviewed the draft *Registration Guidelines* for Behaviour Analysts. The purpose of  
 182 *Registration Guidelines* is to expand upon the information in the Registration Regulation,  
 183 providing further details about the requirements for registration, the registration process, and  
 184 the application procedure.

185

186 **It was MOVED by Scott Warnock**

187 **That the following *Registration Guidelines* for the profession of Applied Behaviour Analysis be**  
 188 **approved:**

189 **-*Registration Guidelines: Behaviour Analyst – Supervised Practice***

190 **-*Registration Guidelines: Behaviour Analyst – Autonomous Practice (Transitional Route #1)***

191 **-*Registration Guidelines: Behaviour Analyst – Autonomous Practice (Transitional***  
 192 ***Route #2)*** **CARRIED**

193

194 **Action Item Staff**

195 Post the *Registration Guidelines* for Behaviour Analysts on the Colleges website.

196

197 **.03G POLICY II-4(II): DISCIPLINE COMMITTEE: RULES OF PROCEDURE**

198 Council reviewed proposed amendments to *Policy II-4(ii): Discipline Committee: Rules of*  
 199 *Procedure*.

200

201 **It was MOVED by David Kurzman**

202 **That the amendments to *Policy II-4(ii): Discipline Committee: Rules of Procedure*, be approved.**

203

**CARRIED**

204

205 **Action Item Office of the Registrar**

206 Update *Policy II-4(ii): Discipline Committee: Rules of Procedure* in the Colleges *Policy and*  
 207 *Procedure Manual*.

208

209 **.03H EPPP AND EXAM WORKING GROUP**

210 The Registrar provided the Committee with a Briefing Note outlining a proposal to expand the  
 211 mandate of the EPPP Working Group.

212

213 **It was MOVED by Peter Bieling**

214 **That the mandate for the EPPP Working Group be extended to include a review (including**  
 215 **recommendations) of the College's psychology entry-to-practice examinations.** **CARRIED**

216

217 **.03I PILOT PROJECT FOR ICRC INVESTIGATIONS**

218 The Director, Investigations and Hearings provided the Council with a Briefing Note outlining a  
 219 Pilot Project for ICRC Investigations.

220

221 **2023.06.04 BUSINESS ISSUES**

222

223 **.04A PRESIDENT'S REPORT**

224 The Council reviewed the President's Report for the second quarter.

225

226 **.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT**



227 The Council reviewed the Registrar's Report for the second quarter.

228

229 **.04C REGISTRATION COMMITTEE QUARTERLY REPORT**

230 The Council reviewed the report for the second quarter.

231

232 **.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT**

233 The Council reviewed the report for the second quarter.

234

235 **.04E POLICY III F-4: PER DIEMS AND COUNCIL AND COMMITTEE COMPENSATION**

236 The Executive Committee reviewed proposed amendments *Policy III F-4: Per Diems and Council*  
237 *and Committee Compensation*.

238

239 **It was MOVED by Paul Stopciati**

240 **That amendments to *Policy III F-4: Per Diems and Council and Committee Compensation* to**  
241 **include a preparation time allowance for Discipline Committee members, be approved.**

242

**CARRIED**

243

244 **Action Item Office of the Registrar**

245 Update *Policy III F-4: Per Diems and Council and Committee Compensation* in the *Colleges Policy*  
246 *and Procedure Manual*.

247

248 **.04F INTEGRATED RISK MANAGEMENT REPORT**

249 The Council reviewed the annual Integrated Risk Management Report provided by the Registrar.

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251 **2023.06.05 STRATEGIC ISSUES**

252

253 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

254 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*.  
255 This table is used to chart the work undertaken and accomplished in fulfilling the College's  
256 Strategic Direction. Items added since the Council Meeting of September 22, 2023, were shown  
257 in **bold**.

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259 **2023.06.06 OTHER BUSINESS**

260

261 **.06A SET ELECTIONS DATE**

262 The Council confirmed that the date for the elections in Districts 5 (GTA East), 6 (GTA West),  
263 Psychological Associate - Non-Voting will be March 31, 2024.

264

265 **It was MOVED by Ian Nicholson**

266 **That the elections to Council in Districts 5 (GTA East), 6 (GTA West), Psychological Associate -**  
267 **Non-Voting seat will be March 31, 2024.**

268

**CARRIED**

269 **.06B NEXT COUNCIL MEETINGS:**

270 The next meetings of Council will be held on:

271

- February 1, 2024

272

- March 21, 2024

- 273 - March 22, 2024 – Training Day
- 274 - June 14, 2024
- 275 - September 27, 2024

276

277 **.06C PROPOSED COUNCIL MEETING:**

278

279 **It was MOVED by Fred Schmidt**

280 **That September 27, 2024, be set as a Council meeting date.**

**CARRIED**

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282 **2023.06.07 ADJOURNMENT**

283

284 There being no further business,

285

286 **It was MOVED by Archie Kwan**

287 **That the Council Meeting be adjourned.**

**CARRIED**

288

289 The Council Meeting was adjourned at 11:51AM.

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293 \_\_\_\_\_  
Wanda Towers, Ph.D., C.Psych., President

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Ian Nicholson, Ph.D., C.Psych., Vice-President

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299 **Minutes approved at the Council Meeting on March 21, 2024.**

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## COUNCIL MEETING

**2024.01**

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To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

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**FEBRUARY 01, 2024**

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**PRESENT:**

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**Wanda Towers**, Ph.D., C.Psych., President

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**Ian Nicholson**, Ph.D., C.Psych., Vice-President

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**Peter Bieling**, Ph.D., C.Psych.

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**Pascale Gonthier** Public Member

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**Archie Kwan**, Ph.D., C. Psych.

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**Conrad Leung**, M.ADS, BCBA

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**Ilia Maor**, Public Member

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**Nadia Mocan**, Public Member

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**Melanie Morrow**, M.A., C.Psych.Assoc.

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**Adrienne Perry**, Ph.D., C.Psych.

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**Fred Schmidt**, Ph.D., C.Psych.

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**Paul Stopciati**, Public Member

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**Kendra Thomson**, Ph.D., BCBA-D

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**Esther Vlessing**, Public Member

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**Cenobar Parker**, Public Member

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**Scott Warnock**, Public Member

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**REGRETS:**

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**David Kurzman**, Ph.D., C.Psych.

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**Jacob Kaiserman**, Psy.D., C.Psych.

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**STAFF:**

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**Tony Debono**, MBA, Ph.D., C.Psych., Registrar & Executive Director

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**Barry Gang**, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs

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**Lesia Mackanyn**, Director, Registration

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**Zimra Yetnikoff**, Director, Investigations & Hearings

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**Stephanie Morton**, Director, Corporate Services

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**Odessa Medallon**, Assistant to the Registrar, Recorder

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**2024.01.00 CALL TO ORDER**

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The President called the meeting to order at 2:00PM. The meeting was held virtually by Zoom and livestreamed on YouTube. The President began the meeting with a land acknowledgement statement in recognition and respect for Indigenous peoples.

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46 **2024.01.01 APPROVAL OF THE AGENDA AND MINUTES**

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48 **.01A APPROVAL OF AGENDA**

49 The following was amended:

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51 • Item .03A Registration Regulation Proposed Amendments and .03B Draft Revisions to the  
52 Standards of Professional Conduct be replaced as Items .02A and .02B.

53 • Item .06A Next Council Meeting be replaced as Item .03A.

54 • Item .07 Adjournment be replaced as Item .04.

55

56 **It was MOVED by Paul Stopciati**

57 **That the Agenda for the Council Meeting be approved as amended.**

**CARRIED**

58

59 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

60 The President asked if any members of Council wish to declare a conflict of interest pertaining to  
61 the items on the Agenda. The President reminded Council members that the potential for conflicts  
62 should be kept in mind throughout the meeting and declarations made at any time, if appropriate.

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64 **2024.01.02 POLICY ISSUES**

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66 **.02A REGISTRATION REGULATION PROPOSED AMENDMENTS – EXPANSION TO THE**  
67 **TEMPORARY EMERGENCY CLASS**

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69 As per the Health Professions Procedural Code which is Schedule 2 of the Regulated Health  
70 Professions Act, “it is a duty of the College to work in consultation with the Minister to ensure, as  
71 a matter of public interest, that the people of Ontario have access to adequate numbers of  
72 qualified, skilled and competent, regulated health professionals”. The government of Ontario has  
73 determined there is a need to have mechanisms in place to increase health human resource  
74 capacity to help Ontario respond to future emergency situations. During these occasions, the  
75 typical pathway to registration as outlined in the Ontario Regulation 193/23 Registration, may not  
76 be adequate or may not be able to respond quickly enough. By enabling the implementation of  
77 amendments that include an “Emergency Class” of registration for qualified practitioners, an  
78 increased supply of human resources may be available to support the health care system on an  
79 expedited basis.

80

81 **It was MOVED by Scott Warnock**

82 **That Council approve submitting to the Ministry of Health the proposed amendments to O.Reg.**  
83 **193/23 Registration, under the *Psychology Act and Applied Behaviour Analysis Act, 2021* that**  
84 **will create a “Temporary Emergency Class of Certificate of Registration” for Behaviour Analysts.**

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**CARRIED**

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**Professional Members in favour:6**

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**Public Members in favour:7**

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**Professional Members opposed:0**

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**Public Members opposed:0**

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**Action Item Office of the Registrar**  
To submit the amended regulations updated to include the temporary emergency class of certificate of registration for Applied Behaviour Analysts to the Ministry of Health.

**.02B DRAFT REVISIONS TO THE STANDARDS OF PROFESSIONAL CONDUCT, 2024**

**It was MOVED by Glenn Webster**  
**That the Draft *Standards of Professional Conduct* be approved for circulation to the College members and other relevant stakeholders for consultation.** **CARRIED**

**Action Item Deputy Registrar**  
To reconvene the Standards Working Group after receiving comments to review and potentially modify the content based on feedback.

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**2024.01.03 OTHER BUSINESS**

**.03A NEXT COUNCIL MEETINGS:**  
The next meetings of Council will be held on:  
- March 21, 2024 – Training Day  
- March 22, 2024 – Council Meeting Q1

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**2024.01.04 ADJOURNMENT**

There being no further business,

**It was MOVED by Glenn Webster**  
**That the Council Meeting be adjourned.** **CARRIED**

The Council Meeting was adjourned at 02:25 PM.

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Wanda Towers, Ph.D., C.Psych., President

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Ian Nicholson, Ph.D., C.Psych., Vice-President

**Minutes approved at the Council Meeting on March 21, 2024.**

## ACTION LIST - COUNCIL

2024.02.01D

Item:	Responsibility:	Action:	Status:
2019.03.03C	College	To pursue amendments to O.Reg. 74/15 - Registration under the <i>Psychology Act, 1991</i> to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.	In Process and on Agenda.
2023.04.03B	Registration Committee	Develop a pilot implementation of evaluating CFTA candidates for Autonomous practice	In process.
2023.05.03A	Office of the Registrar	Circulate the proposed amendments to the College <i>By-laws</i> to the membership.	Completed and on Agenda.
2023.05.03F	Staff	Post the <a href="#">Registration Guidelines for Behaviour Analysts</a> on the Colleges website.	Completed.
2023.05.03G	Office of the Registrar	Update <i>Policy II-4(ii): Discipline Committee: Rules of Procedure</i> in the Colleges <i>Policy and Procedure Manual</i> .	Completed.
2023.05.04E	Office of the Registrar	Update <i>Policy III F-4: Per Diems and Council and Committee Compensation</i> in the Colleges <i>Policy and Procedure Manual</i> .	Completed.
2024.01.03A	Office of the Registrar	Submit the amended regulations updated to include the temporary emergency class of 96 certificate of registration for Applied Behaviour Analysts to the Ministry of Health.	Completed.

Item:	Responsibility:	Action:	Status:
2024.01.03B	Office of the Registrar	Circulate the revised Standards of Professional Conduct 2017 to the membership and other relevant stakeholders.	On Agenda.

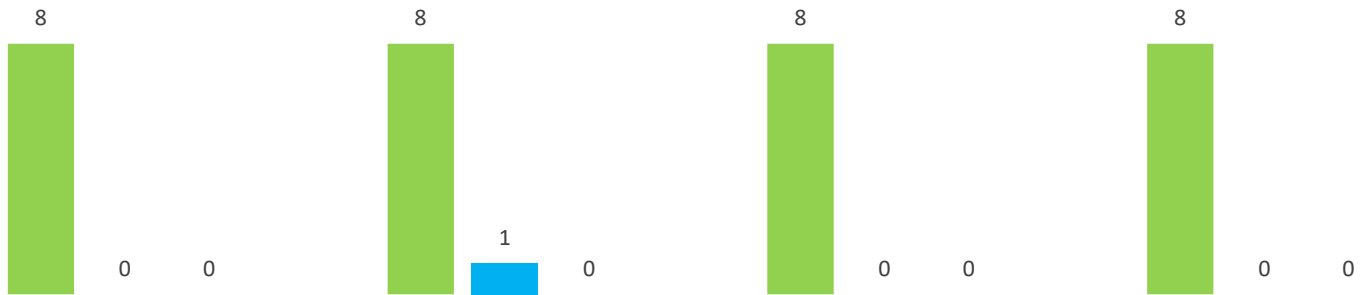
2024.02.01E

# COUNCIL MEETING EVALUATION SUMMARY

COUNCIL MEETING DECEMBER 15, 2023

8/18 COUNCIL MEMBERS PRESENT COMPLETED EVALUATIONS

Very Good/Excellent    Good/OK    Needs Improvement

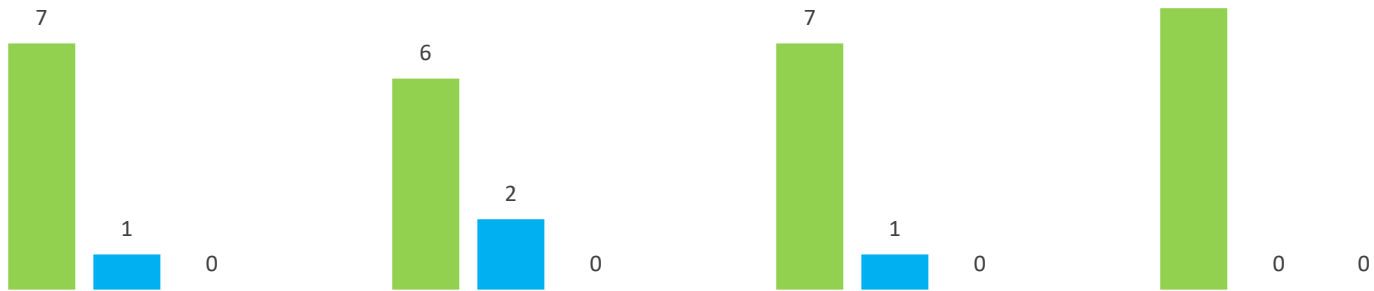


Q1: The Council meeting materials were received in a timely manner.

Q2: The materials were sufficient to assist me in forming an opinion on decisions to be made by Council. Briefing Notes and Reports were clear and contained needed information.

Q3: Agenda items were appropriate for Council discussions. Topics were relevant to the mandate and strategic direction of the College.

Q4: The public interest was described in Briefing Notes and considered in all discussions.

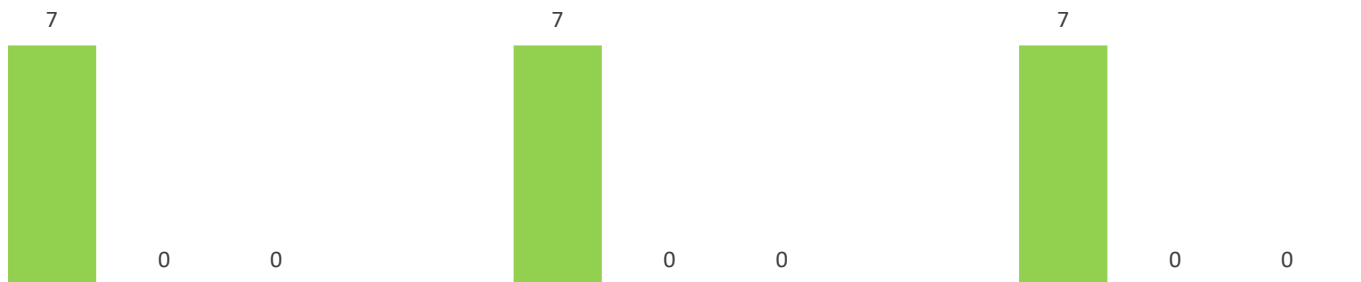


Q5: Time was used effectively. Questions and discussions remained on topic.

Q6: Council avoided getting into operational, administrative and/or management areas of responsibility.

Q7: There was opportunity for me to be actively engaged in all discussions and I felt comfortable participating in the Council discussions.

Q8: I was satisfied with the way in which other members of Council contributed to discussions and debate. There was a positive climate of trust and respect. Disagreements were handled openly, honestly, and directly.



Q9: Where appropriate, Next Steps and Action Items were clearly identified.

Q10: In general, Council Members appeared prepared for the meeting.

Q11: The President chaired the meeting in a manner that enhanced Council's performance and decision-making.



**ADDITIONAL COMMENTS**

Q1	No comments
Q2	<ul style="list-style-type: none"> <li>The summary tables to track changes help significantly with efficiency, particularly given the amount of materials for this meeting.</li> </ul>
Q3	No comments
Q4	No comments
Q5	<ul style="list-style-type: none"> <li>A couple of times the discussion drifted away from issue before us.</li> <li>Feedback from previous survey was taken into consideration regarding re-reading of materials.</li> <li>Some topics were expanded on today but the discussions were relevant overall</li> </ul>
Q6	<ul style="list-style-type: none"> <li>A couple of times we did get into the weeds but quickly stepped back and understood this is not our role.</li> <li>There appeared to be an awareness when this might be occurring and attempts to re-align with Council's mandate were made</li> </ul>
Q7	No comments
Q8	<ul style="list-style-type: none"> <li>Debate is supported. It would be nice to have more members voice their ideas or comments.</li> </ul>
Q9	No comments
Q10	<ul style="list-style-type: none"> <li>Assuming yes. When members don't participate in discussion it is difficult to know the reasons.</li> </ul>
Q11	<ul style="list-style-type: none"> <li>The president struck an excellent balance of summarizing the information without reiterating the materials.</li> </ul>
Additional Comments	<ul style="list-style-type: none"> <li>This was a heavy agenda but because of well written reports and prepared members we moved through it in a very timely manner.</li> </ul>

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## REPORT TO COUNCIL

2024.02.02A(1)

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**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### EXECUTIVE COMMITTEE

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#### COMMITTEE MEMBERS:

Wanda Towers, Chair, Professional Member of Council  
 Ian Nicholson, Professional Member of Council  
 Fred Schmidt, Professional Member of Council  
 Paul Stopciati, Public Member of Council  
 Scott Warnock, Public Member of Council  
 Glenn Webster, Professional Member of Council

#### STAFF

Tony DeBono, Registrar & Executive Director  
 Barry Gang, Deputy Registrar & Director, Professional Affairs  
 Odessa Medallon, Assistant to the Registrar

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#### MEETINGS

The Executive Committee met on:

- February 23, 2024

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#### ITEMS TO COUNCIL FOR DECISION

The Executive Committee discussed the following items which are being brought forward for Council consideration:

- Amendment to College By-Laws- Consultation Results;
- The draft 2023 College Performance Measurement Framework Report;
- Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA);
- Master's Level Registration Closure Report;
- Modernization Consultant – Limited Term Contract;
- Proposed budget for 2024-2025;
- Staff salary ranges for 2024-2025; and
- The Registrar's Performance Review.

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#### ACTIONS

The Executive Committee took the following actions:

- Reviewed the Variance Report and the Unaudited Financial statements, all to November 30, 2023. The Committee recommended that these documents be presented to Council. These will be included in the Consent Agenda Reports section of the Council Materials package.
- Discussed the need for further review and decision-making regarding Council voting and Committee Composition in preparation for ABA inclusion at the College in July 2024. The Committee noted that this would be a timely addition to the governance focused Council training day on March 22, 2024. Decision making regarding this issue would occur at the June 2024 Council

meeting. Additionally, a recommendation was made for Council to approve a periodic review process of Council and Committee composition to assess effectiveness and ensure continuous governance improvement.

- Reviewed the draft College Performance Measurement Framework for 2024. Discussion of ICRC cases reported, and completion timelines was prioritized.
- Discussed the Master's Level Registration Closure Report including the recommendations made regarding a MOU agreement with British Columbia. The Committee believed that the document should be presented to Council at this time.
- Reviewed the proposed 2024-2025 budget. This included discussion of the uncertainties regarding the costs associated with regulating Behaviour Analysts (e.g., ICRC costs) and a proposal for hiring a consultant to assist with additional projects at the College. The first of these would be determining how the College would regulate Psychologists in future with regard to the controlled act of prescribing medications.
- Considered the Registrar's Performance Review and established goals for the Registrar in 2024. They developed a recommended remuneration for the Registrar in 2024-2025 to present to Council for discussion.

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**SUBMITTED BY**

Wanda Towers, Ph.D., C. Psych., Chair

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## REPORT TO COUNCIL

2024.02.02A(2)

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**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### DISCIPLINE COMMITTEE

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#### COMMITTEE MEMBERS

Janice Currie, College Member, Chair  
 Glenn Webster, Council Member, Vice-Chair  
 Peter Bieling, Council Member  
 Deirdre Boyle, College Member  
 Lisa Couperthwaite, College Member  
 Lynette Eulette, College Member  
 Jennifer Felsher, College Member  
 Robert Gauthier, College Member  
 Pascale Gonthier, Public Member  
 Michael Grand, College Member  
 Philip Grandia, College Member  
 Anthony Hopley, College Member  
 Sandra Jackson, College Member  
 Jacob Kaiserman, Council Member  
 David Kurzman, Council Member

Archie Kwan, Council Member  
 Ilia Maor, Public Member  
 Nadia Mocan, Public Member  
 Melanie Morrow, College Member  
 Ian Nicholson, Council Member  
 Cenobar Parker, Public Member  
 Adrienne Perry, Council Member  
 Fred Schmidt, Council Member  
 Robert Smith, College Member  
 Paul Stopciati, Public Member  
 Wanda Towers, Council Member  
 Esther Vlessing, Public Member  
 Scott Warnock, Public Member  
 Pamela Wilansky, College Member

#### STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings

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#### REFERRALS TO DISCIPLINE

1. **Dr. Frank Kane:** [https://members.cpo.on.ca/public\\_register/show/2892](https://members.cpo.on.ca/public_register/show/2892)

A referral was made to the Discipline Committee on December 18, 2023. This matter is currently at the Pre-Hearing Conference stage.

2. **Ms. Tatiana Zdyb:** [https://members.cpo.on.ca/public\\_register/show/21649](https://members.cpo.on.ca/public_register/show/21649)

A referral was made to the Discipline Committee on December 20, 2023. This matter is currently at the Pre-Hearing Conference stage.

3. **Dr. Irina Trofimova:** [https://members.cpo.on.ca/public\\_register/show/20198](https://members.cpo.on.ca/public_register/show/20198)

Referrals regarding two related matters were made to the Discipline Committee on January 10, 2024. These matters are currently at the Pre-Hearing Conference stage.

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#### PRE-HEARINGS

1. **Dr. Douglas Misener:** [https://members.cpo.on.ca/public\\_register/show/2500](https://members.cpo.on.ca/public_register/show/2500)

A pre-hearing for this matter was held on December 13, 2023. The Hearing has been scheduled for March 25, 2024.

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#### HEARINGS AND MOTIONS

1. **Dr. Owen Helmkey:** [https://members.cpo.on.ca/public\\_register/show/20246](https://members.cpo.on.ca/public_register/show/20246)

A written motion to withdraw the Notice of Hearing was held on January 19, 2024. A signed Order withdrawing the Notice of Hearing was received on January 22, 2024.

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#### ONGOING MATTERS

1. **Dr. Laura Brown:** [https://members.cpo.on.ca/public\\_register/show/20739](https://members.cpo.on.ca/public_register/show/20739)

The Hearing for this matter has not yet been scheduled.

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#### SUBMITTED BY

Janice Currie, Chair

## REPORT TO COUNCIL

2024.02.02A(3)

**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### QUALITY ASSURANCE COMMITTEE

#### COMMITTEE MEMBERS

Ilia Maor, Public Member, Chair  
 Sabrina Hassan, College Member, Vice-Chair  
 Conrad Leung, Council Member  
 David Kurzman, Council Member  
 Wanda Towers, Council Member  
 Glenn Webster, Council Member  
 David Howard, College Member  
 Bruno Losier, College Member  
 Michelle Todd, College Member  
 Pascale Gonthier, Public Member

#### STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs  
 David Fierro, Quality Assurance Coordinator

#### COMMITTEE ACTIVITY

During the third quarter, the Quality Assurance Committee met on January 17, and February 26, 2024. The Committee continued its review of the Quality Assurance Program and further considered long-term changes that will better assist registrants in maintaining their professional knowledge, skill and judgment. The Committee approved the development of new program components to better engage registrants in the process of self-assessment and facilitate the effective planning and completion of continuing education and professional development activities. The development of a revised selection process for Peer Assisted Review participation was also approved. The Committee finalized short-term changes to the Continuing Professional Development component of the QA Program, that will take effect July 1, 2024, to ensure the requirements are appropriate for the regulation of Behaviour Analysts.

#### REGISTRANT MATTERS

Panels of the Committee also met on January 17, 22, and February 12, 2024, to review registrant-specific matters related to compliance with the requirements of the Quality Assurance Program.

#### SELF-ASSESSMENT GUIDE (SAG) REVIEWS

<b>Pending</b>	
SAG Review Carried Over from Previous Cycles	2
<b>Total Reviews Pending*</b>	<b>2</b>
<b>Concluded</b>	
SAG Review - Complete, Take No Further Action	5
SAG Review - Complete, Referral to ICRC	1
<b>Total Reviews Completed</b>	<b>6</b>

SAG Review - Incomplete, Registrant Deceased	1
<b>Total Matters Concluded</b>	<b>7</b>

\* Further to the above figures, one (1) deferred Declaration of Completion matter is being monitored, which may result in a SAG Review.

In the third quarter, three (3) SAG Reviews were completed by panels of the Committee. In two (2) cases, Panels found the registrants to have sufficiently completed the Self-Assessment Guide and did not identify any concern. The Panels decided to take no further action in either case. In one (1) case, the Panel reviewed information reported by an Assessor appointed under s.81 of the *Health Professions Procedural Code (HPPC)*, which is Schedule 2 of the *Regulated Health Professions Act, 1991*, due to the registrant's ongoing difficulties related to the self-assessment requirements. Based upon the reviewed information, the Panel was satisfied that its concerns had been resolved and decided to take no further action.

#### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDITS

Pending				
CPD Audit (Failure to Declare Completion in 2023)				1
CPD Random Audit (Selection by Random Selection)				5
<b>Total Audits Pending for 2023-2024*</b>				<b>6</b>
Concluded				
	Q1	Q2	Q3	YTD
CPD Audit (Failure to Declare Completion in 2023) - Complete, Take No Further Action		1		1
CPD Random Audit (Random Selection) - Complete, Take No Further Action		32	9	41
<b>Total Audits Completed</b>				<b>42</b>
CPD Audit (Failure to Declare Completion in 2023) - Incomplete, Registrant Deceased		1		1
CPD Random Audit (Random Selection) - Incomplete, Registrant Resigned			1	1
<b>Total Matters Concluded</b>				<b>44</b>

\* Further to the above figures, one (1) deferred Declaration of Completion matter is being monitored, which may result in an additional CPD Audit.

In all completed cases, the Panels did not identify any substantial concerns related to registrant completion of the CPD program requirements. The following feedback was provided:

- Include greater detail when documenting the benefit of completed CPD activities towards enhancing professional knowledge, skill, and judgment.
- Retain additional supporting records to ensure completion of CPD activities can be verified.
- Retain all records related to completion of the Quality Assurance Program requirements (SAG/CPD) for a minimum of five years.
- Interim Autonomous Practice registrants must ensure completion of the College's CPD Program requirements if they have not satisfied the complete professional development requirements set out by the regulator in their home jurisdiction.

In the above CPD Random Audit, which was concluded in response to the registrant's resignation, the Panel formed concerns about the registrant's ability to complete the program requirements. The Panel noted that the registrant will be required to participate in an assessment ordered under s.81 of the *Health Professions Procedural Code, 1991*, to ensure its concerns regarding this matter can be addressed, should they register with the College again in the future.

**PEER ASSISTED REVIEWS (PAR)**

<b>Planned</b>				
PARs Carried Over from Previous Years				18
PARs due to SAG Requirements (Failure to comply with SAG Requirements)				1
PARs due to Random Selection				39
PARs due to Stratified Random Selection				10
			<b>Total PARs Planned</b>	<b>68</b>
<b>Concluded</b>				
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>YTD</b>
PAR - Complete, Take No Further Action	3	3	1	7

In one (1) completed case, the Panel considered the Peer Assisted Review report of a registrant's practice, which demonstrated their adherence to the Standards of the profession; it decided to take no further action.

There are 18 reviews carried over from previous years which remain outstanding. In the third quarter, the Committee also simplified the stratified selection criteria previously chosen, to include only registrants that have been the subject of two or more remedial dispositions from the Inquiries, Complains and Reports Committee of the College within the last five years (June 1, 2018 – May 31, 2023). The Committee decided that 10 of the 50 Peer Assisted Reviews planned for next year will be of randomly selected registrants from the stratified pool. The remaining selections will be made at random from the College register, in addition to one (1) review related to a registrant's failure to comply with the Self-Assessment Guide requirements.

Registrants will be selected as additional progress is made towards the completion of reviews carried over from previous years, to manage the shortage of available Assessors.

**SUBMITTED BY**

Ilia Maor, Chair



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## REPORT TO COUNCIL

2024.02.02A(4)

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THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024

### CLIENT RELATIONS COMMITTEE

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#### COMMITTEE MEMBERS

Kirsten Barr, College Member  
Rosemary Barnes, College Member  
Jacob Kaiserman, Council Member, Vice Chair  
Archie Kwan, Council Member  
Diana Mandeleew, College Member  
Cenobar Parker, Public Member  
Catherine Pryor, College member  
Esther Vlessing, Public Member, Chair

#### STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs  
Julie Hahn, Practice Support and Client Relations Coordinator

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#### COMMITTEE ACTIVITIES

The Committee met once during the quarter.

The Committee finalized and approved the new [Member Guide to the Requirements to make a Mandatory Sexual Abuse Report](#), to assist College members in communicating with clients concerning sexual abuse by regulated health professionals. The document has been posted on the College website.

#### **Funding for Therapy for Clients Sexually Abused by Members or by Individuals Supervised by Members**

There are currently 13 individuals whose therapy or counselling is being funded by the College.

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#### SUBMITTED BY

Esther Vlessing, Chair

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## REPORT TO COUNCIL

2024.02.02A(5)

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**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### **FITNESS TO PRACTICE COMMITTEE**

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**COMMITTEE MEMBERS:**

Ian Nicholson, Chair, Council Member

Archie Kwan, Council Member

Melanie Morrow, College Member

Esther Vlessing, Public Member

Oliver Foese, College Member

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The Fitness to Practice Committee held no meetings during the third quarter.

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## REPORT TO COUNCIL

2024.02.02A(6)

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THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024

### FINANCE AND AUDIT COMMITTEE

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#### COMMITTEE MEMBERS

Wanda Towers, Chair, Council Member  
Duncan Day, College Member  
David Kurzman, Council Member

Cenobar Parker, Public Member  
Paul Stopciati, Public Member

#### STAFF

Tony DeBono, Registrar & Executive Director  
Barry Gang, Deputy Registrar & Director, Professional Affairs  
Stephanie Morton, Director, Corporate Services  
Odessa Medallon, Assistant to the Registrar

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#### COMMITTEE ACTIVITIES

The Finance and Audit Committee (FAC) met by videoconference on February 5, 2024. The Committee reviewed the *Unaudited Financial Statements* and *Variance Report* to November 30, 2023, the end of the first quarter. In considering the *Statement of Revenue & Expenses*, the FAC reviewed the *Variance Report* which explained items that deviated from the budget by the level of materiality set by Council; items which exceeded the expected budget by \$5,000 or were underspent by \$10,000. The Committee was satisfied with the information presented and voted to receive the reports.

The memorandum confirming the remittances of Payroll Taxes including Income Tax, Canada Pension Plan (CPP) contributions and Employment Insurance (EI) contributions (employee deductions withheld by the College on employee salaries, along with employer contributions for CPP and EI) and Employer Health Tax for the period September 1, 2023 to November 30, 2023, was received.

Based on the documents reviewed at this meeting, it is the view of the Committee that the College continues to operate on a sound financial basis.

#### 2024-2025 Budget

The FAC reviewed the proposed budget for 2024-2025 which is provided separately for Council consideration.

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#### ATTACHMENTS

1. Variance Report and Statement of Revenue and Expenses to November 30, 2023
2. Unaudited Financial Statements Narrative & Balance Sheet to November 30, 2023

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#### SUBMITTED BY

Wanda Towers, Ph.D., C.Psych., Chair

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## REPORT TO COUNCIL

2024.02.02A(7)

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THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024

### EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP

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**COMMITTEE MEMBERS:**

Donna Ferguson, Chair, College Member  
Wanda Towers, Vice-Chair, Council Member  
Kofi Belfon, College Member  
Michael Grand, College Member  
Tae Hart, College Member  
Chris Mushquash, College Member

**STAFF SUPPORT:**

Tony DeBono, Registrar & Executive Director

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**MEETINGS**

The Equity, Diversity, and Inclusion (EDI) Working Group met on:

- November 6, 2023 and January 15, 2024

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**FOR INFORMATION**

The Working Group discussed the following:

- The Working Group's Action list including, ongoing goals for the EDI Working Group
- Discussion of training for College Staff and Council
- Work on the College Performance Measurement Framework and the requirements of Health Equity Impact Assessments and an EDI plan

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**SUBMITTED BY**

Donna Ferguson, Psy.D., C.Psych., Chair

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## REPORT TO COUNCIL

2024.02.02A(8)

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**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### ABA WORKING GROUP

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#### WORKING GROUP MEMBERS

**Jennifer Cunningham**, M.ADS., BCBA

**Nancy Marchese**, Ph.D., C.Psych., BCBA-D

**Nicole Neil**, Ph.D., BCBA-D, Western University, ABA Program Coordinator

**Adrienne Perry**, Ph.D., C.Psych., BCBA-D, Registration Committee Co-Chair

**Jaime Santana**, M.ADS, BCBA, President, Ontario Association for Behaviour Analysis (ONTABA)

**Kendra Thomson**, Ph.D., BCBA-D, Brock University ABA Faculty

**Wanda Towers**, Ph.D., C.Psych., College President

**Scott Warnock**, Public Member

#### STAFF

**Tony DeBono**, MBA, Ph.D., C.Psych., Registrar & Executive Director

**Lesia Mackanyn**, Director, Registration

**Shannon Elliott**, ABA Coordinator

**Emily Sarmento**, ABA Coordinator

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#### MEETINGS

The ABA Working Group met five times since the December Council meeting; December 19, January 17, 31, February 14, 28.

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#### FOR INFORMATION

As of July 1, 2024, the [Psychology and Applied Behaviour Analysis Act, 2021](#) and the associated regulations under the Act, the Registration Regulation (O. Reg. 193/23), General Regulation (O.Reg. 194/23) and Professional Misconduct Regulation (O.Reg. 195/23), will be proclaimed into law. The current College of Psychologists of Ontario will be renamed the College of Psychologists and Behaviour Analysts of Ontario to reflect its expanded role. Beginning on July 1, 2024, only ABA practitioners who are registered with the College will be allowed to use the title “Behaviour Analyst” in Ontario. Preregistration for Behaviour Analysts is expected to open in Spring 2024. At its recent meetings, the ABA Working Group discussed the following:

- Quality Assurance requirements for Behaviour Analysts
- The College’s proposed By-Laws and Standards of Professional Conduct
- The Registration Guidelines for Transitional Route #1, Transitional Route #2, and the Entry-Level Route
- Development of ABA applications, including required supplementary forms, such as the Peer Attestation form and Peer Assessment form for Transitional Route #2 applicants
- Development of the entry-to-practice examination and the jurisprudence and ethics e-learning module
- Outreach to large employers of behavioural services providers and other stakeholders
- Restriction of the use of “doctor” title

### Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)

The Examination Working Group met in January and February 2024 to complete the two-day standard setting meeting to determine the cut-scores for the two examination forms, and to check the technical accuracy of the French versions of the examination forms. College staff continue to collaborate with Meazure Learning to plan the first administration of the examination, and to develop the plan for post-administration maintenance, which includes:

- Item Analysis and Key Validation
- Scoring and Impact Data Analysis
- Pass Mark Finalization & Scoring
- Publication of Scores

### Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)

The JECAABA Working Group met in January 2024 to continue developing the content for the e-learning module based on the files received from the Ontario Association for Behaviour Analysis (ONTABA). In January and February 2024, College staff met with LMS365 project managers to discuss the requirements and process for uploading the e-learning module to the LMS365 platform. College staff then began designing the e-learning module. The JECAABA Working Group will next meet in March 2024.

### Website Development

The College has updated or added the following sections to the ABA Portal of the College website:

- [For Employers of Behavioural Services](#)
- [How to Apply](#) which includes a decision tree intended to assist applicants in choosing their application stream
- Registration Guidelines for each registration route:
  - [Behaviour Analyst Autonomous Practice: Transitional Route 1](#)
  - [Behaviour Analyst Autonomous Practice: Transitional Route 2](#)
  - [Behaviour Analyst Supervised Practice: Entry Level Route](#)
- [Examination for Behaviour Analysts](#) section to include the examination's reference list
- [ABA FAQs](#)

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### **RECOMMENDATIONS TO EXECUTIVE/COUNCIL**

None currently.

### **SUBMITTED BY**

Shannon Elliott  
ABA Coordinator



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## REPORT TO COUNCIL

2024.02.02B

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**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### STAFF PRESENTATIONS

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#### **Tony DeBono, Registrar and Executive Director**

- January 24, 2024 - Joint Presentation with Grant McArthur, Manager, Media and Digital, Australian Health Practitioner Regulation Agency and Zimra Yetnikoff, Director, Investigations & Hearings; Council on Licensure, Enforcement, and Regulation (CLEAR), “Media Scrutiny and Public Outrage – How Can Regulators Respond?”

#### **Lesia Mackanyn, Director, Registration**

- January 26, 2024 - University of Toronto, Ontario Institute for Studies in Education, presentation to graduate level psychology students on the College’s registration process.

#### **Zimra Yetnikoff, Director, Investigations & Hearings**

- January 24, 2024 - Joint Presentation with Grant McArthur, Manager, Media and Digital, Australian Health Practitioner Regulation Agency and Tony DeBono, Registrar & Executive Director; Council on Licensure, Enforcement, and Regulation (CLEAR), “Media Scrutiny and Public Outrage – How Can Regulators Respond?”

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## BRIEFING NOTE

2024.02.03A

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### MARCH 2024 COUNCIL MEETING

## AMENDMENTS TO COLLEGE BY-LAWS – CONSULTATION RESULTS

### STRATEGIC DIRECTION REFLECTION

*Innovation In Regulation*

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### MOTION FOR CONSIDERATION

That the Council approve the proposed amendments to the College *By-Laws*.

**Moved By** TBD

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### PUBLIC INTEREST RATIONALE

To prepare for proclamation of the [Psychology and Applied Behaviour Analysis Act, 2021](#), the College must amend its *By-laws* to now include the profession of applied behaviour analysis and the regulation of Behaviour Analysts. The mandate of the College is to serve and protect the public interest, and it delivers programs and services to fulfill that mandate. The College needs to ensure it has adequate *By-laws* in place to deliver the programs and services necessary to meet the public interest mandate.

According to the Health Professions Procedural Code under the *Regulated Health Professions Act, 1991*, amendments to *By-laws* must be circulated to members 60 days before it is approved by Council. Consultation is important in order to obtain feedback from current members from the profession of psychology as well as from future members of the profession of applied behaviour analysis, and to be transparent about the upcoming governance changes and to obtain feedback from the public, psychology members, and from future registered Behaviour Analysts.

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### BACKGROUND

The College of Psychologists of Ontario has been working towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the yet to be proclaimed Psychology and Applied Behaviour Analysis Act, 2021. This Act will be proclaimed on July 1, 2024. The Act creates the new health profession of applied behaviour analysis with its own distinct scope of practice. To avoid a disruption in College services, revised *By-laws* need to be approved to be in place by July 1, 2024.

*By-laws* are required to establish the governance infrastructure of the College, and include domains such as elections to Council, the selection of the Executive Committee, committee composition, and the procedures for making, amending, or revoking *By-laws*. Each *By-law* required a review to ensure Behaviour Analyst representation and compliance with the new Act. Of particular note is the proposed Council structure, which represents the minimum number of Behaviour Analysts required for the constitution of the Council. The decision to use the minimum requirement was grounded in the importance of timely constitution of the Council, in addition to the cultural implications of onboarding a new profession to a well-established College. A comprehensive review of College governance will require additional lead time and would benefit from performance data of the proposed Council structure.

The Act prescribes the overall composition of Council, while permitting for variability due to ranges of



minimums and maximums:

Council

*6 (1) The Council shall be composed of,*

*(a) at least eight and no more than 12 persons who are members elected in accordance with the by-laws, at least three and no more than five of whom must hold a certificate of registration in applied behaviour analysis;*

*(b) at least eight and no more than 13 persons appointed by the Lieutenant Governor in Council who are not,*

*(i) members,*

*(ii) members of a College as defined in the Regulated Health Professions Act, 1991, or*

*(iii) members of a Council as defined in the Regulated Health Professions Act, 1991; and*

*(c) at least two and no more than four persons selected, in accordance with a by-law made under section 11, from among members who belong to the faculty of a department of a university in Ontario, if that department is,*

*(i) a department of psychology, or*

*(ii) a department, however described, that offers a specialization in applied behaviour analysis.*

Attached is a table outlining the major changes in the By-laws to include the profession of applied behaviour analysis.

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#### PROPOSED TIMELINE

- **November 24, 2023:** Executive reviews proposed *By-law* amendments and makes recommendation to Council.
- **December 16, 2023:** Council reviews proposed *By-law* amendments and approves a 60-day consultation.
- **December 2023 – March 2024:** The election cycle for Districts 5, 6, and the Psychological Associate Non-Voting Seat proceed as normal. 60-day consultation will be distributed to members and stakeholders.
- **March 21, 2024:** Council reviews feedback from the consultation and approves amendments to *By-laws* to be in effect as of July 1, 2024.
- **March 31, 2024:** Council holds an election for Districts 5, 6, and the Psychological Associate Non-Voting Seat.
- **June 14, 2024:** Council will hold its first meeting of the 2024-2025 FY as normal.
- **July 8, 2024 – September 6, 2024:** After proclamation the College will be able to run an election cycle for Behaviour Analysts. The *By-law* amendments attached propose a shortened election cycle for this inaugural election. During this time the Colleges Council will technically not be constituted. During this interim period the Executive Committee has the authority to act on behalf of Council.
- **September 7, 2024:** Council will be constituted.
- **September 27, 2024:** Council will hold the first meeting including Behaviour Analysts.

The above is an estimate of an approximate timeline, with dates to be adjusted as required.

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#### UPDATE

The consultation materials were distributed to members, subscribers, and stakeholders<sup>1</sup> on December 18, 2023. A reminder email was sent on January 10, 2024. The By-Laws and a link to provide feedback were also included in the Registrar's message in the January 2024 edition of HeadLines. The consultation was open until February 16, 2024. The consultation materials are attached. To date the College has received 58 responses. Some of the responses received were not related to the specific consultation,

but rather general commentary, such as disapproval of the College registering Behaviour Analysts, the impending departure of the BACB from Ontario, the supervised practice requirement, or psychology's annual registrant fees.

### **Breakdown of the 58 Respondents**

Psychologists/Psychological Associates: 25  
Behaviour Analysts: 26  
Members of the Public: 1  
Other: 6

A sample of relevant feedback received is provided below.

- *“By-law 20.4: I was wondering about the ‘breakdown’ of representation. It seems that there are 6 positions, which would be/are filled by Certified Psychologists, and three that will be filled by Behavior Analysts. I guess I was wondering why Behaviour Analysts don’t have equal representation on the panel?”*
- *“Of critical importance: In By-law 24 Forms. The certificat in french is wrong. In English, you use the title « Behaviour analyst ». In french, you use the act which actually would translate to « applied behaviour analysis ». « Analyste du Comportement » would be a better translation.”*
- *“Yes I think the structure is fair and inclusive.”*
- *“only includes mention of representation - one behaviour analyst would meet this, would prefer a percentage - e.g., minimum of 25% of committees would be represented from each profession.”*

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<sup>1</sup> Stakeholders include Government Ministries, Regulatory Colleges, Associations, Certification Boards, Client/Parent Groups, Service Providers, Educational Institutions.

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### **BUDGETARY IMPLICATIONS**

None

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### **ATTACHMENTS**

1. Summary 3-Column Chart with Proposed Amendments to *By-laws*
2. College *By-laws (Revised and Updated)*

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### **CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## Proposed Amendments to By-Laws

## Attachment 1

Current	Proposed Change	Rationale
<b>By-law 2: Seal of the College</b>		
2.3 No person shall place the College seal on a record affecting the College unless authorized by the Psychology Act, 1991, the Regulations, or By-laws.	2.3 No person shall place the College seal on a record affecting the College unless authorized by the <a href="#">Psychology and Applied Behaviour Analysis Act, 2021</a> <del>Psychology Act, 1991</del> , the Regulations, or By-laws.	Housekeeping
<b>By-law 3: Meetings of the Council</b>		
3.14 Meetings of Council shall be conducted in accordance with Keesey's "Modern Parliamentary Procedures". a. A majority vote shall be defined as a majority of Council members who are eligible to vote and in attendance; b. Council members who are eligible to vote are those individuals elected, appointed or selected in accordance with the Psychology Act, 1991.	3.14 Meetings of Council shall be conducted in accordance with Keesey's "Modern Parliamentary Procedures". a. A majority vote shall be defined as a majority of Council members who are eligible to vote and in attendance; b. Council members who are eligible to vote are those individuals elected, appointed or selected in accordance with the <a href="#">Psychology and Applied Behaviour Analysis Act, 2021</a> <del>Psychology Act, 1991</del> .	Housekeeping
<b>By-law 5: Selection of Committee Chairs and Committee Members</b>		
5.12 Both registration titles will be represented on all Statutory Committees.	5.12 <del>Both-All</del> registration titles will be represented on all Statutory Committees.	The College will now regulate 3 registration titles: Psychologist, Psychological Associate and Behaviour Analysts
<b>By-law 15: College Memberships</b>		
15.1 The College shall maintain membership in the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), the Health Professions Regulators of Ontario (HPRO), and the Council on Licensure, Enforcement and Regulation (CLEAR) and shall pay the annual assessment required for the membership.	15.1 The College shall maintain membership in the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), <a href="#">relevant organization(s) for the profession of Applied Behaviour Analysis</a> , the Health Professions Regulators of Ontario (HPRO), and the Council on Licensure, Enforcement and Regulation (CLEAR) and shall pay the annual assessment required for the membership.	Added for new profession.
<b>By-law 16: Codes of Ethics and Practice for Members</b>		
16.1 As a Code of Ethics, the College has adopted the <i>Canadian Code of Ethics for Psychologists</i> ,	16.1 As a Code of Ethics, <a href="#">for Psychologists and Psychological Associates</a> , the College has adopted the <i>Canadian Code of Ethics for Psychologists</i> ,	Added for clarity.

Canadian Psychological Association, as revised from time to time.	Canadian Psychological Association, as revised from time to time.	
New	<a href="#">16.2 As a Code of Ethics for Behaviour Analysts, the College has adopted the Behavior Analyst Certification Board (BACB) Ethics Code for Behavior Analysts, as revised from time to time.</a>	Added for new profession.
16.4 Of relevance to the practice of psychology, the College endorses 2 <sup>nd</sup> edition of the <i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans</i> published by the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Human Research Council of Canada and the <i>Standards for Educational and Psychological Testing</i> published by the American Educational Research Association.	16.4 Of relevance to the practice of psychology <a href="#">and the practice of applied behaviour analysis</a> , the College endorses 2 <sup>nd</sup> edition of the <i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022)</i> published by the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Human Research Council of Canada and the <i>Standards for Educational and Psychological Testing (2014)</i> , published by the American Educational Research Association, <a href="#">as revised from time to time.</a>	Added for new profession.
<b>By-law 18: Fees</b>		
18.4 The annual fee for membership is, a. \$1200 for members who hold 1. a Certificate of Registration Authorizing Autonomous Practice, 2. a Certificate of Registration Authorizing Interim Autonomous Practice, or b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice; c. \$298 for members who hold an Inactive Certificate of Registration; d. \$62.50 for members who hold a Retired Certificate of Registration; and e. \$600 for members who hold an Academic Certificate of Registration. f. \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an <i>Undertaking and Agreement</i> with the College.	18.4 The annual fee for membership <a href="#">to practice as a psychologist or psychological associate</a> is, a. \$1200 for members who hold 1. a Certificate of Registration Authorizing Autonomous Practice, 2. A Certificate of Registration Authorizing Interim Autonomous Practice, or b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice; c. \$298 for members who hold an Inactive Certificate of Registration; d. \$62.50 for members who hold a Retired Certificate of Registration; and e. \$600 for members who hold an Academic Certificate of Registration. <a href="#">f.</a> \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an <i>Undertaking and Agreement</i> with the College.	18.4 Added for clarity. 18.4 (g) added for the proposed fee for the temporary emergency class certificate of registration for psychology.

	<a href="#">f.g. \$300 for members who hold a Temporary Emergency Class Certificate of Registration.</a>	
New	<p><a href="#">18.5 The annual fee for membership to practise as a behaviour analyst is,</a></p> <p>a. <a href="#">\$795 for members who hold a Certificate of Registration Authorizing Autonomous Practice,</a></p> <p>b. <a href="#">\$550 for members who hold a Certificate of Registration Authorizing Supervised Practice;</a></p> <p>c. <a href="#">\$238.50 for members who hold an Inactive Certificate of Registration;</a></p> <p>d. <a href="#">\$50 for members who hold a Retired Certificate of Registration; and</a></p> <p>e. <a href="#">\$397.50 for members who hold an Academic Certificate of Registration.</a></p> <p>f. <a href="#">\$300 for members who hold a Temporary Emergency Class Certificate of Registration</a></p>	Added for new profession.
New	<p><a href="#">18.51 Members Registered in Psychology and Applied Behaviour Analysis (Dual-registration): The total annual membership fee for members who hold a Certificate of Registration for a Psychologist or Psychological Associate Authorizing Autonomous Practice, and who also hold a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, is \$1200. This fee will be in effect until June 30, 2026 and is subject to Council review prior to that date.</a></p>	Added for new profession (dual registration with psychology).
New	<p><a href="#">18.52 Annual membership fees for all other certificates of registration are assessed in accordance Sections 18.4 and 18.5 of the by-laws.</a></p>	Added for new profession.
New	<p><a href="#">18.8 Membership fees will be reviewed annually.</a></p>	
Examinations 18.7 The fee for the Examination for Professional Practice in Psychology is the fee set by the	<p><b>Examinations-Psychology</b></p> <p>18.97 The fee for the Examination for Professional Practice in Psychology is the fee set by the</p>	Added for clarity.

<p>Association of State and Provincial Psychology Boards and its contractors. 18.8 The fee for the Jurisprudence and Ethics Examination is \$200. 18.9 The fee for the oral examination is \$550.</p>	<p>Association of State and Provincial Psychology Boards and its contractors. <u>18.10</u> The fee for the Jurisprudence and Ethics Examination is \$200. <u>18.11</u> The fee for the oral examination is \$550.</p>	
<p>New</p>	<p><u>Examinations- Applied Behaviour Analysis</u> <u>18.12</u> The fee for the Ontario Examination for Professional Practice in Applied Behaviour Analysis is \$400  <u>18.13</u> The fee for the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis is \$200</p>	<p>Added for new profession.</p>
<p>Interviews 18.10 The fee for an interview is \$500.</p>	<p>Interviews <del>18.10</del><u>18.14</u> The fee for an interview is \$500.</p>	<p>Housekeeping.</p>
<p>Applications 18.11 a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$230. b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate.  18.12 a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100. b. Where section 22.18 of the Code applies, the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100.  18.13 a. The fee for an application for each of the following certificates is \$100: 1. Academic Certificate of Registration; 2. Inactive Certificate of Registration;</p>	<p>Applications <del>18.11</del><u>18.15</u> a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice <u>as a Psychologist or Psychological Associate</u> is \$230. b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate. <u>c. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst is \$230.</u> <u>d. The fee for an application for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst under Transitional Registration provisions is \$230.</u>  <del>18.13</del><u>18.16</u> a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100. b. Where section 22.18 of the Code applies, the fee</p>	<p>Added for clarity and includes new profession.  18.15 c. and d. Added for temporary class of registration application fee.</p>

<p>3. Retired Certificate of Registration;  b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.</p>	<p>for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100.  <u>c. The fee for an application for a Temporary Emergency Class Certificate of Registration is \$100.</u>  <u>d. Notwithstanding section (b), the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is waived if the applicant holds a Temporary Emergency Certificate of Registration or held a Temporary Emergency Certificate of Registration within the six months prior to applying.</u></p> <p>18.17 a. The fee for an application for each of the following certificates is \$100:  1. Academic Certificate of Registration;  2. Inactive Certificate of Registration;  3. Retired Certificate of Registration;  b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.</p>	
<p>Professional Corporations  18.14 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350.  18.15 The fee for the annual renewal of a certificate of authorization is \$250.  18.16 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is \$50.</p>	<p>Professional Corporations  18.148 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350.  18.159 The fee for the annual renewal of a certificate of authorization is \$250.  18.1620 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is</p>	<p>Housekeeping</p>

<p>Other Matters</p> <p>18.17 The fee for issuance of a document confirming a member's registration status is \$25.</p> <p>Committee and Program Fees</p> <p>18.18 The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under statute or regulations.</p> <p>18.19 Committee and program fees include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>Cost of hearings or other items ordered by the Discipline Committee;</li> <li>For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee;</li> <li>For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;</li> <li>For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;</li> <li>Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,</li> <li>Fees and/or costs related to orders and directions of the College Committees.</li> </ol> <p>18.20 Any outstanding balance owed to the College in respect of any decisions made by a Committee,</p>	<p>\$50.</p> <p>Other Matters</p> <p>18.<del>2117</del> The fee for issuance of a document confirming a member's registration status is \$25.</p> <p>Committee and Program Fees</p> <p>18.<del>2218</del> The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under statute or regulations.</p> <p>18.<del>2319</del> Committee and program fees include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>Cost of hearings or other items ordered by the Discipline Committee;</li> <li>For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee;</li> <li>For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;</li> <li>For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;</li> <li>Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,</li> <li>Fees and/or costs related to orders and directions of the College Committees.</li> </ol> <p>18.240 Any outstanding balance owed to the College in respect of any decisions made by a Committee,</p>	
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and any fees payable under this By-law will be added to and included in the member's annual fees.	and any fees payable under this By-law will be added to and included in the member's annual fees.	
<i>By-law 19: Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification</i>		
19.3 A member is eligible for appointment to a committee if, on the date of the appointment: a. the member practices psychology in Ontario or resides in Ontario;	19.3 A member is eligible for appointment to a committee if, on the date of the appointment: a. the member practices psychology <a href="#">and/or applied behaviour analysis</a> in Ontario or resides in Ontario;	Added for new profession.
<i>By-law 20: Elections to Council, Qualifications, Terms of Office and Conditions for Disqualification</i>		
Electoral Districts 20.1 The following electoral districts are established for the purpose of the election of members to the Council... 8. District 8 (Academic) to be composed of professional training programs in psychology at PostSecondary Educational Institutions in Ontario granting graduate level degrees in psychology.	Electoral Districts 20.1 The following electoral districts are established for the purpose of the election of members to the Council... <a href="#">8. Electoral District 8 (Behaviour Analysts) to be composed of the constituency of Behaviour Analysts.</a>  District <del>9</del> (Academic) to be composed of professional training programs in psychology at Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology <a href="#">and professional training programs at Post-Secondary Educational Institutions in Ontario granting degrees with specialization in applied behaviour analysis.</a>	Added for new profession.
<b>Eligibility to Vote</b> 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote. (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College,	<b>Eligibility to Vote</b> 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote. (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College, or if the	Added for new profession.

or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.

- (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.
- (4) A member shall vote in only one electoral district.

member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.

- (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.

[\(4\) A member holding a certificate of registration as a Behaviour Analyst is eligible to vote in Electoral District 8.](#)

~~(4)~~ (5) A member shall vote only in one electoral district.

[\(6\) Notwithstanding Section \(5\), a member who holds a certificate of registration to practise psychology and a certificate of registration to practise applied behaviour analysis may vote in the electoral district in which they are eligible to vote in accordance with Section \(2\) and in Electoral District 8 in accordance with Section \(4\).](#)

<p><b>District 8 Academic Representation</b> 20.3. The members representing District 8 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology. The professional training programs are composed of faculty in psychology from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology from which graduates are eligible for registration with the College.</p>	<p><b>District <del>8</del> Academic Representation</b> 20.3. The members representing District <del>8</del> (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology <u>or applied behaviour analysis</u>. The professional training programs are composed of faculty in psychology <u>or in applied behaviour analysis</u> from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology, <u>or in a department that offers a specialization in applied behaviour analysis</u>, from which graduates are eligible for registration with the College.</p>	<p>Added for clarity to make it applicable to both professions.</p>
<p><b>Number of Members Elected/Appointed</b> 20.4. (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one. (2) The number of members to be appointed to District 8 (Academic) is two or three</p>	<p><b>Number of Members Elected/Appointed</b> 20.4. (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one. <u>The number of members to be elected in Electoral District 8 (Behaviour Analysts) is three.</u>  (2) The number of members to be appointed to District <del>8</del> (Academic) is <del>two or three</del> <u>at least two and no more than four. At least one of the members selected is from among members who belongs to the a faculty of a department of psychology and at least one of the members selected from belongs to thea faculty of a department that offers a specialization in applied behaviour analysis.</u></p>	<p>Added for new profession. Additional clarity added to ensure there are academic members from both professions represented.</p>
<p><b>Terms of Office</b> 20.5 (1) The term of office of a member elected to the Council is three years.  (2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District 8 (Academic) is two</p>	<p><b>Terms of Office</b> 20.5 (1) The term of office of a member elected to the Council is three years.  (2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District <del>8</del> (Academic) is two</p>	<p>Added for new profession.</p>

<p>years.</p>	<p>years.</p> <p><u>(3) Notwithstanding paragraph (1), the term of office for members elected in 2024, on a date to be determined by Council, to Electoral District 8, will be in accordance with Section 20.6 (4) (i) and (ii). The term for all members elected to Council in District 8, after the 2024 election, is three years.</u></p>	
<p><b>Election/Appointment Date</b>                  20.6 (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.</p> <p>(2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.</p> <p>(3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.</p> <p>(4) The Council shall set the date in March for each election of members to the Council.</p> <p>(5) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.</p>	<p><b>Election/Appointment Date</b>                  20.6 (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.</p> <p>(2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.</p> <p>(3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.</p> <p><u>(4) An election of three members to the Council shall be held in 2024 in Electoral District 8 on a date to be determined by Council.</u></p> <p><u>i. The two members elected with the highest and second highest number of votes are elected for a three-year term ending in June 2027, with the next election to be held in March 2027 and every third year after that.</u></p> <p><u>ii. The member elected with the third highest number of votes is elected for a two-year term ending in June 2026, with</u></p>	<p>Added for new profession.</p>

	<p><a href="#">the next election to be held in March 2026 and every third year after that.</a></p> <p><a href="#">iii. If the number of candidates nominated for Electoral District 8 is equal to the number of members to be elected in the electoral district, the Registrar shall determine the length of the initial term for each candidate by lot.</a></p> <p>(54) The Council shall set the date in March for each election of members to the Council.</p> <p>(65) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.</p>	
<p><b>Eligibility for Election</b> 20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,...</p> <p>New</p>	<p><b>Eligibility for Election</b> 20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,...</p> <p><a href="#">(3) A member is eligible for election to the Council in Electoral District 8 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Behaviour Analyst; and, (a) the member meets the criteria set out in section 20.7 (1) excluding (b) of this By-law.</a></p>	<p>Added for new profession.</p>
<p>Eligibility for Appointment to District 8 (Academic) 20.8 (1) A member is eligible for appointment to the Council in District 8 if on the day of appointment,</p> <p>(a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology; and</p> <p>(b) the member meets the criteria set out in section 20.7.1 excluding (b) of this By-law.</p>	<p>Eligibility for Appointment to District <u>98</u> (Academic) 20.8 (1) A member is eligible for appointment to the Council in District <u>98</u> if on the day of appointment,</p> <p><a href="#">(a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology; and, or (a)(b) the member holds a full-time appointment as a faculty member in a department of a degree granting institution</a></p>	<p>Added for clarity, and to include new profession.</p>

<p>(c) Despite paragraph (a), at any given time, members appointed to the Council may:</p> <ul style="list-style-type: none"> <li>i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or</li> <li>ii. Hold an adjunct appointment in a faculty of a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program.</li> </ul> <p>(2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.</p>	<p><a href="#">in Ontario offering a specialization in applied behaviour analysis from which graduates are eligible for registration with the College; and</a></p> <p><del>(b)</del>(c) the member meets the criteria set out in section 20.7.(1)1 excluding (b) of this By-law.</p> <p><del>(c)</del>(d) Despite paragraphs (a) <u>and (b)</u>, at any given time, members appointed to the Council may:</p> <ul style="list-style-type: none"> <li>i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or</li> <li>ii. Hold an adjunct appointment in a faculty of a department of psychology, _____ or _____ a <a href="#">specialization in applied behaviour analysis</a>,—of a degree granting institution in Ontario which grants graduate level degrees in psychology <a href="#">or in applied behaviour analysis</a> and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program.</li> </ul> <p>(2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.</p>	
	<p><b><u>Notice of Election and Nominations for Inaugural Elections for Electoral District 8:</u></b></p> <p><b><u>20.10.1 Despite Section 20.10, for the first election for Electoral District 8 immediately following proclamation of the <i>Psychology and Applied</i></u></b></p>	<p>New section added. Will only be in effect for the first election for District 8.</p>

	<p><u>Behaviour Analysis Act, 2021, and no later than 60 days before the date of an election, the Registrar shall notify every member who is eligible to vote in Electoral District 8 of the date, time and place of the election and of the nomination procedure. This provision is revoked immediately following the inaugural election for Electoral District 8 in 2024.</u></p>	
	<p><b><u>Nomination Procedure for Inaugural Elections for Electoral District 8:</u></b></p> <p><u>20.11.1 Despite Section 20.11, for the first election for Electoral District 8 immediately following proclamation of the <i>Psychology and Applied Behaviour Analysis Act, 2021</i>:</u></p> <p><u>(1) The member may be a candidate for election in Electoral District 8, only if they hold a certificate of registration as a Behaviour Analyst and are not currently a member of Council.</u></p> <p><u>(a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in Electoral District 8.</u></p> <p><u>(2) The nomination of a candidate in Electoral District 8 for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 35 days before the date of the election.</u></p> <p><u>(3) The nomination shall be agreed to by the candidate and endorsed by at least 2 members who support the nomination and who are eligible to vote in Electoral District 8.</u></p> <p><u>(4) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not</u></p>	<p>New section added. Will only be in effect for the first election for District 8.</p>

	<p><u>less than 30 days before the date of the election.</u></p> <p><u>(5) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.</u></p> <p><u>Section 20.11.1 is revoked immediately following the inaugural election for Electoral District 8 in 2024.</u></p>	
<p><b>Disqualification of Elected or Appointed Members</b>                  20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ul style="list-style-type: none"> <li>a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;</li> <li>b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;</li> <li>c. fails, without cause, to attend two consecutive regular meetings of the Council;</li> <li>d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member;</li> <li>e. ceases to be eligible to vote in the electoral district for which the member was elected;</li> <li>f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession;</li> <li>g. ceases to hold a certificate of registration for a Psychological</li> </ul>	<p><b>Disqualification of Elected or Appointed Members</b>                  20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ul style="list-style-type: none"> <li>a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;</li> <li>b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;</li> <li>c. fails, without cause, to attend two consecutive regular meetings of the Council;</li> <li>d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member;</li> <li>e. ceases to be eligible to vote in the electoral district for which the member was elected;</li> <li>f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession;</li> <li>g. ceases to hold a certificate of</li> </ul>	<p>Added for new profession.</p>



<p>Associate if the member was elected to Electoral District 7;</p> <p>h. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 8; or,</p> <p>i. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.</p>	<p>registration for a Psychological Associate if the member was elected to Electoral District 7;</p> <p><a href="#">g-h. ceases to hold a certificate of registration for a Behaviour Analyst if the member was elected to Electoral District 8;</a></p> <p><a href="#">h-i.</a> ceases to meet the requirements of section 20.8 (1) if the member was appointed to District <a href="#">98</a>; or,</p> <p><a href="#">h-j.</a> has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.</p>	
<p><b>Filling of Vacancies</b></p> <p>20.17.(1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant;</p> <p>b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or</p> <p>c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(2) If the seat of a Council member appointed to represent District 8 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant; or</p>	<p>Filling of Vacancies</p> <p>20.17. (1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant;</p> <p>b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or</p> <p>c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(2) If the seat of a Council member appointed to represent District <a href="#">98</a> (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant; or</p> <p>b. direct the Executive to appoint a member to represent District <a href="#">98</a> (Academic), upon joint the recommendation of the training programs.</p>	

<p>b. direct the Executive to appoint a member to represent District 8 (Academic), upon joint the recommendation of the training programs.</p> <p>(3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(4) If the seat of a member appointed to represent District 8 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 8 (Academic) upon the joint recommendation of the training programs.</p> <p>(5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.</p>	<p>(3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(4) If the seat of a member appointed to represent District <del>98</del> (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District <del>98</del> (Academic) upon the joint recommendation of the training programs.</p> <p>(5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.</p>	
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***By-law 21: Committee Composition***

<p>21.1 (1) The Executive Committee shall be composed of:</p> <p>a. four members of the Council who are members of the College;</p> <p>b. both titles shall be represented among the members in section (a); and</p> <p>c. two members of the Council appointed to the Council by the Lieutenant Governor in Council.</p>	<p>21.1 (1) The Executive Committee shall be composed of:</p> <p>a. <del>four</del> <u>five</u> members of the Council who are members of the College;</p> <p>b. <del>both</del> <u>all</u> titles shall be represented among the members in section (a); and</p> <p>c. two members of the Council appointed to the Council by the Lieutenant Governor in Council.</p>	
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<p>(2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1).</p> <p>(3) The President of the Council shall be the chair of the Executive Committee.</p>	<p>(2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1).</p> <p>(3) The President of the Council shall be the chair of the Executive Committee.</p>	
<p><i>By-law 22: Professional Liability Insurance</i></p>		
<p>22.6 Exemptions from the requirement undersection 1 apply only to:</p> <p>(1) Any member who resides outside of Ontario and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario.</p> <p>(2) Any member who holds academic status and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario.</p> <p>(3) Any member who holds retired status and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario.</p> <p>(4) Any member who attests that:</p> <p>a. the member has provided no direct services to individuals or families, nor conducted psychological research with individuals or families within Ontario during the preceding registration year; and,</p> <p>b. the member has provided no supervision to anyone in the provision of such services nor the conduct of such research in Ontario during the preceding registration year; and,</p> <p>c. the member will not be providing such services, conducting such research nor providing such supervision in the current registration year</p>	<p>22.6 Exemptions from the requirement undersection 1 apply only to:</p> <p>(1) Any member who resides outside of Ontario and who provides no <del>psychological</del> services within Ontario at any time during the registration year, nor supervises anyone in the provision of <del>psychological</del> services in Ontario.</p> <p>(2) Any member who holds academic status and who provides no <del>psychological</del> services within Ontario at any time during the registration year, nor supervises anyone in the provision of <del>psychological</del> services in Ontario.</p> <p>(3) Any member who holds retired status and who provides no <del>psychological</del> services within Ontario at any time during the registration year, nor supervises anyone in the provision of <del>psychological</del> services in Ontario.</p> <p>(4) Any member who attests that:</p> <p>a. the member has provided no direct services to individuals or families, nor conducted <del>psychological</del> research with individuals or families within Ontario during the preceding registration year; and,</p> <p>b. the member has provided no supervision to anyone in the provision of such services nor the conduct of such research in Ontario during the preceding registration year; and,</p> <p>c. the member will not be providing such services, conducting such research nor providing such supervision in the current registration year</p>	<p>Added for clarity.</p>

<i>By-law 23: Professional Corporations</i>		
23.1 a. the name of the professional corporation as registered with the Ministry Governance and Consumer Services;	23.1 a. the name of the professional corporation as registered with the Ministry <a href="#">of Public and Business Service Delivery Governance and Consumer Services</a> ;	Housekeeping. The name of the Ministry has changed.
<i>By-law 24: Forms</i>		
<p>24.1 The Form to be issued as a Certificate of Registration for a Psychologist Authorizing Autonomous Practice shall read as follows:</p> <p>(Psi Logo)</p> <p>The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGIST in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology Act, 1991</p>	<p>24.1 The Form to be issued as a Certificate of Registration for a Psychologist Authorizing Autonomous Practice shall read as follows:</p> <p>(Logo)</p> <p>The College of Psychologists <a href="#">and Behaviour Analysts</a> of Ontario L'Ordre des psychologues <a href="#">et d'analyse comportementale appliquée</a> de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGIST in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The <del>Psychology Act, 1991</del> <a href="#">Psychology and Applied Behaviour Analysis Act, 2021</a></p>	Housekeeping.
<p>24.2 The Form to be issued as a Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice shall read as follows:</p> <p>(Psi Logo)</p> <p>The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGICAL ASSOCIATE in the Province of Ontario</p>	<p>24.2 The Form to be issued as a Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice shall read as follows:</p> <p>(Logo)</p> <p>The College of Psychologists <a href="#">and Behaviour Analysts</a> of Ontario L'Ordre des psychologues <a href="#">et d'analyse comportementale appliquée</a> de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGICAL ASSOCIATE</p>	Housekeeping.

<p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology Act, 1991</p>	<p>in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology <del>Act, 1991</del> and Applied Behaviour Analysis Act, 2021</p>	
<p>New</p>	<p><a href="#">24.3 The Form for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice shall read as follows:</a></p> <p><a href="#">(Logo)</a></p> <p><a href="#">The College of Psychologists and Behaviour Analysts of Ontario</a>  <a href="#">L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</a></p> <p><a href="#">Certificate of Registration as a BEHAVIOUR ANALYST in the Province of Ontario</a></p> <p><a href="#">THIS IS TO CERTIFY THAT UNDER</a></p> <p><a href="#">The Psychology and Applied Behaviour Analysis Act, 2021</a></p> <p><a href="#">AND THE REGULATIONS AND SUBJECT TO THE LIMITATIONS THEREOF,</a>  <a href="#">(name, highest degree upon which registration is based)</a></p> <p><a href="#">is registered as a Behaviour Analyst</a></p>	<p>Added for new profession.</p>
<p>24.3 The Form to be issued as a Certificate of Authorization for a Corporation shall read as follows:</p>	<p>24.<del>43</del> The Form to be issued as a Certificate of Authorization for a <a href="#">Psychology Professional</a> Corporation shall read as follows:</p>	<p>Added for clarity.</p>

<p>(Psi Logo)</p> <p>The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>This is to certify that</p> <p>has been duly granted a Certificate of Authorization</p>	<p>(Logo)</p> <p><a href="#">The College of Psychologists and Behaviour Analysts of Ontario</a> <a href="#">L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</a> <del>The College of Psychologists of Ontario</del> <del>L'Ordre des psychologues de l'Ontario</del></p> <p>This is to certify that</p> <p>has been duly granted a Certificate of Authorization</p>	
<p>New</p>	<p><a href="#">24.5 The Form for a Certificate of Authorization for an Applied Behaviour Analysis Professional Corporation shall read as follows:</a></p> <p><a href="#">(Logo)</a></p> <p><a href="#">The College of Psychologists and Behaviour Analysts of Ontario L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</a></p> <p><a href="#">This is to certify that</a></p> <p><a href="#">has been duly granted a Certificate of Authorization</a></p> <p><a href="#">_____ has met the requirements defined by Ontario Regulation 39/02 under the Regulated Health Professions Act to obtain a certificate of authorization for the purpose of permitting its owners to practice the profession of applied</a></p>	<p>Added for new profession.</p>

	<p><a href="#">behaviour analysis through the professional corporation.</a></p> <p><a href="#">This certificate of authorization remains in effect for a period of one year from its date of issuance or until the professional corporation is no longer eligible to hold a certificate of authorization.</a></p>	
<b><i>By-law 25: The Register and Related Matters</i></b>		
<p>25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991, the register of the College shall contain the following information with respect to each member:</p> <ol style="list-style-type: none"> <li>1. The member's name and any changes to the member's name which have been made in the register since they first became registered with the College;</li> <li>2. The member's registration number;</li> <li>3. The member's gender and date of birth;</li> <li>4. The date when the member's certificate of registration was first issued by the College;</li> <li>5. If the person ceased to be a member as a result of their resignation or death, the date upon which the person ceased to be a member;</li> <li>6. The highest degree in psychology held by the member and on which registration is based;</li> <li>7. The name of the educational institution from which the member received their highest degree in psychology upon which registration was based, and the year in which the degree was obtained;</li> <li>8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each;</li> <li>9. The member's authorized Area(s) of Practice and authorized Client Groups served;</li> </ol>	<p>25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991, the register of the College shall contain the following information with respect to each member:</p> <ol style="list-style-type: none"> <li>1. The member's name and any changes to the member's name which have been made in the register since they first became registered with the College;</li> <li>2. The member's registration number;</li> <li>3. The member's gender and date of birth;</li> <li>4. The date when the member's certificate of registration was first issued by the College;</li> <li>5. If the person ceased to be a member as a result of their resignation or death, the date upon which the person ceased to be a member;</li> <li>6. The highest degree <del>in psychology</del> held by the member and on which registration is based;</li> <li>7. The name of the educational institution from which the member received their highest degree <del>in psychology</del> upon which registration was based, and the year in which the degree was obtained;</li> <li>8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each;</li> <li>9. <a href="#">The Where a member holds a Certificate of Registration as a Psychologist or Psychological</a></li> </ol>	<p>Housekeeping, added for clarity, and includes new profession.</p>

<p>10. The address and telephone number of each location in Ontario where the member engages in psychological practice;</p> <p>11. The member's home address and home telephone number;</p> <p>12. The member's preferred mailing address for communication by the College;</p> <p>13. The member's preferred e-mail address for communication by the College;</p> <p>14. An optional e-mail address for use by the public;</p> <p>15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any, the member holds with that corporation;</p> <p>16. While a member holds a Certificate of Registration Authorizing Supervised Practice, the names of the members who are acting, or have acted as primary or alternate supervisors;</p> <p>17. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, or if the member is no longer practicing in Ontario. This information will be made available only to the public in the actual event of a member's incapacity or death or in the case of a member no longer practicing in Ontario, if that information has been provided to the College;</p> <p>18. The registration status of a member with every health regulatory body, inside and outside of Ontario;</p> <p>19. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member, and is outstanding,</p>	<p><u>Associate, the</u> member's authorized Area(s) of Practice and authorized Client Groups served;</p> <p>10. The address and telephone number of each location in Ontario where the member engages in <del>psychological</del> practice;</p> <p>11. The member's home address and home telephone number;</p> <p>12. The member's preferred mailing address for communication by the College;</p> <p>13. The member's preferred e-mail address for communication by the College;</p> <p>14. An optional e-mail address for use by the public;</p> <p>15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any, the member holds with that corporation;</p> <p>16. While a member holds a Certificate of Registration Authorizing Supervised Practice <u>as a Psychologist or Psychological Associate</u>, the names of the members who are acting, or have acted as primary or alternate supervisors;</p> <p><u>17. While a member holds a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst, the name of the member who is acting, or has acted as the supervisor;</u></p> <p><del>18.</del> The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, or if the member is no longer practicing in Ontario. This information will be made available only to the public in the actual event of a member's incapacity or death or in the case of a member no longer practicing in Ontario, if that information has been provided to the College;</p>	
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<p>a. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,</p> <p>b. if the hearing has been adjourned indefinitely, a notation of that fact;</p> <p>20. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;</p> <p>21. If, prior to January 1, 1994, the person ceased to be a member as a result of their resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;</p> <p>22. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,</p> <p>a. a notation of that fact,</p> <p>b. the date of the finding and the name of the governing body that made the finding,</p> <p>c. a brief summary of the facts on which the finding was based,</p> <p>d. the penalty, if any, and</p> <p>e. where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;</p> <p>23. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,</p> <p>a. a notation of that fact, and</p> <p>b. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;</p>	<p><del>198</del>. The registration status of a member with every health regulatory body, inside and outside of Ontario;</p> <p><del>2049</del>. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member, and is outstanding,</p> <p>a. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,</p> <p>b. if the hearing has been adjourned indefinitely, a notation of that fact;</p> <p><del>210</del>. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;</p> <p><del>224</del>. If, prior to January 1, 1994, the person ceased to be a member as a result of their resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;</p> <p><del>232</del>. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,</p> <p>a. a notation of that fact,</p> <p>b. the date of the finding and the name of the governing body that made the finding,</p> <p>c. a brief summary of the facts on which the finding was based,</p> <p>d. the penalty, if any, and</p> <p>e. where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;</p>	
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<p>24. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee;</p> <p>25. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;</p> <p>26. In respect of the elements of an Undertaking &amp; Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking &amp; Agreement remains in effect, and where applicable, a notation that the decision has been appealed;</p> <p>27. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;</p> <p>28. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued, and, where applicable a notation that the decision has been appealed.</p>	<p><del>24</del>3. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,</p> <p>a. a notation of that fact, and</p> <p>b. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;</p> <p><del>25</del>4. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee;</p> <p><del>26</del>5. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;</p> <p><del>27</del>6. In respect of the elements of an Undertaking &amp; Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking &amp; Agreement remains in effect, and where applicable, a notation that the decision has been appealed;</p> <p><del>28</del>7. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;</p> <p><del>29</del>8. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued, and, where applicable a notation that the decision has been appealed.</p>	
<p>25.5 (1) Subject to section 25.2 and 25.5.(2), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 20, 22; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of</p>	<p>25.5 (1) Subject to section 25.2 and 25.5.(2), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 20, 22; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of</p>	<p>Added for clarity.</p>

<p>the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991.</p> <p>a. At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.</p> <p>b. The College will not provide a member's registration number but may verify the number upon request.</p> <p>c. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, information respecting authorized Area(s) of Practice and authorized Client Groups Served will not be made available to the public.</p>	<p>the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991.</p> <p>a. At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.</p> <p>b. The College will not provide a member's registration number but may verify the number upon request.</p> <p>c. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice <a href="#">as a Psychologist or Psychological Associate</a>, information respecting authorized Area(s) of Practice and authorized Client Groups Served will not be made available to the public.</p>	
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# BY-LAWS

LAST AMENDED: MARCH 21, 2024

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## TABLE OF CONTENTS

1. Interpretation Provisions (Revoked) .....	3
2. Seal of the College .....	4
3. Meetings of the Council .....	5
4. Election of Members of Executive Committee .....	7
5. Selection of Committee Chairs and Committee Members .....	9
6. Committee Procedures (Revoked) .....	11
7. Appointed Officers (Revoked) .....	12
8. Signing Officers (Revoked) .....	13
9. Banking and Finance .....	14
10. Borrowing (Revoked) .....	18
11. Purchasing and Leasing .....	19
12. Execution of Summonses, Notices and Orders .....	20
13. Audit .....	21
14. Remuneration of Council and Committee Members .....	22
15. College Memberships .....	23
16. Codes of Ethics and Practice for Members .....	24
17. Procedure for Making, Amending or Revoking By-laws .....	25
18. Fees .....	26
19. Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification.....	29
20. Elections to Council, Qualifications, Terms of Office and Conditions for Disqualification .....	31
21. Committee Composition .....	37
22. Professional Liability Insurance .....	39
23. Professional Corporations .....	40
24. Forms:	
24.1 Certificate of Registration as a Psychologist .....	41
24.2 Certificate of Registration as a Psychological Associate.....	42
24.3 Certificate of Registration as a Behaviour Analyst	
24.4 Certificate of Authorization for a Psychology Professional Corporation .....	43
24.5 Certificate of Authorization for an Applied Behaviour Analysis Professional Corporation	
25. The Register and Related Matters .....	44
<b>26. Table of Amendments .....</b>	<b>48</b>

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## **BY-LAW 1: INTERPRETATION PROVISIONS**

*[Approved by Council on June 11, 1994; revoked on March 27, 2009]*

By-law revoked as unnecessary as the definitions included are defined in the *Regulated Health Professions Act, 1991*.

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## **BY-LAW 2: SEAL OF THE COLLEGE**

*[Approved by Council on June 11, 1994; last amended on September 25, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 2.1 The seal that is impressed in the margin hereof shall be the corporate seal of the College.
- 2.2 The Registrar shall be the custodian of the corporate seal.
- 2.3 No person shall place the College seal on a record affecting the College unless authorized by the *Psychology and Applied Behaviour Analysis Act, 2021*, the Regulations, or By-laws.

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## BY-LAW 3: MEETINGS OF THE COUNCIL

*[Approved by Council on June 11, 1994; last amended on March 23, 2012]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 3.1 The Council
  - a. shall hold regular meetings to be called by the President,
  - b. shall designate one of its regular meetings as the annual meeting, and
  - c. may hold special meetings which may be called by the President, or by a quorum of Council members who deposit with the Registrar a written requisition for the meeting containing the matter or matters for decision at the meeting.
- 3.2 Meetings of the Council shall take place in Ontario at a place, date and time designated by the President or the members of Council calling the meeting.
- 3.3 At the request of any member(s) of Council unable to attend a meeting in person, arrangements will be made for the member(s) to participate in the meeting through telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and upon participation in this manner the member(s) will be deemed to be in attendance at the meeting.
- 3.4 The Registrar shall cause each member of Council to be notified in writing of the place, date and time of a Council meeting at least 14 days before a regular meeting, or 5 days before a special meeting.
- 3.5 The Registrar shall cause a public announcement of the date, place and time of each Council meeting to appear on the College website at least 14 days before a regular meeting, or 5 days before a special meeting.
- 3.6 The President, in consultation with the Registrar, shall prepare an agenda for each Council meeting.
- 3.7 The President or their appointee shall be the presiding officer. In the event that the President cannot appoint someone to preside over a particular meeting of Council, the Council shall appoint a presiding officer for that meeting only.
- 3.8 A Council meeting may consider or transact,
  - a. at a regular meeting,
    - i. matters brought by the Executive Committee,
    - ii. recommendations in reports by Committees,
    - iii. motions of which notice of motion was given by a member of Council at the previous Council meeting,
    - iv. motions which the members of Council agree to consider by a two-thirds vote of those in attendance, and
    - v. matters which the presiding officer agrees to consider unless overruled by a simple majority,
  - b. at a special meeting, the matter for decisions at the meeting contained in the requisition deposited with the Registrar, and



- c. at any meeting, routine and procedural matters in accordance with the rules of order.
- 3.9 The presiding officer shall cause the proceedings of every Council meeting to be recorded by the President or presiding officer.
- 3.10 The written record of the proceedings of a Council meeting when accepted at a subsequent Council meeting, subject to any corrections made at such subsequent meeting, is conclusive proof of the accuracy of the contents of every such record.
- 3.11 The written record of every Council meeting shall be deposited with the Registrar promptly after it has been signed by the President or presiding officer.
- 3.12 A majority of the members of Council shall constitute a quorum (section 6 of the Code).
- 3.13 A resolution signed by all the members of the Council is as valid and effective as if passed at a meeting of the Council called, constituted and held for the purpose (subsection 94(4) of the Code).
- 3.14 Meetings of Council shall be conducted in accordance with Keesey's "Modern Parliamentary Procedures".
- a. A majority vote shall be defined as a majority of Council members who are eligible to vote and in attendance;
  - b. Council members who are eligible to vote are those individuals elected, appointed or selected in accordance with the *Psychology and Applied Behaviour Analysis Act, 2021*.

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## BY-LAW 4: ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE

*[Approved by Council on June 11, 1994; last amended on June 19, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 4.1 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise Council of the process for seeking election to the Executive Committee.
- 4.2 At least twenty-five (25) business days prior to the first meeting of Council following the annual election, Council members, including those newly elected, will indicate their intention to seek election for a position on the Executive Committee. One may indicate one's interest in being a candidate for one or more Executive Committee positions.
- 4.3 If one indicates interest in being a candidate for President, one may also indicate an interest in being a candidate for Vice-President and/or for Member of the College/Public Member should one be unsuccessful in the preceding election. If one wishes to run for election to one of these other positions, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.4 If one indicates interest in being a candidate for Vice-President, one may also indicate an interest in being a candidate for Member of the College/Public Member should one be unsuccessful in the Vice- President election. If one wishes to run for election to this other position, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.5 The list of candidates will be forwarded to all Council members, along with notification that further names will be accepted until fifteen (15) business days before the first meeting of Council following the annual election.
- 4.6 All candidates will provide the Registrar with a biographical statement and candidate statement not to exceed one page in length, no later than fifteen (15) business days before the first meeting of Council following the annual election.
- 4.7 Only, if there is no candidate for a position, members of Council may indicate their willingness to run at the first meeting of Council following the annual election.
- 4.8 At the first meeting of Council after the annual election as prescribed in the By-laws, the Council shall elect from among the members of Council an Executive Committee in accordance with the By-laws.
- 4.9 The Executive Committee members elected in accordance with 4.8 will hold office until the first meeting of Council after the annual elections the following year.
- 4.10 The Registrar shall be responsible for supervising and administering all elections of the College.
- 4.11 Prior to the balloting, each candidate for office will answer questions from other Council members for a maximum of ten (10) minutes.
- 4.12 The order for the elections to the Executive Committee will be: President, Vice-President, Member

of the College, Public Member of Council. Unsuccessful candidates in an election, who have indicated their interest in candidacy for other Executive Committee positions as per 4.3 and 4.4, will be included in subsequent elections unless they choose to withdraw their name.

- 4.13 The election of the members of the Executive Committee shall be by secret ballot and, where more than two members of Council are running for any position, the member of Council who receives the lowest number of votes on each ballot shall be deleted from candidacy unless one member of Council receives a majority of the votes cast. This procedure shall be followed until one member of Council receives a majority of the votes cast.
- 4.14 The ballots will be counted by the Registrar and a member of Council not seeking election to office.
- 4.15 In the event of a tie vote, Council will be afforded the opportunity to question candidates for ten minutes, and then vote again. In the case of a second tie, the Registrar will flip a coin to decide the outcome of the election. The member of Council who has been assisting in counting the ballots will call the toss ("heads – candidate A; tails – candidate B") prior to the toss.
- 4.16 If the office of the President becomes vacant the Vice-President shall become the President for the unexpired term of the office and the office of Vice-President thereby becomes vacant.
- 4.17 A position of the Executive Committee becomes vacant if the holder of the office dies, resigns, ceases to be a member of Council or is disqualified from sitting on the Council by a vote of Council at a special meeting called for that purpose. In addition, the position of Vice-President may become vacant, in accordance with subsection 4.16.
- 4.18 The Council shall fill a vacancy in the office of Vice-President or any other Executive Committee position at a special meeting which the President shall call for that purpose as soon as feasible after the vacancy occurs.

## BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

[Approved by Council on June 11, 1994; last amended on March 11, 2022]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 5.1 The Council may by resolution establish Committees additional to those established through Section 10 of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*.

### Notification of Committee Positions Available

- 5.2 At least two months prior to the first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members, interested in appointment to a Committee are required to submit a statement of qualifications pertaining to the mandate of the Committees in which they wish to participate. Prior to the member submitting a Committee interest form, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.
- 5.3 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.

### Committee Appointments Working Group

- 5.4 A Committee Appointments Working Group will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.

### Appointment Process

- 5.5 Immediately after the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.
- 5.6 Committee Chairs:
- a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.
  - b. The Committee Chair reports to Council on behalf of the Committee.
    - i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.
    - ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.
  - c. The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include;
    - i. Chairing Committee meetings;
    - ii. Approving meeting agendas prepared by College staff;
    - iii. Determining whether Committee members have the resources and training to effectively

- perform the Committee's work;
  - iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
  - v. Providing effective leadership for the Committee and facilitating Committee Meetings;
  - vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
  - vii. Any other duties determined or assigned by Council.
- 5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.
- 5.8 A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.
- 5.9 Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.
- 5.10 The Executive Committee may and, if necessary for a Committee to achieve its quorum, shall appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.
- 5.11 Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: *Committee Composition*; or any provision to the contrary in the Code, the By-laws or the policies of the College.
- 5.12 All registration titles will be represented on all Statutory Committees.

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## **BY-LAW 6: COMMITTEE PROCEDURES**

*[Approved by Council on June 11, 1994; revoked on March 27, 2009]*

By-law revoked and necessary information moved to College policy.

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## **BY-LAW 7: APPOINTED OFFICERS**

*[Approved by Council on June 11, 1994; revoked on March 27, 2009]*

By-law revoked as unnecessary as the information is included in the *Regulated Health Professions Act, 1991*.

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## **BY-LAW 8: SIGNING OFFICERS**

*[Approved by Council on June 11, 1994; revoked on March 27, 2009]*

By-law revoked and necessary information incorporated into *By-law 9: Banking and Finance*.



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## **BY-LAW 9: BANKING AND FINANCE**

*[Approved by Council on June 11, 1994; last amended on September 18, 2015]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 9.1 The College does its banking at a bank chartered under the *Bank Act, 1991 (Canada)*.
- 9.2 All money belonging to the College shall be deposited in the name of the College with the bank.
- 9.3 The Registrar may endorse any negotiable instrument for collection on account of the College through the bank or for deposit to the credit of the College with the bank and the College's rubber stamp may be used for such endorsement.

### **Investment Philosophy**

- 9.4 Funds of the College, not immediately required, may be invested in instruments that do not present undue risk to principal. All investments of the College shall ensure preservation of capital.
  - 9.4.1 Reserve funds

From time to time, the Council may establish reserve funds as required.

    - 9.4.1.1 At the end of each fiscal year an allocation from any excess of revenue over expenses shall be made to maintain the reserve funds as established by the Council.
    - 9.4.1.2 The reserve funds may be invested in short-term or long-term instruments, with terms of up to 10 years as appropriate to the need for liquidity of the specific funds. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield.
  - 9.4.2 Other surplus funds, not immediately needed

Surplus funds, not needed to meet the College's operating expenses during the immediate 12- month period, may be invested in short-term or long-term instruments with terms of up to 10 years. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield.
  - 9.4.3 All other funds

All other funds may be invested only in short-term instruments with a term of 0 days to 365 days, or in a pool of such investments. The primary objectives of such investments, in order of importance, shall be preservation of capital, maintenance of liquidity, and yield.

### **Responsibility/Authority to Invest**

- 9.5 The Registrar is responsible to administer the College's investments in accordance with this By-law.
  - 9.5.1 Transfer of funds to a new financial institution

A transaction, involving transfer of any of the College's funds to a new financial institution, must be approved by one of the Registrar or Deputy Registrar together with one of the President or Vice-President. The transaction may be executed by both the Registrar and the Deputy Registrar together, or by one of the Registrar or Deputy Registrar plus the Director, Corporate Services.

- 9.5.2 Transfer of reserve funds and funds not required for immediate 12-month period  
A transaction, involving transfer of the College's reserve funds and funds not required in the immediate 12-month period for the operating expenses of the College, within the same financial institution and including transfers of funds between different subsidiaries or business units of the same financial institution, must be consistent with this By-law. This includes the buying and selling of various investment instruments as allowed by this By-law. Such a transaction may be approved and executed by the Registrar or the Deputy Registrar.
- 9.5.3 Transfer of funds from operating account into investments under 9.4.3  
A transaction involving transfer of funds from the College's operating account (and hence, involving the College's operating revenue for the current fiscal year) into investment instruments as defined in subsection 9.4.3 may be made by any one of the Registrar or the Deputy Registrar in consultation with the Director, Corporate Services. This provision applies to the transfer of funds within the same financial institution, including between different subsidiaries or business units of the financial institution.
- 9.5.4 A transaction involving transfer of funds from investments as defined in subsection 9.4.3 into the College's operating account, may be approved by and executed by any one of the Registrar or the Deputy Registrar in consultation with the Director, Corporate Services. This provision applies to the transfer of funds within the same financial institution, including between different subsidiaries or business units of the financial institution.
- 9.5.5 The Registrar shall be responsible for reporting the status of investments to the Council and the Executive Committee on a quarterly basis.

#### **Acceptable Investments**

- 9.6.1 Debt obligations issued or guaranteed by the Government of Canada or its agencies or Crown Corporations or managed pools of such instruments. The College may invest in individual instruments or a managed portfolio of Government of Canada guaranteed securities.
- 9.6.2 Debt obligations issued or guaranteed by Canadian, provincial or territorial governments, banks listed in Schedule I or Schedule II under the *Bank Act, 1991 (Canada)*, or Canadian corporations, or managed pools of such instruments. The College may invest in high quality debt obligations issued or guaranteed by Canadian, provincial or territorial governments, and banks incorporated in Canada or Canadian corporations, or in a managed fund of such securities. All investments will be with issuers who have a long term credit rating of at least AA low (Dominion Bond Rating Service) or its equivalent or a short term credit rating of R-1 Mid (DBRS) or its equivalent. A maximum of 10% of the investments will be securities from any one issuer, other than government issuers.
- 9.6.3 Short-term corporate paper or managed pools of such instruments  
The College may invest in individual instruments or in a managed fund that includes high quality short-term corporate paper and fully collateralized loans on call. All investments in the fund will be with issuers who have a credit rating of at least R-1 mid

(DBRS) or its equivalent. Each investment in the fund will have a maximum term to maturity of one year. The average term of the entire fund will generally range from seven days to 90 days. All securities will be marketable. A maximum of 10% of the investments will be securities from any one issuer, other than government issuers.

- 9.7 Any security in which the College invests, or recorded evidence of a security or investment transaction shall be placed promptly after receipt by the College in the College's safety deposit box at the bank appointed under subsection 9(1).
- 9.7.1 Section 9.7 does not apply to securities in pooled funds of the type described in 9.6.1, 9.6.2 and 9.6.3 or to securities held by the bank on behalf of the College.
- 9.7.2 Securities and other records shall be placed in or removed from the College's safety deposit box by the Registrar and the Deputy Registrar acting together or by one of the Registrar or Deputy Registrar acting together with the Director, Corporate Services. A log shall be kept of the items placed in or removed from the safety deposit box and a report made to the Executive Committee, at its regular meeting, of any activity that has occurred since the previous meeting.
- 9.7.3 Upon reasonable notice, the President of the College may review the contents of the College's safety deposit box in the company of two persons authorized to access it under subsection 9.7.2.

#### **Signing Officers of the College**

- 9.8.1 For any amount, either the Registrar or the Deputy Registrar plus one of the President, the Vice President, or a member or members of Council appointed in accordance with Section 9.8.5;
- 9.8.2 For amounts up to \$7,500, the Registrar and the Deputy Registrar; or either the Registrar or the Deputy Registrar plus either the Director, Registration, the Director, Investigations and Hearings or the Director, Corporate Services;
- 9.8.3 Notwithstanding the above, for amounts up to \$35,000, the signing officers identified in 9.8.2 shall also be authorized to sign all cheques for: (1) mandatory employer remittances to the Canada Customs and Revenue Agency including payroll deductions and employer contributions; (2) monthly rent or mortgage payments for College premises; and (3) monthly premium payments for employee benefits.
- 9.8.4 Signing officers shall be provided with a duly approved invoice or purchase order in support of any cheque to be signed.
- 9.8.5 For purposes of paragraph 9.8.1, where either the President or the Vice-President resides in the Greater Toronto Area (GTA), Council shall appoint as a signing officer one other member of the Council who resides in the GTA. If neither the President nor the Vice-President resides in the GTA, Council shall appoint as signing officers two other members of the Council who reside in the GTA.

#### **Borrowing**

- 9.9.1 The Council may from time to time by resolution,
  - a. borrow money on the credit of the College,
  - b. limit or increase the amount or amounts to be borrowed, and
  - c. secure any present or future borrowing, or any debt obligation or liability of the College, by charging, mortgaging, hypothecating or pledging all or any of the real or personal property of the College, whether present or future.
  
- 9.9.2 Notwithstanding section 12 of the Code, the Executive Committee should not exercise the powers or duties of the Council under section 9.9.1 of this By-law or take any similar action.

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## **BY-LAW 10: BORROWING**

*[Approved by Council on June 11, 1994; revoked on March 27, 2009]*

By-law revoked and necessary information incorporated into *By-law 9: Banking and Finance*.

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## **BY-LAW 11: PURCHASING AND LEASING**

*[Approved by Council on June 11, 1994; last amended on March 27, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 11.1 Goods, equipment, services and real property may be purchased or leased for the benefit of the College if the purchase or lease has been approved as a specific budget item during the setting of the budget or is consistent with the approved budget.
- 11.2 The Registrar is authorized to enter into contracts or agreements to purchase or lease goods or equipment as approved in 11.1.
- 11.3 The Registrar and President jointly are authorized to enter into contracts or agreements to purchase or lease real property as approved in 11.1.

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## **BY-LAW 12: EXECUTION OF SUMMONSES, NOTICES AND ORDERS**

*[Approved by Council on June 11, 1994; last amended on March 27, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 12.1 The Registrar may execute summonses, notices and orders on behalf of any committee of the College which is a panel within the meaning of the *Regulated Health Professions Act* and the Health Professions Procedural Code.

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## **BY-LAW 13: AUDIT**

*[Approved by Council on June 11, 1994; last amended on March 27, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 13.1 The financial year of the College shall terminate on the thirty-first day of May in each year or on such other date as the Council may from time to time by resolution determine.
- 13.2 The Council shall appoint annually an auditor who is duly licensed under the *Public Accountant Act, 2004*.
- 13.3 The auditor shall confer with the Chair of the Finance and Audit Committee and shall make such examinations as will enable the auditor to report to the Council as required by law and under this section.
- 13.4 The auditor shall report to the Finance and Audit Committee and the Council by the end of the first quarter of the ensuing fiscal year.



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## **BY-LAW 14: REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS**

*[Approved by Council on June 11, 1994; last amended on March 27, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 14.1 In this section, “Committee” means a Committee established by section 10 of the Code or by section 5.1 of the By-laws.
- 14.2 The amount payable to a member of Council or a member of a Committee or task force of the College, other than members appointed by the Lieutenant Governor in Council including:
- a. attendance at meetings of Council, at Committee meetings or hearings held by the College;
  - b. authorized associated preparation time
  - c. authorized office overhead;
  - d. northern travel;
  - e. or other official College business;
- shall be as set down in policy by resolution of Council.
- 14.3 Each member of Council or a member of a Committee or taskforces of the College, other than a member appointed by the Lieutenant Governor in Council, shall be paid necessary travelling and other expenses incurred in connection with the business of the College, as set down in policy by a resolution of the Council.

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## **BY-LAW 15: COLLEGE MEMBERSHIPS**

*[Approved by Council on June 11, 1994; last amended on March 27, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 15.1 The College shall maintain membership in the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), relevant organization(s) for the profession of Applied Behaviour Analysis, the Health Professions Regulators of Ontario (HPRO), and the Council on Licensure, Enforcement and Regulation (CLEAR) and shall pay the annual assessment required for the membership.
  
- 15.2 The Registrar, the President, and/or their designates may represent the College at membership meetings of the organizations mentioned in subsection 15.1.

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## BY-LAW 16: CODES OF ETHICS AND PRACTICE FOR MEMBERS

[Approved by Council on June 11, 1994; last amended on June 20, 2014]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 16.1 As a Code of Ethics for Psychologists and Psychological Associates, the College has adopted the *Canadian Code of Ethics for Psychologists*, Canadian Psychological Association, as revised from time to time.
- 16.2 As a Code of Ethics for Behaviour Analysts, the College has adopted the *Ethics Code for Behavior Analysts*, Behavior Analyst Certification Board (BACB), as revised from time to time.
- 16.3 The College shall provide members with reasonable access to the Code of Ethics and on request, copies of the Code of Ethics shall be made available to members and the general public at cost.
- 16.4 Of relevance to the practice of psychology and the practice of applied behaviour analysis, the College endorses the 2<sup>nd</sup> edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022)* published by the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Human Research Council of Canada and the *Standards for Educational and Psychological Testing (2014)* published by the American Educational Research Association.
- 16.5 On request, the general public and members of the College shall be provided with the address of the publishers of the documents listed in section 16.4.

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## BY-LAW 17: PROCEDURE FOR MAKING, AMENDING OR REVOKING BY-LAWS

[Approved by Council on June 11, 1994; last amended on September 25, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 17.1 A By-law may be made, amended or revoked by a resolution of Council subject to subsection 94(2) of the Code.
- 17.2 In developing a new By-law:
  - a. the concept for the new By-law will be approved by the Executive including the allocation of appropriate resources for the development of a draft By-law;
  - b. the draft By-law will be reviewed by the Executive which will consult with the Finance and Audit Committee regarding any budgetary implications for the implementation of the proposed By-law;
  - c. the draft By-law, endorsed by the Executive, will be presented to Council for approval. When required under subsection 94(2) of the Code, the proposed By-law shall be circulated to the membership before approval by Council.
- 17.3 Every By-law and every amendment and revocation thereof shall be numbered according to the order in which it was passed, certified by the President or Vice-President and by the Registrar, sealed and maintained in a record in its numerical order.
- 17.4 A copy of the By-laws made by the Council shall be given to the Minister and to each member and shall be made available to the public in accordance with the provisions of the *Regulated Health Professions Act, 1991*.
- 17.5 A By-law signed by all the members of the Council is as valid and effective as if passed at a meeting of the Council called, constituted, and held for the purpose.

## BY-LAW 18: FEES

[Approved by Council December 1999; last amended on September 22, 2023]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

Note: The requirements for each certificate of registration are set out in the Registration Regulation.

### Membership

- 18.1 Every member shall pay an annual membership fee in accordance with this By-law for each membership year.
- 18.2 A membership year begins on June 1 in one year and ends on May 31 of the following year.
- 18.3
- a. The annual fee for membership must be paid on or before June 1 in the membership year.
  - b. Notwithstanding subsection (a), the annual fee for a member holding a Certificate of Registration Authorizing Supervised Practice is payable in two equal instalments on or before June 1 and December 1 in the membership year.
- 18.4 The annual fee for membership to practise as a Psychologist or Psychological Associate is,
- a. \$1200 for members who hold
    1. a Certificate of Registration Authorizing Autonomous Practice,
    2. a Certificate of Registration Authorizing Interim Autonomous Practice, or
  - b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice;
  - c. \$298 for members who hold an Inactive Certificate of Registration;
  - d. \$62.50 for members who hold a Retired Certificate of Registration; and
  - e. \$600 for members who hold an Academic Certificate of Registration.
  - f. \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an *Undertaking and Agreement* with the College.
  - g. \$300 for members who hold a Temporary Emergency Class Certificate of Registration
- 18.5 The annual fee for membership to practise as a Behaviour Analyst is,
- a. \$795 for members who hold a Certificate of Registration Authorizing Autonomous Practice,
  - b. \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice;
  - c. \$238.50 for members who hold an Inactive Certificate of Registration;
  - d. \$50 for members who hold a Retired Certificate of Registration; and
  - e. \$397.50 for members who hold an Academic Certificate of Registration.
  - f. \$300 for members who hold a Temporary Emergency Class Certificate of Registration
- 18.51 Members Registered in Psychology and Applied Behaviour Analysis (Dual-Registration): The total annual membership fee for members who hold a Certificate of Registration for a Psychologist or Psychological Associate Authorizing Autonomous Practice, and who also hold a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, is \$1200. **This fee will be in effect until June 30, 2026, and is subject to Council review prior to that date.**
- 18.52 Annual membership fees for all other certificates of registration are assessed in accordance with

Sections 18.4 and 18.5 of the by-laws.

- 18.6 No later than 30 days before an annual fee is due, the Registrar shall notify the member of the amount of the fee and the day on which the fee is due.
- 18.7 A member who fails to pay an annual fee on or before the day on which it is due shall pay a penalty of 20 per cent of the annual fee, in addition to the annual fee.
- 18.8 Membership fees will be reviewed annually.

#### **Examinations-Psychology**

- 18.9 The fee for the Examination for Professional Practice in Psychology is the fee set by the Association of State and Provincial Psychology Boards and its contractors.
- 18.10 The fee for the Jurisprudence and Ethics Examination is \$200.
- 18.11 The fee for the oral examination is \$550.

#### **Examinations-Applied Behaviour Analysis**

- 18.12 The fee for the Ontario Examination for Professional Practice in Applied Behaviour Analysis is \$400.
- 18.13 The fee for the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis is \$200

#### **Interviews**

- 18.14 The fee for an interview is \$500.

#### **Applications**

- 18.15 a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate is \$230.b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate.
- c. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst is \$230.
- d. The fee for an application for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst under Transitional Registration provisions is \$230.
- 18.16 a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100.
- b. Where section 22.18 of the Code applies, the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100.
- c. The fee for an application for a Temporary Emergency Class Certificate of Registration is \$100.
- d. Notwithstanding section (b), the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is waived if the applicant holds a Temporary Emergency

Certificate of Registration or held a Temporary Emergency Certificate of Registration within the six months prior to applying.

- 18.17 a. The fee for an application for each of the following certificates is \$100:
1. Academic Certificate of Registration;
  2. Inactive Certificate of Registration;
  3. Retired Certificate of Registration;
- b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.

### **Professional Corporations**

18.18 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350.

18.19 The fee for the annual renewal of a certificate of authorization is \$250.

18.20 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is \$50.

### **Other Matters**

18.21 The fee for issuance of a document confirming a member's registration status is \$25.

### **Committee and Program Fees**

18.22 The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under statute or regulations.

18.23 Committee and program fees include, but are not limited to, the following:

- a. Cost of hearings or other items ordered by the Discipline Committee;
  - b. For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee;
  - c. For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;
  - d. For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;
  - e. Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,
  - f. Fees and/or costs related to orders and directions of the College Committees.

18.24 Any outstanding balance owed to the College in respect of any decisions made by a Committee, and any fees payable under this By-law will be added to and included in the member's annual fees.

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## BY-LAW 19: APPOINTMENT OF NON-COUNCIL MEMBERS TO COMMITTEES OF THE COLLEGE AND CONDITIONS FOR DISQUALIFICATION

[Approved by Council December 1999; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

### Appointment

- 19.1 This By-law applies with respect to the appointment of members who are not members of the Council to a committee of the College.
- 19.2
- a. Committee appointments automatically expire at the first meeting of Council following the annual election unless otherwise prescribed in subsection 3(d) of By-law 21: Committee Composition; or any provision to the contrary in the Code, the By-laws or the policies of the College.
  - b. Notwithstanding 2(a) the terms of appointment for members of the Jurisprudence and Ethics Examination Committee automatically expire at the first meeting of Council following the annual election three years after the initial appointments.
- 19.3 A member is eligible for appointment to a committee if, on the date of the appointment:
- a. the member practices psychology and/or applied behaviour analysis in Ontario or resides in Ontario;
  - b. the member is not in default of payment of any prescribed fees;
  - c. the member's certificate of registration has not been revoked or suspended the six years preceding the date of the appointment;
  - d. the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action in the two years preceding the date of the appointment; and,
  - e. the member does not, as at the deadline for receipt of expressions of interest in serving on College committees, hold any position of employment with the College.

### Disqualification

- 19.4.(1) The Council shall disqualify a member appointed to a committee from sitting on the committee if the member,
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
  - b. is found to be an incapacitated member by a panel of the Fitness to Practice Committee;
  - c. fails, without cause, to attend two consecutive meetings of the committee or of a subcommittee of which they are a member;
  - d. fails, without cause, to attend a hearing or review of a panel for which they have been selected; or
  - e. neither practices nor resides in Ontario.
- (2) A member of a College committee may apply for employment with the College so long as they first resign as a committee member.
- (3) A member who is disqualified under subsection (1) or (2) from sitting on a committee ceases to be a member of the committee and the Executive shall appoint a successor as soon after the



disqualification as feasible.

- (4) The term of office of a person who is appointed as a successor under subsection (3) expires when the term of office of the person being replaced would have expired.

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## BY-LAW 20: ELECTION TO COUNCIL, QUALIFICATIONS, TERMS OF OFFICE AND CONDITIONS FOR DISQUALIFICATION

*[Approved by Council December 1999; last amended March 11, 2022]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

### **Electoral Districts**

20.1 The following electoral districts are established for the purpose of the election of members to the Council.

1. Electoral District 1 (North) to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, and Parry Sound, and the City of Greater Sudbury.
2. Electoral District 2 (Southwest) to be composed of the counties of Bruce, Grey, Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Brant, Essex, Kent, Elgin, Norfolk and Haldimand and the Regional Municipality of Waterloo.
3. Electoral District 3 (Central) to be composed of the District Municipality of Muskoka, and the counties of Haliburton, Hastings, Lennox and Addington, Frontenac, Simcoe, Northumberland, and Prince Edward, City of Peterborough, City of Kawartha Lakes and the Regional Municipalities of Halton, Hamilton-Wentworth, and Niagara, and the Regional Municipality of Durham (less the Towns of Whitby and Ajax and the Cities of Pickering and Oshawa), the Regional Municipality of York (less the City of Vaughan, and Towns of Richmond Hill and Markham), and the Regional Municipality of Peel (less the Cities of Mississauga and Brampton).
4. Electoral District 4 (East) to be composed of the counties of Lanark, Renfrew, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry, and the City of Ottawa.
5. Electoral District 5 (GTA East) to be composed of the addresses within the City of Toronto which have postal codes beginning with M1, M2, M3, and M4, and the City of Vaughan, Town of Richmond Hill, Town of Markham, City of Pickering, City of Ajax, Town of Whitby and City of Oshawa.
6. Electoral District 6 (GTA West) to be composed of the addresses within the City of Toronto which have postal codes beginning with M5, M6, M7, M8, and M9 and the City of Mississauga and the City of Brampton.
7. Electoral District 7 (Psychological Associates) to be composed of the constituency of Psychological Associates.
8. Electoral District 8 (Behaviour Analysts) to be composed of the constituency of Behaviour Analysts.
9. District 9 (Academic) to be composed of professional training programs in psychology at Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology and professional training programs at Post-Secondary Educational Institutions in Ontario granting degrees with specialization in applied behaviour analysis.

### **Eligibility to Vote**

- 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote.
- (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
  - (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
    - a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.
  - (4) A member holding a certificate of registration as a Behaviour Analyst is eligible to vote in Electoral District 8.
  - (5) A member shall vote in only one electoral district.
  - (6) Notwithstanding Section (5), a member who holds a certificate of registration to practise psychology and a certificate of registration to practise applied behaviour analysis may vote in the electoral district in which they are eligible to vote in accordance with Section (2) and in Electoral District 8 in accordance with Section (4).

### **District 9 (Academic) Representation**

20.3. The members representing District 9 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology or applied behaviour analysis. The professional training programs are composed of faculty in psychology or in applied behaviour analysis from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology, or in a department that offers a specialization in applied behaviour analysis, from which graduates are eligible for registration with the College.

### **Number of Members Elected/Appointed**

- 20.4. (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one. The number of members to be elected in Electoral District 8 (Behaviour Analysts) is three.
- (2) The number of members to be appointed to District 9 (Academic) is at least two and no more than four. At least one of the members selected belongs to a faculty of a department of psychology and at least one of the members selected belongs to a faculty of a department that offers a specialization in applied behaviour analysis.

### **Terms of Office**

- 20.5. (1) The term of office of a member elected to the Council is three years.

- (2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District 9 (Academic) is two years.
- (3) Notwithstanding paragraph (1), the term of office for members elected in 2024, on a date to be determined by Council, to Electoral District 8, will be in accordance with Section 20.6 (4) (i) and (ii). The term for all members elected to Council in District 8, after the 2024 election, is three years.

### **Election/Appointment Date**

- 20.6. (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.
- (2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.
  - (3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.
  - (4) An election of three members to the Council shall be held in 2024 in Electoral District 8 on a date to be determined by Council.
    - i. The two members elected with the highest and second highest number of votes are elected for a three-year term ending in June 2027, with the next election to be held in March 2027 and every third year after that.
    - ii. The member elected with the third highest number of votes is elected for a two-year term ending in June 2026, with the next election to be held in March 2026 and every third year after that.
- iii. If the number of candidates nominated for Electoral District 8 is equal to the number of members to be elected in the electoral district, the Registrar shall determine the length of the initial term for each candidate by lot.
- (5) The Council shall set the date in March for each election of members to the Council.

- (6) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.

### **Eligibility for Election**

- 20.7. (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,
- (a) the member holds a certificate of registration authorizing autonomous practice, or an inactive certificate of registration.
  - (b) the member is engaged in the practice of psychology in the electoral district for which they are eligible to vote, or, if the member is not engaged in the practice of psychology in Ontario, is a resident in the electoral district for which they are nominated;
  - (c) the member is not in default of payment of any fees prescribed in the fees By-law;
  - (d) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of election;

- (e) the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action within the last two years;
  - (f) the member is not in default of any obligation to the College under a regulation, including the Quality Assurance Regulation, By-law, Specified Continuing Educational or Remediation Program (SCERP) or Undertaking;
  - (g) the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional psychological association involved in the advocacy for the profession;
  - (h) the member does not hold, and has not held, within one year before the date of the election, a position which would cause the member, if elected as a member of Council, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization;
  - (i) the member has not been an employee of the College (whether on contract or permanent, on a full-time or part-time basis for at least one year preceding the election);
  - (j) the member is not a member of the Council or of a Committee of any other College regulated under the *Regulated Health Professions Act, 1991*; and,
  - (k) prior to the member submitting a nomination form and nomination statement for the election, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of the Council and Committee members.
- (2) A member is eligible for election to the Council in Electoral District 7 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Psychological Associate; and,
- (a) the member meets the criteria set out in section 20.7.(1) excluding (b) of this By-law.
- (3) A member is eligible for election to the Council in Electoral District 8 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Behaviour Analyst; and,
- (a) the member meets the criteria set out in section 20.7 (1) excluding (b) of this By-law.

**Eligibility for Appointment to District 9 (Academic)**

- 20.8. (1) A member is eligible for appointment to the Council in District 9 if on the day of appointment,
- (a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology, or
  - (b) the member holds a full-time appointment as a faculty member in a department of a degree granting institution in Ontario offering a specialization in applied behaviour analysis from which graduates are eligible for registration with the College; and
  - (c) the member meets the criteria set out in section 20.7.(1) excluding (b) of this By-law.
  - (d) Despite paragraphs (a) and (b), at any given time, members appointed to the Council may:
    - i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or
    - ii. Hold an adjunct appointment in a faculty of a department of psychology, or a specialization in applied behaviour analysis, of a degree granting institution in Ontario which grants graduate level degrees in psychology or in applied behaviour analysis and has

maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program.

- (2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.

### **Registrar to Supervise Nominations**

20.9. The Registrar shall supervise the nomination of candidates.

### **Notice of Election and Nominations**

20.10. No later than 90 days before the date of an election, the Registrar shall notify every member who is eligible to vote of the date, time and place of the election and of the nomination procedure.

### **Notice of Election and Nominations for Inaugural Elections for Electoral District 8:**

20.10.1 Despite Section 20.10, for the first election for Electoral District 8 immediately following proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*, and no later than 60 days before the date of an election, the Registrar shall notify every member who is eligible to vote in Electoral District 8 of the date, time and place of the election and of the nomination procedure. This provision is revoked immediately following the inaugural election for Electoral District 8 in 2024.

### **Nomination Procedure**

- 20.11.(1) The member may be a candidate for election in only one electoral district in which they are an eligible voter.
  - (a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in a geographic electoral district.
- (2) The nomination of a candidate for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 30 days before the date of the election.
- (3) The nomination shall be agreed to by the candidate and endorsed by at least 5 members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.
- (4) At least 45 days before the date of the election, the Registrar shall notify every member who is eligible to vote of the nominations received, if any, and that further nominations will be received until 30 days before the date of the election.
- (5) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.
- (6) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.

### **Nomination Procedure for Inaugural Elections for Electoral District 8:**

20.11.1 Despite Section 20.11, for the first election for Electoral District 8 immediately following proclamation of the *Psychology and Behaviour Analysis Act, 2021*:

- (1) The member may be a candidate for election in Electoral District 8, only if they hold a certificate of registration as a Behaviour Analyst and are not currently a member of Council.

- (a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in Electoral District 8.
- (2) The nomination of a candidate in Electoral District 8 for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 35 days before the date of the election.
- (3) The nomination shall be agreed to by the candidate and endorsed by at least 2 members who support the nomination and who are eligible to vote in Electoral District 8.
- (4) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.
- (5) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.

Section 20.11.1 is revoked immediately following the inaugural election for Electoral District 8 in 2024.

#### **Acclamation**

20.12. If the number of candidates nominated for an electoral district is equal to the number of members to be elected in the electoral district, the Registrar shall declare the candidates to be elected by acclamation.

#### **Registrar's Electoral Duties**

- 20.13.(1) The Registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty the Registrar may, subject to the By-laws,
- a. appoint returning officers and scrutineers;
  - b. establish a deadline for the receiving of ballots;
  - c. establish procedures for the opening and counting of ballots;
  - d. provide for the notification of all candidates and members of the results of the election; and,
  - e. provide for the destruction of ballots following an election.
- (2) No later than 15 days before the date of an election, the Registrar shall make available to every member eligible to vote in an electoral district in which an election is to take place
- i. a list of the candidates in the electoral district;
  - ii. each candidate's biographical note and statement;
  - iii. a ballot; and,
  - iv. an explanation of the voting procedure as set out in the By-laws.

#### **Tie Votes**

20.14 If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.

#### **Recounts**

- 20.15.(1) A candidate may require a recount by giving a written request to the Registrar no more than 10 business days after the date of an election.
- (2) The Registrar shall hold the recount no more than five business days after receiving the request.

### **Disqualification of Elected or Appointed Members**

- 20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
  - b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;
  - c. fails, without cause, to attend two consecutive regular meetings of the Council;
  - d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member;
  - e. ceases to be eligible to vote in the electoral district for which the member was elected;
  - f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession;
  - g. ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;
  - h. ceases to hold a certificate of registration for a Behaviour Analyst if the member was elected to Electoral District 8;
  - i. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 9; or,
  - j. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.
- (2) An elected or appointed member of the Council may submit an application for any position of employment with the College so long as they first provide an irrevocable written resignation of their Council seat to the President. Upon provision of such resignation the member shall be immediately disqualified from sitting on the Council.
- (3) An elected or appointed member who is disqualified from sitting on the Council ceases to be a member of the Council.

### **Filling of Vacancies**

- 20.17.(1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- a. leave the seat vacant;
  - b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
  - c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.
- (2) If the seat of a Council member appointed to represent District 9 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- a. leave the seat vacant; or
  - b. direct the Executive to appoint a member to represent District 9 (Academic), upon joint the recommendation of the training programs.
- (3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.



- (4) If the seat of a member appointed to represent District 9 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 9 (Academic) upon the joint recommendation of the training programs.
- (5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.

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## BY-LAW 21: COMMITTEE COMPOSITION

*[Approved by Council December 1999; last amended on September 21, 2018]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 21.1 (1) The Executive Committee shall be composed of:
- a. five members of the Council who are members of the College;
  - b. all titles shall be represented among the members in section (a); and
  - c. two members of the Council appointed to the Council by the Lieutenant Governor in Council.
- (2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1).
- (3) The President of the Council shall be the chair of the Executive Committee.
- 21.2. The Registration Committee shall be composed of:
- a. at least three members of the Council who are members of the College; normally two of whom have academic involvement;
  - b. at least two members of the Council appointed to the Council by the Lieutenant Governor in Council; and
  - c. at least two members of the College who are not members of the Council.
- 21.3. The Inquiries, Complaints and Reports Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
  - b. at least three members of the Council appointed to the Council by the Lieutenant Governor in Council; and
  - c. at least two members of the College who are not members of the Council
  - d. a member of a panel who would otherwise cease to be a member of the Inquiries, Complaints and Reports Committee after an investigation of a matter has been commenced by the panel shall continue, for the purposes of concluding that matter, to remain a member of that panel and of the committee until the final disposition of the matter by the committee.
- 21.4. The Discipline Committee shall be composed of:
- a. at least six members of the Council who are members of the College;
  - b. at least four members of the Council appointed to the Council by the Lieutenant Governor in Council; and
  - c. at least two members of the College who are not members of the Council.
- 21.5. The Fitness to Practice Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
  - b. at least one member of the Council appointed to the Council by the Lieutenant Governor in Council; and
  - c. at least two members of the College who are not members of the Council.
- 21.6. The Quality Assurance Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
  - b. at least one member of the Council appointed to the Council by the Lieutenant Governor in Council; and
  - c. at least two members of the College who are not members of the Council.

- 21.7. The Client Relations Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
  - b. at least two members of the Council appointed to the Council by the Lieutenant Governor in Council; and
  - c. at least two members of the College who are not members of the Council.

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## BY-LAW 22: PROFESSIONAL LIABILITY INSURANCE

[Approved by Council December 1999; last amended on June 21, 2013]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analyst Act, 2021* as amended.

- 22.1 Subject to section 6, each member of the College registered with a certificate of registration authorizing autonomous practice, interim autonomous practice or supervised practice shall hold, or otherwise be covered by professional liability insurance in all settings in which the member practices.
- 22.2 The amount of insurance coverage shall be no less than \$2,000,000.
- 22.3 The insurance shall have no deductible.
- 22.4 On or before June 1 of each year, every member described in section 1 shall confirm to the College, normally through the annual renewal process;
- a. that the member has valid existing professional liability insurance in place; and
  - b. the name of the insurer providing the liability insurance.
- 22.5 Each member upon being registered for the first time or whose certificate of registration has been reinstated shall, within 30 days of registration, confirm to the College, in a manner required by the College:
- a. that the member has valid existing professional liability insurance in place; and
  - b. the name of the insurer providing the liability insurance.
- 22.6 Exemptions from the requirement under section 1 apply only to:
- (1) Any member who resides outside of Ontario and who provides no services within Ontario at any time during the registration year, nor supervises anyone in the provision of services in Ontario.
  - (2) Any member who holds academic status and who provides no services within Ontario at any time during the registration year, nor supervises anyone in the provision of services in Ontario.
  - (3) Any member who holds retired status and who provides no services within Ontario at any time during the registration year, nor supervises anyone in the provision of services in Ontario.
  - (4) Any member who attests that:
    - a. the member has provided no direct services to individuals or families, nor conducted research with individuals or families within Ontario during the preceding registration year; and,
    - b. the member has provided no supervision to anyone in the provision of such services nor the conduct of such research in Ontario during the preceding registration year; and,
    - c. the member will not be providing such services, conducting such research nor providing such supervision in the current registration year.
- 22.7 If required to do so by the Registrar, a member must provide proof of insurance coverage within 30 days.

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## **BY-LAW 23: PROFESSIONAL CORPORATIONS**

*[Approved by Council March 2003; last amended on March 27, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 23.1 Every member of the College shall, for every professional corporation of which the member is a shareholder, submit the appropriate fee and provide, in writing, the following information on the application and annual renewal for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:
- a. the name of the professional corporation as registered with the Ministry of Public and Business Service Delivery ;
  - b. any business names used by the professional corporation;
  - c. the name, as set out in the register, and registration number of each shareholder of the professional corporation;
  - d. the name, as set out in the register, and registration number of each officer and director of the professional corporation, and the title or office held by each officer and director;
  - e. the principal practice or head office address, telephone number, facsimile number and email address of the professional corporation;
  - f. the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and,
  - g. a brief description of the professional activities carried out by the professional corporation.
- 23.2 The information specified in subsection (5) is designated as public for the purposes of paragraph 4 of subsection 23(3) of the Health Professions Procedural Code.

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## BY-LAW 24: FORMS

*[Approved by Council December 2002, last amended on July 2011]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

24.1 The Form to be issued as a Certificate of Registration for a Psychologist Authorizing Autonomous Practice shall read as follows:

(Logo)

The College of Psychologists and

Behaviour Analysts of Ontario

L'Ordre des psychologues et

d'analyse comportementale appliquée

de l'Ontario

Certificate of Registration

as a PSYCHOLOGIST

in the Province of  
Ontario

THIS IS TO CERTIFY THAT  
UNDER

*The Psychology and Applied Behaviour  
Analysis Act, 2021*

AND THE REGULATIONS AND SUBJECT

TO THE LIMITATIONS THEREOF,

(name, highest degree upon which registration is based)

\_\_\_\_\_

*is registered as a Psychologist*

DATED AT TORONTO, THE \_\_\_\_\_

REGISTRAR \_\_\_\_\_

FOR THE COUNCIL \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_

24.2 The Form for a Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice shall read as follows:

(Logo)

The College of Psychologists and

Behaviour Analysts of Ontario

L'Ordre des psychologues et

d'analyse comportementale appliquée

de l'Ontario

Certificate of Registration as a

PSYCHOLOGICAL

ASSOCIATE

in the Province of

Ontario

THIS IS TO CERTIFY THAT

UNDER

*The Psychology and Applied Behaviour  
Analysis Act, 2021*

AND THE REGULATIONS AND SUBJECT

TO THE LIMITATIONS THEREOF,

(name, highest degree upon which registration is based)

\_\_\_\_\_

*is registered as a Psychological Associate*

DATED AT TORONTO, THE \_\_\_\_\_

REGISTRAR \_\_\_\_\_

FOR THE COUNCIL \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_

24.3 The Form for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice shall read as follows:

(Logo)

The College of Psychologists and  
Behaviour Analysts of Ontario  
L'Ordre des psychologues et  
d'analyse comportementale appliquée  
de l'Ontario

Certificate of Registration

as a BEHAVIOUR

ANALYST

in the Province of  
Ontario

THIS IS TO CERTIFY THAT  
UNDER

*The Psychology and Applied Behaviour  
Analysis Act, 2021*

AND THE REGULATIONS AND SUBJECT

TO THE LIMITATIONS THEREOF,

(name, highest degree upon which registration is based)

\_\_\_\_\_

*is registered as a Behaviour Analyst*

DATED AT TORONTO, THE \_\_\_\_\_

REGISTRAR \_\_\_\_\_

FOR THE COUNCIL \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_



24.4 The Form for a Certificate of Authorization for a Psychology Professional Corporation shall read as follows:

(Logo)

The College of Psychologists and  
Behaviour Analysts of Ontario  
L'Ordre des psychologues et  
d'analyse comportementale appliquée  
de l'Ontario

This is to certify that

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has been duly granted a Certificate of Authorization

\_\_\_\_\_ has met the requirements defined by Ontario Regulation 39/02 under the Regulated Health Professions Act to obtain a certificate of authorization for the purpose of permitting its owners to practice the profession of psychology through the professional corporation.

This certificate of authorization remains in effect for a period of one year from its date of issuance or until the professional corporation is no longer eligible to hold a certificate of authorization.

Authorization Number \_\_\_\_\_

\_\_\_\_\_  
Registrar

Issue Date \_\_\_\_\_

\_\_\_\_\_  
President

24.5 The Form for a Certificate of Authorization for an Applied Behaviour Analysis Professional Corporation shall read as follows:

(Logo)

The College of Psychologists and  
Behaviour Analysts of Ontario  
L'Ordre des psychologues et  
d'analyse comportementale appliquée  
de l'Ontario

This is to certify that

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has been duly granted a Certificate of Authorization

\_\_\_\_\_ has met the requirements defined by Ontario Regulation 39/02 under the Regulated Health Professions Act to obtain a certificate of authorization for the purpose of permitting its owners to practice the profession of applied behaviour analysis through the professional corporation.

This certificate of authorization remains in effect for a period of one year from its date of issuance or until the professional corporation is no longer eligible to hold a certificate of authorization.

Authorization Number \_\_\_\_\_

\_\_\_\_\_  
Registrar

Issue Date \_\_\_\_\_

\_\_\_\_\_  
President

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## BY-LAW 25: THE REGISTER AND RELATED MATTERS

[Approved by Council December 2003; last amended on June 22, 2018]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 25.1 (1) A member's name in the register shall be the member's name as provided in the recorded evidence used to support the member's initial registration.
- (2) The Registrar shall direct that a name other than as provided in subsection (1) be entered in the register if such a request is made by the member and the Registrar is satisfied that the member has validly changed their name and that the use of the name is not for an improper purpose.
- 25.2 (1) Unless otherwise approved by the Registrar, a member's business address in the register shall be the address of the location in Ontario where the public may contact the member.
- (2) A member's business telephone number in the register shall be the telephone number of the location in Ontario where the member principally engages in practice or, if the member does not practise in Ontario, the telephone number of the location designated in subsection (1).
- 25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*, the register of the College shall contain the following information with respect to each member:
1. The member's name and any changes to the member's name which have been made in the register since they first became registered with the College;
  2. The member's registration number;
  3. The member's gender and date of birth;
  4. The date when the member's certificate of registration was first issued by the College;
  5. If the person ceased to be a member as a result of their resignation or death, the date upon which the person ceased to be a member;
  6. The highest degree held by the member and on which registration is based;
  7. The name of the educational institution from which the member received their highest degree upon which registration was based, and the year in which the degree was obtained;
  8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each;
  9. Where a member holds a Certificate of Registration as a Psychologist or Psychological Associate, the member's authorized Area(s) of Practice and authorized Client Groups served;
  10. The address and telephone number of each location in Ontario where the member engages in practice;
  11. The member's home address and home telephone number;
  12. The member's preferred mailing address for communication by the College;
  13. The member's preferred e-mail address for communication by the College;
  14. An optional e-mail address for use by the public;
  15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any, the member holds with that corporation;
  16. While a member holds a Certificate of Registration Authorizing Supervised Practice as a

- Psychologist or Psychological Associate, the names of the members who are acting, or have acted as primary or alternate supervisors;
17. While a member holds a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst, the name of the member who is acting, or has acted as the supervisor;
  18. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, or if the member is no longer practicing in Ontario. This information will be made available only to the public in the actual event of a member's incapacity or death or in the case of a member no longer practicing in Ontario, if that information has been provided to the College;
  19. The registration status of a member with every health regulatory body, inside and outside of Ontario;
  20. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member, and is outstanding,
    - a. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,
    - b. if the hearing has been adjourned *indefinitely*, a notation of that fact;
  21. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;
  22. If, prior to January 1, 1994, the person ceased to be a member as a result of their resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;
  23. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,
    - a. a notation of that fact,
    - b. the date of the finding and the name of the governing body that made the finding,
    - c. a brief summary of the facts on which the finding was based,
    - d. the penalty, if any, and
    - e. where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;
  24. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,
    - a. a notation of that fact, and
    - b. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;
  25. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee;
  26. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;
  27. In respect of the elements of an Undertaking & Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking & Agreement remains in effect, and where applicable, a notation that the decision has been appealed;
  28. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;
  29. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date

- the caution was issued, and, where applicable a notation that the decision has been appealed.
- 25.4 In addition to the information under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*, the register shall contain, in respect of each health profession corporation to which a certificate of authorization has been issued by the College, the following information:
1. The certificate of authorization number;
  2. The mailing address of the health profession corporation if different from the member's business address;
  3. The date upon which the certificate of authorization was first issued;
  4. If the certificate of authorization has been revoked, a notation of the fact, the date when the revocation occurred and a brief summary of the reasons for the revocation;
  5. If the certificate of authorization was revised or a new certificate of authorization was issued to the health profession corporation, a notation of that fact and the date when that occurred;
  6. The name, as set out in the College register, of each of the officer and director of the health profession corporation and the title or office held by each;
  7. The practice name(s) or business name(s), if any, used by the health profession corporation;
  8. The address and telephone number of each location at which the health profession corporation carries on business;
  9. A brief description of the business activities carried on by the health profession corporation.
- 25.5 (1) Subject to section 25.2 and 25.5.(2), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 20, 22; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*.
- a. At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.
  - b. The College will not provide a member's registration number but may verify the number upon request.
  - c. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate, information respecting authorized Area(s) of Practice and authorized Client Groups Served will not be made available to the public.
- (2) At the discretion of the Registrar, a member's previous name or names shall not be information available to the public from the register of the College.
- (3) Information which, but for the commencement of an appeal or other legal proceeding, would have been available to the public from the register of the College of subsection 23(5) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*, shall be available to the public from the register of the College as if no appeal or legal proceeding had been commenced.
- 25.6 (1) A member shall immediately provide to the College, upon request, the following:
- a. information described in sections 25.3 and 25.4, and
  - b. any other information which the College may be required to collect at the request of the Minister, for the purpose of health human resources planning as per section 36.1 of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act*,

*1991.*

- (2) A member shall notify the Registrar within thirty (30) days of a change in their name. If there has been a change in any of the other information required to be provided under subsection (1) the member shall notify the Registrar in writing of the change within thirty (30) days of the effective date of the change.

## TABLE OF AMENDMENTS

<b>By-law 1:</b>	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
<b>By-law 2:</b>	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009, September 25, 2009
<b>By-law 3:</b>	Approved: June 11, 1994; Amended: March 4, 1995, September 1999, March 27, 2009, March 23, 2012
<b>By-law 4:</b>	Approved: June 11, 1994; Amended: March 4, 1995, December 6, 2002, March 14, 2003, March 27, 2009, June 19 2009
<b>By-law 5:</b>	Approved: June 11, 1994; Amended: March 4, 1995, December 2002, March 14, 2003, September 2007, March 27, 2009, September 2018, March 2022
<b>By-law 6:</b>	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
<b>By-law 7:</b>	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
<b>By-law 8:</b>	Approved: June 11, 1994; Amended: March 4, 1995, May 1998, September 1999, June 2001, September 2004; Revoked on March 27, 2009
<b>By-law 9:</b>	Approved: June 11, 1994; Amended: March 4, 1995, May 1998, September 1999, June 2001, September 2004; revoked on March 27, 2009
<b>By-law 10:</b>	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
<b>By-law 11:</b>	Approved: June 11, 1994; Amended: March 4, 1995; March 27, 2009
<b>By-law 12:</b>	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
<b>By-law 13:</b>	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
<b>By-law 14:</b>	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
<b>By-law 15:</b>	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
<b>By-law 16:</b>	Approved: June 11, 1994; Amended: March 4, 1995; September 1996, March 27, 2009, June 2014
<b>By-law 17:</b>	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009, September 25, 2009
<b>By-law 18:</b>	Approved: December 22, 1999; Amended: March 2001; February 2002; amended March 2003; March 2004; September 2005, March 27, 2009; December 13, 2013; December 2014; March 2017, December 2017, September 2019; September 2023
<b>By-law 19:</b>	Approved: December 22, 1999; Amended: March 2001, February 2002, March 2003, March 2004, September 2005, March 27, 2009
<b>By-law 20:</b>	Approved: December 22, 1999; Amended: September 2000; September 2003; December 2004; March 27, 2009, December 14, 2012, March 2013, December 2017, March 2022
<b>By-law 21:</b>	Approved: December 22, 1999; Amended: March 2001 and June 2002, December 2006, September 2007, March 27, 2009, June 2009, September 2017, September 2018
<b>By-law 22:</b>	Approved: December 3, 1999; Amended: March 2001, September 2007, September 2010, June 2013
<b>By-law 23:</b>	Approved: March 14, 2003; Amended: December 2007, March 27, 2009
<b>By-law 24:</b>	Approved: December 6, 2002; Amended: July 2011
<b>By-law 25:</b>	Approved: December 12, 2003; Amended: March 2007, March 27, 2009, September 25, 2009, March 21, 2014, June 22, 2018





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## BRIEFING NOTE

2024.02.03C

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### MARCH 2024 MEETING

## COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK (CPMF)

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation; Continuous Quality Improvement Culture*

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### MOTION FOR CONSIDERATION – EXECUTIVE COMMITTEE RECOMMENDATION

That the Council approve the *College Performance Measurement Framework Report* for the 2023 year, for submission to the Ministry of Health and posting on the College website.

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### PUBLIC INTEREST RATIONALE

To promote the continuous improvement of regulatory performance across all health Colleges and to promote transparency and accountability through the completion of the *College Performance Measurement Framework* to be publicly posted by each College.

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### BACKGROUND

In November 2020, the Ministry of Health introduced the *College Performance Measurement Framework (CPMF)*. All health regulatory Colleges are required to prepare performance data in a standard format as detailed in the *Framework*, for review by the Ministry and posting on the College website by March 31, 2024. This is the College's fourth CPMF covering the period January 1, 2023 – December 31, 2023.

According to the Ministry the CPMF was:

*Developed. . . in close collaboration with Ontario's health regulatory Colleges, subject matter experts and the public with the aim of answering the question "how well are Colleges executing their mandate which is to act in the public interest?". This information will:*

1. *strengthen accountability and oversight of Ontario's health regulatory Colleges; and*
2. *help Colleges improve their performance.*

The CPMF consists of seven Domains: Governance, Resources, System Partner, Information Management, Regulatory Policies, Suitability to Practice, and Measurement, Reporting and Improvement. Each Domain has Standards for which the College is asked to provide evidence of compliance. Each Standard asks if, "The College fulfills this requirement: Yes, Partially or No." If the answer is "Partially" or "No", the College is asked to indicate if there are plans to improve performance over the next year. In addition, the CPMF asks for a variety of statistics related to Quality Assurance and Complaints and Discipline.

The College Senior Management Team and their staff have spent many hours collecting the necessary information and completing the sections of the CPMF relevant to their areas of responsibility.

Attached is the full CPMF document. The first seven pages provide the introduction to the CPMF Model, completion instructions, and a brief note as to the 2023 version's focus on continuous improvement. This is followed by the College-prepared performance assessment.

Over the past year, the College has completed many of the items that were previously marked “No” or “Partially” completed. At this time, there are only three Standards for which the response is “not complete” and two marked as “partially” complete. For ease of reference, the following table shows these outstanding items.

Page #	Standard Reference #	Response	Explanation
13	1.2(b): The framework includes a third- party assessment of Council effectiveness at a minimum every three years.	No	In 2023, the Executive Committee approved Council training by Harry Cayton and Deanna Williams on Right Touch Regulation (RTR) to be held in March 2024. Although there is not a specific plan to undertake a third-party assessment of Council effectiveness at this time, RTR training is expected to provide insights to the Council regarding potential regulatory modernization initiatives, such as an external Council evaluation of effectiveness.
20	2.1 c. The College has a conflict-of-interest questionnaire that all Council members must complete annually. d. <u>Additionally:</u> i. the completed questionnaires are included as an appendix to each Council meeting package; ii. questionnaires include definitions of conflict of interest; iii. questionnaires include questions based on areas of risk for conflict of interest identified by Council that are specific to the profession and/or College; and iv. at the beginning of each Council meeting, members must declare any updates to their responses and any conflict of interest <u>specific to the meeting agenda.</u>	No	Members of Council verbally declare potential conflicts at the beginning of every meeting based on the agenda items. Any declarations of conflicts are recorded in the Minutes. This has proven to be adequate and there are no plans to modify the process at this time.
26	3.3 The DEI plan is reflected in the Council’s strategic planning activities and appropriately resourced within the organization	Partially	An EDI plan will be created based on the information from the Health Equity Impact Assessment (in progress, see 3.3b, below).

	to support relevant operational initiatives (e.g., DEI training for staff).		
28	<p>3.3</p> <p>b. The College conducts Equity Impact Assessments to ensure that decisions are fair and that a policy, or program, or process is not discriminatory.</p> <p><u>Further clarification:</u> Colleges are best placed to determine how best to report on an Evidence. There are several Equity Impact Assessments from which a College may draw upon. The ministry encourages Colleges to use the tool best suited to its situation based on the profession, stakeholders, and patients it serves.</p>	No	At the <a href="#">September 2023 College Council meeting (pg.31)</a> , the need for Equity Impact Assessments were discussed and it was acknowledged that the EDI Working Group will complete this initiative.
66	<p>14.1</p> <p>a. Outline the College's KPIs, including a clear rationale for why each is important.</p>	Partially	The Council approved a new Strategic Plan at their <a href="#">June 16, 2023 meeting</a> (pgs. 140-144). The Council approved the use of KPIs in order to demonstrate objective data of College performance. Year 1 KPIs consist primarily of the creation of the Strategic Plan as well as raw number counts. Following Year-1 baseline counts, KPIs will be formalized to ensure these metrics adequately capture their respective strategic domains. Given the Council's decision in June 2023 to adopt KPIs moving forward, it is expected that this CPMF Standard will be met in next year's version.

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#### NEXT STEPS

Upon approval by Council, the CPMF will be submitted to the Ministry of Health and posted on College's website.

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#### ATTACHMENTS

- Draft Completed 2023 *College Performance Measurement Framework Reporting Tool*

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#### CONTACT FOR QUESTIONS

Barry Gang, MBA, Dip. C. S., C. Psych. Assoc.,  
Deputy Registrar & Director of Professional Affairs

# College Performance Measurement Framework (CPMF) Reporting Tool

Reporting Year: January 2023 – December 2023

December – 2023

## Table of Contents

Introduction .....	4
The College Performance Measurement Framework (CPMF) .....	4
CPMF Model.....	5
The CPMF Reporting Tool.....	7
Completing the CPMF Reporting Tool .....	7
Part 1: Measurement Domains .....	8
DOMAIN 1: GOVERNANCE .....	8
DOMAIN 2: RESOURCES .....	26
DOMAIN 3: SYSTEM PARTNER.....	30
DOMAIN 4: INFORMATION MANAGEMENT .....	32
DOMAIN 5: REGULATORY POLICIES .....	34
DOMAIN 6: SUITABILITY TO PRACTICE.....	37
DOMAIN 7: MEASUREMENT, REPORTING AND IMPROVEMENT.....	50
Part 2: Context Measures.....	54
Table 1 – Context Measure 1.....	54
Table 2 – Context Measures 2 and 3 .....	56
Table 3 – Context Measure 4.....	57
Table 4 – Context Measure 5.....	58
Table 5 – Context Measures 6, 7, 8 and 9.....	60
Table 6 – Context Measure 10.....	62

Table 7 – Context Measure 11.....	64
Table 8 – Context Measure 12.....	65
Table 9 – Context Measure 13.....	66
Table 10 – Context Measure 14.....	68
Glossary.....	69

## Introduction

### The College Performance Measurement Framework (CPMF)

The CPMF has been developed by the Ontario Ministry of Health (the ministry) in close collaboration with Ontario’s health regulatory Colleges (Colleges), subject matter experts and the public with the aim of answering the question “how well are Colleges executing their mandate which is to act in the public interest?” This information will:

1. Strengthen accountability and oversight of Ontario’s health regulatory Colleges;
2. Help Colleges improve their performance;

Each College will report on seven Domains with the support of six components, as illustrated in Table 1.

**Table 1:** CPMF Measurement Domains and Components

<b>1</b>	<b>Measurement domains</b>	→ Critical attributes of an excellent health regulator in Ontario that should be measured for the purpose of the CPMF.
<b>2</b>	<b>Standards</b>	→ Performance-based activities that a College is expected to achieve and against which a College will be measured.
<b>3</b>	<b>Measures</b>	→ More specific requirements to demonstrate and enable the assessment of how a College achieves a Standard.
<b>4</b>	<b>Evidence</b>	→ Decisions, activities, processes, or the quantifiable results that are being used to demonstrate and assess a College’s achievement of a standard.
<b>5</b>	<b>Context measures</b>	→ Statistical data Colleges report that will provide helpful context about a College’s performance related to a standard.
<b>6</b>	<b>Planned improvement actions</b>	→ Initiatives a College commits to implement over the next reporting period to improve its performance on one or more standards, where appropriate.

## CPMF Model

The seven measurement domains shown in Figure 1 are the critical attributes that contribute to a College effectively serving and protecting the public interest. They relate to key statutory functions and organizational aspects that enable a College to carry out its functions well. The seven domains are interdependent and together lead to the outcomes that a College is expected to achieve as an excellent regulator. The fourteen Standards within the seven measurement domains are listed in Figure 2.

**Figure 1:** CPMF Model for Measuring Regulatory Excellence

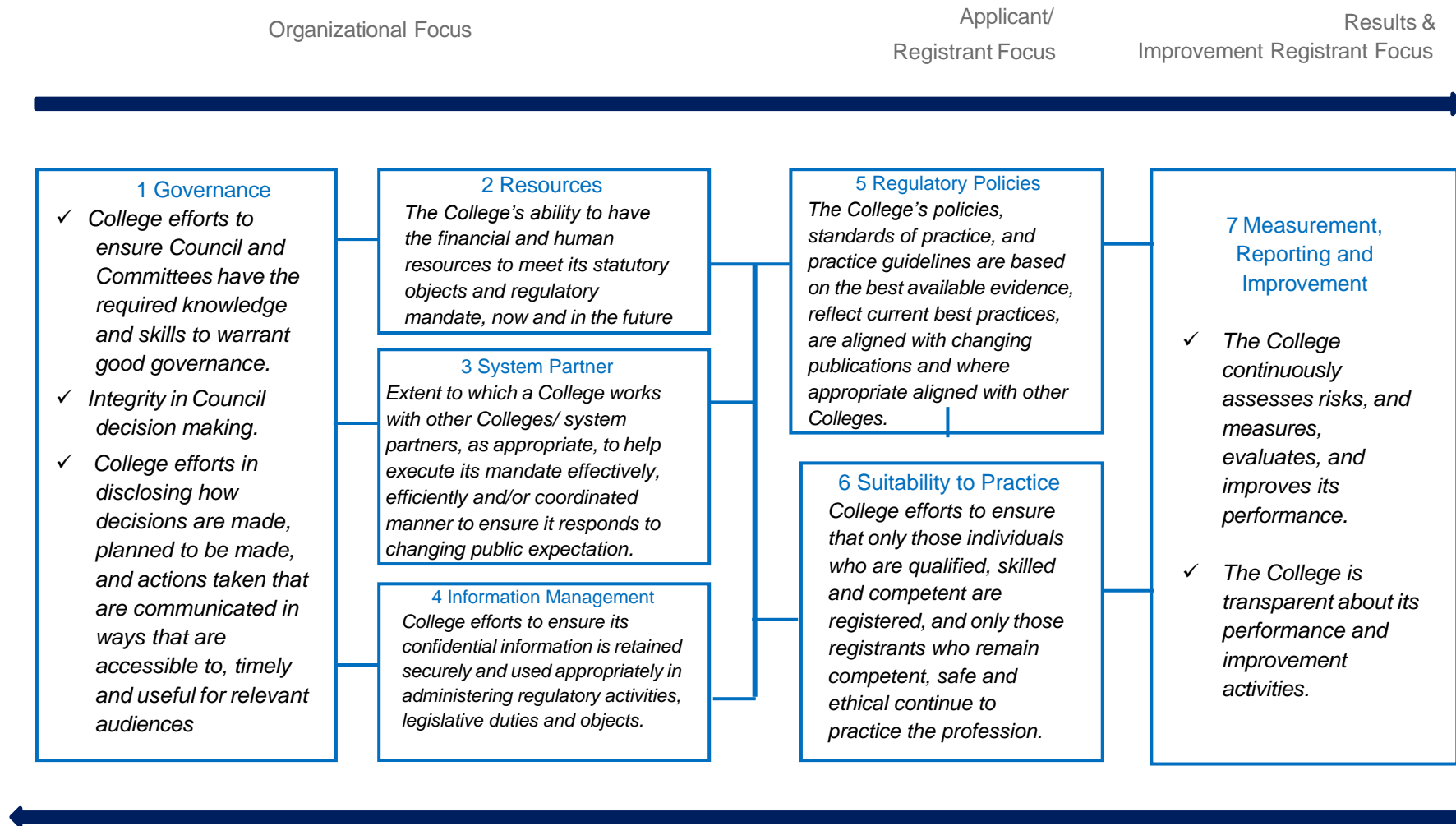




Figure 2: CPMF Domains and Standards

Domains	Standards
Governance	1. Council and statutory committee members have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College.
	2. Council decisions are made in the public interest.
	3. The College acts to foster public trust through transparency about decisions made and actions taken.
Resources	4. The College is a responsible steward of its (financial and human) resources.
System Partner	5. The College actively engages with other health regulatory Colleges and system partners to align oversight of the practice of the profession and support execution of its mandate.
	6. The College maintains cooperative and collaborative relationships responds in a timely and effective manner to changing public expectations.
Information Management	7. Information collected by the College is protected from unauthorized disclosure.
Regulatory Policies	8. Policies, standards of practice, and practice guidelines are based in the best available evidence, reflect current best practices, are aligned with changing public expectations, and where appropriate aligned with other Colleges.
Suitability to Practice	9. The College has processes and procedures in place to assess the competency, safety, and ethics of the people it registers.
	10. The College ensures the continued competence of all active registrants through its Quality Assurance processes. This includes an assessment of their competency, professionalism, ethical practice, and quality of care.
	11. The complaints process is accessible and supportive.
	12. All complaints, reports, and investigations are prioritized based on public risk, and conducted in a timely manner with necessary actions to protect the public.
	13. The College complaints process is coordinated and integrated.
Measurement, Reporting and Improvement	14. The College monitors, reports on, and improves its performance.

## The CPMF Reporting Tool

The College Performance Measurement Framework (CPMF) continues to serve as a cornerstone for regulatory transparency and excellence. In the fourth iteration, the CPMF will help provide the public, the Ministry of Health, and other stakeholders with critical insights into the activities and processes of health regulatory Colleges.

For the 2023 reporting cycle, the focus remains on fostering an environment of continuous improvement. The information gathered through the CPMF Reporting Tool is intended to spotlight areas for enhancement, prompting closer attention and potential follow-up actions. As in the past, the Ministry will not assess whether Colleges meet or do not meet the Standards in the CPMF. The outcomes of the reporting will continue to facilitate meaningful dialogue on performance improvement among College staff and Council members and between Colleges and their broader communities, including the public, the Ministry, members, and other stakeholders.

In alignment with its commitment to transparency and collective advancement, the Ministry will develop a Summary Report which will underscore the commendable practices already established by Colleges, collective strengths, and areas for improvement. The Summary Report will emphasize the overall performance of the health regulatory system rather than individual Colleges, highlighting opportunities for mutual learning and growth.

The ministry's Summary Report will be posted in English and French and weblinks to the report will be shared with the Colleges once it is published.

## Completing the CPMF Reporting Tool

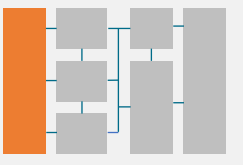
While the CPMF Reporting Tool seeks to clarify the information requested, it is not intended to direct College activities and processes or restrict the way a College fulfills its fiduciary duties. Where a term or concept is not explicitly defined in the CPMF Reporting Tool, the ministry relies on individual Colleges, as subject matter experts, to determine how a term should be appropriately interpreted given the uniqueness of the profession each College oversees.

In the spirit of continuous improvement, if the College plans to improve its actions or processes related to a respective Measure or Evidence, it is encouraged to highlight these planned activities and progress made on commitments from previous years.

There are eight pieces of Evidence highlighted within Part 1 of the Reporting Tool as 'Benchmarked Evidence'. These pieces of evidence were identified as attributes of an excellent regulator, and Colleges should meet, or work towards meeting these benchmarks. If a College does not meet, or partially meets expectations on a benchmark, it is required to provide an improvement plan that includes the steps it will follow, timelines and any barriers to implementing that benchmark. This year Colleges should report on their progress in meeting the benchmarked Evidence.

Where a College fully met Evidence in 2022 and 2023, the College may opt to respond with 'Met in 2022 and Continues to Meet in 2023'. In the instances where this is appropriate, this option appears in the dropdown menu. If that option is not there, Colleges are asked to fully respond to the Evidence or Standard. Colleges are also asked to provide additional detail (e.g., page numbers), when linking to or referencing College documents.

## Part 1: Measurement Domains

		<b>Measure:</b> 1.1 Where possible, Council and Statutory Committee members demonstrate that they have the knowledge, skills, and commitment prior to becoming a member of Council or a Statutory Committee.	
		Required Evidence	College Response
DOMAIN 1: GOVERNANCE	STANDARD 1	a. Professional members are eligible to stand for election to Council only after:	The College fulfills this requirement:
		i. meeting pre-defined competency and suitability criteria; and  <hr/> <i>Benchmarked Evidence</i> <hr/>	• The competency and suitability criteria are public: <b>Yes</b> <i>If yes, please insert a link and indicate the page number where they can be found; if not, please list criteria.</i>  The minimum suitability/competency criteria are found in the publicly available <a href="#">College By-laws</a> , specifically <i>By-Law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification</i> . These are described in section 20.7 for professional members and section 20.8 for Academic members (beginning on page 33).  Competency suitability information is further elaborated upon on the <a href="#">Council Elections</a> webpage. This includes statements regarding the need for Council to represent the diversity of the College membership and the public served. The College intends to continue refining competency and suitability criteria and ongoing consideration of this issue will be discussed by Council in 2024.
		<i>If the response is "partially" or "no", describe the College's plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i>	

		<p>b. Statutory Committee candidates have:</p> <p>i. Met pre-defined competency and suitability criteria; and</p> <hr/> <p style="text-align: center;"><i>Benchmarked Evidence</i></p> <hr/>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>The competency and suitability criteria are public: <b>Yes</b></li> <li><i>If yes, please insert a link and indicate the page number where they can be found; if not, please list criteria.</i></li> </ul> <p>A Call for Interest in Statutory College Committees is published as a <a href="#">News Post</a> on the College website. The College distributes the Call for Interest to all members asking those interested in serving on College Committees to make this known. Members are asked to provide a statement of their interest in a particular Committee, their background and experience, and what they believe they will bring, or can offer, to the work of the Committee. The Call for Interest sets out eligibility criteria. A small working group reviews the expressions of interest and, considering the needs of each Committee, draws up a slate of candidates for the Executive Committee. In doing so, consideration is given to areas of practice, populations served, length of time in profession, and any other area of diversity noted by those interested.</p> <p>Amendments to <a href="#">By-law 5: Selection of Committee Chairs and Committee Members</a>, approved by Council on March 11, 2022, requires members to complete an online Orientation Program before they submit their interest in serving on a College Committee. The Orientation discusses the role and governance of the College and the duties, obligations and expectations of Council and Committee members.</p> <ul style="list-style-type: none"> <li><i>If the response is “partially” or “no”, describe the College’s plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i></li> </ul>	<p>Yes</p>
		<p>ii. attended an orientation training about the mandate of the Committee and expectations pertaining to a member’s role and responsibilities.</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>Duration of each Statutory Committee orientation training.</li> <li>Please briefly describe the format of each orientation training (e.g., in-person, online, with facilitator, testing knowledge at the end).</li> <li>Please insert a link and indicate the page number if training topics are public <b>OR</b> list orientation training topics for Statutory Committee.</li> </ul> <p>In 2023, those appointed to College Committees were required to attend orientation and training after their appointment and at the beginning of the term.</p> <p>The duration of the training varies depending on the Committee. The Quality Assurance, Client Relations and Registration Committees each meet independently for a ½ day orientation. The Inquiry, Complaints and Reports Committee (ICRC) Handbook and Resource Manual is distributed to all new members at the earliest opportunity. The ICRC orientation training is a one-hour session, followed by observation of an ICRC meeting, and discussion of the process observed. New ICRC members will also have a dedicated debriefing session a week or two after the observation. Discipline Committee orientation is a ½ day session conducted by the College’s independent legal counsel. In addition, Committee members attend the full-day Health Professions Regulators of Ontario (HPRO) Discipline Training sessions.</p> <p>Committee orientation is conducted in-person or virtually in real-time and is facilitated by the Committee Chair and the College Director with staff responsibility for the Committee. In the case of the Discipline Committee, orientation and training is also provided by the Discipline Committee’s independent legal counsel.</p>	<p>Yes</p>

			<p><b><u>Quality Assurance and Client Relations Committee Orientation Topics:</u></b></p> <p>Statutes, Regulations, Policies and Procedures relevant to Committee work; Code of Conduct, Responsibilities related to Conflict of Interest, Confidentiality; Objects and Duties of the College; Mission, Vision, and Strategies; Right Touch Regulation; Current Projects and Priorities of the Committee. The Client Relations Committee training also addresses eligibility for funding for therapy and counselling for those alleging sexual abuse while receiving services from, or under the supervision of, a member.</p> <p><b><u>Registration Committee Orientation Topics:</u></b></p> <p>Registration Committee Mandate and Committee Policy and Procedure Manual; Review of the: Code of Conduct; Policy on Conflict of Interest and Bias; Policy on Confidentiality of Information; <i>Regulated Health Professions Act, 1991</i> generally and sections RHPA Code related to Registration, in particular <i>Psychology Act, 1991</i>; overview of the mandate of the Office of Fairness Commissioner and their work in relation to registration practices and discussion of any OFC Action Plan items or other related work; Review of the Registration Guidelines, and specific guidelines such as Guidelines for Training for Supervised Practice Members, Guidelines for Declaring Areas of Practice, Guidelines for Autonomous Practice Members Requesting a Change of Area of Practice; current projects and/or special topics for the Committee and setting Committee meeting dates for the year/term.</p> <p><b><u>ICRC Committee Orientation Topics:</u></b></p> <ul style="list-style-type: none"> <li>• Distribution of ICRC Handbook; Statutes, Regulations, Policies and Procedures relevant to Committee work; Code of Conduct, Responsibilities related to Conflict of Interest, Confidentiality; Objects and Duties of the College; College Mission, Vision and Strategies; Right Touch Regulation; Full Committee Plenary Sessions are held twice a year, normally for a full day at which current projects and priorities are discussed.</li> </ul>	
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
			<p><i>Additional comments for clarification (optional):</i></p>	

		<p>c. Prior to attending their first meeting, public appointments to Council undertake an orientation training course provided by the College about the College’s mandate and expectations pertaining to the appointee’s role and responsibilities.</p>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>• Duration of orientation training.</li> <li>• Please briefly describe the format of orientation training (e.g., in-person, online, with facilitator, testing knowledge at the end).</li> <li>• Please insert a link and indicate the page number if training topics are public <b>OR</b> list orientation training topics.</li> </ul> <p>The duration of the orientation is 2 - 3 hours. The training has been conducted virtually (in real-time) by the College President and the Registrar &amp; Executive Director since the COVID-19 pandemic. Historically, the orientation was held in-person.</p> <p><b>Topics include:</b></p> <p>Objects and Duty of the College; Governing Legislation (<i>The Regulated Health Professions Act, 1991</i> (RHPA); RHPA Themes; Prevention of Sexual Abuse; Controlled Acts; <i>The Psychology Act, 1991</i>); Vision, Mission, Strategy; College Structure and Council Member Role; Expectation of Council Members; Code of Conduct; Committees and College Activities; Current Priorities.</p>				
<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>				<p>Choose an item.</p>
<p><i>Additional comments for clarification (optional):</i></p>				

Measure: 1.2 Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education.		
Required Evidence	College Response	
a. Council has developed and implemented a framework to regularly evaluate the effectiveness of: <ul style="list-style-type: none"> <li>i. Council meetings; and</li> <li>ii. Council.</li> </ul>	The College fulfills this requirement: <span style="float: right;">Yes</span> <ul style="list-style-type: none"> <li>• Please provide the year when Framework was developed <b>OR</b> last updated.</li> <li>• Please insert a link to Framework <b>OR</b> link to Council meeting materials and indicate the page number where the Framework is found and was approved.</li> <li>• Evaluation and assessment results are discussed at public Council meeting: <b>Yes</b></li> <li>• <i>If yes, please insert a link to the last Council meeting and indicate the page number where the most recent evaluation results have been presented and discussed.</i></li> </ul> <p>Evaluations are sent to Council members immediately after each Council meeting and results distributed in the subsequent Council Materials package for discussion. The September 22, 2023 meeting evaluation results can be viewed in the <a href="#">December 15, 2023 Council Materials</a> (Pages 10-11). The Council meeting evaluations encompass not only the effectiveness of Council meetings but also of the Council itself.</p>	
	<i>If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?</i>	Choose an item.
	<i>Additional comments for clarification (optional)</i>	

		<p>b. The framework includes a third-party assessment of Council effectiveness at a minimum every three years.</p>	<p>The College fulfills this requirement:</p>	<p>No</p>
			<ul style="list-style-type: none"> <li>• Has a third party been engaged by the College for evaluation of Council effectiveness? No</li> <li>• <i>If yes, how often do they occur?</i></li> <li>• Please indicate the year of last third-party evaluation.</li> </ul>	
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	
		<p><i>Additional comments for clarification (optional):</i></p> <p>In 2023, the Executive Committee approved Council training by Harry Cayton and Deanna Williams on Right Touch Regulation (RTR) to be held in March 2024. Although there is not a specific plan to undertake a third-party assessment of Council effectiveness at this time, RTR training is expected to provide insights to the Council regarding potential regulatory modernization initiatives, such as an external Council evaluation of effectiveness.</p>		



		<p>c. Ongoing training provided to Council and Committee members has been informed by:</p> <p>i. the outcome of relevant evaluation(s);</p> <p>ii. the needs identified by Council and Committee members; and/or</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to documents outlining how outcome evaluations have informed Council and Committee training and indicate the page numbers.</li> <li>• Please insert a link to Council meeting materials and indicate the page number where this information is found <b>OR</b></li> <li>• Please briefly describe how this has been done for the training provided <u>over the last calendar year</u>.</li> </ul> <p>Committee training plans are informed by Council and Committee members, Chairs and staff identification of training needs.</p> <p><b>Council and Executive Committee:</b> The College Executive Committee is responsible for ongoing Council member training. Training Day topics are scheduled based on the suggestions and identified needs of Council members or ideas prompted by timely matters and Council meeting evaluations.</p> <p>With the College’s strategic plan (2017-2022) <u>due for a revitalization in 2023</u> and with the introduction of a new Registrar and Executive Director, Council training in <b>March 2023</b> focused on the modernization of the strategy. Council received training from three experts.</p> <ul style="list-style-type: none"> <li>• Jim Lambley, the Director of Strategic Planning at The Royal Ottawa Mental Health Centre, an instructor at the Telfer School of Management at the University of Ottawa (Six Sigma Black belt), a Certified Health Executive with the College of Canadian Health Leaders, and a Masters of Health Administration</li> <li>• Sandra Andreychuk, Advanced Practice Nurse in Palliative Care and Bioethicist (MHSc U of T). Sandra was a Pediatric Nurse Practitioner and Health Care Ethicist. Sandra is a certified yoga instructor.</li> <li>• Qaiser Mian, MBA, is the Director of Real Estate Valuations, Americas at Canada Pension Plan Investment Board where he manages the valuation of over \$40 Billion in real estate investments in Canada, USA and Brazil. He has advised investors and entrepreneurs on early to-late-stage start-ups and investments as well as advising major financial institutions, commercial real estate companies and private family offices on sound investment strategy and the role of real estate as part of a balanced portfolio strategy.</li> </ul> <p><b>September 2023 Council Training</b></p> <p>In preparation for onboarding the profession of ABA, experts provided Council governance training.</p> <ul style="list-style-type: none"> <li>• Brian O’Riordan, Registrar, College of Audiologists and Speech-Language Pathologists of Ontario. Mr. O’Riordan has extensive experience leading a College that governs two professions, Audiology and Speech-Language Pathology.</li> <li>• Andrew Porter, Lenczner Slaght LLP -Mr. Porter and his firm provide the College with legal expertise pertaining to our regulatory mandate.</li> </ul>	<p>Yes</p>
<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>			<p>Choose an item.</p>	

			<i>Additional comments for clarification (optional):</i>
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		<p>iii. evolving public expectations including risk management and Diversity, Equity, and Inclusion.</p> <p><u>Further clarification:</u></p> <p>Colleges are encouraged to define public expectations based on input from the public, their members, and stakeholders.</p> <p>Risk management is essential to effective oversight since internal and external risks may impact the ability of Council to fulfill its mandate.</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to documents outlining how evolving public expectations have informed Council and Committee training and indicate the page numbers.</li> <li>• Please insert a link to Council meeting materials and indicate the page number where this information is found <b>OR</b></li> <li>• Please briefly describe how this has been done for the training provided <u>over the last calendar year</u>.</li> </ul> <p>ICRC training in 2023 included a session on difficult discussions in decision-making. This included training on identifying “toxic lexical fields,” or TLFs, such as racial slurs, that may arise in complaints and reports. The training also included strategies to manage the necessary decision-making discussions that may reference these TLFs.</p> <p>The College remains committed to the principles of Equity, Diversity, and Inclusion (EDI) and to incorporating EDI into all aspects of the College’s work and its regulatory processes. The College has created an <a href="#">EDI page</a> on which information and resources are continually updated.</p> <p>The EDI Working Group has continued to direct its efforts to the goals it established and remains focused on implementing diversity practices across the College Committees. This has included meetings with the Committee Chairs to discuss their Committees’ EDI initiatives and to provide support as needed. Representatives of the Working Group have continued to support the Jurisprudence and Ethics Examination (JEE) Committee in their efforts to guide the JEE exam item writing process and to assist with incorporating EDI content and principles into the exam. The EDI Chair has also met with the Chairs of the Registration committee to discuss their various committee projects including those related to supervised practice members, and the examination process with an EDI lens. The EDI Working Group is also presently discussing implementation of a Health Equity Impact Assessment with a focus on the <i>Organization Self-Assessment and Action Guide</i> distributed by HPRO.</p> <p>The latest report of the EDI Working Group was made to the Council at its meeting of December 15, 2023 and is available on page 24 of the <a href="#">Council Materials</a>.</p> <p>The College is in the process of revising its Standards of Professional Conduct and it will be incorporating a new Standard requiring all members to adhere to the principles of EDI. Additionally, the Quality Assurance Committee of the College has decided to require all members (with the exception of those with a Retired Certificate of Registration) to invest a minimum of 5 hours every two years to continuing professional development related to EDI. This requirement will be effective on July 1, 2024.</p> <p>Information about public expectations is regularly received through the College’s complaints process and from the College’s Practice Advisory Service. The Practice Advisory Service responded to a total of 1862 Queries this year. 1359 (73%) were from members of the College and 503 (27%) were from members of the public who are not members. Information about concerns on the part of the public are shared among College staff supporting and training the different Committees. Frequently occurring questions and concerns are addressed in <i>HeadLines</i>, the College’s quarterly publication, through which this information is shared with all members of the College, Committees and the Council. This information is also available on the <a href="#">Professional Practice FAQ page</a> of the College website. This year, the College has also joined the Citizen Advisory Group (link: <a href="https://citizenadvisorygroup.org/">https://citizenadvisorygroup.org/</a>), a partnership of 27 health regulatory colleges who engage patients and caregivers in providing feedback on topics such as professional rules, standards of practice, policies, strategic priorities, and communications directed at the public. Their voices help to support health regulators’ work in protecting the public interest.</p> <p>In December 2018, Council approved the introduction of an Integrated Risk Management Plan using the Risk Management Register through the Healthcare Insurance Reciprocal of Canada (HIROC). The risk assessment includes a review of three risk categories: Risks to Office/Staff, Risks to the College (reputation/self-regulation), and Risks to the Public (from members). Each year the risk register is reviewed to assess the effectiveness of the mitigation strategies applied and to identify any new risks</p>	<p>Yes</p>
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to be included. This review is reported to Council annually; the last report is available in the December 15, 2023 [Meeting Materials](#) (Page 286).

Two new risks were identified in 2023, social media risk and recruitment/retention risk. With the rise in the use of social media, the College is exposed to reputational and security risks related to use of the medium by members. In the case of ICRC issues, the ability of the College to refute misinformation is limited by the RHPA. The risk is difficult to mitigate, however, these include the use of legal advice and the possible use of a public relations professional in the future, as needed.

The pandemic has shifted the workplace significantly in terms of employee expectations and recruitment challenges. The College has experienced a significant drop in qualified applicants for positions and has lost several to higher paying organizations. Mitigation includes a review of College compensation, benefits, and work-from-home arrangements to ensure the College remains competitive in the employment market.

*If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?*

Choose an item.

*Additional comments for clarification (optional):*

DOMAIN 1: GOVERNANCE	STANDARD 2	Measure: 2.1 All decisions related to a Council’s strategic objectives, regulatory processes, and activities are impartial, evidence-informed, and advance the public interest.		
		Required Evidence	College Response	
		<p>a. The College Council has a Code of Conduct and ‘Conflict of Interest’ policy that is:</p> <p style="margin-left: 20px;">i. reviewed at least every three years to ensure it reflects current legislation, practices, public expectations, issues, and emerging initiatives (e.g., Diversity, Equity, and Inclusion); and</p> <p><u>Further clarification:</u> Colleges are best placed to determine the public expectations, issues and emerging initiatives based on input from their members, stakeholders, and the public. While there will be similarities across Colleges such as Diversity, Equity, and Inclusion, this is also an opportunity to reflect additional issues, expectations, and emerging initiatives unique to a College or profession.</p>	<p>The College fulfills this requirement:</p>	Yes
			<ul style="list-style-type: none"> <li>Please provide the year when the Council Code of Conduct and ‘Conflict of Interest’ Policy was last evaluated/updated.</li> <li>Please briefly describe any changes made to the Council Code of Conduct and ‘Conflict of Interest Policy’ resulting from the last review.</li> </ul> <p>All College policies are reviewed at least every three years.</p> <p><b><u>Policy I-2a: Council &amp; Committee Orientation and Training: Code of Conduct for Members of Council and its Committees.</u></b> At its meeting on June 17, 2022, Council approved amendments to Policy I – 2a: Code of Conduct for Members of Council and its Committees. This amendment included adding a statement to reflect the College’s commitment to Equity, Diversity, and Inclusion.</p> <p><b><u>Policy I – 6: Conflict of Interest and Reasonable Perception of Bias</u></b> was reviewed and amended by the Client Relations Committee at their meeting on May 5, 2022. Through this amendment the Committee added examples of conflicts of interest and bias, to assist members in understanding and identifying such issues.</p>	
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	Choose an item.
<p><i>Additional comments for clarification (optional)</i></p>				

		<p>ii. accessible to the public.</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>Please insert a link to the Council Code of Conduct and 'Conflict of Interest' Policy <b>OR</b> Council meeting materials where the policy is found and was last discussed and approved and indicate the page number.</li> </ul> <p><b><u>Policy I-2a Council &amp; Committee Orientation and Training</u></b>  <b><u>Policy I-6 Conflict of Interest and Reasonable Perception of Bias</u></b></p>	<p>Yes</p>
			<p><i>If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
			<p><i>Additional comments for clarification (optional)</i></p>	
		<p>b. The College enforces a minimum time before an individual can be elected to Council after holding a position that could create an actual or perceived conflict of interest with respect their Council duties (i.e., cooling off periods).</p> <p><u>Further clarification:</u> Colleges may provide additional methods not listed here by which they meet the evidence.</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>Cooling off period is enforced through: By-law</li> <li>Please provide the year that the cooling off period policy was developed <b>OR</b> last evaluated/updated.</li> <li>Please provide the length of the cooling off period.</li> <li>How does the College define the cooling off period?                             <ul style="list-style-type: none"> <li>– Insert a link to policy / document specifying the cooling off period, including circumstances where it is enforced and indicate the page number;</li> <li>– Insert a link to Council meeting where cooling off period has been discussed and decided upon and indicate the page number; <b>OR</b></li> <li>– Where not publicly available, please briefly describe the cooling off policy.</li> </ul> </li> </ul> <p>The College has a one year cooling off period. The by-law requires that in order to sit on Council, the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional psychological association involved in the advocacy for the profession. It also requires that the member does not hold, and has not held, within one year before the date of the election, a position which would cause the member, if elected as a member of Council, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization.</p> <p><u>By-law 20: Election to Council, Qualifications, Terms of Office, and Conditions for Disqualification, approved by Council December 1999 and last amended March 11, 2022,</u> specifies a one-year cooling off period between a member's participation on the leadership of a psychology professional association and running for a Council seat.</p>	<p>Yes</p>

		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
		<p><i>Additional comments for clarification (optional)</i></p>	
	<p>c. The College has a conflict-of-interest questionnaire that all Council members must complete annually.  <u>Additionally:</u></p> <ul style="list-style-type: none"> <li>i. the completed questionnaires are included as an appendix to each Council meeting package;</li> <li>ii. questionnaires include definitions of conflict of interest;</li> <li>iii. questionnaires include questions based on areas of risk for conflict of interest identified by Council that are specific to the profession and/or College; and</li> <li>iv. at the beginning of each Council meeting, members must declare any updates to their responses and any conflict of interest <u>specific to the meeting agenda.</u></li> </ul>	<p>The College fulfills this requirement:</p>	<p>No</p>
		<ul style="list-style-type: none"> <li>• Please provide the year when conflict of interest the questionnaire was implemented <b>OR</b> last evaluated/updated.</li> <li>• Member(s) note whether their questionnaire requires amendments at each Council meeting and whether they have any conflicts of interest based on Council agenda items: <b>NO</b></li> <li>• Please insert a link to the most recent Council meeting materials that includes the questionnaire and indicate the page number.</li> </ul> <p>The College does not require members to complete a questionnaire at each meeting. Each Council member signs a formal agreement or declaration at the beginning of their term of office as per <a href="#">Policy I-6 Conflict of Interest and Reasonable Perception of Bias</a></p> <p><i>“The Registrar will require members of Council, Committees, staff, and all individuals providing services on behalf of the College to sign a Declaration, Undertaking and Agreement, before beginning their terms, stating that they have read, understand, and commit to comply with this policy and these procedures as well as any specific procedures that may apply to a particular activity or committee.”</i></p> <p>Members of Council verbally declare potential conflicts at the beginning of every meeting based on the agenda items. Any declarations of conflicts are recorded in the Minutes. This was demonstrated in Item .01B Declarations of Conflicts of Interest in the <a href="#">Minutes of the June 2023 Council meeting</a> (pg.2).</p>	
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>No</p>
		<p><i>Additional comments for clarification (optional):</i></p> <p>As noted, members of Council verbally declare potential conflicts at the beginning of every meeting based on the agenda items. Any declarations of conflicts are recorded in the Minutes. This has proven to be adequate and there are no plans to modify the process at this time.</p>	

		<p>d. Meeting materials for Council enable the public to clearly identify the public interest rationale and the evidence supporting a decision related to the College’s strategic direction or regulatory processes and actions (e.g., the minutes include a link to a publicly available briefing note).</p>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
		<ul style="list-style-type: none"> <li>• Please briefly describe how the College makes public interest rationale for Council decisions accessible for the public.</li> <li>• Please insert a link to Council meeting materials that include an example of how the College references a public interest rationale and indicate the page number.</li> </ul> <p>Council meeting materials are posted on the College website a week in advance of the meeting. Each item brought forward for Council discussion and decision-making is accompanied by a Briefing Note. The Briefing Note has a section entitled <i>Public Interest Rationale</i> which provides a description of how the item relates to public protection or the public interest. The Briefing Note also contains a section <i>Strategic Direction Reflection</i> noting which of the College's Strategic Pillars the item addresses. The meeting agenda notes the Strategic Direction by a letter code with the full set of Strategic Directions list provided, for reference, on each Agenda. This can be seen in the <a href="#">December 2023 Council meeting materials</a>.</p> <p>The approved Minutes of each meeting has a link to the Council meeting materials to which the Minutes relate, so that the Briefing Notes or other Reports may be easily accessed. This can be seen in the <a href="#">September 2023 Council Minutes</a>.</p>		
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>	
		<p><i>Additional comments for clarification (if needed)</i></p>		



		<p>e. The College has and regularly reviews a formal approach to identify, assess, and manage internal and external risks. This approach is integrated into the College’s strategic planning and operations.</p> <p><u>Further clarification:</u> Formal approach refers to the documented method or which a College undertakes to identify, assess, and manage risk. This method or process should be regularly reviewed and appropriate.</p> <p>Risk management planning activities should be tied to strategic objectives of Council since internal and external risks may impact the ability of Council to fulfill its mandate, especially in the absence of mitigations.</p> <p>Internal risks are related to operations of the College and may impact its ability to meet its strategic objectives. External risks are economic, political and/or natural factors that happen outside of the organization.</p>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
			<ul style="list-style-type: none"> <li>• Please provide the year that the formal approach was last reviewed.</li> <li>• Please insert a link to the internal and external risks identified by the College <b>OR</b> Council meeting materials where the risks were discussed and integrated into the College’s strategic planning activities and indicate page number.</li> <li>• Please provide the year that the formal approach was last reviewed.</li> <li>• Please insert a link to the internal and external risks identified by the College <b>OR</b> Council meeting materials where the risks were discussed and integrated into the College’s strategic planning activities and indicate page number.</li> </ul> <p>In December 2018, Council approved the introduction of an Integrated Risk Management Plan using the Risk Management Register through the Healthcare Insurance Reciprocal of Canada (HIROC). The risk assessment includes a review of three categories of risk: Risks to Office/Staff, Risks to the College (reputation/self-regulation), and Risks to the Public (from members). Each year the risk register is reviewed to assess the effectiveness of the strategies applied and to identify any new risks that should be included.</p> <p>Integrated Risk Management Report to Council – <a href="#">December 2023 Council Meeting (pg.286)</a></p>	
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
			<p><i>Additional comments for clarification (if needed)</i></p>	

DOMAIN 1: GOVERNANCE	STANDARD 3	Measure:		
		3.1 Council decisions are transparent.		
		Required Evidence	College Response	
		a. Council minutes (once approved) and status updates on the implementation of Council decisions to date are accessible on the College’s website, or a process for requesting materials is clearly outlined.	The College fulfills this requirement:	Yes
			<ul style="list-style-type: none"> <li>Please insert a link to the webpage where Council minutes are posted.</li> <li>Please insert a link to where the status updates on implementation of Council decisions to date are posted <b>OR</b> where the process for requesting these materials is posted.</li> </ul> <p>Council Minutes are posted on the College website on a page noting <u>Upcoming Meetings</u> as well as a list of available Agendas, Minutes and Materials from past meetings. An Action List is prepared following each Council meeting. It is included on the agenda and is in the meeting materials package to be reviewed at the subsequent meeting. The Action List notes the Agenda Item number, who was responsible for the action, what the action was, and its status. Approved minutes and the Council materials can be found <u>here</u>.</p>	
<i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i>		Choose an item.		
<i>Additional comments for clarification (optional)</i>				

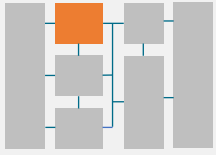
		<p>b. The following information about Executive Committee meetings is clearly posted on the College’s website (alternatively the College can post the approved minutes if it includes the following information).</p> <ul style="list-style-type: none"> <li>i. the meeting date;</li> <li>ii. the rationale for the meeting;</li> <li>iii. a report on discussions and decisions when Executive Committee acts as Council or discusses/deliberates on matters or materials that will be brought forward to or affect Council; and</li> <li>iv. if decisions will be ratified by Council.</li> </ul>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
		<ul style="list-style-type: none"> <li>• Please insert a link to the webpage where Executive Committee minutes/meeting information are posted.</li> </ul> <p>A report of Executive Committee meetings is provided to Council at each meeting and is available to the public in the posted Council materials package. This Report includes the date of the meeting(s), a report on the items discussed and actions taken as well as a notation of those items to be brought forward for Council decision or approval. Any decisions which were taken on behalf of Council are presented to the next Council meeting. The December 2023 Executive Report to Council is available on page 12 <a href="#">here</a>.</p>		
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>		<p>Choose an item.</p>
		<p><i>Additional comments for clarification (optional)</i></p>		

Measure: 3.2 Information provided by the College is accessible and timely.	
Required Evidence	College Response
a. With respect to Council meetings: i. Notice of Council meeting and relevant materials are posted at least one week in advance; and ii. Council meeting materials remain accessible on the College's website for a minimum of 3 years, or a process for requesting materials is clearly outlined.	The College fulfills this requirement: <span style="float: right;">Yes</span> <ul style="list-style-type: none"> <li>Please insert a link to where past Council meeting materials can be accessed <b>OR</b> where the process for requesting these materials is clearly posted.</li> </ul> This has been standard practice for the College since June 2016. The College's Council Meeting web page notes upcoming meetings as well as a list of available Agendas, Minutes and Materials from past meetings. This can be found <a href="#">here</a> . Agendas, Minutes and Materials are not removed from the College website and are available indefinitely.
	If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period? <span style="float: right;">Choose an item.</span>
	Additional comments for clarification (optional)
b. Notice of Discipline Hearings are posted at least one month in advance and include a link to allegations posted on the public register.	The College fulfills this requirement: <span style="float: right;">Yes</span> <ul style="list-style-type: none"> <li>Please insert a link to the College's Notice of Discipline Hearings.</li> </ul> The link to the College's Notice of Discipline Hearings: <a href="https://cpo.on.ca/public/discipline/upcoming-hearing-schedule/">https://cpo.on.ca/public/discipline/upcoming-hearing-schedule/</a>

		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
		<p><i>Additional comments for clarification (optional)</i></p>	
<p><b>Measure:</b>  <b>3.3 The College has a Diversity, Equity, and Inclusion (DEI) Plan.</b></p>			
<p><b>Required Evidence</b></p>	<p><b>College Response</b></p>		
<p>a. The DEI plan is reflected in the Council’s strategic planning activities and appropriately resourced within the organization to support relevant operational initiatives (e.g., DEI training for staff).</p>	<p>The College fulfills this requirement:</p>		<p>Partially</p>
	<ul style="list-style-type: none"> <li>• Please insert a link to the College’s DEI plan.</li> <li>• Please insert a link to the Council meeting minutes where DEI was discussed as part of strategic planning and appropriate resources were approved and indicate page number.</li> </ul> <p>In 2020, the College established an Equity, Diversity, and Inclusion Working Group tasked with identifying any issues of racism, systemic discrimination or bias that may be present within the College and its regulatory processes, as well as the profession itself. Over the past calendar year, the Working Group has been consulting to several of the College’s committees, such as Client Relations, Registration, and Jurisprudence and Ethics, to provide tangible EDI recommendations that can be operationalized. Additionally, the College’s EDI website is continuously updated with new content and resources. It can be viewed <a href="#">here</a>. The Working Group also reports to Council each quarter on its activities, the December 2023 report can be viewed on page 24 <a href="#">here</a> and reported to the membership and public via the College’s publication, <i>Headlines</i>, on a quarterly basis.</p> <p>At the June 2023 Council meeting, the new strategic plan was approved, which explicitly contains “Equity, Diversity, and Inclusion Initiatives” as a component of the “Excellence in Care” pillar (<a href="#">pg. 144</a>). Based on the results of the Health Equity Impact Assessment, which is currently being conducted by the Working Group, the College will create an evidence-informed EDI plan.</p>		
	<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>		<p>Yes</p>

			<p>An EDI plan will be created based on the information from the Health Equity Impact Assessment (in progress).</p>
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		<p>b. The College conducts Equity Impact Assessments to ensure that decisions are fair and that a policy, or program, or process is not discriminatory.</p> <p><u>Further clarification:</u></p> <p>Colleges are best placed to determine how best to report on an Evidence. There are several Equity Impact Assessments from which a College may draw upon. The ministry encourages Colleges to use the tool best suited to its situation based on the profession, stakeholders, and patients it serves.</p>	<p>The College fulfills this requirement:</p>	<p>No</p>
		<ul style="list-style-type: none"> <li>• Please insert a link to the Equity Impact Assessments conducted by the College and indicate the page number <b>OR</b> please briefly describe how the College conducts Equity Impact Assessments.</li> <li>• If the Equity Impact Assessments are not publicly accessible, please provide examples of the circumstances (e.g., applied to a policy, program, or process) in which Equity Impact Assessments were conducted.</li> </ul>		
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Yes</p>	
<p>At the September 2023 College <u>Council meeting (pg.31)</u>, the need for Equity Impact Assessments were discussed and it was acknowledged that the EDI Working Group will complete this initiative.</p>				

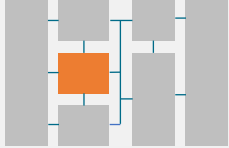
		<p>Measure: 4.1 The College demonstrates responsible stewardship of its financial and human resources in achieving its statutory objectives and regulatory mandate.</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">DOMAIN 2: RESOURCES</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">STANDARD 4</p>	<p>Required Evidence</p>	<p>College Response</p>
		<p>a. The College identifies activities and/or projects that support its strategic plan including how resources have been allocated.</p> <p><u>Further clarification:</u> A College’s strategic plan and budget should be designed to complement and support each other. To that end, budget allocation should depend on the activities or programs a College undertakes or identifies to achieve its goals. To do this, a College should have estimated the costs of each activity or program and the budget should be allocated accordingly.</p>	<p>The College fulfills this requirement:</p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> <li>• Please insert a link to Council meeting materials that include discussions about activities or projects to support the strategic plan <b>AND</b> a link to the most recent approved budget and indicate the page number.</li> <li>• Please briefly describe how resources were allocated to activities/projects in support of the strategic plan.</li> </ul> <p>The College updated its <u>5-year Strategic Direction (2023-2028)</u> at its <u>June 2023 meeting</u>. Each quarter a report is prepared for Council detailing the activities undertaken to support the Plan. See pages 289 - 291 of the December 2023 Council meeting <u>here</u>.</p> <p>Every year, programs and activities submitted by each College department are reviewed and costed as part of the budget development process. This involves a review of the past five years performance and projections to the current year end. Resources considered during budget allocation include human resources, technology (hardware and software), office space and funding. The outcome of the resource allocation supports the strategic direction. The draft budget is submitted for review to the Finance and Audit Committee then to the Executive Committee for comment before being taken to Council for approval. The most recent budget discussion at Council were in March 2023 and can be viewed on pages 131-136 <u>here</u>.</p>
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p> <p style="text-align: right;">Choose an item.</p>
			<p><i>Additional comments for clarification (optional)</i></p>



		<p>b. The College:</p> <p>i. has a “financial reserve policy” that sets out the level of reserves the College needs to build and maintain in order to meet its legislative requirements in case there are unexpected expenses and/or a reduction in revenue and</p> <p>ii. possesses the level of reserve set out in its “financial reserve policy”.</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to the “financial reserve policy” <b>OR</b> Council meeting materials where financial reserve policy has been discussed and approved and indicate the page number.</li> <li>• Please insert the most recent date when the “financial reserve policy” has been developed <b>OR</b> reviewed/updated.</li> <li>• Has the financial reserve policy been validated by a financial auditor? <b>Yes</b></li> </ul> <p>The College maintains six Reserve Funds: Investigations and Hearings; Fee Stabilization; Website Development; Premises; Contingency; and Fee Stabilization. The <a href="#">Reserve Funds Policy</a> describes the purpose of those established by policy, the minimum and maximum amount to be maintained for each fund, an aggregate total for all funds and the circumstances under which a fund may be accessed. The Policy also describes the procedure for contributing to the fund, withdrawing from the fund and who has authority to recommend and/or approve the transfer. Each year amounts within the reserve funds are reviewed by the Auditor who may make recommendations to Council for transfer of funds. As of February 2023, each Reserve Fund carried an amount within the limit set in policy.</p> <p>The Policy was last reviewed by the Finance and Audit Committee at its meeting on April 28, 2022, with no amendments made.</p>	<p>Yes</p>
<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>			<p>Choose an item.</p>	
<p><i>Additional comments for clarification (if needed)</i></p>				

		<p>c. Council is accountable for the success and sustainability of the organization it governs. This includes:</p> <p>i. regularly reviewing and updating written operational policies to ensure that the organization has the staffing complement it needs to be successful now and, in the future (e.g., processes and procedures for succession planning for Senior Leadership and ensuring an organizational culture that attracts and retains key talent, through elements such as training and engagement).</p> <hr/> <p style="text-align: center;"><i>Benchmarked Evidence</i></p> <hr/>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to the College’s written operational policies which address staffing complement to address current and future needs.</li> <li>• Please insert a link to Council meeting materials where the operational policy was last reviewed and indicate the page number.</li> </ul> <p><b>Note:</b> Colleges are encouraged to add examples of written operational policies that they identify as enabling a sustainable human resource complement to ensure organizational success.</p> <p>The College does a comprehensive review of all staff positions and anticipated staffing needs as part of the budget development process. Succession needs as well as any known or expected leaves of absence are considered at this time. The budget, with a description of the human resource considerations, is presented to the Finance and Audit Committee and the Executive Committee prior to being taken to Council for approval. The budget for the fiscal year 2023-2024, beginning in June 2023, was reviewed and approved by the Finance and Audit Committee at their meeting in February 2023, the Executive Committee in March 2023, with final review and approval by Council at the <a href="#">March 24, 2023</a> (Page 131).</p> <p>The College has a <i>Succession Plan Policy</i> for the position of Registrar &amp; Executive Director, <i>Policy I-14: Succession Plan for the Position of Registrar &amp; Executive Director</i>. The <i>Plan</i> is comprised of two parts:</p> <ol style="list-style-type: none"> <li>1. Temporary Leadership Plan</li> <li>2. Permanent Leadership Plan</li> </ol> <p>The College has had a Succession Plan in place since 2012. The Plan had remained as a stand-alone document since its development although, as required, it was updated every year following the June Council meeting. Given its importance, it was seen as prudent to move the standalone Succession Plan for the Position of Registrar &amp; Executive Director into an official College policy. Policy I-14: Succession Plan for the Position of Registrar &amp; Executive Director was put into policy format and approved by Council at its <a href="#">meeting on June 17, 2022</a> (Page 76). It continues to be updated on a yearly basis and was last revised in June 2022.</p>	<p>Yes</p>
		<p><i>If the response is “partially” or “no”, describe the College’s plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i></p>		

		<p>ii. regularly reviewing and updating the College’s data and technology plan to reflect how it adapts its use of technology to improve College processes in order to meet its mandate (e.g., digitization of processes such as registration, updated cyber security technology, searchable databases).</p>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
		<ul style="list-style-type: none"> <li>Please insert a link to the College’s data and technology plan which speaks to improving College processes <b>OR</b> please briefly describe the plan.</li> </ul> <p>The College has, and regularly updates, its data and technology plan. The current version is up to date through to the end of 2024. A link is not included as it contains information that may compromise IT security plans when this CPMF report is published. The plan covers:</p> <ul style="list-style-type: none"> <li>The prescribed decision-making process</li> <li>Itemization of the technology in use, including hardware, software and a description of the infrastructure supporting the IT functions</li> <li>Guidelines regarding data management, digital communication, training and technical support</li> <li>A list of current technology projects, with implementation plan, timelines and budget</li> </ul> <p>The College has engaged the services of an external vendor with a managed IT approach for technology. This allows for greater access to resources and expertise to enable more robust cybersecurity with active monitoring. Servers have been moved to a more secure cloud environment. The recently redesigned website allows for more agility in updates and information presented in a clear, logical manner. In addition, the College is currently engaged in the development of a new database to allow for greater flexibility in data management. College functions such as applications, complaint submissions, elections to Council and membership renewals have already been moved to an electronic format. The College has also initiated use of cybersecurity training through Know4before, which all staff are required to participate in, to prevent inadvertent security breaches.</p>		
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>		<p>Choose an item.</p>
		<p><i>Additional comments for clarification (optional)</i></p>		

DOMAIN 3: SYSTEM PARTNER		
STANDARD 5 and STANDARD 6		
Measure / Required evidence: N/A	<b>College response</b> <i>Colleges are requested to provide a narrative that highlights their organization’s best practices for the following two standards. An exhaustive list of interactions with every system partner that the College engaged with is not required.</i> <i>Colleges may wish to provide information that includes their key activities and outcomes for each best practice discussed with the ministry, or examples of system partnership that, while not specifically discussed, a College may wish to highlight as a result of dialogue.</i>	
<p>The two standards under this domain are not assessed based on measures and evidence like other domains, as there is no ‘best practice’ regarding the execution of these two standards.</p> <p>Instead, <u>Colleges will report on key activities, outcomes, and next steps that have emerged through a dialogue with the ministry.</u></p> <p>Beyond discussing what Colleges have done, the dialogue might also identify other potential areas for alignment with other Colleges and system partners.</p>	<p><b>Standard 5: The College actively engages with other health regulatory colleges and system partners to align oversight of the practice of the profession and support execution of its mandate.</b></p> <p>Recognizing that a College determines entry to practice for the profession it governs, and that it sets ongoing standards of practice for the profession it regulates and that the profession has multiple layers of oversight (e.g. by employers, different legislation, etc.), Standard 5 captures how the College works with other health regulatory colleges and other system partners to support and strengthen alignment of practice expectations, discipline processes, and quality improvement across all parts of the health system where the profession practices. In particular, a College is asked to report on:</p> <ul style="list-style-type: none"> <li><i>How has it engaged other health regulatory Colleges and other system partners to strengthen the execution of its oversight mandate and aligned practice expectations? Please provide details of initiatives undertaken, how engagement has shaped the outcome of the policy/program and identify the specific changes implemented at the College (e.g., joint standards of practice, common expectations in workplace settings, communications, policies, guidance, website, etc.).</i></li> </ul> <p><b><u>Applied Behaviour Analysis:</u></b></p> <p>To prepare for proclamation of the Psychology and Applied Behaviour Analysis Act, 2021, the College developed Regulations related to the regulation of Behaviour Analysts. To ensure that all draft proposals reflect the College’s public interest mandate and to mitigate risk of harm to the public, the College engaged the profession of Applied Behaviour Analysis as well as members of the College and a public member of Council in the development of the draft Regulations. To broaden the range of input into the draft Regulation development, the College circulated the proposals to members, as required by legislation, but also to numerous other stakeholders. The consultation materials were distributed to members (4806), non-member College email subscribers (508), and stakeholders (184). Stakeholders included Government Ministries, Regulatory Colleges, Associations, Certification Boards, Client/Parent Groups, Service Providers and Educational Institutions. The consultation was also posted on the College’s social media accounts. In addition, the consultation was provided to the Ontario Association for Behaviour Analysis (ONTABA) and</p>	

the Behavior Analyst Certification Board (BACB) for distribution to their members.

The College of Psychologists of Ontario (CPO) worked collaboratively with the College of Registered Psychotherapists of Ontario (CRPO), the College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO), the College of Occupational Therapists of Ontario (COTO), the College of Early Childhood Educators (ECE) and the Ontario College of Social Workers and Social Service Workers (OCSWSSW). The regulators formed an ad hoc working group to develop clear and consistent communication to registrants who use ABA in their practice, and who may be affected by the decision to create a protected title for ABA practitioners.

The group developed a brief, clear language summary of the requirements set by regulation and the impact the new legislation will have on ABA practitioners registered with a college other than the CPO. Each college adopted versions of this summary, along with a survey, and disseminated them to their registrants (Regulation of Applied Behaviour Analysis – update and invitation to share your feedback (constantcontact.com)). The survey was intended to assist the colleges in developing an understanding of registrants practicing in the area of ABA.

More than 1,250 regulated professionals responded to the survey. The working group reviewed the results together and used them to inform their respective Boards/Councils about the scope of anticipated impacts to their registrants, and to develop shared communication. The group developed a ‘frequently asked questions’ document, which will be shared with all the Colleges’ registrants in English and French in early 2024. The goal of the communication is to support regulated professionals in understanding how the regulation of ABA practitioners will impact them.

Outcome(s) of this work include: a standardized communication document created for dissemination across six provincial regulatory bodies (CPO, CRPO, CASLPO, COTO, ECE, OCSWSSW), which includes Frequently Asked Questions. The standardized information will increase clarity for registrants related to existing and emerging regulatory obligations, promoting confidence in professional regulation. The working group and communication documents are examples of effective collaboration with relevant system partners, contributing to removing barriers for qualified practitioners and supporting access to appropriate mental health services.

**Health Profession Regulators of Ontario (HPRO):**

The College attends the meetings of the Health Profession Regulators of Ontario (HPRO) be it the regular meetings of the organization or conferences arranged for special issues.

This permits the College to consider and understand the way in which other health regulatory Colleges are addressing topics of common interest. In addition to the Registrar's regular participation in the HPRO Board of Directors, appropriate College staff participate in various formal and informal HPRO subgroups including those comprised of Deputy Registrars; Quality Assurance staff; Practice Advisors; Managers and Directors of Investigations and Hearings; and Corporate Service Managers. This permits information sharing among specific areas within the College's operations.

Complaints and Discipline: College staff attended the Investigations and Hearings group meeting in November 2023, which touched on investigation timelines, joint investigations and information-sharing, and interview practices.

The College supports the attendance of Council members, both public and professional, to attend Discipline Committee Training offered by HPRO. This provides an understanding of the legislative process and responsibility and encourages consistency in process and decision-making across Colleges. As well, the College takes

advantage of the opportunity to consult with the other health regulatory Colleges when reviewing or considering new policies. Examples include the College's new pilot project with respect to investigation procedures. This pilot project came out of discussions regarding best practices in investigations at an Investigations & Hearings group meeting and benefitted from documents shared by another regulator.

Practice Advisory Service: The Practice Advice staff have begun, in 2023, to participate in the Citizen's Advisory Group and participated in the joint development of a draft Membership Terms of Reference and Code of Conduct ("Membership ToRC"). College staff also attended the Health Profession Regulators of Ontario (HPRO) "Practice Advisors" subgroup. This year the subgroup discussed the following topics of common interest:

- updated pandemic guidance
- parameters for providing clinical practice advice
- parameters for posting Equity, Diversity and Inclusion (EDI) resources on College websites
- Standards/guidelines on the use of testimonials in advertising
- Artificial Intelligence and its impact to date on regulators/registrants

Staff also joined a smaller subgroup of the HPRO Practice Advisors' subgroup which included other mental health regulators (Ontario College of Social Workers and Social Service Workers, College of Psychotherapists of Ontario and College of Psychologists of Ontario) for a discussion regarding concerns/issues and guidelines currently in place to address artificial intelligence and also virtual and cross-jurisdictional practice. All participants agreed to share templated responses provided to registrants/members regarding these areas.

College Staff has been in communication with the CRPO regarding psychedelic assisted psychotherapy. The CRPO has convened a group of Colleges with an interest in these issues, including the CPSO, OCSWSSW, CNO, COTO. This is a new initiative and to date, information has been exchanged concerning topics such as exclusion criteria, competencies required, risks, training and informed consent. The College will find this information useful in the development of practice guidelines.

Quality Assurance: College staff attend meetings of the HPRO Quality Assurance Working Group to discuss and share information or developments made to respective Quality Assurance programming. This allows for a better understanding of the requirements which exist across other regulated professions within the province and facilitates resource sharing for independent studies or research conducted.

Registration: The College interacts regularly with other self-regulated professions in Ontario (both health and non-health related) as a participant of the Ontario Regulators for Access Consortium (ORAC). In addition to meetings held throughout the year, ORAC participants share information on best practices in registration with a focus on access for internationally trained candidates, resources for regulators.

Corporate Services: College Staff attend meetings with other Corporate Directors to discuss issues of common interest and share information. Recent discussions have been held regarding equity in hiring practices and training.

**Association of Canadian Psychology Regulatory Organizations (ACPRO):**

The College interacts regularly with the other Canadian psychology regulators through the Association of Canadian Psychology Regulatory Organizations (ACPRO). The College is very active in ACPRO and its various initiatives. In addition to semi-annual meetings, there are regular listserv exchanges among the Colleges for support in addressing common issues as well as work on pan-Canadian projects. Over the past year, the College participated in the creation of a memorandum of understanding between the regulators across Canada to facilitate the provision of cross jurisdictional service provision where appropriate. Through ACPRO, the Canadian regulators share information on a variety of topics to ensure, where possible, consistency among Canadian jurisdictions.

**Association of State and Provincial Psychology Boards (ASPPB):**

In addition to Canadian psychological regulators, the College is a member of, and regular participant, in the activities of the Association of State and Provincial Psychology Boards (ASPPB), a North American organization comprised of the regulators of psychology in 62 North American provinces/territories/states. The organization holds semi-annual meetings. The theme of the most recent meeting,

The 63rd Annual Meeting on September 27th - October 1<sup>st</sup> addressed:

- Discerning disciplinary issues and outcomes following a mock hearing - A College representative participated in presenting on this panel.
- Ensuring language and questions used in applications for licensure/registration are fair
- Legislative issues being faced by ASPPB jurisdictions
- Licensure at the master's level
- Continuing professional development vs. continuing education models for maintaining competence - A College representative participated in presenting on this panel.

The Midyear Meeting: April 28, 2023 addressed:

- Psychology Regulation in a Virtual World
- Updates on the APA and CPA Ethics Codes
- Regulation and Master's - Level Training
- "Hot Off the Press" updates on the Equivalency Task Force, the "Deep Dive" diagnostic work, the EPPP, and PSYPACT

In addition to semi-annual meetings, the College participates in various ASPPB cross-jurisdiction committees and working groups. For example, one working group is currently developing a mechanism for jurisdictions to efficiently share information about legislative developments relevant to the field across North America.

**Other Organizations:**

The College interacts regularly with other self-regulated professions in Ontario (both health and non-health related) as a participant of the Ontario Regulators for

Access Consortium (ORAC). In addition to meetings held throughout the year, ORAC participants share information on best practices in registration with a focus on access for internationally trained candidates, resources for regulators, and hosts a workshop entitled Managing Cultural Differences which has been attended by College registration staff.

College staff, Council and Committee members also attend meetings of the Council on Licensure Enforcement and Regulation (CLEAR), the Canadian Network of Agencies of Regulation (CNAR), and the Society of Ontario Adjudicators and Regulators (SOAR), and in this way, obtain information and training that allows the College to learn about and consider adoption of best practices in other professions and jurisdictions.

In 2023, the Director, Investigations & Hearings attended and presented at the Annual CNAR Conference which included sessions on trauma-informed investigations and the latest legal developments in professional regulation. The Director, Investigations & Hearings also attended the 2023 SOAR Conference, which included sessions on culturally competent understanding and the potential for use of AI in regulatory processes.

The College has been involved in meeting with other regulators formally and informally during conferences (CNAR, HPRO, CLEAR) and meetings (HPRO sub-group meetings, meetings with other Colleges), to discuss experiences in the emerging area of “off-duty conduct.” The College has been the subject of some publicity and interest with respect to how it manages potential misconduct in relation to social media postings. The College has been active in sharing its experiences and lessons learned and learning from others who are dealing with these issues as well.

The College shares information with the College of Registered Psychotherapists of Ontario and the Ontario College of Social Workers and Social Service Workers, where members of these Colleges are involved in the supervised provision of psychological services about which there may be a complaint or report. These reports are made as soon as an individual is identified as being a member of one of the other Colleges or is in the process of qualifying to become a member. This information sharing practice has been in place since June 2019.

The College also shares information about complainants who are also regulated health professionals, with the complainant’s regulator, should this information raise concerns about misconduct or incapacity. This is considered on a case-by-case basis, with consultation between the Investigations department and the Registrar.



**Standard 6: The College maintains cooperative and collaborative relationships and responds in a timely and effective manner to changing public/societal expectations.**

The intent of Standard 6 is to demonstrate that a College has formed the necessary relationships with system partners to ensure that it receives and contributes information about relevant changes to public expectations. This could include both relationships where the College is asked to provide information by system partners, or where the College proactively seeks information in a timely manner.

- *Please provide examples of key successes and achievements from the reporting year where the College engaged with partners, including patients/public to ensure it can respond to changing public/societal expectations (e.g., COVID-19 Pandemic, mental health, labor mobility etc.). Please also describe the matters that were discussed with each of these partners and how the information that the College obtained/provided was used to ensure the College could respond to a public/societal expectation.*
- *In addition to the partners it regularly interacts with, the College is asked to include information about how it identifies relevant system partners, maintains relationships so that the College is able access relevant information from partners in a timely manner, and leverages the information obtained to respond (specific examples of when and how a College responded is requested in Standard 7).*

The College attends the meetings of the Health Profession Regulators of Ontario (HPRO), be it the regular meetings of the organization or Zoom conferences arranged for special issues, for example, issues related to COVID-19 and facilitating Equity, Diversity, and Inclusion. This permits the College to consider and understand the way in which other health regulatory Colleges are addressing topics of common interest. In addition to the Registrar's regular participation in the HPRO Board of Directors, appropriate College staff participate in various formal and informal HPRO subgroups including those comprised of Deputy Registrars; Quality Assurance staff; Practice Advisors; Managers and Directors of Investigations and Hearings; and Corporate Service Managers. This permits information sharing among specific areas within the College's operations.

The College is a member of the Association of Canadian Psychology Regulatory Organizations (ACPRO), which represents psychology regulators across Canada. The College is an active participant in ACPRO, where regulatory information and themes are shared. A number of timely topics were discussed at a recent meeting, including Medical Assistance in Dying (MAiD), medication-assisted therapies (e.g., MDMA, psilocybin, etc.), and copyright of testing materials. The College is working with ACPRO to finalize a multi-jurisdictional telepsychology Memorandum of Understanding which will be used for continuity of care and specific practice scenarios.

With the impending proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*, the College has been actively engaging employers of ABA services (e.g. hospitals, community mental health agencies, etc.) to disseminate regulatory information that would be pertinent to the implementation of the Act. These meetings also provide the College with timely information regarding the labour market and operational considerations that would be otherwise unbeknownst to the College.

The College also maintains strong relationships with psychology regulators across North America via involvement with the Association of State and Provincial Psychology Boards (ASPPB). This past year, both the Registrar and the Director of Investigations and Hearing presented at the ASPPB's Annual Conference. Relationships with the College's American counterparts provides important system information that could have implications for Canadian healthcare.

Due to the publicity of and interest in a College matter regarding "off-duty conduct," College staff have been invited to provide information to other colleagues and

regulators, both informally, and at wider educational sessions for HPRO, CNAR, and CLEAR. The College has also engaged with other regulators at conferences and meetings to learn more about this emerging issue as well.

Semi-annually the College hosts a meeting of members representing organizations providing training and internship opportunities to students on the path to registration with the College. The meeting is attended by the Directors of Clinical Training representing the 15 Ontario Universities with training programs that meet the College's requirements for registration. Also participating are the Internship Directors from 31 internship sites which provide internships necessary to fulfill the Ph.D. requirements. The two groups meet jointly for ½ day and then separately for ½ day. In total, there are about 60 participants in addition to the three academic members of Council, the Registrar and the Director, Registration, who attend these meetings to provide two-way communication with the College Council and administration. The groups provide feedback on training as it relates primarily to registration matters but also College policy issues generally. It is also a forum for the College to raise issues of concern such as the need for training programs and internship sites to provide education with respect to diversity, equity, and inclusion.

Presentations are regularly made by College staff to graduate students on a variety of topics including professional practice issues, the Standards of Professional Conduct, the ethical expectations of the College, and the registration process amongst others. This introduces students to the role and expectations of the College to ensure an early understanding of the College's public protection/interest mandate. College staff has also made presentations to law students about issues in professional regulation.

The College has established a relationship with the Ontario Association of Behaviour Analysis (ONTABA). This important relationship is assisting the College in the process of establishing well-informed policies and practices necessary to regulate Behaviour Analysts, pursuant to the Psychology and Applied Behaviour Analysis Act, 2021 when it comes into force.

As needed, the College meets with the provincial associations to which members belong; the Ontario Psychological Association (OPA) and the Ontario Association of Mental Health Professionals (OAMHP). Meetings are held to discuss initiatives being considered by the College, for example, closure of master's level registration, or those being proposed by the association such as prescription privileges for psychologists. In addition, the College reviews practice guidelines prepared by the OPA to provide comments on the congruence of these documents with the public interest and College expectations of members.

The College endorses the Canadian Code of Ethics For Psychologists published by the Canadian Psychological Association. While the College expects compliance with the Professional Misconduct Regulation and the Standards of Professional Conduct, it strongly recommends the Code to members for areas not specifically addressed in the other documents. Adherence to the Code of Ethics is endorsed and/or required by all Canadian jurisdictions providing a level of consistency across Canada upon which the public can rely.

The College is a regular participant at meetings of the Association of Psychology Leaders with Ontario Schools (APLOS). This is a voluntary group made up of the leadership of the psychology departments from approximately 55 Ontario school boards. Its stated purpose is to promote and develop psychological services in schools in the best interests of the students, parents, and the school community. To this end, the College consults with them on education system-related issues for

the profession.

The Registrar, Deputy Registrar, Directors, and the President also regularly meet with local groups of College members with the purpose of providing professional education and receiving feedback concerning the policies and practices of the College.

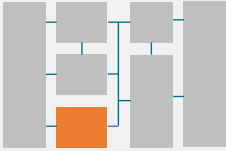
The College meets with the Office of the Fairness Commissioner (OFC) at least annually to discuss the College's Fair Practices Report as well as recommendations of the OFC and work that is in progress toward implementation.

The College encourages members of the public to join the College's email subscriber list to receive all College mailings and publications which includes consultation information. Through this, the College solicits and receives feedback from the public on issues, such as the closing of the Psychological Associate class of membership. The recently redeveloped website was designed with greater emphasis on 'easy to access' information for the public. To further public engagement, the College utilizes Facebook, Twitter and LinkedIn to broaden the College's communication base.

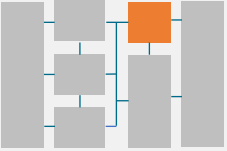
Using surveys, the College solicits the views of all complainants after the disposition of a complaint, regarding their experience with the process and uses this information to improve public experience with the College's investigations process. The College also surveys College members and members of the public who have sought information from the College's Practice Advisory service.

The College actively seeks the full complement of public members for the College Council with the aim of ensuring a wide and diverse public voice for all Council deliberations. The voice of the public, as represented by the public members, assists the Council to maintain its public interest focus.

Staff members and Committees all actively monitor the need for information from others and collaboration with those outside of the College. Whenever problems are identified, all major College activity areas access a broad network of colleagues via HPRO, directly with Colleagues at other RHPA and non-RHPA Colleges and professional associations and both national and international organizations including ACPRO and ASPPB.

		<b>Measure:</b> 7.1 The College demonstrates how it protects against and addresses unauthorized disclosure of information.	
DOMAIN 4: INFORMATIO STANDARD 7	STANDARD 7	<b>Required Evidence</b>	<b>College Response</b>
	a. The College demonstrates how it: i. uses policies and processes to govern the disclosure of, and requests for information;	The College fulfills this requirement: <span style="float: right;">Yes</span>	
		<ul style="list-style-type: none"> <li>Please insert a link to policies and processes <b>OR</b> please briefly describe the respective policies and processes that addresses disclosure and requests for information.</li> </ul> <p><u>Policy III A-3: Privacy</u> describes the voluntary mechanism through which the College can provide appropriate privacy rights to individuals involved in the College's activities while still enabling the College to meet its statutory mandate under the <i>Regulated Health Professions Act, 1991 (RHPA)</i>, the Health Professions Procedural Code and the <i>Psychology Act, 1991</i>.</p> <p>The College's <i>Privacy Policy</i>, with an embedded link to the College's <i>Privacy Code</i> may be found <a href="#">here</a>.</p>	
		If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period? <span style="float: right;">Choose an item.</span>	
	Additional comments for clarification (optional)		
ii. uses cybersecurity measures to protect against unauthorized disclosure of information;	The College fulfills this requirement: <span style="float: right;">Yes</span>		
iii. and uses policies, practices and processes to address accidental or unauthorized disclosure of information.	<ul style="list-style-type: none"> <li>Please insert a link to policies and processes <b>OR</b> please briefly describe the respective policies and processes to address cybersecurity and accidental or unauthorized disclosure of information.</li> </ul> <p>Internal security measures include the use of a records management program which restricts access to files and information to authorized individuals. The system allows for monitoring and auditing of file access. External measures include the use of managed IT services who engage in 24/7 monitoring of the College servers. Use of an outside organization allows for greater resources and expertise than would be available should this be managed internally. Access to the information on the College SharePoint site is restricted.</p> <p>In 2021, the College contracted with a third-party cyber security training program (<a href="https://www.knowbe4.com/">https://www.knowbe4.com/</a>) and all staff are required to complete training modules on an ongoing and regular basis as a means of protecting against security breaches.</p>		

		<p style="text-align: center;"><hr/><i>Benchmarked Evidence</i><hr/></p>	<p>Please find the College's Privacy Policy, Privacy Statement, Privacy Code and Policy on Confidentiality Obligations and Handling of Confidential Materials below:</p> <ul style="list-style-type: none"><li>• <a href="#">Privacy Policy</a></li><li>• <a href="#">Privacy Statement</a></li><li>• <a href="#">Privacy Code</a></li><li>• <a href="#">Policy on Confidentiality Obligations &amp; Handling of Confidential Materials</a></li></ul>
			<p>If the response is “partially” or “no”, describe the College’s plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</p>

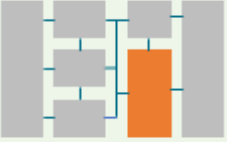
		<p>Measure:</p> <p>8.1 All policies, standards of practice, and practice guidelines are up to date and relevant to the current practice environment (e.g., where appropriate, reflective of changing population health needs, public/societal expectations, models of care, clinical evidence, advances in technology).</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">DOMAIN 5: REGULATORY</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">STANDARD 8</p>	<p>Required Evidence</p>	<p>College Response</p>
		<p>a. The College regularly evaluates its policies, standards of practice, and practice guidelines to determine whether they are appropriate, or require revisions, or if new direction or guidance is required based on the current practice environment.</p> <hr/> <p style="text-align: center;"><i>Benchmarked Evidence</i></p> <hr/>	<p>The College fulfills this requirement:</p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> <li>Please insert a link to document(s) that outline how the College evaluates its policies, standards of practice, and practice guidelines to ensure they are up to date and relevant to the current practice environment and indicate the page number(s) <b>OR</b> please briefly describe the College’s evaluation process (e.g., what triggers an evaluation, how often are evaluations conducted, what steps are being taken, which stakeholders are being engaged in the evaluation and how are they involved).</li> </ul> <p><u><i>Policy I – 1: Policy Development and Maintenance</i></u></p> <p>Senior College staff involved in Registration, Complaints and Discipline, and the Quality Assurance Program, together with the respective Committees, monitor and discuss any concerns arising regarding member conduct and relevant expectations of the College. This includes identifying gaps or lack of clarity in the <i>Standards of Professional Conduct, 2017 (Standards)</i> along with suggestions/recommendations as to how these may be addressed. Areas of concern or problems are also informed by the nature of the inquiries to the College's Practice Advice Service which responds to practice questions from members of the College and the public. Such amendments are provided to the Registrar and, when appropriate, taken forward to the Executive Committee and Council.</p> <p>The complete <i>Standards</i> are subject to a full review approximately every five years, with the most recent review having commenced in Fall 2023, with an expected completion date in early 2024, and in preparation for the proclamation of the <i>Psychology and Applied Behaviour Analysis Act, 2021</i>. This review will include a full member and public consultation.</p> <p><i>If the response is “partially” or “no”, describe the College’s plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i></p>

		<p>b. Provide information on how the College takes into account the following components when developing or amending policies, standards, and practice guidelines:</p> <ul style="list-style-type: none"> <li>i. evidence and data;</li> <li>ii. the risk posed to patients / the public;</li> <li>iii. the current practice environment;</li> <li>iv. alignment with other health regulatory Colleges (where appropriate, for example where practice matters overlap);</li> <li>v. expectations of the public; and</li> <li>vi. stakeholder views and feedback.</li> </ul> <hr/> <p style="text-align: center;"><i>Benchmarked Evidence</i></p> <hr/>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to document(s) that outline how the College develops or amends its policies, standards of practice, and practice guidelines to ensure they address the listed components and indicate the page number(s) <b>OR</b> please briefly describe the College’s development and amendment process.</li> </ul> <p>As mentioned above, Senior College staff involved in Registration, Complaints and Discipline, the Quality Assurance Program and the Practice Advisory service together with the respective Committees, monitor and discuss any concerns arising regarding member conduct and relevant expectations of the College. This includes identifying gaps or lack of clarity in the Standards of Professional Conduct, 2017 (Standards) along with suggestions/ recommendations as to how these may be addressed. Areas of concern or problems are also informed by the nature of the inquiries to the College's Practice Advice Service which responds to practice questions from members of the College and the public. Such amendments are provided to the Registrar and, when appropriate, taken forward to the Executive Committee and Council.</p> <p>The complete Standards are currently under a full review with a view to making any required amendments. This review includes a full member and other stakeholder consultation to identify new areas requiring Standards or areas that may no longer be relevant.</p> <p>The revised draft Standards are distributed to members for final consultation prior to Council approval. Draft revisions are also provided to other health profession regulators in Ontario and psychology regulators across Canada to ensure alignment with other relevant policies and practices.</p>	<p>Yes</p>
		<p><i>If the response is “partially” or “no”, describe the College’s plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i></p>		

	<p>c. The College's policies, guidelines, standards and Code of Ethics should promote Diversity, Equity, and Inclusion (DEI) so that these principles and values are reflected in the care provided by the registrants of the College.</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please briefly describe how the College reviews its policies, guidelines, standards and Code of Ethics to ensure that they promote Diversity, Equity and Inclusion.</li> <li>• Please highlight some examples of policies, guidelines, standards or the Code of Ethics where Diversity, Equity and Inclusion are reflected.</li> </ul> <p>As a Code of Ethics, the College has adopted the <u>Canadian Psychological Association's <i>Canadian Code of Ethics for Psychologists</i></u>, as outlined in <u><i>By-law 16: Codes of Ethics and Practice for Members (Page 24)</i></u>. Several items within Principle I of the Code Respect for the Dignity of Persons and Peoples are related to DEI/EDI.</p> <p>As part of the ongoing EDI initiatives, the College's EDI working group consulted to a number of committees, such as Client Relations and Jurisprudence and Ethics. The Registration Committee updated the College's Language Fluency policy to be more inclusive of internationally trained English and French-speaking professionals. The College's <i>Standards of Professional Conduct, 2017</i>, is in the midst of a comprehensive review which will include EDI considerations. The <i>Registration Guidelines</i> and the College's <i>Policy and Procedures Manual</i> have been revised to ensure gender neutral language. A new question related to gender identity in the renewal form is now more inclusive and reflective of the College membership. Further changes are expected based on the data collected from the Equity Impact Assessment.</p> <p>The College's Quality Assurance Program also requires members to reflect upon their EDI practices and plan to remediate any shortcomings. The specific items addressing this issue can be found beginning on page 12 of the Self-Assessment Guide ( <a href="https://cpo.on.ca/wp-content/uploads/SAGPDP-2023.pdf">https://cpo.on.ca/wp-content/uploads/SAGPDP-2023.pdf</a>). This includes an attestation indicating that the member has made best efforts to utilize an objective and structured tool to evaluate and further develop these practices.</p> <p>In 2023, the College also added formal requirements within the mandatory Continuing Professional Development program, including the requirement <i>To avoid practices that may unfairly discriminate against, or would be experienced as oppressive by some individuals or groups, members must also ensure that a minimum of five credits address Equity, Diversity, and Inclusion.</i></p> <p>The College provides guidance to members via its <u>Equity, Diversity, and Inclusion</u> page on our website. Although the current policies, guidelines and Standards do not explicitly address Diversity, Equity and Inclusion, a review and revision of the Standards of Professional Conduct began in 2023 and it is expected to be completed in 2024. The following Standard has been proposed and will be subject to extensive consultation in early 2024 before being confirmed:</p> <p><i>Registrants must demonstrate dignity and respect in their professional conduct towards all individuals, in all aspects of their practice. This includes being culturally responsive and practicing consistently with relevant legislation on Harassment and Discrimination and published practice guidelines.</i></p> <p><b>Practical Application:</b> <i>The main pieces of legislation applicable in Ontario in this regard include the Canadian Charter of Rights and Freedoms, Ontario Human Rights Code and the Criminal Code of Canada. These statutes require, among other things, consideration of each individual's experience including, but not limited to, considerations of age, ancestry, colour, culture, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, receipt of public assistance, record of offences, sexual orientation, and language.</i></p> <p><b>Practical application:</b> <i>When working with a service seeker who is of a different background from the registrant, registrants are encouraged to seek consultation from knowledgeable colleagues, other professionals, or relevant community members including elders and clergy. Registrants are also encouraged to remain current with evolving literature in this regard, seek relevant professional training and consult clinical practice guidelines. For links to several relevant documents, please visit the College's <u>Equity, Diversity, and Inclusion</u> page.</i></p>	<p>Yes</p>
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			<i>If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?</i>	Choose an item.
<i>Additional comments for clarification (optional)</i>				

		<b>Measure:</b> 9.1 Applicants meet all College requirements before they are able to practice.	
		Required Evidence	College Response
DOMAIN 6: SUITABILITY TO PRACTICE  STANDARD 9	a. Processes are in place to ensure that those who meet the registration requirements receive a certificate to practice (e.g., how it operationalizes the registration of members, including the review and validation of submitted documentation to detect fraudulent documents, confirmation of information from supervisors, etc.) <sup>1</sup> .	The College fulfills this requirement:	Yes
		<ul style="list-style-type: none"> <li>Please insert a link that outlines the policies or processes in place to ensure the documentation provided by candidates meets registration requirements and indicate page number <b>OR</b> please briefly describe in a few words the processes and checks that are carried out.</li> <li>Please insert a link and indicate the page number <b>OR</b> please briefly describe an overview of the process undertaken to review how a College operationalizes its registration processes to ensure documentation provided by candidates meets registration requirements (e.g., communication with other regulators in other jurisdictions to secure records of good conduct, confirmation of information from supervisors, educators, etc.).</li> </ul> <p>The Documentation requirements are set out in the <a href="#">Registration Guidelines</a> describing the application process.</p> <p>These requirements ensure that documentation required in the application process meets the registration requirements. The College's Application Form requires applicants to provide details of their education and training (undergraduate and graduate level), language fluency, needed examination accommodation if any, proposed Ontario supervised practice setting, and supervisor details. In addition, applicants must indicate any current or past registration/licensure in any regulated profession either in Canada or in another country and sign a Declaration of Good Character as well as an attestation regarding the accuracy of the information in the application form.</p> <p>Academic transcripts and foreign credential evaluations must be submitted to the College directly from the university or credential evaluation service and a Language Fluency score must be submitted to the College directly from the testing agency. Confirmation of current/past registration/licensure must be submitted to the College directly from the licensing agency. Examination accommodation information must be submitted to the College directly from the applicant and their university or health care provider depending upon the nature of accommodation requested. Proposed supervised practice information must be co-signed by the proposed supervisors and supervisor contact information is required.</p> <p>The College's policy regarding the <a href="#">Declaration of Good Character</a> sets out the process in place for reviewing cases where an applicant answers "Yes" to any of the conduct/character questions in their application form.</p> <p>The Review requirements are set out in the Registration Guidelines describing the non-exemptible academic requirements for registration:</p> <ul style="list-style-type: none"> <li><a href="#">Psychologist</a></li> <li><a href="#">Psychological Associate</a></li> </ul> <p>Each applicant's degree is reviewed in accordance with the non-exemptible academic requirements to ensure that the applicant has obtained either a doctoral or master's degree from a program that meets the College's requirements.</p>	

<sup>1</sup> This measure is intended to demonstrate how a College ensures an applicant meets every registration requirement set out in its registration regulation prior to engaging in the full scope of practice allowed under any certificate of registration, including whether an applicant is eligible to be granted an exemption from a particular requirement.

			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
			<p><i>Additional comments for clarification (optional)</i></p>	
		<p>b. The College periodically reviews its criteria and processes for determining whether an applicant meets its registration requirements, against best practices (e.g., how a College determines language proficiency, how Colleges detect fraudulent applications or documents including applicant use of third parties, how Colleges confirm registration status in other jurisdictions or professions where relevant etc.).</p>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
			<ul style="list-style-type: none"> <li>• Please insert a link that outlines the policies or processes in place for identifying best practices to assess whether an applicant meets registration requirements (e.g., how to assess English proficiency, suitability to practice etc.), a link to Council meeting materials where these have been discussed and decided upon and indicate page numbers <b>OR</b> please briefly describe the process and checks that are carried out.</li> <li>• Please provide the date when the criteria to assess registration requirements was last reviewed and updated.</li> </ul> <p>The College periodically reviews its criteria and processes for determining that applicants meet the registration requirements. The College's Registration Committee meets in Plenary Session approximately every other month and regularly reviews registration Guidelines and registration related policies.</p> <p>Registration related policies have a review schedule; the <a href="#">Language Fluency Policy</a> was created in 2015 and was last revised by the Registration Committee in January 2023. The <a href="#">Examination Accommodations Policy</a> was created in 2016, and is scheduled for review in 2024/2025.</p> <p>The <a href="#">Guidelines for Training for Supervised Practice Members</a> were last reviewed in 2019, revisions were completed in 2020, and will be reviewed by the Registration Committee in 2024; the <a href="#">Guidelines for Completing the Declaration of Competence</a> were last reviewed in 2019, and revisions completed in 2020. The <a href="#">Criteria for Evaluating Good Character</a> were last reviewed in 2020 with revisions completed in 2020.</p> <p>The creation of policies and guidelines includes consultation with stakeholders, a review of best practices, and an environmental scan of policies and practices of other regulators.</p> <p>Information on how an applicant can arrange for documentation to be submitted to the College is described in the College's <a href="#">Registration Guidelines</a>, in particular which documents the applicant may provide themselves and which must be sent directly to the College from third parties such as academic transcripts, academic credential evaluations, verification of registration/licensure from other regulatory boards, professional examination scores, and language fluency test scores. The College has a policy in place for cases where an applicant is unable to provide a necessary document for reasons beyond their control, this policy is contained in the Registration Guidelines: <a href="https://cpo.on.ca/cpo_resources/appendix-h-alternative-documentation-policy/">https://cpo.on.ca/cpo_resources/appendix-h-alternative-documentation-policy/</a></p>	
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>

			<i>Additional comments for clarification (optional)</i>
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<b>Measure:</b> <b>9.2 Registrants continuously demonstrate they are competent and practice safely and ethically.</b>			
		<p>c. A risk-based approach is used to ensure that currency<sup>2</sup> and other competency requirements are monitored and regularly validated (e.g., procedures are in place to verify good character, continuing education, practice hours requirements etc.).</p>	
		<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please briefly describe the currency and competency requirements registrants are required to meet.</li> <li>• Please briefly describe how the College identified currency and competency requirements.</li> <li>• Please provide the date when currency and competency requirements were last reviewed and updated.</li> <li>• Please briefly describe how the College monitors that registrants meet currency and competency requirements (e.g., self-declaration, audits, random audit etc.) and how frequently this is done.</li> </ul> <p>All members, other than those with Retired Certificates of Registration are required to participate in Self-Assessment, which includes assessment of current competence in their areas of practice. The College's mandatory Continuing Professional Development Program then requires that members self-monitor their progress towards goals they have set in self-assessment. The tools for self-assessment may be seen <a href="#">here</a> and information about the mandatory Continuing Professional Development program may be seen <a href="#">here</a>.</p> <p>Members are required to consider the following in conducting their self-assessments and planning their CPD activities: addressing changes in relevant Legislation, Standards and Guidelines; remedying gaps in knowledge and skills; addressing changes in practice environments; and incorporating standards of practice and advances in technology. These requirements are reviewed on an annual basis by senior staff of the College and the Quality Assurance Committee.</p> <p>Members are required to self-declare that they have conducted self-assessment and met the minimum requirements of the CPD program. Member self-assessment and participation in CPD activities are reviewed when members are selected for Peer Assisted Reviews. In addition, any members that do not make a declaration of completion of Self-Assessment and completion of the mandatory requirements for CPD by the due date must provide their completed Self-Assessments and/or CPD documentation, as the case may be, for review by the Quality Assurance Committee.</p>	<p>Yes</p>
		<p><i>If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
		<p><i>Additional comments for clarification (optional)</i></p>	

<sup>2</sup> A 'currency requirement' is a requirement for recent experience that demonstrates that a member's skills or related work experience is up to date. In the context of this measure, only those currency requirements assessed as part of registration processes are included (e.g., during renewal of a certificate of registration, or at any other time).

<b>Measure:</b> <b>9.3 Registration practices are transparent, objective, impartial, and fair.</b>		
		a. The College addressed all recommendations, actions for improvement and next steps from its most recent Audit by the Office of the Fairness Commissioner (OFC).
		The College fulfills this requirement:
		Yes
		• Please insert a link to the most recent assessment report by the OFC <b>OR</b> please provide a summary of outcome assessment report. • Where an action plan was issued, is it: In Progress  The last assessment report by the OFC was in 2016-17, the link to the OFC report is found on the <a href="#">OFC's website</a>  More recently the OFC has met with the College to discuss concerns about some aspects of the registration process which may create a barrier for some internationally trained individuals. The College's Registration Committee and Council are actively looking at ways in which some aspects of the College's registration requirements/process may be modified while still maintaining the College's commitment to the protection of the public.
If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?		Choose an item.
Additional comments for clarification (if needed)		

DOMAIN 6: SUITABILITY TO PRACTICE  STANDARD 10	Measure: 10.1 The College supports registrants in applying the (new/revised) standards of practice and practice guidelines applicable to their practice.	
	Required Evidence	College Response
	a. Provide examples of how the College assists registrants in implementing required changes to standards of practice or practice guidelines (beyond communicating the existence of new standard, FAQs, or supporting documents).  <u>Further clarification:</u>  Colleges are encouraged to support registrants when implementing changes to standards of practice or guidelines. Such activities could include carrying out a follow-up survey on how registrants are adopting updated standards of practice and addressing identifiable gaps.	The College fulfills this requirement: <span style="float: right;">Yes</span> <ul style="list-style-type: none"> <li>• Please briefly describe a recent example of how the College has assisted its registrants in the uptake of a new or amended standard:                         <ul style="list-style-type: none"> <li>– Name of Standard</li> <li>– Duration of period that support was provided</li> <li>– Activities undertaken to support registrants</li> <li>– % of registrants reached/participated by each activity</li> <li>– Evaluation conducted on effectiveness of support provided</li> </ul> </li> </ul> <p>There has been one amendment to the current <i>Standards</i> in July 2023. Standard 4.3.1 was revised for the purpose of providing greater clarity to members concerning who they may supervise in the performance of the Controlled Act of Psychotherapy. The need for this became apparent as a result of member queries. An <u>email blast</u> was sent out to all College members on July 2023 explaining the change.</p> <p>The College is also currently revising the entire Standards of Professional Conduct. It is anticipated that the new Standards will be published and provided to all members in June 2024. As in the past, all members are notified of the new and amended Standards in <i>HeadLines</i>, the College’s quarterly publication. The most recent amendment of the <i>Standards</i> was provided here: <a href="https://cpo.on.ca/council-highlights- april-2021/">https://cpo.on.ca/council-highlights- april-2021/</a>.</p> <p>Members are provided with ongoing individual, personalized support, and assistance in understanding and applying the <i>Standards</i> upon request, by way of the College’s Practice Advisory Service. The Practice Advisory service surveys recipients of practice advice using an anonymous survey. In 2023, the Practice Advisory Service received 1862 requests for assistance. 1359 (73%) of these requests were from members and the rest from members of the public. Frequently asked questions and answers to them are also posted on the College’s website (<a href="https://cpo.on.ca/members/professional-practice/professional-practice-faqs/">https://cpo.on.ca/members/professional-practice/professional-practice-faqs/</a>). These are updated quarterly, and members are reminded of this and provided with new additions in each edition of <i>Headlines</i>. Additionally, the <a href="#">semi-annual Barbara Wand Seminars in professional ethics, standards and conduct</a>, provided at no cost to members and graduate psychology students, features presentations by the Registrar and Deputy Registrar about the application of Standards in complex situations.</p> <p>A link to an online evaluation of the support is provided for all of the requests received and responded to in writing. 24 (approximately 86%)</p> <ul style="list-style-type: none"> <li>• Does the College always provide this level of support: <span style="float: right;">Yes</span>                      If not, please provide a brief explanation:</li> </ul>
	If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?	Choose an item.

		<p><i>Additional comments for clarification (optional)</i></p>
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	<p>Measure: 10.2 regulation<sup>3</sup>.</p>	<p>The College effectively administers the assessment component(s) of its QA Program in a manner that is aligned with right touch</p>	
	<p>a. The College has processes and policies in place outlining:</p> <p>i. how areas of practice that are evaluated in QA assessments are identified in order to ensure the most impact on the quality of a registrant’s practice;</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please list the College’s priority areas of focus for QA assessment and briefly describe how they have been identified <b>OR</b> please insert a link to the website where this information can be found and indicate the page number.</li> <li>• Is the process taken above for identifying priority areas codified in a policy: <b>Yes</b></li> <li>• <i>If yes, please insert link to the policy.</i></li> <li>•</li> </ul> <p>The <a href="#">Quality Assurance Regulation</a> requires that most of the QA assessment activities must be completed by all members or by those who are randomly selected for review or audit. The College’s areas of focus, including those in the Self-Assessment Guide and Continuing Professional Development Plan, and Peer and Practice Assessments are described <a href="#">here</a>. Self-Assessment is required of all (except Retired) members, in all areas of practice, at least once every two years. Information about self-assessment requirements may be seen <a href="#">here</a>.</p> <p>Participants in these QA activities are surveyed following receipt of their Declarations of Completion of their mandatory QA activities and results are shared with the QA committee. The structured self-assessment tool is reviewed every year by the Quality Assurance Committee and updated to ensure that members are familiarized with new Legislation and Standards and requires reflection on changes in the field and environment. During 2023, the Committee began a major review of the Self-Assessment Guide, and it is expected that this work will be completed in 2024.</p> <p>As mentioned above, assessment also takes the form of Peer-Assisted Reviews. By <a href="#">Regulation</a> members chosen to participate may be chosen by random or stratified random selection. The Quality Assurance Committee determines the stratified random selection criteria based on several factors each year, after considering information from the Inquiries Complaints and Reports Committee, Practice Advisory Service and its own reviews of Self- Assessment and Peer Assisted Review files through the Quality Assurance Program.</p> <p>Using this multifaceted approach, it identifies groups of members who appear to be at higher risk of difficulties in upholding the Standards of Professional Conduct. This has been the practice of the Committee for several years. Criteria may, for example, include years in practice, work with a particular population group, members providing a significant amount of supervision, or members in private practice. Assessors who conduct Peer-Assisted Reviews are provided with guidance during annual Assessor training. This includes information regarding the appropriate evaluation of those they review, as set out on page 37 of the most recent Assessor training presentation slides, available <a href="#">here</a>.</p> <p>In addition, the Quality Assurance Committee conducts audits and assesses whether a member's participation in mandatory Continuing Professional Development is adequate. Criteria for selecting participants in the Continuing Professional Development program are addressed in <a href="#">Policy II-5(iii): Continuing Professional Development Program Audit and Audit Selection</a>.</p>	<p>Met in 2022, continues to meet in 2023</p>

			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
<p><i>Additional comments for clarification (optional)</i></p>				

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<sup>3</sup> “Right touch” regulation is an approach to regulatory oversight that applies the minimal amount of regulatory force required to achieve a desired outcome. (Professional Standards Authority Right Touch Regulation. <https://www.professionalstandards.org.uk/publications/right-touch-regulation>).

	<p>ii. details of how the College uses a right touch, evidence informed approach to determine which registrants will undergo an assessment activity (and which type of multiple assessment activities); and</p>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to document(s) outlining details of right touch approach and evidence used (e.g., data, literature, expert panel) to inform assessment approach and indicate page number(s). <b>OR</b> please briefly describe the right touch approach and evidence used.</li> <li>• Please provide the year the right touch approach was implemented <b>OR</b> when it was evaluated/updated (if applicable). <i>If evaluated/updated, did the college engage the following stakeholders in the evaluation:</i> <ul style="list-style-type: none"> <li>- <i>Public</i>                      <b>No</b></li> <li>- <i>Employers</i>                      <b>No</b></li> <li>- <i>Registrants</i>                      <b>No</b></li> <li>- <i>other stakeholders</i>                      <b>No</b></li> </ul> </li> </ul> <p>The Quality Assurance Committee has reviewed and discussed the Professional Standards Authority document: <i>Right Touch Regulation</i> in 2020 and every year since then. The Committee aims for the “right touch” when evaluating registrant specific matters to ensure that outcomes are appropriate and aligned with the public interest.</p> <p>Assessors who conduct Peer-Assisted Reviews are provided with guidance during annual Assessor training. This includes information regarding the appropriate evaluation of those they review and reflects a “right-touch” approach throughout the Assessor training presentation slides available <a href="#">here</a>. Right Touch principles are also embedded in the rating system within the Standard Assessment Report Form, available <a href="#">here</a>.</p> <p>The right touch approach was implemented several years ago when senior staff of the College and Council members began reading about this approach and attending relevant training. This approach informs all policy decisions, as may be seen in the standard structure of our policy briefing notes, where decision-makers are required to justify the public interest value of all initiatives and report on the likely demand for resources.</p> <p>The Quality Assurance Committee was audited by an independent consultant during the Fall of 2019. The Auditor's report dated November 27, 2019, was summarized in the <a href="#">Quality Assurance Committee Report</a> (Page 21) provided to Council in March 2020. In the audit report, the auditor stated that: “<i>The peer-assisted review is both a random and risk-based program which is consistent with the evolving regulatory environment</i>” and in describing the QA program generally stated: “<i>This approach drives member participation, is proportionate to the potential risks of non-compliance, and achieves high levels of participation and compliance.</i>”</p>	<p>Yes</p>
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>

			<i>Additional comments for clarification (optional)</i>	
		<p>iii. criteria that will inform the remediation activities a registrant must undergo based on the QA assessment, where necessary.</p>	<p>The College fulfills this requirement:</p>	<p>Yes</p>
			<ul style="list-style-type: none"> <li>Please insert a link to the document that outlines criteria to inform remediation activities and indicate page number <b>OR</b> list criteria.</li> </ul> <p>The criteria for recommending remediation are provided to Peer Assessors and as shown in the <a href="#">Peer Assisted Reviewer Training Presentation Slides</a>, particularly slides 8 and 38-40.</p> <p>The Quality Assurance Committee makes decisions requiring registrant remediation following its review of information submitted by the reviewed registrant and College appointed Assessor throughout QA assessments. The pathways to remediation are reviewed by the Committee during its annual orientation, (slides 14-28), and shared with College Assessors in the provided training materials (slide 7). The Committee may exercise its powers authorized under the <i>Health Professions Procedural Code</i>, which is Schedule 2 of the <i>Regulated Health Professions Act, 1991</i>, to require remediation activities when there are concerns related to registrant knowledge, skill, and judgement.</p>	
			<p><i>If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?</i></p>	<p>Choose an item.</p>
			<i>Additional comments for clarification (optional)</i>	

<p>Measure:  <b>10.3 The College effectively remediates and monitors registrants who demonstrate unsatisfactory knowledge, skills, and judgement.</b></p>		
		<p>a. The College tracks the results of remediation activities a registrant is directed to undertake as part of any College committee and assesses whether the registrant subsequently demonstrates the required knowledge, skill and judgement while practicing.</p>
		<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>• Please insert a link to the College’s process for monitoring whether registrant’s complete remediation activities <b>OR</b> please briefly describe the process.</li> <li>• Please insert a link to the College’s process for determining whether a registrant has demonstrated the knowledge, skills and judgement following remediation <b>OR</b> please briefly describe the process.</li> </ul> <p>The Quality Assurance Committee either requires remediation or seeks voluntary remedial undertakings from members and conducts follow-up when remedial activity is recommended by Assessors in the course of a Peer Assisted Review or when review of documentation indicates such a need. When a remedial activity is required by the Committee, College staff monitor the disposition on a case-by-case basis and discuss progress at regular Quality Assurance staff meetings. The member subject to the requirement, or when a mentor is retained to assist the Committee, the mentor is asked to provide confirmation of successful completion of the requirement and documentation of this is provided to the Committee. If the remediation is not achieved at the level expected by the Quality Assurance Committee, the matter may be referred by the Committee for Investigation by the ICRC.</p> <p>Remedial outcomes for both ICRC and Discipline involve reporting to the Registrar on an interim and/or final basis. The reports will come from members themselves if the remediation is self-directed. Otherwise, the reports will come from a coach or instructor engaged in the remedial activity with the member. This reporting allows the Registrar to determine whether the goals of remediation have been appropriately met.</p>
		<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>
		<p><i>Additional comments for clarification (if needed)</i></p>
		Yes
		Choose an item.

DOMAIN 6: SUITABILITY TO PRACTICE STANDARD 11	Measure 11.1 The College enables and supports anyone who raises a concern about a registrant.	
	Required Evidence	College Response
	a. The different stages of the complaints process and all relevant supports available to complainants are: <ul style="list-style-type: none"> <li>i. supported by formal policies and procedures to ensure all relevant information is received during intake at each stage, including next steps for follow up;</li> <li>ii. clearly communicated directly to complainants who are engaged in the complaints process, including what a complainant can expect at each stage and the supports available to them (e.g., funding for</li> </ul>	The College fulfills this requirement: <ul style="list-style-type: none"> <li>• Please insert a link to the College’s website that clearly describes the College’s complaints process including, options to resolve a complaint, the potential outcomes associated with the respective options and supports available to the complainant.</li> <li>• Please insert a link to the policies/procedures for ensuring all relevant information is received during intake <b>OR</b> please briefly describe the policies and procedures if the documents are not publicly accessible.                         <ul style="list-style-type: none"> <li>• <a href="#">Complaints and Reports to the College</a></li> <li>• <a href="#">Facilitated Resolution Process</a></li> <li>• FAQ: <a href="#">What action can the ICRC take?</a></li> <li>• The College's <a href="#">Risk Assessment Framework</a> also indicates what outcomes are possible in relation to risks identified.</li> <li>• <a href="#">Funding For Therapy</a></li> </ul> </li> </ul> <p>Policies/procedures for ensuring all relevant information is received during intake: Investigations staff reviews all complaints and reports with an internal investigation plan. This assists staff in identifying all allegations, potential witnesses and sources of information. The investigation plan also prompts staff to determine whether third parties ought to be informed (e.g. another regulator, CAS) and prompts thinking about whether a request to appoint an Investigator or to direct that the Registrar make an Interim Order of Suspension might be considered by the ICRC.</p>
		If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?
	Yes	
	Choose an item.	

		sexual abuse therapy); and;	<i>Additional comments for clarification (optional)</i>
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		<p>iii. evaluated by the College to ensure the information provided to complainants is clear and useful.</p> <hr/> <p><i>Benchmarked Evidence</i></p> <hr/>	<p>The College fulfills this requirement:</p> <ul style="list-style-type: none"> <li>Please provide details of how the College evaluates whether the information provided to complainants is clear and useful.</li> </ul> <p>ICRC staff evaluates whether public information provided to complainants is clear by ensuring that documents are written at a grade 10 level, as measured by "readable.io", a web-based service measuring readability. The ICRC also has a feedback form available directly on its website which provides an opportunity for complainants to provide information to the College about their experience with the complaints process. Every complainant has personal contact with a staff case manager and provided with telephone contact information, allowing direct contact, in addition to all the written information available.</p>	<p>Yes</p>
		<p>b. The College responds to 90% of inquiries from the public within 5 business days, with follow-up timelines as necessary.</p>	<p>The College fulfills this requirement:</p> <p>Please insert rate (<u>see Companion Document: Technical Specifications for Quantitative CPMF Measures</u>).</p> <p>Rate is 182/183 or 99.5%.</p>	<p>Yes</p>
		<p><i>If the response is "partially" or "no", describe the College's plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i></p>		<p>Choose an item.</p>
		<p><i>Additional comments for clarification (optional)</i></p>		

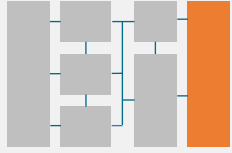


		c. Demonstrate how the College supports the public during the complaints process to ensure that the process is inclusive and transparent (e.g., translation services are available, use of technology, access outside regular business hours, transparency in decision-making to make sure the public understand how the College makes decisions that affect them etc.).	The College fulfills this requirement:	Yes	
		<ul style="list-style-type: none"> <li>Please list supports available for the public during the complaints process.</li> <li>Please briefly describe at what points during the complaints process that complainants are made aware of supports available.</li> </ul> <p>Anyone who alleges sexual abuse by a member, or a supervisee of a member is offered the support of an independent professional retained by the College. This professional offers guidance with respect to College processes and will assist in connecting them to other services. This support is offered as soon as sexual abuse is identified as an allegation in a complaint or report.</p> <p>Where language or communication is identified as a barrier, College staff will offer to arrange interpretation and/or transcription services to assist the complainant in expressing their concerns. In addition, the College will offer to fund legal support to witnesses who are involved in a Disciplinary hearing when a motion has been made to obtain the witness' confidential health records. It will also fund professional support for witnesses who require it in order to testify at a hearing.</p> <p>Where barriers are identified to making a complaint or report, the College employs strategies to assist members of the public. The College will mail hard copies of its complaint form to those who cannot access the online version, interview people in person should they want to express themselves in that way, and accept complaints left by voice mail, and then follow up in writing or over the phone.</p>			
		<i>If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?</i>			Choose an item.
		<i>Additional comments for clarification (optional)</i>			
<b>Measure:</b> <b>11.2 All parties to a complaint and discipline process are kept up to date on the progress of their case, and complainants are supported to participate effectively in the process.</b>					
		a. Provide details about how the	The College fulfills this requirement:	Yes	

		<p>College ensures that all parties are regularly updated on the progress of their complaint or discipline case, including how complainants can contact the College for information (e.g., availability and accessibility to relevant information, translation services etc.).</p>	<ul style="list-style-type: none"> <li>• Please insert a link to document(s) outlining how complainants can contact the College during the complaints process and indicate the page number(s) <b>OR</b> please provide a brief description.</li> <li>• Please insert a link to document(s) outlining how complainants are supported to participate in the complaints process and indicate the page number(s) <b>OR</b> please provide a brief description.</li> </ul> <p>The Complaints and Reports page on the College website has several references to the Investigation department’s contact phone number and email. Complaint and Report forms can be filled out and submitted directly on the website. There is also a feedback form available on the website.</p> <p>College staff provide complainants with updates in a number of ways. Complainants are provided with a copy of the member's response to the complaint. In the unusual event that a complainant will not receive a copy of the response, they are informed of such and of the next steps in the investigation. Complainants are also notified of the progress of the investigation if the case is not disposed of after 150 days, and thereafter at 210 days, 240 days, etc. in accordance with the requirements of the Health Professions Procedural Code, 1991.</p>
<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>			<p>Choose an item.</p>
<p><i>Additional comments for clarification (optional)</i></p>			

DOMAIN 6: SUITABILITY TO PRACTICE	STANDARD 12	Measure: 12.1 The College addresses complaints in a right touch manner.		
		a. The College has accessible, up-to-date, documented guidance setting out the framework for assessing risk and acting on complaints, including the prioritization of investigations, complaints, and reports (e.g., risk matrix, decision matrix/tree, triage protocol).	The College fulfills this requirement:	Yes
			<ul style="list-style-type: none"> <li>Please insert a link to guidance document and indicate the page number <b>OR</b> please briefly describe the framework and how it is being applied.</li> <li>Please provide the year when it was implemented <b>OR</b> evaluated/updated (if applicable).</li> </ul> <p>The ICRC uses a <a href="#">risk assessment framework</a> to assess complaints and reports, which is accessible on the College website. This risk assessment framework was implemented in 2017.</p>	
			If the response is "partially" or "no", is the College planning to improve its performance over the next reporting period?	
Additional comments for clarification (optional)				

DOMAIN 6: SUITABILITY TO PRACTICE  STANDARD 13	Measure: 13.1 The College demonstrates that it shares concerns about a registrant with other relevant regulators and external system partners (e.g. law enforcement, government, etc.).		
	a. The College’s policy outlining consistent criteria for disclosure and examples of the general circumstances and type of information that has been shared between the College and other relevant system partners, within the legal framework, about concerns with individuals and any results.	The College fulfills this requirement:	Yes
		<ul style="list-style-type: none"> <li>Please insert a link to the policy and indicate page number <b>OR</b> please briefly describe the policy.</li> <li>Please provide an overview of whom the College has shared information with over the past year and the purpose of sharing that information (i.e., general sectors of system partner, such as ‘hospital’, or ‘long-term care home’).</li> </ul> <p>Where allegations against a member are received by the College and are of a nature that may appear to warrant criminal and/or provincial offence charges the following policy is applicable: <u><i>Policy II-3(v): Reporting to Police and Other Authorities.</i></u></p> <p>Investigations staff also have an internal procedure for reporting information to the CAS where the reporting requirement under the <i>Child, Youth and Family Services Act, 2017</i>, may arise. In addition, the College has a reporting protocol with the CRPO and the OCSWSSW with respect to members of those other Colleges who are providing psychological services under the supervision of a member of the College of Psychologists.</p> <p>Where there is information about another regulated health professional which may indicate incapacity or other concerns, the College will normally, upon consultation with the Registrar, report the information to be reported to the relevant regulator. Where the College learns that a member or former member is registered in another jurisdiction, the College will inform the other regulator(s) about investigations and outcomes of investigations.</p>	
		If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?	Choose an item.
	Additional comments for clarification (if needed)		

		<b>Measure:</b> 14.1 Council uses Key Performance Indicators (KPIs) in tracking and reviewing the College’s performance and regularly reviews internal and external risks that could impact the College’s performance.			
		Required Evidence	College Response		
DOMAIN 7: MEASUREMENT, REPORTING & IMPROVEMENT	STANDARD 14	a. Outline the College’s KPIs, including a clear rationale for why each is important.	The College fulfills this requirement: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center;">Partially</td> </tr> </table> <ul style="list-style-type: none"> <li>Please insert a link to a document that list College’s KPIs with an explanation for why these KPIs have been selected (including what the results the respective KPIs tells, and how it relates to the College meeting its strategic objectives and is therefore relevant to track), a link to Council meeting materials where this information is included and indicate page number <b>OR</b> list KPIs and rationale for selection.</li> </ul> <p>The Council approved a new Strategic Plan at their <a href="#">June 16, 2023 meeting</a> (pgs. 140-144). The Council approved the use of KPIs in order to demonstrate objective data of College performance. Year 1 KPIs consist primarily of the creation of the Strategic Plan as well as raw number counts. Following Year-1 baseline counts, KPIs will be formalized to ensure these metrics adequately capture their respective strategic domains.</p>		Partially
			Partially		
		<i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i>	Yes		
<i>Additional comments for clarification (if needed):</i>  Given the Council’s decision in June 2023 to adopt KPIs moving forward, it is expected that this CPMF Standard will be met in next year’s version.					

		<p>b. The College regularly reports to Council on its performance and risk review against:</p> <p>i. stated strategic objectives (i.e., the objectives set out in a College’s strategic plan);</p> <p>ii. regulatory outcomes (i.e., operational indicators/targets with reference to the goals we are expected to achieve under the RHPA); and</p> <p>iii. its risk management approach.</p>	The College fulfills this requirement:		Yes		
			<ul style="list-style-type: none"> <li>Please insert a link to Council meeting materials where the College reported to Council on its progress against stated strategic objectives, regulatory outcomes and risks that may impact the College’s ability to meet its objectives and the corresponding meeting minutes and indicate the page number.</li> </ul> <p>The College has an integrated Risk Management Plan which reports on three areas of risk: Risks to Office/Staff; Risks to the College (reputation/self-regulation); and Risks to the Public (from members). The most recent report is on page 286 of the <a href="#">December 2023 Council Meeting</a> materials package. The College's achievement of its Strategic Directions is reviewed at each Executive Committee and Council meeting as presented on pages 290-291 of the December Council meeting package linked above.</p>				
			<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>			Choose an item.	
			<p><i>Additional comments for clarification (if needed)</i></p>				

<b>Measure:</b> <b>14.2 Council directs action in response to College performance on its KPIs and risk reviews.</b>		
a. Council uses performance and risk review findings to identify where improvement activities are needed.  <hr style="border: 1px solid blue;"/> <p style="text-align: center; color: blue; font-style: italic;">Benchmarked Evidence</p> <hr style="border: 1px solid blue;"/>	The College fulfills this requirement:	Yes
	<ul style="list-style-type: none"> <li>Please insert a link to Council meeting materials where the Council used performance and risk review findings to identify where the College needs to implement improvement activities and indicate the page number.</li> </ul> <p>The latest risk management report in 2023, which contains this information, can be found beginning on page 286 of the <a href="#">December 2023 Council Meeting materials</a>.</p>	
	<p><i>If the response is “partially” or “no”, describe the College’s plan to fully implement this measure. Outline the steps (i.e., drafting policies, consulting stakeholders, or reviewing/revising existing policies or procedures, etc.) the College will be taking, expected timelines and any barriers to implementation.</i></p>	
<b>Measure:</b> <b>14.3 The College regularly reports publicly on its performance.</b>		
a. Performance results related to a College’s strategic objectives and regulatory outcomes are made public on the College’s website.	The College fulfills this requirement:	Yes
	<ul style="list-style-type: none"> <li>Please insert a link to the College’s dashboard or relevant section of the College’s website.</li> </ul> <p>The College monitors performance related to its Strategic Directions routinely at both Executive Committee and Council meetings. In addition, the Council receives reports from the College statutory and non-statutory Committees describing the Committees' work for the quarter under review, be it related to the College's finances, individuals registered, quality assurance reviews and results, ICRC timelines and the nature of complaints and dispositions, and Discipline Committee Hearings. The Committees monitor the College's regulatory processes and bring forward policy recommendations when amendments are noted which would improve these regulatory activities. The Committee reports, as well as any proposed policies, are made public in the Council meeting materials posted on the <a href="#">website</a> in advance of each meeting.</p>	
	<p><i>If the response is “partially” or “no”, is the College planning to improve its performance over the next reporting period?</i></p>	
<p><i>Additional comments for clarification (if needed)</i></p>		

## Part 2: Context Measures

The following tables require Colleges to provide **statistical data** that will provide helpful context about a College's performance related to the standards. The context measures are non-directional, which means no conclusions can be drawn from the results in terms of whether they are 'good' or 'bad' without having a more in-depth understanding of what specifically drives those results.

In order to facilitate consistency in reporting, a recommended method to calculate the information is provided in the companion document "Technical Specifications for Quantitative College Performance Measurement Framework Measures." However, recognizing that at this point in time, the data may not be readily available for each College to calculate the context measure in the recommended manner (e.g., due to differences in definitions), a College can report the information in a manner that is conducive to its data infrastructure and availability.

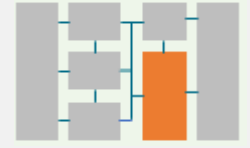
In those instances where a College does not have the data or the ability to calculate the context measure at this point in time it should state: 'Nil' and indicate any plans to collect the data in the future.

Where deemed appropriate, Colleges are encouraged to provide additional information to ensure the context measure is properly contextualized to its unique situation. Finally, where a College chooses to report a context measure using a method other than the recommended method outlined in the following Technical Document, the College is asked to provide the method in order to understand how the information provided was calculated.

The ministry has also included hyperlinks of the definitions to a glossary of terms for easier navigation.



**Table 1 – Context Measure 1**

DOMAIN 6: SUITABILITY TO PRACTICE		
STANDARD 10		
Statistical data collected in accordance with the recommended method or the College's own method: <b>Recommended</b> <i>If a College method is used, please specify the rationale for its use:</i>		
Context Measure (CM)		
CM 1. Type and distribution of QA/QI activities and assessments used in CY 2023*		
Type of QA/QI activity or assessment:	#	
i. Self-Assessment Guide and Continuing Professional Development Plan	2351	<p><i>What does this information tell us? Quality assurance (QA) and Quality Improvement (QI) are critical components in ensuring that professionals provide care that is safe, effective, patient-centred and ethical. In addition, health care professionals face a number of ongoing changes that might impact how they practice (e.g., changing roles and responsibilities, changing public expectations, legislative changes).</i></p> <p><i>The information provided here illustrates the diversity of QA activities the College undertook in assessing the competency of its registrants and the QA and QI activities its registrants undertook to maintain competency in CY 2023. The diversity of QA/QI activities and assessments is reflective of a College's risk-based approach in executing its QA program, whereby the frequency of assessment and activities to maintain competency are informed by the risk of a registrant not acting competently. Details of how the College determined the appropriateness of its assessment component of its QA program are described or referenced by the College in Measure 10.2(a) of Standard 10.</i></p>
ii. Self-Assessment Guide and Continuing Professional Development Plan Reviews required due to failure to submit Declaration of Completion by deadline	9	
iii. Continuing Professional Development Program	4516	
iv. Random Continuing Professional Development Program Audits	59	
v. Continuing Professional Development Program Audits required due to a failure to submit Declaration of Completion by deadline	6	
vi. Peer Assisted Reviews	19	
vii. Assessment under S.81 Health Professions Procedural Code	NR	
viii. Specified Continuing Education or Remediation Program	NR	

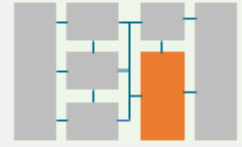
*\* Registrants may be undergoing multiple QA activities over the course of the reporting period. While future iterations of the CPMF may evolve to capture the different permutations of pathways registrants may undergo as part of a College's QA Program, the requested statistical information recognizes the current limitations in data availability today and is therefore limited to type and distribution of QA/QI activities or assessments used in the reporting period.*

[NR](#)

*Additional comments for clarification (if needed)*

- i. The number of registrants required to complete the Self-Assessment Guide and Continuing Professional Development Plan
- ii. The number of Self-Assessment Guide and Continuing Professional Development Plan reviews conducted by the QA Committee to determine compliance following a late or missed Declaration of Completion
- iii. Registrants required to participate in the Continuing Professional Development Program, all registrants must participate on an ongoing basis
- iv. The number of Continuing Professional Development Program audits conducted by the QA Committee to determine compliance based upon random registrant selection
- v. The number of Continuing Professional Development Program audits conducted by the QA Committee to determine compliance following a late or missed Declaration of Completion
- vi. The number of Peer Assisted Reviews completed by the QA Committee
- vii. The number of assessments completed under s.81 of the Health Professions Procedural Code in response to QA Committee Disposition
- viii. The number of Specified Continuing Education or Remediation Programs completed in response to QA Committee disposition

Table 2 – Context Measures 2 and 3

DOMAIN 6: SUITABILITY TO PRACTICE			
STANDARD 10			
Statistical data collected in accordance with the recommended method or the College own method: College Method			
<i>If a College method is used, please specify the rationale for its use:</i>			
Data below reflects the recommended reporting method but includes "Inactive" registrants as they are still required to complete QA Program activities under the Quality Assurance Regulation. Only those registrants with a Retired Certificate are excluded from participation in the QA Program.			
Context Measure (CM)	#	%	
<b>CM 2.</b> Total number of registrants who participated in the QA Program CY 2023	4516	91%	<i>What does this information tell us? If a registrant's knowledge, skills, and judgement to practice safely, effectively, and ethically have been assessed or reassessed and found to be unsatisfactory or a registrant is non-compliant with a College's QA Program, the College may refer them to the College's QA Committee.</i>
<b>CM 3.</b> Rate of registrants who were referred to the QA Committee as part of the QA Program where the QA Committee directed the registrant to undertake remediation in CY 2023.	5	0.001%	<i>The information provided here shows how many registrants who underwent an activity or assessment as part of the QA program where the QA Committee deemed that their practice is unsatisfactory and as a result have been directed to participate in specified continuing education or remediation program as of the start of CY 2023, understanding that some cases may carry over.</i>
<a href="#">NR</a>			
<i>Additional comments for clarification (if needed)</i>			
CM 2: Members with Retired Certificates of Registration (416), are not required to participate in QA . 91% represents the percentage of all members of the College who were required to participate in QA, less 3 individuals who were required to participate but did not. In one of those cases, the member was referred to the ICRC for investigation. The two remaining cases were addressed with a view to accommodating registrants' significant extenuating personal circumstances.			

**Table 3 – Context Measure 4**

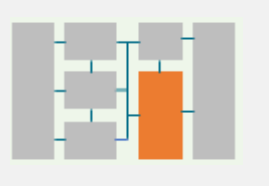
DOMAIN 6: SUITABILITY TO PRACTICE			
STANDARD 10			
Statistical data collected in accordance with the recommended method or the College’s own method: <b>Recommended</b>  <i>If a College method is used, please specify the rationale for its use:</i>			
Context Measure (CM)			
<b>CM 4.</b> Outcome of remedial activities as at the end of CY 2023: **	#	%	<i>What does this information tell us? This information provides insight into the outcome of the College’s remedial activities directed by the QA Committee and may help a College evaluate the effectiveness of its “QA remediation activities”. Without additional context no conclusions can be drawn on how successful the QA remediation activities are, as many factors may influence the practice and behaviour registrants (continue to) display.</i>
I. Registrants who demonstrated required knowledge, skills, and judgement following remediation*	5	100%	
II. Registrants still undertaking remediation (i.e., remediation in progress)	NR	NR	
<a href="#">NR</a> * This number may include registrants who were directed to undertake remediation in the previous year and completed reassessment in CY 2023. **This measure may include any outcomes from the previous year that were carried over into CY 2023.			
Additional comments for clarification (if needed)  -			

Table 4 – Context Measure 5

DOMAIN 6: SUITABILITY TO PRACTICE				
STANDARD 12				
Statistical data is collected in accordance with the recommended method or the College's own method: College Method <i>If a College method is used, please specify the rationale for its use:</i>				
<i>This information relates to <b>allegations</b>, of which there were <b>412</b> for <b>109 formal complaints</b> and <b>34</b> with respect to <b>7 Registrar's Investigations</b>. It should be noted that there may be numerous allegations per matter, with each complaint, on average, comprised of three allegations.</i>				
<i>Professional Conduct &amp; Behaviour appears many times as it includes allegations with respect to general professional conduct as well as consent, confidentiality, objectivity &amp; bias, termination of services, etc. Competence/Patient Care also includes allegations such as the appropriateness of services and familiarity with interventions. All of these allegations are tracked separately by the College.</i>				
Context Measure (CM)				
CM 5. Distribution of formal complaints and Registrar's Investigations by theme in CY 2023	Formal Complaints received		Registrar Investigations initiated	
Themes:	#	%	#	%
I. Advertising	NR	NR	NR	NR
II. Billing and Fees	22	5%	NR	NR
III. Communication	24	6%	NR	NR
IV. Competence / Patient Care	122	30%	6	18%
V. Intent to Mislead including Fraud	23	6%	2	6%
VI. Professional Conduct & Behaviour	165	40%	23	68%
VII. Record keeping	NR	NR	1	3%
VIII. Sexual Abuse	NR	NR	NR	NR
IX. Harassment / Boundary Violations	24	6%	2	6%
X. Unauthorized Practice	12	3%	NR	NR
XI. Other (Supervision)	11	3%	NR	NR
<b>Total number of formal complaints and Registrar's Investigations**</b>	<b>412</b>	<b>100%</b>	<b>34</b>	<b>100%</b>
<i>What does this information tell us? This information facilitates transparency to the public, registrants and the ministry regarding the most prevalent themes identified in formal complaints received and Registrar's Investigations undertaken by a College.</i>				

[Formal Complaints](#)[NR](#)[Registrar's Investigation](#)

*\*\*The requested statistical information (number and distribution by theme) recognizes that formal complaints and Registrar's Investigations may include allegations that fall under multiple themes identified above, therefore when added together the numbers set out per theme may not equal the total number of formal complaints or Registrar's Investigations.*

*Additional comments for clarification (if needed)*

*During the 2022-23 fiscal year the College also received an unusually large number of communications in relation to an ICRC decision that an individual member sought to have reviewed before the Divisional Court. The College received over 24,000 items of correspondence between January and March 2023, including over 10,000 complaint forms. After this initial period, the College continued to receive complaints in relation to this matter.*

*After processing these complaints, a panel of the ICRC provided notice that it intended not to take any further action due to these complaints being "frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process," pursuant to s.26(4) of the Health Professions Procedural Code. These complaints expressed general discontent with an ICRC decision and did not identify specific conduct that could form the basis of an investigation. Due to the sheer volume of complaints received, as well as their duplicative nature, these complaints were not all processed individually but were processed in bulk, under a single file number. The panel ultimately decided to take no further action with respect to these complaints, pursuant to s.26(5) of the Code.*

*Processing and dealing with these complaints involved a significant amount of the College's time and resources. However, the College does not believe that the volume of complaints or their outcomes are reflective of normal College business. Including them in the statistics would give an inaccurate account of the kinds of complaints normally received, as well as their outcomes. However, the College does believe that it is important to provide an account of these matters, as they did have a significant impact on the College in 2023.*

Table 5 – Context Measures 6, 7, 8 and 9

DOMAIN 6: SUITABILITY TO PRACTICE		
STANDARD 12		
Statistical data collected in accordance with the recommended method or the College's own method: Recommended		
<i>If a College method is used, please specify the rationale for its use:</i>		
Context Measure (CM)		
<b>CM 6.</b> Total number of formal complaints that were brought forward to the ICRC in CY 2023	114	
<b>CM 7.</b> Total number of ICRC matters brought forward as a result of a Registrar's Investigation in CY 2023	9	
<b>CM 8.</b> Total number of requests or notifications for appointment of an investigator through a Registrar's Investigation brought forward to the ICRC that were approved in CY 2023	7	
<b>CM 9.</b> Of the formal complaints and Registrar's Investigations received in CY 2023**:	#	%
I. Formal complaints that proceeded to Alternative Dispute Resolution (ADR)	NR	NR
II. Formal complaints that were resolved through ADR	NR	NR
III. Formal complaints that were disposed of by ICRC	10	9%
IV. Formal complaints that proceeded to ICRC and are still pending	89	82%
V. Formal complaints withdrawn by Registrar at the request of a complainant	4	4%
VI. Formal complaints that are disposed of by the ICRC as frivolous and vexatious	6	6%
<i>What does this information tell us? The information helps the public better understand how formal complaints filed with the College and Registrar's Investigations are disposed of or resolved. Furthermore, it provides transparency on key sources of concern that are being brought forward to the College's Inquiries, Complaints and Reports Committee.</i>		

VII. Formal complaints and Registrar's Investigations that are disposed of by the ICRC as a referral to the Discipline Committee			
<p><a href="#">ADR</a>  <a href="#">Disposal</a>  <a href="#">Formal Complaints</a>  <a href="#">Formal Complaints withdrawn by Registrar at the request of a complainant</a>  <a href="#">NR</a>  <a href="#">Registrar's Investigation</a></p> <p><i># May relate to Registrar's Investigations that were brought to the ICRC in the previous year.</i>  <i>** The total number of formal complaints received may not equal the numbers from 9(i) to (vi) as complaints that proceed to ADR and are not resolved will be reviewed at the ICRC, and complaints that the ICRC disposes of as frivolous and vexatious and a referral to the Discipline Committee will also be counted in total number of complaints disposed of by the ICRC.</i></p>			
<p><i>Additional comments for clarification (if needed)</i>  <i>The 6 outcomes of F&amp;V included here are unrelated and in addition to the 10,000 complaints dismissed as F&amp;V, as noted above in CM5.</i></p>			



Table 6 – Context Measure 10

DOMAIN 6: SUITABILITY TO PRACTICE							
STANDARD 12							
Statistical data collected in accordance with the recommended method or the College's own method: College Method							
<i>If a College method is used, please specify the rationale for its use:</i>							
The outcomes are with respect to allegations in 83 decisions released by the ICRC in 2023, not including withdrawals and decision not to investigate an F&V matter. There are multiple allegations that can arise within the same theme, or across themes (average 3 per case).							
Context Measure (CM)							
CM 10. Total number of ICRC decisions in 2023							
Distribution of ICRC decisions by theme in 2023*		# of ICRC Decisions++					
Nature of Decision	Take no action	Proves advice or recommendations	Issues a caution (oral or written)	Orders a specified continuing education or remediation program	Agrees to undertaking	Refers specified allegations to the Discipline Committee	Takes any other action it considers appropriate that is not inconsistent with its governing legislation, regulations, or by-laws.
I. Advertising	0	0	0	0	0	0	0
II. Billing and Fees	7	0	0	0	0	0	0
III. Communication	11	9	0	1	1	1	0
IV. Competence / Patient Care	47	16	0	4	4	5	0
V. Intent to Mislead Including Fraud	11	2	0	1	0	1	0
VI. Professional Conduct & Behaviour	66	21	0	1	10	5	0
VII. Record Keeping	2	2	0	0	2	3	0
VIII. Sexual Abuse	4	0	0	0	0	1	0

IX. Harassment / Boundary Violations	5	4	0	0	4	5	0
X. Unauthorized Practice	6	3	0	0	0	0	1
XI. Other (Supervision)	5	3	0	0	2	0	0

• Number of decisions are corrected for formal complaints ICRC deemed frivolous and vexatious AND decisions can be regarding formal complaints and registrar’s investigations brought forward prior to 2023.  
 ++ The requested statistical information (number and distribution by theme) recognizes that formal complaints and Registrar’s Investigations may include allegations that fall under multiple themes identified above, therefore when added together the numbers set out per theme may not equal the total number of formal complaints or registrar’s investigations, or decisions.

[NR](#)

*What does this information tell us? This information will help increase transparency on the type of decisions rendered by ICRC for different themes of formal complaints and Registrar’s Investigation and the actions taken to protect the public. In addition, the information may assist in further informing the public regarding what the consequences for a registrant can be associated with a particular theme of complaint or Registrar investigation and could facilitate a dialogue with the public about the appropriateness of an outcome related to a particular formal complaint.*

*Additional comments for clarification (if needed)*

Table 7 – Context Measure 11

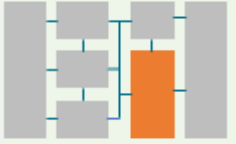
DOMAIN 6: SUITABILITY TO PRACTICE		
STANDARD 12		
Statistical data collected in accordance with the recommended method or the College own method: <b>Recommended</b>		
<i>If College method is used, please specify the rationale for its use:</i>		
Context Measure (CM)		
<b>CM 11.</b> 90 <sup>th</sup> Percentile disposal of:	Days	<i>What does this information tell us? This information illustrates the maximum length of time in which 9 out of 10 formal complaints or Registrar’s investigations are being disposed of by the College.</i>
I. A formal complaint in working days in CY 2023	857	<i>The information enhances transparency about the timeliness with which a College disposes of formal complaints or Registrar’s investigations. As such, the information provides the public, ministry, and other stakeholders with information regarding the approximate timelines they can expect for the disposal of a formal complaint filed with, or Registrar’s investigation undertaken by, the College.</i>
II. A Registrar’s investigation in working days in CY 2023	NR	
<a href="#">Disposal</a>		
<i>Additional comments for clarification (if needed)</i>		
The ICRC disposed of several outstanding matters, whose age affects the disposal rate for this year. For further context, the median disposal time was 391 days.		

Table 8 – Context Measure 12

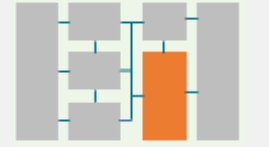
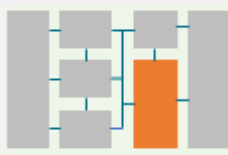
DOMAIN 6: SUITABILITY TO PRACTICE		
STANDARD 12		
Statistical data collected in accordance with the recommended method or the College's own method: <b>Recommended</b> <i>If a College method is used, please specify the rationale for its use:</i>		
Context Measure (CM)		
<b>CM 12.</b> 90th Percentile disposal of:	Days	<p><i>What does this information tell us? This information illustrates the maximum length of time in which 9 out of 10 uncontested discipline hearings and 9 out of 10 contested discipline hearings are being disposed.</i></p> <p><i>The information enhances transparency about the timeliness with which a discipline hearing undertaken by a College is concluded. As such, the information provides the public, ministry, and other stakeholders with information regarding the approximate timelines they can expect for the resolution of a discipline proceeding undertaken by the College.</i></p>
I. An uncontested discipline hearing in working days in CY 2023	NR	
II. A contested discipline hearing in working days in CY 2023	NR	
<a href="#">Disposal</a> <a href="#">Uncontested Discipline Hearing</a> <a href="#">Contested Discipline Hearing</a>		
<i>Additional comments for clarification (if needed)</i>		
The ICRC did not dispose of 10 Registrar's investigations in 2023, so this calculation is not possible.		

Table 9 – Context Measure 13

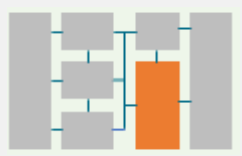
DOMAIN 6: SUITABILITY TO PRACTICE		
STANDARD 12		
Statistical data collected in accordance with the recommended method or the College's own method: Recommended		
<i>If College method is used, please specify the rationale for its use:</i>		
Context Measure (CM)		
<b>CM 13. Distribution of Discipline finding by type*</b>		
Type	#	
I. Sexual abuse	2	
II. Incompetence		
III. Fail to maintain Standard	2	
IV. Improper use of a controlled act		
V. Conduct unbecoming		
VI. Dishonourable, disgraceful, unprofessional	3	
VII. Offence conviction		
VIII. Contravene certificate restrictions		
IX. Findings in another jurisdiction		
X. Breach of orders and/or undertaking	1	
XI. Falsifying records		
XII. False or misleading document		
XIII. Contravene relevant Acts		
		<i>What does this information tell us? This information facilitates transparency to the public, registrants and the ministry regarding the most prevalent discipline findings where a formal complaint or Registrar's Investigation is referred to the Discipline Committee by the ICRC.</i>

*\* The requested statistical information recognizes that an individual discipline case may include multiple findings identified above, therefore when added together the number of findings may not equal the total number of discipline cases.*

[NR](#)

*Additional comments for clarification (if needed)*

Table 10 – Context Measure 14

DOMAIN 6: SUITABILITY TO PRACTICE		
STANDARD 12		
Statistical data collected in accordance with the recommended method or the College own method: Recommended		
<i>If a College method is used, please specify the rationale for its use:</i>		
Context Measure (CM)		
<b>CM 14. Distribution of Discipline orders by type*</b>		<i>What does this information tell us? This information will help strengthen transparency on the type of actions taken to protect the public through decisions rendered by the Discipline Committee. It is important to note that no conclusions can be drawn on the appropriateness of the discipline decisions without knowing intimate details of each case including the rationale behind the decision.</i>
Type	#	
I. Revocation	1	
II. Suspension	2	
III. Terms, Conditions and Limitations on a Certificate of Registration	1	
IV. Reprimand	3	
V. Undertaking	2	
* The requested statistical information recognizes that an individual discipline case may include multiple findings identified above, therefore when added together the numbers set out for findings and orders may not equal the total number of discipline cases.		
<a href="#">Revocation</a> <a href="#">Suspension</a> <a href="#">Terms, Conditions and Limitations</a> <a href="#">Reprimand</a> <a href="#">Undertaking</a> <a href="#">NR</a> -		
Additional comments for clarification (if needed)		

## Glossary

**Alternative Dispute Resolution (ADR):** Means mediation, conciliation, negotiation, or any other means of facilitating the resolution of issues in dispute.

Return to: [Table 5](#)

**Contested Discipline Hearing:** In a contested hearing, the College and registrant disagree on some or all of the allegations, penalty and/or costs.

Return to: [Table 8](#)

**Disposal:** The day upon which all relevant decisions were provided to the registrant by the College (i.e., the date the reasons are released and sent to the registrant and complainant, including both liability and penalty decisions, where relevant).

Return to: [Table 5](#), [Table 7](#), [Table 8](#)

**Formal Complaint:** A statement received by a College in writing or in another acceptable form that contains the information required by the College to initiate an investigation. This excludes complaint inquiries and other interactions with the College that do not result in a formally submitted complaint.

Return to: [Table 4](#), [Table 5](#)

**Formal Complaints withdrawn by Registrar at the request of a complainant:** Any formal complaint withdrawn by the Registrar prior to any action being taken by a Panel of the ICRC, at the request of the complainant, where the Registrar believed that the withdrawal was in the public interest.

Return to: [Table 5](#)

**NR:** Non-reportable: Results are not shown due to < 5 cases (for both # and %). This may include 0 reported cases.

Return to: [Table 1](#), [Table 2](#), [Table 3](#), [Table 4](#), [Table 5](#), [Table 6](#), [Table 9](#), [Table 10](#)

**Registrar's Investigation:** Under s.75(1)(a) of the *Regulated Health Professions Act, 1991*, (RHPA) where a Registrar believes, on reasonable and probable grounds, that a registrant has committed an act of professional misconduct or is incompetent, they can appoint an investigator which must be approved by the Inquiries, Complaints and Reports Committee (ICRC). Section 75(1)(b) of the RHPA, where the ICRC receives information about a member from the Quality Assurance Committee, it may request the Registrar to conduct an investigation. In situations where the Registrar determines that the registrant exposes, or is likely to expose, their patient to harm or injury, the Registrar can appoint an investigator immediately without ICRC approval and must inform the ICRC of the appointment within five days.



Return to: [Table 4](#), [Table 5](#)

**Revocation:** Of a member or registrant's Certificate of Registration occurs where the discipline or fitness to practice committee of a health regulatory College makes an order to "revoke" the certificate which terminates the registrant's registration with the College and therefore their ability to practice the profession.

Return to: [Table 10](#)

**Suspension:** A suspension of a registrant's Certificate of Registration occurs for a set period of time during which the registrant is not permitted to:

- Hold themselves out as a person qualified to practice the profession in Ontario, including using restricted titles (e.g., doctor, nurse),
- Practice the profession in Ontario, or
- Perform controlled acts restricted to the profession under the Regulated Health Professions Act, 1991.

Return to: [Table 10](#)

**Reprimand:** A reprimand is where a registrant is required to attend publicly before a discipline panel of the College to hear the concerns that the panel has with their practice.

Return to: [Table 10](#)

**Terms, Conditions and Limitations:** On a Certificate of Registration are restrictions placed on a registrant's practice and are part of the Public Register posted on a health regulatory College's website.

Return to: [Table 10](#)

**Uncontested Discipline Hearing:** In an uncontested hearing, the College reads a statement of facts into the record which is either agreed to or uncontested by the Respondent. Subsequently, the College and the respondent may make a joint submission on penalty and costs or the College may make submissions which are uncontested by the Respondent.

Return to: [Table 8](#)

**Undertaking:** Is a written promise from a registrant that they will carry out certain activities or meet specified conditions requested by the College committee.

Return to: [Table 10](#)

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## WHITE PAPER

2024.02.03D

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### MARCH 2024 COUNCIL MEETING

## CLOSURE OF MASTER'S LEVEL REGISTRATION REPORT

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

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### MOTION FOR CONSIDERATION

That the Council approve the submission of the Master's Level Registration Report to the Ministry of Health.

**Moved by** TBD

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### PUBLIC INTEREST RATIONALE

To ensure that the College's registration practices, particularly as they relate to Master's-prepared applicants, support public protection, the public interest, and the College's vision for excellence in care.

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### SUMMARY

The Council's motion to close Master's-level registration is substantiated by the overwhelming majority of professional psychology graduate programs in Ontario not providing terminal Master's degrees or having the intention of training autonomous psychological practitioners at the Master's-level. The Doctoral period of study serves a crucial safety function to ensure that only competent and ethical trainees graduate from their programs. Doctoral programs also serve as a quality control function as the gatekeeper for trainees to acquire the knowledge, skill, and clinical judgement to perform professional activities safely, ethically, and competently. In the mandate of public protection, the Council's motion to close Master's registration would be in alignment with Canadian Psychological Association-accreditation standards of Doctoral programs.

This alignment between regulator, accreditation body, and training programs is important for quality care, client safety, and the public's trust in the profession. Master's-level candidates have their applications rejected and then appealed to the Health Profession Appeal and Review Board (HPARB) substantially more often than Doctoral candidates (without having decisions overturned), resulting in significant financial costs and operational backlogs to the College. A review of 2022 HPARB patterns revealed that half of the applicants who were rejected became registered with the College of Psychotherapists of Ontario, suggesting a more suitable regulatory body for their training. Decisions from the Inquiries, Complaints, and Reports Committee were examined and appeared similar between education levels but should be interpreted with caution due to small and/or unequal sample sizes.

In addition to the decision surrounding the closure of the Master's route to initial registration, the ambiguity of the title *Psychologist* poses a significant risk to the public, as it currently lacks transparency with respect to the education level of Psychologists. Doctoral vs Master's-level Psychologists should be clearly delineated by ensuring that the level of training is explicitly noted in the registrant's title. This will serve to clarify the identity of the profession to the Ontario public and will align with the training provided by the majority of graduate programs in the province.

## Closure Of Master's Level Registration Report

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### INTRODUCTION

The mandate of this project was to examine the current educational landscape of Master's-level professional psychology training in Ontario and to review available College data to inform the decision of the Council to close registration at the Master's-level. The College thanks Dr. Paula Garshowitz for her preliminary work on this project. A brief history on the topic of Master's-level registration in Ontario can be found in Appendix A.

In order to provide the Council with current information regarding the training landscape of professional psychology, individual meetings were held with the Directors of Clinical Training (DCTs) of each graduate psychology program in Ontario that is accredited by the Canadian Psychological Association (CPA) as well as Laurentian University (Master's-level applied psychology). Private institutions that are for-profit were not included in this review. Accreditation serves an important quality control function, as professional graduate programs who are CPA-accredited must adhere to specific standards and these programs are reviewed on a regular cycle, ensuring high quality training for future registrants (similar to the Royal College of Physicians and Surgeons of Canada's Accreditation standards). Master's programs are not accredited and, thus, there is significant variability in applicants with degrees ranging from Divinity to Education, all seeking registration as practitioners of psychology.

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### METHOD AND RESULTS

Data were gathered from the College's database and through semi-structured interviews with DCTs. All DCTs were asked the same questions regarding their training programs to ensure consistency in data collection (see Appendix B). Out of the 15 DCTs interviewed, only one doctoral program indicated that their program was designed to confer a terminal Master's degree in school psychology. Laurentian University confers solely Master's-level psychology degrees and lack of accreditation of the program was noted. Although the majority of Doctoral programs conferred a Master's degree, they all definitively indicated that their training programs were not designed to prepare independent psychology professionals at the Master's-level, but rather, the Master's degree was conceptualized as a stage in the developmental training process leading to the Doctoral degree marked by several years of additional learning to further develop the knowledge, skill, and clinical judgement of trainees.

Less than half of the programs provided the required graduate coursework for registration with the College at the Master's-level and programs noted that more advanced courses were offered at the Doctoral-level. Without standardized education curricula, there is variability in the availability of required courses at the Master's-level for registration with the College. For example, some programs provide psychotherapy training at the Doctoral-level, creating gaps in the core educational experiences expected of candidates for registration with the College. This is particularly problematic from a client safety perspective, as psychotherapy has been deemed a controlled act in Ontario (under specific circumstances) due to the risk of harm to the public. With respect to clinical training, less than half of DCTs indicated that they offered clinical practice at the Master's-level that would prepare students in the required competencies of assessment and intervention. Importantly, the clinical training was described as generally introductory in nature. Irrespective of the course offerings or clinical training provided at the Master's-level, Doctoral program DCTs clearly indicated that they do not train independent psychology professionals at the Master's-level.

When DCTs were asked how many of their students received their Master's degree and subsequently

## Closure Of Master's Level Registration Report

registered as Psychological Associates with the College, the consensus was that very few students did not proceed to a Doctoral degree. DCTs indicated that a very small minority of students (e.g., 1 to 2 students), to their knowledge, had pursued registration at the Master's-level and that this was "rare," "unusual" or that it did not occur in their program. When students did not pursue a Doctoral degree, it was reported to be a result of a multitude of factors including, the program not permitting the student to continue due to academic and/or professionalism concerns as well as personal decisions made by the trainee. The transition from the Master's to the Doctoral program serves an important safety function, such that programs are able to decline transition if there are quality concerns with the student. Being able to observe a student's professional development over the course of several years (which is possible with the combined Master's to Doctoral experience), provides faculty with substantial information about a student's level of competence, ethical conduct, and professionalism.

The data from DCTs overwhelmingly indicates that the public educational landscape of professional psychology in Ontario has evolved to train students with the expectation that they will practice at the Doctoral level. Ultimately, there has been an evolution in the field since the proclamation of the Regulated Health Professions Act (1991) and training programs reflect this change to the expected standard of entry to the profession.

### **Qualitative Comments and Themes from the Interviews**

- *Our program is not designed to train autonomous providers at the Master's-level.*
- *The Master's program is not designed as a terminal program leading to autonomous practice.*
- *In rare circumstances a student who is struggling in the PhD program may be granted an MA if they choose to withdraw from the program*
- *We are always looking to pack more opportunities into the PhD – not enough time.*
- *Care about integrity of training and the scaffolding provided from Master's to Doctoral degree.*
- *Practicum in Master's might only be in assessment, not therapy.*
- *Concerns with level of training at Master's-level*
- *Careful oversight across the training from Master's to Doctoral – this is missing if candidate terminates their training after the Master's degree.*
- *Concerns regarding case formulation, synthesis of data, research skills, and critically evaluating the technical properties of psychometrics.*
- *4-years of supervision for Psychological Associates not equivalent to doctoral training*
- *Intentionally a sequential program with PhD – integrated training program*
- *Specialized Courses at PhD and advanced practica*
- *More advanced skills are in PhD.*
- *Reasons not to proceed to PhD: if research skill difficulty/missing deadlines is identified (not a guaranteed entry to PhD, if problems or concerns identified by faculty; sometimes not a clear reason why they opt not to continue to PhD*
- *Concern: no level of accreditation for Master's programs*

### **Appeals Following the Rejection of Applications**

A review of cases that were appealed to the Health Profession Appeal and Review Board (HPARB) over the past five years revealed that Master's applicants are deemed not qualified for entry to the profession in considerably greater numbers than Doctoral applicants (Exhibit 1). This finding is despite the fact that there are significantly fewer Master's applicants to the profession in general. HPARB decisions regarding these registration matters over the last five years have either upheld the College Registration Committee's decision or an application was sent back to the College for further review. Following further review by the College, no registration decision in these cases (including refusal) has

## Closure Of Master's Level Registration Report

been overturned by HPARB (due to the ongoing nature of HPARB appeals, there continues to be HPARB cases in process).

Exhibit 1: HPARB Appeals by Education Level

	Appeals Master's Applicants	Appeals Doctoral Applicants	Total Master's Applicants	Total Doctoral Applicants
2017	7	0	77	122
2018	10	1	66	131
2019	13	2	98	120
2020	12	3	103	159
2021	9	3	94	147

### Membership Data – What Does it Mean to be a Master's-level Registrant?

To better understand the current state of the College with respect to Master's registrants, a review of the highest degree of membership was conducted which suggested significant variability in the Master's class. Although the issue of restricted titles is distinguishable from registration standards, these concepts overlap, especially when considering the public's understanding of a profession (a title implies a level of training and expertise for consumers). The introduction of the Agreement on Internal Trade (AIT; now the Canadian Free Trade Agreement, CFTA) has resulted in a lack of clarity to the public when choosing a Master's-level registrant for their care.

Historically, the title of "Psychologist" in Ontario was reserved for Doctoral-level registrants. All registrants at the Master's-level in Ontario received the title of "Psychological Associate." Both titles have the same scope of practice. With the CFTA, when registrants in jurisdictions that grant the title of "Psychologist" at the Master's-level seek registration in Ontario, those individuals must be given the title of "Psychologist". This has created a trend of "registration tourism" where members of the College of Psychologists of Ontario who are registered as "Psychological Associates" are seeking additional registration in a jurisdiction that would provide them the title of "Psychologist" and then "returning to Ontario" with this new title without any new competence. This has occurred in situations where there was no physical change of residency, so individuals did not need to "return to Ontario" physically.

This development creates confusion for the public as Master's-level practitioners might be called Psychological Associates, whereas others might be called Psychologists without any additional competence. The value proposition of Master's-level registrants obtaining the title of "Psychologist" in lieu of "Psychological Associate" is solely for the benefit of the registrant, not the public. The public may not have the knowledge to research their psychological care provider to determine whether they are Master's or Doctoral trained, but the title of "Psychologist" confers a greater perception of legitimacy. To demonstrate the value proposition of the title "Psychologist," as of June 2022, 329 Master's-level registrants who were initially registered as Psychological Associates in Ontario have become registered in other jurisdictions as "Psychologists" and have returned to Ontario with this title. From July 1, 2022, to April 19, 2023, there were an additional 19 Master's-level registrants who have changed their titles through the CFTA.

The distinction between clinical psychology and psychotherapy is an important one. Clinical psychologists use psychotherapy as one type of intervention within their greater skillset, whereas psychotherapists do not have the same breadth of assessment skills or the ability to diagnose conditions. The hallmark of clinical psychology is the integration of science with practice. When working with the public, this means that clinical psychologists are trained to interpret research, to

## Closure Of Master's Level Registration Report

administer evidence-based psychological instruments (such as standardized tests), and to integrate this knowledge to formulate personalized treatment plans for their clients. Psychotherapy is one intervention that psychologists may leverage to care for their clients. Thus, although psychotherapy is an intervention within the scope of practice of clinical psychology, the profession of psychology requires additional skills beyond that of the psychotherapist.

In addition to the practice of clinical psychology in Ontario, registered psychologists practice in the areas of Clinical Neuropsychology, Forensic/Correctional Psychology, School Psychology, Health Psychology, Rehabilitation Psychology, Counselling Psychology, and Industrial/Organizational Psychology. A unifying hallmark of all psychology practice is the ability to integrate research evidence with professional practice to provide the most helpful recommendations to the public, including evidence-based psychological interventions. Professional psychology's service to the public good has been to provide a scientific approach to understanding human behaviour in a sector impacted by pseudo-science that can exploit vulnerable clients and create harm to the public<sup>1</sup>.

Individuals with Master's degrees in psychology have a regulator with whom they can consider registering, the College of Registered Psychotherapists of Ontario (CRPO). In fact, a number of Master's-level registrants are now dually registered with the CRPO, suggesting that their level of psychology training makes them suitable to become a psychotherapist and provides an avenue for Master's-trained psychology graduates. Of the HPARB registration appeals in 2022, half of the cases (nine of the eighteen) were of applicants who were also registered with the CRPO. This suggests redundancy in some Master's-level applicants, as these individuals either apply to both the CRPO and CPO concurrently, are already registered with the CRPO when they apply to the CPO, or they become registered with the CRPO after finding that they are not eligible to register with the CPO.

As presented in Exhibit 2, the number of Master's-level "Psychologists" (408) have now surpassed "Psychological Associates" (311) even though candidates for initial registration in Ontario with a Master's degree must undergo the Psychological Associate route. When comparing Master's-level Psychologists who are transitioning their practice to Ontario from another Canadian jurisdiction through the Interim Autonomous Practice route, they are similar in numbers to Psychological Associate supervised practice registrants (37 vs. 48, respectively). This pattern suggests a similar pace of new Master's-level Psychologists and Psychological Associates joining the College, further complicating the profession's public identity. That is, when members of the public are choosing their Psychologist, they may not be aware of their academic credentials and the heterogeneity of training within the title of "Psychologist." It may be argued that the College is insufficiently transparent to the public in terms of the qualifications of the providers of their psychological care, both in the public and fee-for-service systems.

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<sup>1</sup> See Lilienfeld, S. O. (2007). Psychological Treatments That Cause Harm. *Perspectives on Psychological Science*, 2(1), 53-70. <https://doi.org/10.1111/j.1745-6916.2007.00029.x>

## Closure Of Master's Level Registration Report

### Exhibit 2: 2022 Membership Data (Autonomous, Interim Autonomous, Supervised Practice)

Degree	Title	Degree Total
Master's	C.Psych.	408
Master's	C.Psych. (Interim Autonomous Practice)	37
Master's	C.Psych.Assoc.	311
Master's	C.Psych.Assoc. (Supervised Practice)	48
Doctoral	C.Psych.	3190
Doctoral	C.Psych. (Interim Autonomous Practice)	58
Doctoral	C.Psych. (Supervised Practice)	127

A member snapshot from the May 31, 2022, annual report revealed the following registration pattern:

- 4736 total active members (across all certificates)
- Master's Psychologists account for 9.4% of all registrants
- Psychological Associates account for 7.6% of all registrants
- All Master's-level registrants account for 17% of the total membership

### Complaints Data

In order to examine whether there were differences in the proportion of Master's and Doctoral registrants who were referred to the Inquiries, Complaints, and Reports Committee (ICRC), a scan of decision patterns from the 1980s to the 2020s was conducted. Importantly, the percentage of Master's-level registrants varied across time-periods (see Appendix A for a brief history). Although there did not appear to be qualitative differences between Master's and Doctoral registrants, statistical analyses were inhibited by small and/or unequal sample sizes. In general, complaints that resulted in undertakings or discipline were based on a small minority of registrants, particularly over a timespan that was several decades long. Thus, conclusions from these data should be made with caution given those caveats in mind.

### Where do Registrants Practice?

Psychology professionals practice across a diverse range of settings. A common argument against the closure of the Master's route to registration is that some practice settings and priority populations will be disproportionately, negatively impacted, particularly in the areas of Education and Corrections. The data, however, suggested that the setting with the greatest number of both Doctoral and Master's registrants was private practice (solo and group practices; n = 2901 for Doctoral; n = 591 for Master's). In terms of raw numbers of registrants in the Education system, there were more Doctoral than Master's registrants (n = 424 vs n = 340). The pattern for psychology professionals within the Corrections system is similar with Doctoral registrants outnumbering Master's registrants (n = 80 vs n = 23). Therefore, although the proportion of Master's level registrants who serve clients within the Education and Corrections systems may be higher than that of Doctoral registrants, the actual number of service providers within these contexts is higher among those with Doctoral degrees. An important factor to consider in the interpretation of these data is that the Ontario Psychological Association (OPA) historically recommended the fees that private practitioners could charge the public per hour of service. There are presently no differences in the fees between Master's and Doctoral registrants, with a mean range of \$212/hour to \$239/hour and no fee ceiling (i.e. no formal cap on what psychologists can charge). As per the OPA's email to the membership on December 12, 2022, no distinction is made between Master's and Doctoral members:

*...What is the difference between the reported fee range as opposed to the previous 2013 OPA recommended fee?*

## Closure Of Master's Level Registration Report

*The OPA is not providing nor publishing a 'recommended' fee rate. Our reasoning remains the same as announced in the spring. The reported fee range provides the actual current range for psychological treatment. In addition, we have provided the mean by specific regions.*

*Am I allowed to charge clients more than the range within this year's reported fee range?*

*Yes, this has always been the case. The reported fee range provided by the OPA does not have any bearing on what members are ultimately able to charge for their services. Those factors, as determined by the survey, are influenced by a multitude of various factors.*

*Psychologists must always inform clients of their rate upfront before service delivery and receive consent from their clients regarding what their agreed rate for service delivery is. The rate for service should be documented in the consent process, accordingly...*

Therefore, the greatest number of Master's registrants are in the private marketplace, as it is significantly more profitable than within the public sector, in addition to a range of other factors of consideration (e.g., having one's own hours, not reporting to a manager, etc.). Master's registrants who change their title to Psychologist through the CFTA are more marketable within the private sector due to the greater brand recognition of the title "Psychologist" vs "Psychological Associate," on which the public may make a decision about their choice of service provider. There is a lack of evidence to suggest that the closure of the Master's class of registration would result in fewer psychology professionals to work in the Education or Corrections sectors. It appears that the private practice setting is the most popular context for Master's-level registrants.

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## CONCLUSION

Considering the College's mandate to protect the public interest, there are aspects of the Master's class that have the risk to cause harm, particularly with respect to the heterogeneity of applicants' academic backgrounds as well as a lack of clarity of title. Overall, there is evidence, at this time, to support the Council's motion to close Master's-level registration.

**Risk of Harm:** When a regulatory College submits regulation amendments to the Ministry of Health for approval, the College must provide an explanation of how the proposed regulation is in keeping with the RHPA (1991) and the public interest. The College is asked to explain how the change will benefit or protect the public and must identify the risk(s) to the public if the amendment is not passed. To close a Class of Certificate of Registration, the College must demonstrate that the public is at risk of harm from those individuals registered with that class of Certificate of Registration. It is concerning that accredited training programs of professional psychologists in Ontario do not train students for registration at the Master's-level. The lack of standardized curricula at the Master's-level creates variability in training experiences. For example, some programs provide psychotherapy training and more advanced assessment skills required for independent practice solely at the Doctoral-level, creating gaps in the core educational experiences expected of candidates for registration with the College. This is particularly relevant from a public protection perspective, as the communication of a diagnosis and the practice of psychotherapy are controlled acts in Ontario given the potential for harm if not conducted competently. Both controlled acts require knowledge, skill, and clinical judgement which develop through a combination of formal coursework and supervised clinical experiences. This suggests that applicants are attempting to enter the profession with variable academic backgrounds despite the fact that Psychology is a specific academic discipline and science, in addition to being a regulated health profession. At its core, the profession of psychology requires the independent ability to integrate science with practice. It is unlikely that the general public is aware of the significant educational differences between psychology professionals using the title "Psychologist." This lack of



### Closure Of Master's Level Registration Report

transparency is not in the best interests of the public.

The Psychological Associate certificate was created to provide clarity to the public between Master's and Doctoral registrants. With the rise in "registration tourism," the title of Psychological Associate has lost significance and has been surpassed by the title of Psychologist. This creates a lack of clarity for the public and can erode public trust in the profession. Although ICRC decisions were similar when accounting for proportional differences between Master's and Doctoral registrants, HPARB data would suggest that the registration of Master's applicants creates significant financial and operational pressure on the College, which ultimately impacts the College's ability to serve and protect the public. Additionally, a number of applicants to the College are already registered with the CRPO (or eligible to apply).

A significant risk to the public is in the lack of clarity and transparency of titles and scopes of practice. It is in the public interest to provide clarity regarding a profession's title(s). For example, in the province of Ontario, both Registered Nurses (RNs) and Registered Practical Nurses (RPNs) can use the title "Nurse." However, when introducing themselves to the public, they must describe their specific title, as the current entry academic standard for RPNs is a College diploma whereas for RNs it is the baccalaureate degree, and there are differences in the scopes of practice between RPN and RN-level nursing practice. As per their Code of Conduct, "3.1 Nurses identify themselves to clients consistent with CNO's public register, using their name, title (RN, RPN, NP) and their role within the health care team. Although these professionals are all "nurses" by general title, they have distinct training experiences and scopes of practice. Thus, the people of Ontario would benefit from clearer delineation between Master's and Doctoral-trained psychology providers.

**Psychology Requires Novel Solutions to Increase Health Human Resource Supply:** Section 2.1 of the Health Professions Procedural Code being Schedule 2 of the RHPA describes a College's duty to "work in consultation with the Minister to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals." The public's need for mental health services has increased exponentially during and since the COVID-19 pandemic. The data suggests that Master's registrants are most prevalent in the private sector, not public. This is most likely due to the lucrative nature of private practice.

As of 2021, there were approximately 19,485 professional psychologists across Canada.<sup>2</sup> Psychology is a "small batch" profession given the extensive knowledge and skill that must be acquired through formal coursework, clinical experience, and research/scholarship. Professional development during these formative years is also guided by extensive supervision across clinical practica and a pre-doctoral internship, in addition to the College's year of supervised practice. The resource-intensive nature of developing a psychologist creates limits to the numbers in the profession. A more efficient method to maximize the number of available psychologists to the Ontario public is to pool health human resources with another jurisdiction, such that potentially capacity in both provinces is increased. This approach is in alignment with the Ministry of Health's "[As of Right](#)" legislation that aims to expedite the onboarding of regulated health professionals from other Canadian jurisdictions in Ontario.

To ensure adequate numbers of practitioners, the College could create novel solutions to increasing health human resource supply, such as interjurisdictional agreements with other Canadian Psychology regulators to create a larger pool of psychological practitioners. There is interest in an "open corridor" with a form of shared registration between British Columbia (BC) and Ontario allowing for virtual and in-person services in both jurisdictions. Given BC's similar requirements to what is proposed in this report, this 'corridor' could serve as an initial pilot to then scale and spread across the country. Allowing for the flow of psychologists between these two provinces is in alignment with provincial and federal

<sup>2</sup> <https://www.statista.com/statistics/806108/psychologist-number-in-canada/>

### Closure Of Master's Level Registration Report

initiatives already in development for other health professions and would serve to demonstrate the College's openness to innovation to meet the public need. The provinces of Atlantic Canada have established a telepsychology MOU to increase the capacity of service provision in the region. A Multi-Jurisdictional Limited Telepsychology MOU between a number of Canadian jurisdictions (Ontario included) is launching to improve continuity of care. However, a fully open corridor between BC and Ontario allowing for in-person and virtual services provision would provide an innovative solution with even greater capacity to alleviate the mental health human resource crisis, particularly with respect to in-person, public sector settings where there is the greatest need.

### Labour Mobility Provisions Will Continue to Allow Master's-Level Registration Across the Country:

Under Chapter 7, Labour Mobility provisions of the CFTA, the College must recognize practitioners, as qualified to practice, who are registered with a regulatory body in another province or territory. This is further supported by the requirements of the mobility provisions set out in the College's Registration Regulation (O. Reg. 74/15). Psychology professionals who practice in other provinces and who have been granted the title Psychologist based on Master's-level training, may register in Ontario and use the title Psychologist. The College of Alberta Psychologists, for example, registers Psychologists at the Master's-level. Those who register in Ontario under Labour Mobility provisions, who hold a Master's-level degree and who use the title Psychologist in their home province, must be granted registration with that title.

Psychological Associates registered with the College in Ontario are engaging in "registration tourism" becoming secondarily registered in another province where Master's-level registrants use the title Psychologist and then applying for a Certificate of Registration as a Psychologist in Ontario using Labour Mobility provisions. At this time, the number of Master's-level Psychologists have surpassed the number of Psychological Associates. This pattern is not in the best interest of the public, as it creates confusion and a lack of clarity.

The scope of practice and presence of restricted/controlled acts also differ across jurisdictions. For example, in [Saskatchewan](#), communication of a clinical diagnosis in writing is restricted to those with an Authorized Practice Endorsement over and above College registration which differs from Ontario.

- *In order to identify and communicate a clinical diagnosis in writing, a psychologist in Saskatchewan requires a special additional licence, called an Authorised Practice Endorsement, in addition to membership in the College of Psychologists.*

Regardless of the College's decision with respect to Ontario-trained Master's-level professionals, the College will continue to be required to register applicants from other provinces under Labour Mobility provisions. Should the College decide to close Master's-level registration, it will not fully address the reality of Master's-level Psychologists continuing to get registered from other jurisdictions and current Psychological Associates in Ontario engaging in "registration tourism." Hence, the title issue should also be addressed when the Council decides on the matter of Master's registration.

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## RECOMMENDATIONS

The College Council's decision to close Master's-level registration is substantiated by the lack of graduate programs in Ontario that are designed to produce autonomous psychological providers at the Master's-level. This issue is further exacerbated at the registration stage, as the College must determine if applicants with heterogeneous academic backgrounds and training experiences (including self-training of foundational concepts) with a Master's degree could qualify for registration. This process is resource-intensive, both from a financial and a human resource perspective. Further exacerbating the issue is that Master's-level applicants who have been rejected appeal their decisions disproportionately more often than Doctoral applicants. A number of Master's-level applicants are registered with the CRPO (or eligible to apply). Given the frequency of Master's-level registrants in

### Closure Of Master's Level Registration Report

Ontario becoming registered in another jurisdiction for the purpose of obtaining the title of *Psychologist* with no additional qualifications, there is a need for increased consumer protection. The negative optics of closing a route to registration must be anticipated in order to offset any negative repercussions. If the Ministry of Health approves the College's proposed closure of the Master's-level route to registration, a robust health human resource strategy (such as the open corridor pilot with BC) will be crucial to ensure that the public's access to psychological care is not unduly impacted. An option for the Council's consideration is as follows:

#### Close Master's-level Registration in Ontario

- a. Grant the title of Psychologist to all registrants with a clear specification of level of training (e.g., Psychologist (Master's-Level); Master's-Level Psychologist; Psychologist (Master's); Use of the title, "Dr" for Doctoral prepared psychologists; Psychologist (Doctoral-Level))
- b. Close new applicants in Ontario at the Master's-Level
- c. Ensure mechanisms and procedures are available to evaluate internationally trained applicants.
- d. Establish an MOU with BC to increase health human resource supply, particularly in much-needed publicly funded positions in Ontario that require on-site service delivery such as hospitals, schools, and correctional facilities. Resource pooling with BC would create an immediate increase of up to 1,400 additional psychology providers who could work in Ontario to fill the much-needed shortage of psychologists working in public settings. This increase in potential psychologists in Ontario would alleviate any human resource shortages that could result from eliminating new Master's-level registration in Ontario. Psychology is a small batch profession with only a few hundred new registrants each year, with Master's-level registrants accounting for a small percentage of overall membership. Larger scale initiatives such as pooling health human resource capacity across jurisdictions would not only address any potential decreases in registrants due to eliminating the Master's-level route to entry into the profession but would actually serve to increase the human resource pool considerably. When considering scale, it is important to note the benchmark comparators of other mental health professionals within the province. The CRPO and the College of Social Workers/Social Service Workers have significantly more members than the College of Psychologists (approximately 13,000 and 27,000, respectively), and there is no indication that the College of Psychologists will ever be able to reach parity due to differences in training, supervision, and registration.

An interjurisdictional solution between BC and Ontario would be in alignment with leaders in the regulatory space, such as the College of Physicians and Surgeons, and would provide consumers with increased choice. Pan-Canadian registration is the zeitgeist in healthcare regulation in Canada and would demonstrate to government that the College is forward-thinking and is attempting to align with "As of Right" legislation as much as possible. An agreement with BC could serve as an innovative pilot to create proof of concept that could eventually be scaled to the other Canadian psychology regulators, maximizing the pool of potential psychological providers across the country.

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#### ATTACHMENTS

1. Appendix A: A Brief History
2. Appendix B: Director of Clinical Training – Masters-Level Training Interview

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#### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## Closure Of Master's Level Registration Report

### Appendix A: Brief History

#### Early History

Psychology in Ontario was initially regulated by the [Psychologists Registration Act, 1960](#). The academic requirement into the profession was established as the Doctoral degree. For the first six years post-proclamation, psychology professionals with a Master's degree were grandparented if they had four years of acceptable experience. This was repealed in June 1966, ending the six-year grandparenting period. When the [Psychology Act, 1991](#) was proclaimed into law the scope of practice authorized to members of the College did not differentiate between Psychologists (Doctoral-level trained) or Psychological Associates (Master's-level trained). No distinction is made in the Act between professionals holding these two titles with respect to scope of practice or authority to perform controlled acts authorized to the profession. The College made efforts during the early years of the RHPA to restrict those registered with Master's-level education from performing controlled acts unless they met additional registration requirements. In 1999 this requirement was appealed to HPARB which concluded that "the Psychology Act made no distinction between members with different academic credentials" and "the College purported to establish a new class of member that is not in accord with the existing statutes and regulations".

#### Task Force on Shaping the Future of Psychology Regulation in Ontario - March 2013

Following the proclamation of the Psychology Act, 1991 and the implementation of Labour Mobility provisions under the AIT, the College Council discussed the implications of these pieces of legislation. At its March 26, 2010, meeting, the College Council appointed a Task Force to propose a plan of action to the Council in June 2010. This group became known as the Task Force on Shaping the Future of Psychology Regulation in Ontario ("the Task Force") and in June 2010, Council approved the following mandate:

- To consider the implications of the amended AIT for regulation of the profession of psychology in Ontario.
- To consider current issues and trends in psychology regulation, training and employment/human resources needs in Ontario.
- To consider issues and trends for regulation of the profession outside of Ontario (for example, issues and trends in psychology regulation and training in other Canadian jurisdictions and possibly in the United States).
- To propose a plan of action that would assist Council in reaching a solution that is appropriate for regulation of the profession in Ontario while meeting its obligations to issue a certificate of registration to an applicant, from another Canadian AIT signatory jurisdiction, who holds a certificate of registration equivalent to a certificate of registration that the College is authorized to issue.

On March 22, 2013, the Task Force presented its report, suggesting two options for Council consideration, based on its research:

1. Change to limited Master's-level registration and grandparent Psychological Associates as Psychologists; or
2. Discontinue Master's-level registration, grandparent Psychological Associates as Psychologists and develop a mechanism for evaluating internationally trained applicants.

The Council voted in favour of adopting Option 2.

In 2015, the College consulted with members and stakeholders on a possible implementation plan to discontinue Master's-level registration, grandparent Psychological Associates as Psychologists and develop a mechanism for evaluating internationally trained applicants. The consultation found that there was concern regarding the Council's decision among some respondents.

## Closure Of Master's Level Registration Report

### ACPRO-NATIONAL STANDARD POSITION STATEMENT

On November 16, 2014, ACPRO adopted a Position Statement - National Standard for Entry to Practice which states:

“Consistent with the public protection mandate of the Canadian Psychology Regulators the following is the position of ACPRO on a National Standard for entry to practice requirements for practice in Psychology. The National Standard for registration as a Psychologist is graduation from a doctoral program in Psychology accredited by the Canadian Psychological Association (CPA).”

The position statement provides details of required Foundational Knowledge, Training Program Elements, Assessment of Core Competencies and Licensure Examinations that form the basis of competent, safe, quality care of clients by Psychologists. These requirements are not detailed here as they are well documented by ACPRO. The statement is supported by a robust CPA-accreditation system for Doctoral-level programs. There is no doubt, that there is support for the training of Psychologists at the Doctoral-level as this provides the most comprehensive and focused clinical training program for psychology professionals.

ACPRO also recognized the variations in Master's-level training compared to training at the Doctoral-level and left it to the provinces to determine if they would accept Master's-level applicants for registration. The College of Psychologists of New Brunswick recently adopted the Doctoral standard for entry into the profession. British Columbia adheres to the Doctoral standard, and they have established a specific [certificate of registration for School Psychology based on Master's-level training which will be proclaimed on May 1, 2024](#).

In BC, the “Restricted Activities” differ between Psychologists and School Psychologists as the latter is specific to practice within a learning environment and diagnoses are made in relation to learning and intellectual functioning.

#### Restricted activities

- 6(1) *A registrant who is a psychologist may, in the course of practising psychology, make a diagnosis identifying a mental condition or disorder as the cause of the signs or symptoms of an individual.*
- (2) *A registrant who is a school psychologist may, in the course of practising school psychology within a learning environment, make a diagnosis identifying a mental condition or disorder as it relates to learning and intellectual functioning as the cause of the signs or symptoms of an individual within that environment.*
- (3) *Only a registrant may provide a service that includes the performance of an activity set out in subsection (1) or (2).*

### LABOUR MOBILITY

Prior to 2010, the College relied on an MOU among the jurisdictions to register applicants who applied under the AIT. At that time, those registering in Ontario with a Doctoral degree, would have access to the title Psychologist, while those who registered with a Master's degree (regardless of the title used in their home province) would use the title Psychological Associate.

In 2010, changes were made to AIT, which continues today, under the CFTA. Psychology professionals who practise in other provinces and use the title Psychologist, regardless of the educational background accepted for registration in their home province, can register in Ontario and use the title Psychologist.

## Closure Of Master's Level Registration Report

These registrants are not restricted to the use of the title Psychological Associate as is required of those registering directly in Ontario with Master's-level education.

As noted previously, Psychological Associates in Ontario, who wish to use the title Psychologist have learned that they can register in another jurisdiction where Master's-level psychology professionals use the title Psychologist (e.g. Alberta). They can then re-register in Ontario as Psychologists, under the Labour Mobility provisions, allowing them to use the title Psychologist. The College is required to register applicants under the Labour Mobility provisions making it impossible for the College to refuse registration to Master's-level applicants who are registered in another province.

### **Motions by Council re: Close Master's-Level Registration – March 22, 2013, September 21, 2018 and September 27, 2019**

On March 22, 2013, following a discussion of the Task Force on Shaping the Future of Psychology Regulation in Ontario, the College Council passed a motion to “Discontinue master's level registration, grandparent Psychological Associates as Psychologists and develop a mechanism for evaluating internationally trained applicants.” While this motion was discussed on numerous occasions at many subsequent Council meetings, it did not return to the Council Agenda for specific direction until September 2018.

On September 21, 2018, the Council passed a motion to “continue registration of individuals with a master's degree plus four years of supervised experience and grant them the title of Psychologists and investigate a mechanism to accomplish this”. This motion, in effect, rescinded the 2013 decision to close Master's-level registration but supported the granting of the title Psychologist to all Ontario registrants. In the spring of 2019, the College embarked on an extensive consultation process seeking feedback from members and stakeholders on the proposal to grant the title Psychologist to all providers of psychological services in Ontario as suggested in the March 2013 and September 2018 motions.

Council considered the consultation feedback at the September 27, 2019 meeting and decided that since training at the Doctoral and Master's-levels were not equivalent, there should not be a single title, as previously decided. Based on this, the Council rescinded the motion made a year earlier, on September 21, 2018. The effect of rescinding the motion was to confirm the “status quo”. That is, maintain Master's-level registration and the use of the title Psychological Associate for these registrants. The motion was carried by a majority vote, albeit with four Council members who did not support the motion.

Having rescinded the motion to maintain the “status quo”, Council then revisited the issue of closure of Master's-level registration, which had been decided in March 2013 and was subsequently rescinded in September 2018. Following extensive discussion, minutes of the meeting of September 27, 2019 reflect the following:

*It was MOVED DiZazzo*

*That the College pursue amendments to O. Reg. 74/15 - Registration under the Psychology Act, 1991 to discontinue Master's level registration. CARRIED*

Staff was tasked with implementation of the action item associated with the motion; “To pursue amendments to O. Reg. 74/15 - Registration under the Psychology Act, 1991 to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.”

Closure Of Master’s Level Registration Report

**Appendix B: Director of Clinical Training – Masters-Level Training Interview**

Y/N: Does your program confer Masters degrees in Clinical Psychology (or other practice areas, such as school psychology, neuropsychology, etc.)?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Y/N: If the answer is “yes”, Does your program offer a terminal Masters degree in Clinical Psychology (or other practice areas, such as school psychology, neuropsychology, etc.)?: \_\_\_\_\_

\_\_\_\_\_

Y/N: If yes, was the terminal Masters degree designed to prepare graduates as Psychological Associates?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y/N: If yes, how do terminal Masters degree students obtain clinical training?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Y/N: If yes, what percentage of your graduates go onto registration with the College as Psychological Associates and where do they work? \_\_\_\_\_ %

\_\_\_\_\_  
\_\_\_\_\_

If your program does not offer a terminal Masters degree in Clinical Psychology (or other practice areas, such as school psychology, neuropsychology, etc.):

- Y/N: Does your program offer the required graduate courses for registration with the College at the Masters level?
- Y/N: Does your program offer clinical training at the Master’s level intended to prepare graduates with the experience required for registration with the College?
- %: What percentage of your students do not proceed to the doctoral program and become registered with the College at the Masters level?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## REPORT TO COUNCIL

2024.02.04A

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**THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024**

### PRESIDENT'S REPORT

It seems that I could write a short novel regarding all of the many happenings that are occurring at the College. Instead, I've chosen to deliver a few bullet point highlights in this update.

- I'm pleased to highlight that we are going to review our 2024-2025 budget at today's Council meeting and for the first time in many years it is not projecting a deficit. I anticipate that this will assist the Registrar and Executive Director, Dr. Tony DeBono and staff members in their efforts to identify College goals and establish the means with which to achieve these in the coming year. I'd like to thank Dr. Tony DeBono and Ms. Stephanie Morton for their efforts to deliver this budget to us today.
- With minimal fanfare, the College has embraced the idea of participating in Memorandum of Understanding (MOU) agreements with other provincial jurisdictions in the past year. In January 2024, Dr. DeBono became a signatory to an interprovincial MOU that Council approved in 2023 which will hopefully facilitate our membership's ability to ensure continuity of care for clients across jurisdictional boundaries. The College is also a signatory to an MOU with Nunavut allowing Registered Psychologists and Psychological Associates from Ontario to provide telepsychology services to residents in that jurisdiction. Finally, you will find a proposal for Council to consider the development of a future MOU with British Columbia within the Master's Closure Report on today's agenda.
- I valued participating in the Association for State and Provincial Psychology Boards (ASPPB) and the Association of Canadian Psychology Regulatory Organizations' (ACPRO) meetings this quarter. I began a one-year appointment to the Long-Range Planning Committee of the ASPPB in January where I fill a seat as a College representative from a "Canadian Province or Territory". A common theme in the ACPRO and ASPPB meetings this quarter has been building working relationships with professional psychology associations to better understand and support our unique roles, yet at times, overlapping goals.
- I am impressed by the work that staff, Council, committee and working group members have achieved in the past three months to keep us to our timeline for onboarding Behaviour Analysts as registrant members of the College and, participants in College activities such as Council and Committee engagement. There is still work to do, but our completed items check list is growing rapidly.

I once again appreciated the opportunity to participate in many different College activities over the past three months. As I move into my final three months in the role of President, I am mindful that the College of Psychologists of Ontario is also moving toward its' own final three months. I am hopeful that



we will both end our terms well, while a new President and new College of Psychologists and Behaviour Analysts of Ontario wait in the wings.

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**SUBMITTED BY**

Wanda Towers, Ph.D., C. Psych.




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## REPORT TO COUNCIL

2024.02.04B

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### MARCH 2024 COUNCIL MEETING

### REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

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#### REGISTRAR'S OUTREACH ACTIVITIES

##### January 2024

- January 11 - Queen's University Clinical Psychology Graduate Students Meeting
- January 12 - CityWide Ethics Seminar – Ottawa Region Psychology Residents
- January 24 - Joint Presentation with Grant McArthur, Manager, Media and Digital, Australian Health Practitioner Regulation Agency and Zimra Yetnikoff, Director, Investigations & Hearings; CLEAR, "Media Scrutiny and Public Outrage – How Can Regulators Respond?"
- January 31 - Deloitte Ontario Health Regulatory College Roundtable

##### February 2024

- Ottawa Psychology Hospital Community Meeting with Registrars of CPO and OPQ, & the CEO of CPA
- CAMH – WSIB Mental Health Program

#### ABA Stakeholder Reach Outs and Meetings

- January 10 – Kenora Catholic District School Board
- January 20 – Shining Through Centre
- January 29 – Mackenzie Health
- January 29 - ConnectWell
- February 7 – Trillium Health Partners
- February 9 – Children's Hospital of Eastern Ontario
- February 9 – ONTABA Mental Health Special Interest Group
- February 21 – Surrey Place
- February 28 – Durham Social Services
- March 4 – London Health Sciences
- March 4 – Holland Bloorview Kids Rehabilitation Hospital

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#### ASSOCIATION OF CANADIAN PSYCHOLOGY REGULATORY ORGANIZATIONS UPDATE

The membership of the Association of Canadian Psychology Regulatory Organizations (ACPRO) met with senior leaders of the Canadian Psychological Association (CPA) on February 26. The College was represented by Council President, Dr. Towers and myself. A number of topics were discussed such as pan-Canadian licensure and accreditation. ACPRO will continue to work collaboratively with the CPA in appropriate areas of shared interest.

The limited telepsychology MOU had a 'soft launch' at the beginning of the year, and we are managing our first requests. A highlight of this initiative is the potential for increased access to aftercare services in Ontario's Northwest region, as these residents receive in-person care in Manitoba's Health Sciences Centre (HSC) but live in Ontario. The College is working with representatives of the HSC to ensure that psychologists are aware of the MOU.

**ABA STAKEHOLDER REACH OUTS AND MEETINGS**

I, accompanied by the College's ABA coordinators, continue our personalized reach outs to large employers of Behaviour Analysts. We continue to acquire intelligence from the marketplace regarding operational considerations of the impending regulation. This information has been invaluable to the College, as it has provided insights from those who deliver services, such as models of care and staffing. These targeted reach outs are designed for the College to assist employers with meeting their regulatory duties within the realities of their operational demands (e.g., union collective agreements, models of care, etc.). I firmly believe that this approach to reaching out to large agencies will help mitigate the risk of any service disruptions to clients and their families following proclamation of the Act. The College will continue to focus their efforts on connecting with large agencies leading up to proclamation of the Act.

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**REGISTRAR'S OUTREACH INITIATIVES**

I continue to meet with our membership and trainees to build trust, to receive insights from the frontlines, and to encourage participation in College activities (i.e., Council and Committees). Several of our members have voiced concerns regarding access to psychological services, particularly in the public sector. I also had the opportunity to co-present with my teammate, Zimra Yetnikoff, and an Australian colleague regarding the management of media scrutiny, hosted by the Council on Licensure, Enforcement, and Regulation (CLEAR). This was an excellent opportunity to discuss the College's approach to an emerging area of concern for regulators given the proliferation of social media. I was also invited to a roundtable hosted by the consulting firm, Deloitte, regarding the future of health regulation where we discussed emerging trends in the field. Lastly, the College is working collaboratively with the Office of the Fairness Commissioner to address their feedback regarding the College's registration processes.

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**MASTERS LEVEL REGISTRATION REPORT UPDATE**

The College has completed the White Paper regarding the Council's decision to close Master's-level registration, as per the Action List item, *"To pursue amendments to O.Reg. 74/15 Registration under the Psychology Act, 1991 to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates."*

The report is on this Council meeting agenda.

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**REFLECTIONS ON MY FIRST YEAR AS REGISTRAR**

As I reflect on my first year in office, I am grateful for the incredible people who serve the public interest from the College staff to the Committees and Working Groups to the Council. I have quickly come to learn that 'self-regulation' and the work of the College cannot be successful without the participation of dedicated members of the profession and the public. This was a year of tremendous challenge, while also a year of incredible growth. I am proud of the College's service to the public, and I am humbled to have the opportunity to continue this important work. I end my Registrar's report with a particular note of thanks to the outgoing Council President, Dr. Wanda Towers, as this will be her final Council meeting in this capacity. Dr. Towers was instrumental to my development during the first year in this role, and I am grateful to have had the opportunity to work with her. The College is fortunate to have Dr. Towers remain on Council following her tenure as President. I am optimistic and excited for the future of psychological services in Ontario and how we will continue to serve the public with dignity and professionalism.

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**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## REPORT TO COUNCIL

2024.02.04C

THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024

### REGISTRATION COMMITTEE QUARTERLY REPORT

#### COMMITTEE MEMBERS:

Adrienne Perry, Ph.D., C.Psych.	Co-Chair, Academic Member of Council
Marjory Phillips, Ph.D., C.Psych.	Co-Chair, Professional Member
Peter Bieling, Ph.D., C.Psych.	Academic Member of Council
Pascale Gonthier	Public Member of Council
Marie Christine Heger, M.Sc., C.Psych.Assoc.	Professional Member
Archie Kwan, Ph.D., C.Psych.	Professional Member
Samantha Longman-Mills, Ph.D., C.Psych.	Professional Member
Nadia Mocan	Public Member of Council
Frederick Schmidt, Ph.D., C.Psych.	Member of Council
Paul Stopciati	Public Member of Council
Sheila Tervit, Ph.D., C.Psych.	Professional Member
Kendra Thomson, Ph.D., BCBA-D	Member of Council (Behaviour Analysts)
Mark Watson, Ph.D., C.Psych.	Professional Member

#### STAFF

Lesia Mackanyyn	Director, Registration
Myra Veluz	Senior Registration Assistant
Deneika Greco	Registration Assistant
Janine Persaud	Registration Assistant
Wahiba Akhtar	Registration Assistant
Anna Miller	Registration Assistant

#### COMMITTEE ACTIVITIES

##### January 18, 2024: Plenary Session

The Committee reviewed its workplan and considered some projects on the work plan that are nearing completion, such as an application form for autonomous practice members seeking to expand their authorized areas of practice/client groups. The Committee continued its discussion of the Registration Guidelines for Interim Autonomous Practice, looking at this particular route to registration in Ontario and how practitioners already licensed to practice the profession of psychology outside of Canada might be permitted to register via this route. A sub-group of the Committee was struck to work on revising information in the Training Plan Manual (for Candidates and Supervised Practice members) in order to refine the instructions on proposing a course equivalent of supervised readings. The Committee received two separate decisions from the Health Professions Appeal and Review Board (HPARB) in which the Committee's decision to refuse registration to an applicant whose academic credentials did not meet the College's requirements was upheld.

##### January 18, 2024: Panel B

The Registrar referred a total of 35 cases to Panel B.

These cases included:

- 4 cases involving academic credential reviews (2 doctoral, 2 masters);
- 18 cases involving training for supervised practice members or eligible candidates (11 doctoral, 7 masters);
- 11 cases involving a request for change of area of practice;
- 1 case involving examination outcome (EPPP);
- 1 case involving an application for removal or modification of limitation and/or condition;

#### January 19, 2024: Panel A

The Registrar referred a total of 42 cases to Panel A.

These cases included:

- 6 cases involving academic credential reviews (1 doctoral, 4 masters);
- 24 cases involving training for supervised practice members or eligible candidates (16 doctoral, 8 masters);
- 9 cases involving a request for change of area of practice;
- 2 cases involving examination outcome (oral examination);
- 1 case involving an application for removal or modification of limitation and/or condition.

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#### SUBMITTED BY

Marjory Phillips, Ph.D., C.Psych., Co-Chair

Adrienne Perry, Ph.D., C.Psych., Co-Chair

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#### REGISTRATION RELATED TERMS

- **Academic Credential Review:** Cases where after an initial review, the Registrar has referred an application for supervised practice to the Registration Committee for a further review to determine whether the applicant has an acceptable master's or doctoral degree.
- **Training Plan:** Applies to supervised practice members and eligible candidates. If after an initial review, it appears that a candidate is missing required components in the area for which they have declared competence to practise, the Registrar will refer the candidate's application to the Registration Committee for a review of their education and training. The Committee will determine whether the candidate must augment their knowledge and skills via a training plan.
- **Change of Area of Practice:** Autonomous practice members who wish to be authorized to practice in a new area and/or with a new client group.
- **Examination Outcome:** Individual cases that require a review of the outcome of, or an issue with, the Oral Examination, JEE, or EPPP.
- **Reciprocity Application:** Reviews of cases where an applicant has applied from a jurisdiction in which the College has entered into a written reciprocity agreement.
- **Removal or modification of limitation and/or condition:** Autonomous practice members who wish to have a registration related limitation and/or condition removed (or modified) from their certificate of practice.
- **Return to Autonomous Certificate from Inactive Certificate:** Members who have held an Inactive Certificate of Registration for longer than 2 years and who wish to return to a Certificate of Registration Authorizing Autonomous Practice.

## REPORT TO COUNCIL

2024.02.04D

THIRD QUARTER, DECEMBER 1, 2023 – FEBRUARY 29, 2024

### INQUIRIES, COMPLAINTS, AND REPORTS COMMITTEE

#### COMMITTEE MEMBERS:

Melanie Morrow, College Member, Chair  
 Scott Warnock, Public Member, Vice-Chair  
 Tanaya Chatterjee, College Member  
 Karen Cohen, College Member  
 Adam Ghemraoui, College Member  
 David Gold, College Member  
 Allyson Harrison, College Member  
 Jacob Kaiserman, Council Member  
 Marilyn Keyes, College Member  
 Karen MacLeod, College Member

Ilia Maor, Public Member  
 Denise Milovan, College Member  
 Conrad Leung, Council Member  
 Ian Nicholson, Council Member  
 Cenobar Parker, Public Member  
 Jasmine Peterson, College Member  
 Rana Pishva, College Member  
 Naomi Sankar-DeLeeuw, College Member  
 Esther Vlessing, Public Member

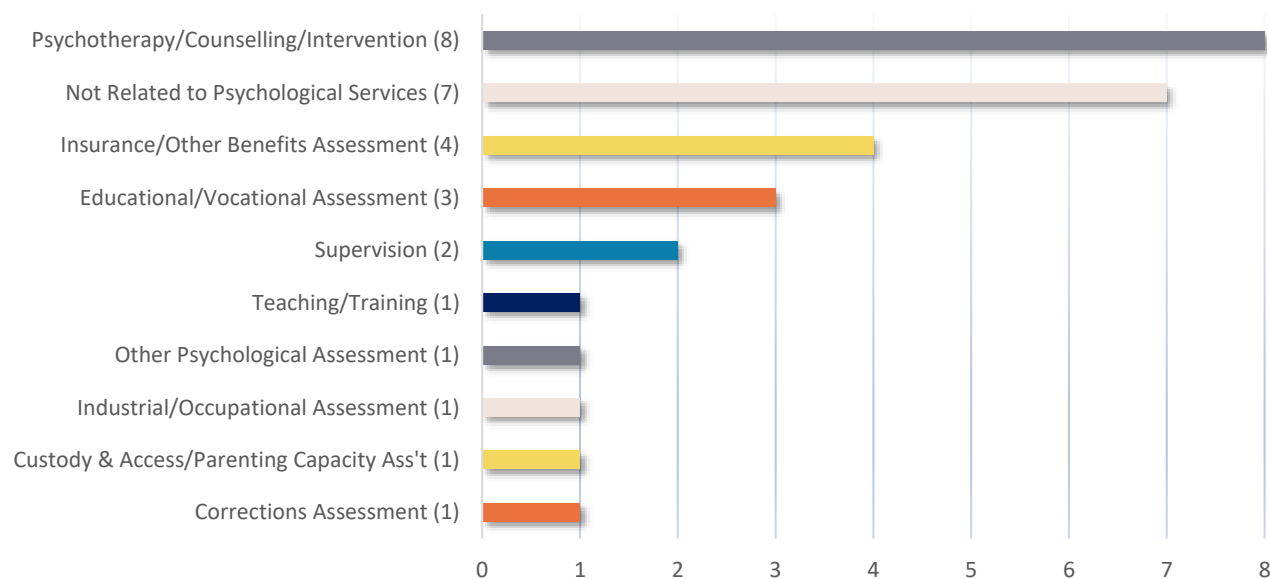
#### STAFF

Zimra Yetnikoff, Director, Investigations & Hearings

#### COMMITTEE ACTIVITIES

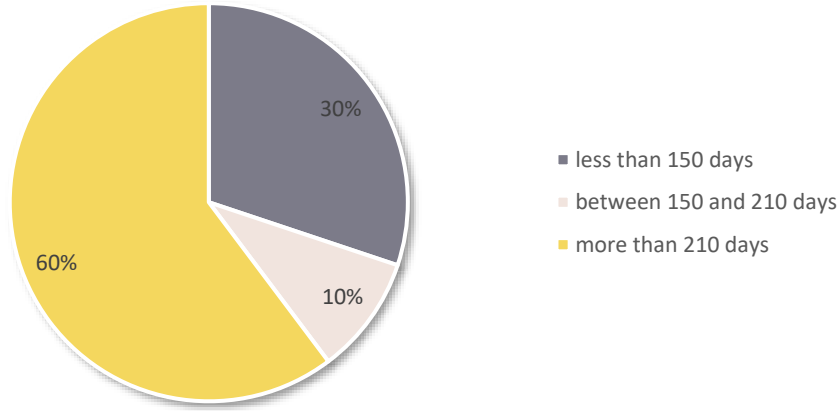
##### New Complaints and Reports

In the 3<sup>rd</sup> Quarter, the College received 22 new complaints, and opened 5 Registrar's Investigations and 2 Health Inquiries, for a total of 29 new matters. The nature of service in relation to these matters is as follows:



**Timeline Snapshot**

There are currently 156 open Complaints and Registrar’s Investigations being actively investigated.



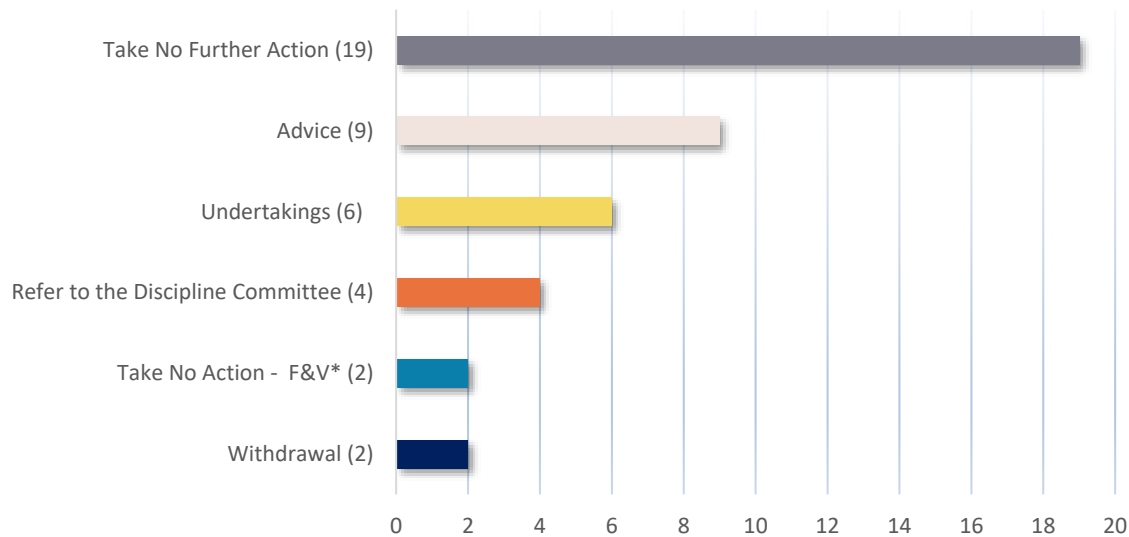
**ICRC Meetings**

The ICRC met on December 7, 2023, January 11, 2024, and February 8, 2024, to consider a total of 18 cases. In addition, the ICRC held 16 teleconferences to consider 29 cases.

The next ICRC meeting is scheduled for March 12, 2024, with 7 cases on the agenda.

**ICRC Dispositions**

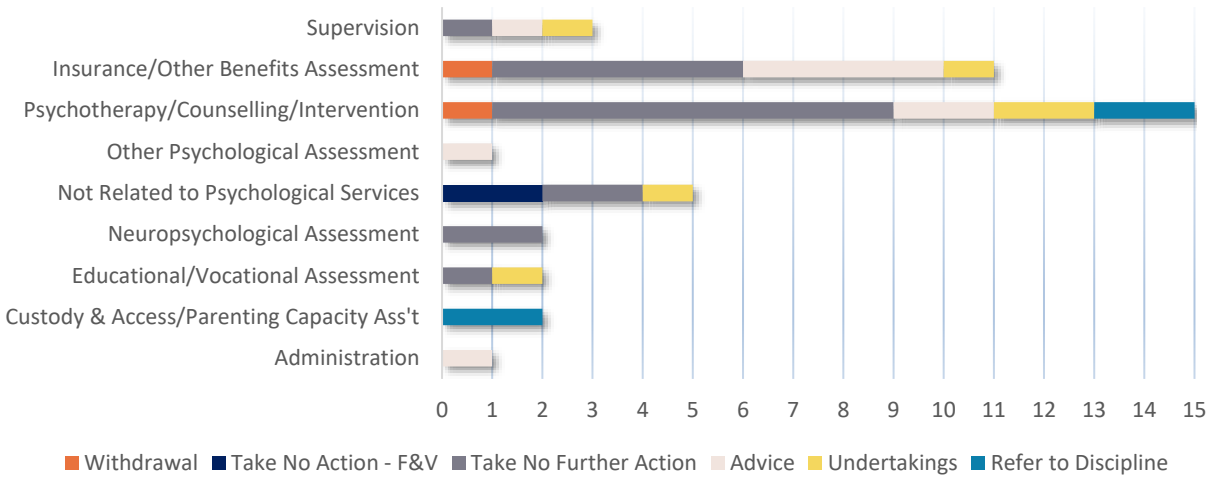
The ICRC disposed of 42 cases during the 3<sup>rd</sup> Quarter, as follows:



\*F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code.

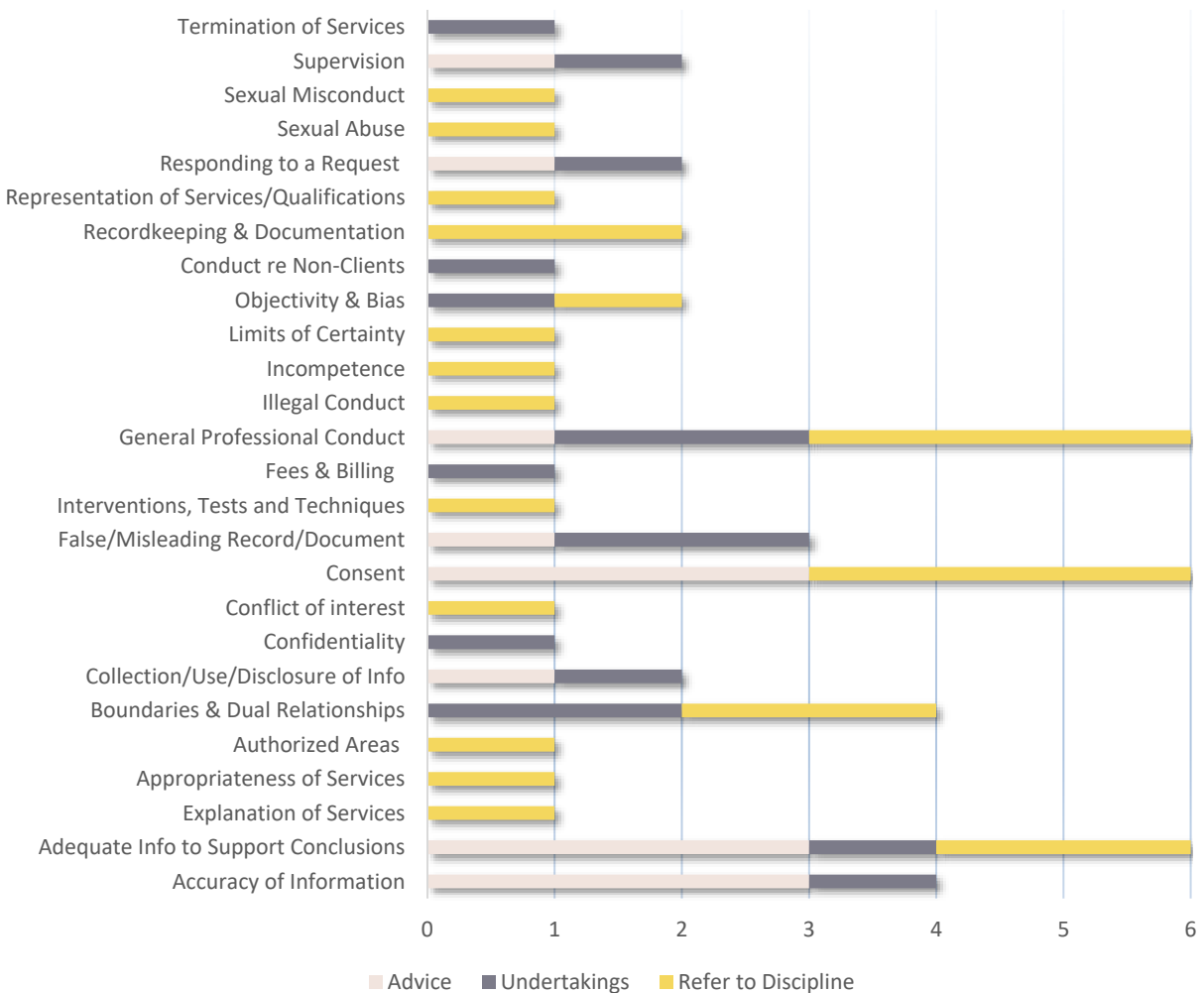
The ICRC took some action, ranging from providing advice to referring the matter to the Discipline Committee, in 19, or 45%, of these cases.

The dispositions of these 42 cases, as they relate to nature of service, are as follows:



**Disposition of Allegations**

The 42 cases disposed of included the consideration of 164 allegations. The ICRC took some action with respect to 54, or 33%, of these allegations.





**Health Professions Appeal and Review Board (HPARB)**

In the 3<sup>rd</sup> Quarter, two HPARB reviews of ICRC decisions were requested. The College received one HPARB decision, which dismissed the review request as frivolous, vexatious, made in bad faith, moot, or an abuse of process.

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**SUBMITTED BY**

Melanie Morrow, M.A., C.Psych.Assoc., Chair

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## BRIEFING NOTE

2024.02.04E

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### MARCH 2024 COUNCIL MEETING

## DRAFT BUDGET: JUNE 1, 2024, TO MAY 31, 2025

### STRATEGIC DIRECTION REFLECTION

*Continuous Quality Improvement Culture*

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### MOTION FOR CONSIDERATION

That the Budget for 2024-2025 be approved as presented.

**Moved By** TBD

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### PROPOSED BUDGET SUMMARY

Please find the proposed College budget for the fiscal year June 1, 2024, to May 31, 2025, accompanying this briefing note. The budget was discussed at the recent meeting of the Finance and Audit Committee which recommended it be accepted by the Executive Committee who have forwarded it to the Council for approval.

For your reference, I have attached the budget spreadsheet which presents the following information in the columns from left to right:

- Actual spending for each of the past 6 years as well as the projected year-end for 2023-2024
- Proposed budget for 2024-2025

The proposed budget for 2024-2025 projects a surplus of approximately \$1.5 million. Of note, the budget includes “unearned revenue” of approximately \$1.6 million due to Behaviour Analysts paying their annual registration fees at the outset of proclamation, however, the actual expenses of regulating this profession have not yet been realized, hence why this is considered “unearned revenue.” This is the first time in seven years that the College is expecting a balanced budget, with the potential for a surplus (Exhibit 1: Annual Deficits). Given the increase in revenue due to a change in annual registration fees following 21 years of stagnation, a change metric from the previous year (percentage or raw number) would not be appropriate to include in these calculations. In addition to the issue of “unearned revenue,” the College is also expecting to increase in size by 50% on the first day of welcoming Behaviour Analysts to the College. Although the College staff compliment will not require doubling in size, right-sizing will be crucial to ensure adequate human resources and to avoid further staff attrition. Balancing the budget is a core responsibility of any self-sustaining organization, and the College’s financial strategy is in alignment with a Continuous Quality Improvement Culture, the fourth layer of the [Strategic Plan](#).

#### Exhibit 1: Annual Deficits

2017-2018: -\$232,355

2018-2019: -\$51,796

2019-2020: -\$105,606

2020-2021: -\$180,233

2021-2022: -\$374,465

2022-2023: -\$879,704

2023-2024 (projected): -\$554,211

Although Council and Committee meetings will generally be held virtually, the College budget for the next fiscal year includes *Travel, Accommodation, and Meals (T.A.M.)* for the Council, to allow for two in-person meetings (as deemed appropriate). For virtual meetings, each Council member is to receive a lunch voucher for food delivery (e.g. UberEATS). *T.A.M* allocation was also made for the Executive Committee and the Registration Committee to permit for some in-person meetings, as well as to support in-person ICRC training. It is of note that the Council, the Committees, and the working groups have functioned extremely well virtually, and it is recommended that most continue this way or through a hybrid model.

The budget also includes funding for social events for the College's members. Given that the College has transitioned to primarily virtual meetings and that the COVID-19 pandemic required physical distancing, it may be particularly important to hold in-person events for the membership to strengthen the relationship between the College and its members. The decision to hold in-person events will take into account security and public health considerations.

As is the case each year in developing the budget, there are many areas of College work for which the prediction of potential costs is extremely difficult. It is possible to predict fixed costs such as staff payroll, rent, insurance, and association membership fees and events such as the Barbara Wand Seminar with reasonable accuracy; this is not possible for many other areas.

Other expense areas are considerably more variable and dependent upon the activity which comes to the College's attention. Costs associated with lines such as legal advice for Investigations, Discipline and Registration; Discipline panels and the hearing facilities; the need for ICRC experts and outside investigators; and requests for funding for therapy are fully dependent on events occurring during the year. Committee *T.A.M.* are also difficult to predict as Committee composition and the number of out-of-town Committee members, or private practitioners claiming the overhead expense allowance, is not determined until after the June Council meeting by which time the budget has been approved.

Below is a description of the key features of each budget area noting the reasons for the changes from the Projected Year-End, and its alignment with the Strategic Plan.

### **Revenue**

The primary source of revenue for the College is member *Registration Fees*; this includes autonomous practice, supervised practice, academic, inactive, and retired. Together with *Application Fees* this accounts for approximately 90% of the College Revenues. The remaining 10% is received from *Incorporation Applications and Renewal Fees, Examination Fees, Net Investment Income, Quality Assurance Penalties* and *Discipline Cost Recovery*. As explained in Cost of Sales below, revenue from *Examination Fees* does not offset the cost of administering the examinations. Given the increase in annual registration fees to members, the budget anticipates an increase in revenue as compared with the current year's budget and the projected total income for this year. Of note, the budget is based on projected estimates of new ABA applicants (and associated revenue), which is subject to variability.

### **Cost of Sales**

This area presents the expenses the College incurs in administering the Registration process and offering the Barbara Wand Seminar. The proposed budget anticipates an increase in these costs, largely due to the maintenance required for the ABA knowledge exam and the jurisprudence module following the end of MCCSS seed funding.

The budget continues to anticipate that the June and December Oral Examinations will be held virtually. This has been done successfully over the past four years and results in significant savings in examiner

*T.A.M.* costs and the facility expense associated with the rental of a large number of hotel rooms as well as catering. Similarly, the budget anticipates that the Barbara Wand Seminar will continue to be offered virtually resulting in significantly lower costs over in-person events.

Offering the Barbara Wand Seminar to educate current members on ethical issues is in alignment with the Excellence in Care layer of the Strategic Plan and is an important tradition for psychology members. Similarly, the Oral Examination protects the public, such that only candidates who pass this examination are granted an autonomous certificate of practice. The migration to a virtual format has produced considerable efficiencies and is consistent with the Continuous Quality Improvement pillar of the Strategy. Of particular note this year will be the onboarding of Behaviour Analysts which will provide the Ontario public with increased protection and improved care through regulation.

### **Governance**

The *Governance* budget for 2024-2025 has increased to include a limited-term modernization consultant to manage special projects, particularly with respect to prescription privileges. As noted above, the budget takes into account the possibility of holding some in-person or hybrid meetings for the Council. Funding for Council training will increase to support governance modernization. Additional funding has been allocated to maintain the continued meetings of the Equity, Diversity, and Inclusion Working Group. Exploring potential changes to psychology's scope of practice to include prescription privileges would provide much-needed services, and is an example of Excellence in Care, to better serve the needs of Ontarians.

### **Registration**

The budget for legal consultation regarding HPARB reviews has been increased, reflecting projected needs for this service. The allocation for Per Diems was also adjusted to ensure appropriate resourcing for ABA registration. Ongoing funding is also allocated to the EPPP Working Group, as they started their work in January 2024 and will likely require several additional meetings into the next fiscal year. Funding for registration purposes is imperative in order to ensure an adequate supply of health human resources available to Ontarians. Access to psychology and ABA professionals is an example of Excellence in Care.

### **Client Relations Committee**

In planning for the next fiscal year, it is difficult to predict the amount that will be required to support the *Program for Funding for Therapy and Counselling*; however, additional funds were allocated for this expense to ensure adequate resourcing. Expenses are dependent upon the number of individuals for whom funding is approved, the number of sessions they attend with their chosen therapist or counsellor and the fee charged. The amount budgeted is based on the current year's projected experience, previous expenditures in this area, and the number of individuals currently benefitting from the program. Mitigation of the potential harm caused by members is crucial to the Excellence in Care component of the Strategy, as a self-regulating profession must take some level of accountability for the actions of their members.

### **Quality Assurance**

The proposed budget for the Quality Assurance area is relatively similar to the projected year-end spending. The current budget includes some funding for *TAM*, and the proposed budget will have *TAM* allocations for Peer Assisted Reviews. Quality Assurance Committee meetings will continue virtually due to the efficiency and feasibility of virtual meetings.

### **Investigations and Resolutions**

The proposed budget for this area has increased to support the need to outsource cases. This area is hard to predict as the costs are dependent on the nature of complaints and the need to go 'outside' to ensure a full and comprehensive investigation. All other expenses remain stable.

**Hearings**

Overall, the budget for 2024-2025 is higher than the projected year-end spending for the current year. This change is primarily reflected in increased funding allocation for hearing facilities as well as for Per Diem preparatory time.

Expenses in the areas of registration, quality assurance, investigations and resolutions, hearings, and the client relations committee are all core to the operations of the College and represent the majority of the seven statutory committees under the RHPA (1991).

**Liaison**

Liaison expenses are primarily associated with the College's membership in a variety of organizations and the associated membership fees. Currently the College is a member of a number of relevant organizations. The budget provides separate lines related to the costs association with the federation of Health Profession Regulators of Ontario (HPRO), the Association of Canadian Psychology Regulatory Organizations (ACPRO) and the Association of State and Provincial Psychology Boards (ASPPB). The budget includes the funds to support the College President's attendance at the two meetings a year held by ACPRO and ASPPB. The cost of travel to support the President's attendance is difficult to predict as it depends on the location of the meetings.

Membership fees related to the Council on Licensure, Enforcement, and Regulation (CLEAR), the Canadian Network of Agencies of Regulation (CNAR) and the Canadian Society of Association Executive (CSAE) are shown within *Liaison Other* as there are no separate lines for this. Also, funds are budgeted in *Liaison Other* to support the semi-annual meetings hosted by the College for the Directors of Clinical Training and the Internship Directors. It may include other miscellaneous meetings with government, other stakeholders, or other one-time meetings. The College's connection to other stakeholders in professional regulation is important to the College's overall mission of responsible regulation, as it is incumbent upon the College to remain aware of trends and best practice in this space.

**Administration**

The overall proposed *Administration* budget will increase to support the introduction of new staff as well as to adjust staff salary scales to remain competitive in the HR marketplace. The right-sizing of the College is in process and further hiring will be necessary to meet the demands of regulating ABA. Allocated in the upcoming budget is funding for a quality assurance staff member, a case manager, a registration assistant, and a communications specialist.

The budget as presented is the anticipated spending for 2024-2025, resulting in a surplus which will most likely be required to accommodate additional support for the ABA expansion and to improve College performance in strategic areas (e.g. reducing length of time of investigations).

The loss of staff was deemed to be a significant risk identified through the [College's Integrated Risk Management Plan \(pg.286-288\)](#). Without a fully staffed team complement, the College will not be able to achieve its mandate. The loss of team members not only decreases capacity, but also places a further burden on remaining staff, which then increases the risk of subsequent attrition. Based on an external review of College salaries, a number of recommendations were made to modernize the salary scales and to improve the College's ability to recruit and maintain staff within a competitive human resources marketplace. Adequate staffing is imperative to maintain core operations of the College and to best serve Ontarians into the future.

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**ATTACHMENT**

1. Draft Budget 2024-2025

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**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
DRAFT BUDGET

June 2024 - May 2025

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROPOSED
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	YEAR-END	BUDGET
							2023-2024	2024-2025
Ordinary Income/Expense								
Income								
FEEs								
Registration Fees								
40100 - Registration Regular			2,952,045.00	3,054,202.85	3,135,308.61	3,147,100.72	3,511,515.00	4,953,600.00
ABA Registration Regular								1,590,000.00
40200 - Registration Academic			8,781.00	4,108.48	3,180.00	2,783.50	3,577.50	4,200.00
40300 - Registration Inactive			36,998.00	37,852.90	35,276.53	39,390.88	38,400.00	33,376.00
40400 - Registration Retired			16,916.00	18,904.11	20,306.05	20,647.88	22,000.00	26,000.00
40500 - Late Penalty			8,362.00	23.85	10,093.77	7,249.10	8,000.00	36,000.00
40550 - Adjustments				0.00	0.00	0.00	0.00	0.00
<b>Total Registration Fees</b>	<b>2,924,321.00</b>	<b>2,963,896.00</b>	<b>3,023,102.00</b>	<b>3,115,092.19</b>	<b>3,204,164.96</b>	<b>3,217,172.08</b>	<b>3,583,492.50</b>	<b>6,643,176.00</b>
40700 - Supervised Practice	131,687.00	135,552.00	136,665.00	120,189.19	124,549.17	129,446.55	134,750.00	122,650.00
Application Fees								0.00
40900 - Mobility Application - AIT			1,700.00	2,700.00	5,100.00	3,500.00	2,000.00	2,000.00
40950 - Mobility Application - IAP			8,800.00	11,200.00	10,400.00	10,000.00	8,000.00	8,000.00
41000 - Registration Application			54,740.00	51,880.00	42,550.00	52,210.00	54,050.00	122,650.00
ABA Application Fees								460,000.00
<b>Total Application Fees</b>	<b>56,311.00</b>	<b>58,584.00</b>	<b>65,240.00</b>	<b>65,780.00</b>	<b>58,050.00</b>	<b>65,710.00</b>	<b>64,050.00</b>	<b>132,650.00</b>
<b>Total FEEs</b>	<b>3,112,319.00</b>	<b>3,158,032.00</b>	<b>3,225,007.00</b>	<b>3,301,061.38</b>	<b>3,386,764.13</b>	<b>3,412,328.63</b>	<b>3,782,292.50</b>	<b>6,898,476.00</b>
INCORPORATION								
41010 - Corporation Application	14,650.00	16,350.00	15,750.00	23,100.00	27,350.00	30,450.00	21,000.00	21,000.00
41020 - Corporation Renewal	78,650.00	83,700.00	92,750.00	102,000.00	119,250.00	137,750.00	150,000.00	150,000.00
<b>Total INCORPORATION</b>	<b>93,300.00</b>	<b>100,050.00</b>	<b>108,500.00</b>	<b>125,100.00</b>	<b>146,600.00</b>	<b>168,200.00</b>	<b>171,000.00</b>	<b>171,000.00</b>
EXAM FEES								
41200 - Jurisprudence Exam	40,764.00	47,200.00	51,196.00	42,400.00	53,000.00	57,000.00	47,000.00	47,000.00
ABA-OEPPBA -Exam								200,000.00
ABA-Jurisprudence Module								400,000.00
41300 - Oral Examination	70,950.00	83,600.00	70,950.00	79,750.00	77,550.00	74,800.00	77,000.00	77,000.00
41400 - Interviews	6,500.00	7,000.00	4,000.00	7,500.00	7,000.00	6,000.00	6,500.00	7,500.00
<b>Total EXAM FEES</b>	<b>118,214.00</b>	<b>137,800.00</b>	<b>126,146.00</b>	<b>129,650.00</b>	<b>137,550.00</b>	<b>137,800.00</b>	<b>130,500.00</b>	<b>731,500.00</b>
OTHER INCOME								
42100 - Seminar Income	150.00	50.00	50.00		0.00	0.00	0.00	0.00
42200 - Net Investment Income	90,782.00	117,468.00	157,188.00	34,101.55	27,007.46	204,219.29	75,000.00	75,000.00
42400 - Discipline Costs Recovery				7,000.00	7,000.00	13,500.00	21,000.00	21,000.00
42600 - Sundry Income	2,719.00	6,950.00	5,053.00	8,024.92	21,899.70	4,142.30	2,500.00	2,500.00
42800 - Quality Assurance Penalties	0.00	0.00	0.00	0.00	0.00	9,900.00	15,000.00	15,000.00
49000 Government Grant Revenue						124,738.16		
43000 - Unrealized Gains/Losses	0.00	229.00	-1,369.00	-2,009.28	-4,880.00		0.00	0.00
<b>Total OTHER INCOME</b>	<b>93,651.00</b>	<b>124,697.00</b>	<b>185,618.00</b>	<b>47,421.10</b>	<b>51,027.16</b>	<b>356,499.75</b>	<b>113,500.00</b>	<b>98,500.00</b>
<b>Total Income</b>	<b>3,417,484.00</b>	<b>3,520,579.00</b>	<b>3,645,271.00</b>	<b>3,603,232.48</b>	<b>3,721,941.29</b>	<b>4,074,828.38</b>	<b>4,197,292.50</b>	<b>7,899,476.00</b>
Cost of Goods Sold								
COS								
Jurisprudence								
51100 Juris - ABA Module						18,362.50		57,872.00
OEPPABA - ABA Exam								48,000.00
51200 - Juris-Exam Devel Maint	32,701.00	15,762.00	28,072.00	27,402.66	6,230.69	14,331.25	20,000.00	20,000.00
51210 - Juris - Administration	9,011.00	12,955.00	12,818.00	13,295.58	15,990.63	17,248.32	21,650.00	21,650.00
51220 - Juris - Contractor Fees & Exp.	26,256.00	24,984.00	31,982.00	54,240.00	38,768.50	39,917.25	32,770.00	32,770.00
<b>Total Jurisprudence</b>	<b>67,968.00</b>	<b>53,701.00</b>	<b>72,872.00</b>	<b>94,938.24</b>	<b>60,989.82</b>	<b>71,496.82</b>	<b>74,420.00</b>	<b>180,292.00</b>
Oral								
51300 - Oral Exam - Admin Expenses			103,086.00	0.00	59,288.05	225.87	0.00	4,000.00
51310 - Oral Exam - Per Diem			100,575.00	118,006.35	115,353.38	128,499.71	114,000.00	114,000.00
<b>Total Oral</b>	<b>174,811.00</b>	<b>212,665.00</b>	<b>203,661.00</b>	<b>118,006.35</b>	<b>174,641.43</b>	<b>128,725.58</b>	<b>114,000.00</b>	<b>118,000.00</b>
51400 - Oral Interview Expenses	3,545.00	3,753.00	1,102.00	11,375.00	7,550.00	6,831.25	8,000.00	8,000.00
52000 - Publication Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100 - Seminar Expenses	48,860.00	26,952.00	30,864.00	6,837.33	14,558.99	10,363.35	22,000.00	22,000.00
<b>Total COS</b>	<b>295,184.00</b>	<b>297,071.00</b>	<b>308,499.00</b>	<b>231,156.92</b>	<b>257,740.24</b>	<b>235,779.50</b>	<b>218,420.00</b>	<b>328,292.00</b>
<b>Total COGS</b>	<b>295,184.00</b>	<b>297,071.00</b>	<b>308,499.00</b>	<b>231,156.92</b>	<b>257,740.24</b>	<b>235,779.50</b>	<b>218,420.00</b>	<b>328,292.00</b>

These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
DRAFT BUDGET

June 2024 - May 2025

							PROJECTED	PROPOSED
<b>Gross Profit</b>	3,122,300.00	3,223,508.00	3,336,772.00	3,372,075.56	3,464,201.05	3,839,048.88	3,978,872.50	7,571,184.00
<b>Expense</b>								
<b>GOVERNANCE</b>								
<b>Council Members</b>								
53000 · Per Diems	17,100.00	16,519.00	22,213.00	13,368.75	12,618.75	9,962.50	17,500.00	36,400.00
53020 · T.A.M. Expenses	19,594.00	20,129.00	17,013.00	0.00	0.00	0.00	7,500.00	9,600.00
53030 · Election Expenses	1,514.00	1,409.00	1,250.00	1,430.00	1,580.00	1,370.00	1,600.00	1,600.00
53040 · Training	14,052.00	13,831.00	8,917.00	81.25	11,862.00	10,093.75	5,000.00	15,000.00
<b>Modernization Consultant</b>								150,000.00
53045 · Special Proj-Other	0.00	0.00	650.00	6,362.50	13,928.56	73,132.81	40,000.00	60,000.00
53046 · Special Proj-Cmte Audit	5,959.00	7,345.00	16,837.00	6,215.00	0.00	0.00	15,000.00	10,000.00
<b>Total Council Members</b>	<b>58,219.00</b>	<b>59,233.00</b>	<b>66,880.00</b>	<b>27,457.50</b>	<b>39,989.31</b>	<b>94,559.06</b>	<b>86,600.00</b>	<b>282,600.00</b>
<b>Executive Committee</b>								
53100 · Per Diem	7,663.00	5,525.00	6,513.00	4,118.75	4,550.00	2,600.00	4,650.00	4,875.00
53120 · T.A.M. Expenses	10,233.00	18,632.00	5,139.00	0.00	0.00	0.00	3,000.00	4,000.00
53140 · Training	1,736.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Executive Committee</b>	<b>19,632.00</b>	<b>25,457.00</b>	<b>11,652.00</b>	<b>4,118.75</b>	<b>4,550.00</b>	<b>2,600.00</b>	<b>7,650.00</b>	<b>8,875.00</b>
<b>Finance and Audit Committee</b>								
53180 · Per Diem	0.00	731.00	1,463.00	487.50	1,056.25	650.00	1,200.00	1,200.00
53185 · T.A.M. Expenses	0.00	284.00	1,114.00	0.00	0.00	0.00	0.00	0.00
<b>Total Finance and Audit Committee</b>	<b>0.00</b>	<b>1,015.00</b>	<b>2,577.00</b>	<b>487.50</b>	<b>1,056.25</b>	<b>650.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
53200 · President's Admin Stipend	8,500.00	8,500.00	8,500.00	8,499.96	8,499.96	8,499.96	8,500.00	8,500.00
70500 · D&O & Travel Accident	5,309.00	5,476.00	5,855.00	6,175.71	6,722.46	6,905.79	7,055.50	7,055.50
<b>Total GOVERNANCE</b>	<b>91,660.00</b>	<b>99,681.00</b>	<b>95,464.00</b>	<b>46,739.42</b>	<b>60,817.98</b>	<b>113,214.81</b>	<b>111,005.50</b>	<b>308,230.50</b>
<b>REGISTRATION</b>								
<b>Registration Committee</b>								
53400 · Per Diem & 53410 · Prep Time	38,569.00	39,713.00	22,413.00	42,093.75	38,662.50	34,237.50	35,000.00	50,000.00
53420 · T.A.M. Expenses	12,091.00	24,955.00	13,591.00	0.00	0.00	0.00	10,000.00	0.00
<b>Total Registration Committee</b>	<b>50,660.00</b>	<b>64,668.00</b>	<b>50,629.00</b>	<b>42,093.75</b>	<b>38,662.50</b>	<b>34,237.50</b>	<b>45,000.00</b>	<b>50,000.00</b>
53440 · HPARB Reviews - Legal	33,885.00	22,429.00	46,469.00	39,793.83	56,838.76	22,601.90	30,000.00	40,000.00
53450 · Registration Other Expenses				162.50	0.00	0.00	5,000.00	5,000.00
<b>Total REGISTRATION</b>	<b>84,545.00</b>	<b>87,097.00</b>	<b>97,098.00</b>	<b>82,050.08</b>	<b>95,501.26</b>	<b>56,839.40</b>	<b>80,000.00</b>	<b>95,000.00</b>
<b>CLIENT RELATNS, COMMUN EDUCATN</b>								
<b>Client Relations Committee</b>								
53600 · Per Diem	1,788.00	2,275.00	2,383.00	3,981.25	4,387.50	2,437.50	3,500.00	3,500.00
53620 · T.A.M. Expenses	1,637.00	353.00	300.00	0.00	0.00	0.00	2,000.00	0.00
53645 · Prog. For Funding	6,970.00	11,721.00	9,913.00	18,885.00	25,142.75	33,549.00	20,000.00	35,000.00
<b>Total Client Relations Committee</b>	<b>10,395.00</b>	<b>14,349.00</b>	<b>12,596.00</b>	<b>22,866.25</b>	<b>29,530.25</b>	<b>35,986.50</b>	<b>25,500.00</b>	<b>38,500.00</b>
54100 · Presentations By Staff To Orgs	4,737.00	2,017.00	2,658.00	0.00	0.00	34.00	1,000.00	500.00
54200 · Social Events For Members	3,913.00	2,837.00	2,128.00	0.00	0.00	0.00	2,000.00	8,000.00
<b>Total CLIENT RELATNS, COMMUN EDUCATN</b>	<b>19,045.00</b>	<b>19,203.00</b>	<b>17,382.00</b>	<b>22,866.25</b>	<b>29,530.25</b>	<b>36,020.50</b>	<b>28,500.00</b>	<b>47,000.00</b>
<b>QUALITY ASSURANCE</b>								
<b>Q.A. Committee</b>								
54300 · Per Diem	7,625.00	5,491.00	7,813.00	8,275.00	8,812.50	16,937.50	10,000.00	10,000.00
54320 · T.A.M. Expenses	6,330.00	5,830.00	4,012.00	0.00	0.00	0.00	2,000.00	0.00
<b>Total Q.A. Committee</b>	<b>13,955.00</b>	<b>11,321.00</b>	<b>11,825.00</b>	<b>8,275.00</b>	<b>8,812.50</b>	<b>16,937.50</b>	<b>12,000.00</b>	<b>10,000.00</b>
<b>Peer Assisted Review</b>								
54500 · Per Diem	25,638.00	22,438.00	16,363.00	3,025.00	8,483.80	21,662.50	27,500.00	27,000.00
54520 · T.A.M. Expenses	5,337.00	2,284.00	4,478.00	25.00	0.00	434.20	4,000.00	4,000.00
<b>Total Peer Assisted Review</b>	<b>30,975.00</b>	<b>24,722.00</b>	<b>20,841.00</b>	<b>3,050.00</b>	<b>8,483.80</b>	<b>22,096.70</b>	<b>31,500.00</b>	<b>31,000.00</b>
<b>Practice Reviews</b>								
54620 · T.A.M. Expenses	0.00	0.00	124.00	0.00	0.00	0.00	0.00	0.00
<b>Total Practice Reviews</b>	<b>0.00</b>	<b>0.00</b>	<b>124.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total QUALITY ASSURANCE</b>	<b>44,930.00</b>	<b>36,043.00</b>	<b>32,790.00</b>	<b>11,325.00</b>	<b>17,296.30</b>	<b>39,034.20</b>	<b>43,500.00</b>	<b>41,000.00</b>
<b>INVESTIGATIONS &amp; RESOLUTIONS</b>								
<b>ICRC</b>								
54700 · Per Diem	51,450.00	45,838.00	29,569.00	29,006.25	32,150.00	27,006.25	34,000.00	34,000.00
54710 · Prep Time	0.00	0.00	29,006.00	28,275.00	30,176.25	22,181.25	34,000.00	34,000.00
54720 · T.A.M. Expenses	35,821.00	31,628.00	23,423.00	0.00	0.00	0.00	10,000.00	10,000.00
54750 · Other Expenses	176.00	408.00	0.00	0.00	0.00	3,390.00	0.00	0.00

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
DRAFT BUDGET

June 2024 - May 2025

							PROJECTED	PROPOSED
Total ICRC	87,447.00	77,874.00	81,998.00	57,281.25	62,326.25	52,577.50	78,000.00	78,000.00
ICRC Training								
54800 - Per Diem	0.00	0.00	0.00	162.50	325.00	162.50	3,200.00	3,200.00
54820 - T.A.M. Expenses	198.00	667.00	1,510.00	0.00	0.00	0.00	1,500.00	1,500.00
Total ICRC Training	198.00	667.00	1,510.00	162.50	325.00	162.50	4,700.00	4,700.00
Inquiries & Investigations								
54900 - Experts	23,708.00	13,613.00	17,907.00	18,240.00	47,980.00	29,131.98	30,000.00	30,000.00
54910 - Investigators	7,514.00	5,926.00	6,537.00	0.00	25,927.52	33,314.62	25,000.00	125,000.00
54950 - Other Expenses	6,423.00	22,195.00	13,794.00	19,208.29	10,437.93	71,360.66	35,000.00	35,000.00
Total Inquiries & Investigations	37,645.00	41,734.00	38,238.00	37,448.29	84,345.45	133,807.26	90,000.00	190,000.00
Total INVESTIGATIONS & RESOLUTIONS	125,290.00	120,275.00	121,746.00	94,892.04	146,996.70	186,547.26	172,700.00	272,700.00
HEARINGS								
Prosecution/Hearing								
55100 - Legal	439,850.00	299,516.00	151,043.00	265,765.30	236,357.38	654,310.58	600,000.00	600,000.00
Total Prosecution/Hearing	439,850.00	299,516.00	151,043.00	265,765.30	236,357.38	654,310.58	600,000.00	600,000.00
Pre-Hearing Conf.								
55200 - Per Diem	3,250.00	1,300.00	1,013.00	975.00	975.00	1,706.25	1,300.00	5,000.00
55220 - T.A.M. Expenses	2,576.00	2,725.00	1,182.00	0.00	0.00	0.00	0.00	0.00
Total Pre-Hearing Conf.	5,826.00	4,025.00	2,195.00	975.00	975.00	1,706.25	1,300.00	5,000.00
Discipline Comm.								
55300 - Per Diem	11,575.00	11,456.00	3,488.00	8,543.75	11,975.00	10,843.75	15,000.00	15,000.00
55320 - T.A.M. Expenses	14,452.00	11,492.00	1,492.00	0.00	0.00	0.00	0.00	0.00
55350 - Other Expenses	12,826.00	8,991.00	-646.00	1,547.82	38.17	17,255.21	1,000.00	1,000.00
Total Discipline Comm.	38,853.00	31,939.00	4,334.00	10,091.57	12,013.17	28,098.96	16,000.00	16,000.00
Discipline Comm./Fit To Prac								
55400 - Hearing Facilities	0.00	0.00	5,881.00	1,580.88	3,862.37	14,306.73	10,000.00	20,000.00
55410 - Experts	0.00	0.00	0.00	3,825.00	12,129.75	2,796.75	5,000.00	5,000.00
55420 - Legal	0.00	0.00	14,737.00	44,352.50	77,359.81	71,335.71	50,000.00	50,000.00
Total Discipline Comm./Fit To Prac	0.00	0.00	20,618.00	49,758.38	93,351.93	88,439.19	65,000.00	75,000.00
Discipline Comm. Training								
55500 - Per Diem	4,581.00	0.00	0.00	4,300.00	2,025.00	1,950.00	2,500.00	2,500.00
55520 - T.A.M. Expenses	1,502.00	0.00	1,558.00	0.00	0.00	0.00	0.00	0.00
55550 - Other Expenses	4,282.00	7,541.00	4,225.00	9,513.50	5,615.00	5,800.00	2,500.00	2,500.00
Total Discipline Comm. Training	10,365.00	7,541.00	5,783.00	13,813.50	7,640.00	7,750.00	5,000.00	5,000.00
Total HEARINGS	494,894.00	343,021.00	183,973.00	340,403.75	350,337.48	780,304.98	687,300.00	701,000.00
LIAISON								
Federation (HPRO)								
53540 - Membership	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	11,300.00
Total Federation	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	11,300.00
ACPRO								
56500 - Council Member P.D.	1,179.00	1,950.00	813.00	0.00	325.00	1,737.50	1,700.00	1,700.00
56520 - Council Member T.A.M.	1,457.00	2,682.00	2,018.00	0.00	0.00	1,528.32	1,500.00	1,500.00
56530 - Membership	3,500.00	4,154.00	4,090.00	4,089.96	4,089.96	4,089.93	4,200.00	4,200.00
Total ACPRO	6,136.00	8,786.00	6,921.00	4,089.96	4,414.96	7,355.75	7,400.00	7,400.00
ASPPB								
56600 - Council Member P.D.	0.00	2,925.00	1,463.00	162.50	2,031.25	2,581.25	2,500.00	2,500.00
56620 - Council Member T.A.M.	5,110.00	5,186.00	2,143.00	0.00	2,447.41	2,732.32	3,000.00	3,000.00
56630 - Council Member Regist.	432.00	801.00	0.00	129.26	629.51	386.94	500.00	500.00
56640 - Membership	3,676.00	3,703.00	3,785.00	3,668.22	3,585.32	3,687.98	3,625.00	3,625.00
Total ASPPB	9,218.00	12,615.00	7,391.00	3,959.98	8,693.49	9,388.49	9,625.00	9,625.00
56700 - Liaison - Other	3,245.00	4,417.00	3,297.00	1,365.42	2,534.01	2,372.13	3,000.00	3,000.00
Total LIAISON	27,074.00	34,293.00	26,084.00	17,890.36	24,117.46	27,591.37	28,500.00	31,325.00
ADMINISTRATION								
Amortization								
70000 - Computer Equip & Software	6,085.00	10,294.00	21,874.00	22,746.20	17,052.49	6,220.40	5,000.00	7,000.00
70010 - Furniture & Office Eqmt	3,341.00	3,341.00	2,942.00	1,767.09	26,625.56	26,060.56	25,000.00	25,000.00
70020 - Leaseholds	19,415.00	12,943.00	20,089.00	64,251.57	112,888.11	101,169.81	100,000.00	100,000.00
70030 - Website & Database Devt	54,067.00	28,612.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Amortization	82,908.00	55,190.00	44,905.00	88,764.86	156,566.16	133,450.77	130,000.00	132,000.00
Insurance								

These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.



THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
DRAFT BUDGET

June 2024 - May 2025

							PROJECTED	PROPOSED
70510 - Property	1,184.00	1,205.00	1,292.00	1,493.37	1,666.35	1,798.29	1,800.00	2,000.00
<b>Total Insurance</b>	<b>1,184.00</b>	<b>1,205.00</b>	<b>1,292.00</b>	<b>1,493.37</b>	<b>1,666.35</b>	<b>1,798.29</b>	<b>1,800.00</b>	<b>2,000.00</b>
<b>Occupancy Costs</b>								
71000 - Net Rent	115,835.00	120,223.00	143,916.00	172,875.19	183,405.74	189,548.52	193,935.00	200,078.00
71010 - Additional Rent	162,435.00	162,375.00	166,715.00	175,393.24	171,035.22	187,362.22	193,936.00	202,432.36
<b>Total Occupancy Costs</b>	<b>278,270.00</b>	<b>282,598.00</b>	<b>310,631.00</b>	<b>348,268.43</b>	<b>354,440.96</b>	<b>376,910.74</b>	<b>387,871.00</b>	<b>402,510.36</b>
71050 Amortn of Deferred LH Inducement					-25,461.73	-25,461.74		-25,461.74
<b>Office</b>								
72000 - Bank Charges	75,297.00	72,340.00	59,687.00	85,403.77	75,195.43	77,612.79	75,000.00	100,000.00
72020 - Computer Software <1000	8,004.00	4,351.00	10,903.00	15,641.18	21,618.88	25,291.75	28,000.00	30,000.00
72040 - Courier/Postage/Mail/Email	32,858.00	28,771.00	18,588.00	11,038.84	14,600.95	12,730.09	16,000.00	16,000.00
72060 - Equipment < \$1000	611.00	1,940.00	4,668.00	1,028.29	2,022.45	0.00	3,000.00	3,000.00
72080 - Equipment Leasing & Maintenance	20,743.00	19,760.00	23,140.00	21,798.65	9,995.43	6,684.52	7,300.00	8,000.00
72140 - Printing	4,082.00	6,621.00	3,747.00	408.56	56.96	177.01	2,000.00	1,000.00
72160 - Publications For Office Use	596.00	547.00	1,298.00	1,110.90	2,514.98	2,339.19	1,900.00	1,900.00
72200 - Supplies & General	36,771.00	31,792.00	28,487.00	15,160.23	20,932.70	24,152.14	23,000.00	25,000.00
<b>Total Office</b>	<b>178,962.00</b>	<b>166,122.00</b>	<b>150,518.00</b>	<b>151,590.42</b>	<b>146,937.78</b>	<b>148,987.49</b>	<b>156,200.00</b>	<b>184,900.00</b>
<b>Payroll</b>								
73000 - Salaries And Wages & RSP	1,427,950.00	1,542,579.00	1,748,825.00	1,829,686.26	1,897,875.22	2,058,875.23	2,018,766.00	2,869,797.00
73100 - CPP Expense	0.00	0.00	54,000.00	60,641.59	65,821.92	80,605.46	83,829.68	143,489.85
73200 - Ei Expense	0.00	0.00	24,000.00	25,203.78	25,176.00	31,670.02	33,095.17	143,489.85
73300 - Employee Benefits	106,088.00	109,516.00	113,240.00	108,512.87	113,888.02	120,315.94	133,550.69	140,228.23
73500 - Staff Training And Development	16,409.00	10,059.00	8,094.00	2,803.22	3,965.35	4,649.99	5,000.00	20,000.00
73600 - Staff Travel/Registrn-Mtgs,Conf	13,331.00	12,553.00	6,608.00	594.36	263.04	7,990.02	12,000.00	12,000.00
<b>Total Payroll</b>	<b>1,563,778.00</b>	<b>1,674,707.00</b>	<b>1,954,767.00</b>	<b>2,027,442.08</b>	<b>2,106,989.55</b>	<b>2,304,106.66</b>	<b>2,286,241.54</b>	<b>3,329,004.93</b>
<b>Professional Services</b>								
74000 - Accounting	72,214.00	78,004.00	81,680.00	76,017.93	79,981.29	79,942.52	82,340.80	84,811.02
74010 - Audit	15,120.00	17,526.00	15,820.00	20,419.00	17,458.50	18,817.50	19,500.00	19,500.00
74020 - Legal - General	29,556.00	46,114.00	9,204.00	38,541.11	30,284.00	98,652.62	50,000.00	90,000.00
74025 - Legal - Indemnifications	2,727.00	1,482.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
74030 - Communications Consultant	8,161.00	25,220.00	70,845.00	5,367.50	1,098.93	0.00	30,000.00	0.00
74040 - Computer Consultant	0.00	0.00	565.00	0.00	37,385.62	46,104.00	45,000.00	49,000.00
74050 - L.T. Contractors	111,665.00	92,730.00	71,119.00	54,993.71	57,423.21	22,102.80	18,000.00	124,000.00
74060 - S.T. Contractors & Temp.	3,951.00	0.00	1,510.00	0.00	26,801.18	0.00	5,000.00	5,000.00
74070 - Recruiting	973.00	649.00	649.00	648.62	1,621.55	1,683.70	1,000.00	2,000.00
<b>Total Professional Services</b>	<b>244,367.00</b>	<b>261,725.00</b>	<b>251,392.00</b>	<b>195,987.87</b>	<b>252,054.28</b>	<b>267,303.14</b>	<b>252,840.80</b>	<b>376,311.02</b>
<b>Telephone</b>								
75000 - 1-800-Number	538.00	855.00	851.00	303.40	111.60	143.09	85.00	150.00
75010 - Directory Advertising	1,440.00	1,509.00	400.00	0.00	0.00	0.00	0.00	0.00
75020 - Internet Service Provider	10,578.00	11,831.00	8,634.00	8,612.40	8,402.82	8,387.06	8,600.00	8,600.00
75030 - Long Distance	459.00	253.00	219.00	80.23	0.17	11.97	0.00	0.00
75040 - Services	10,257.00	10,232.00	10,305.00	11,132.06	8,469.71	8,998.06	8,940.00	9,000.00
<b>Total Telephone</b>	<b>23,272.00</b>	<b>24,680.00</b>	<b>20,409.00</b>	<b>20,128.09</b>	<b>16,984.30</b>	<b>17,540.18</b>	<b>17,625.00</b>	<b>17,750.00</b>
<b>Website &amp; Database</b>								
76000 - Expenses	91,645.00	69,464.00	131,096.00	81,668.61	103,891.72	127,736.53	149,000.00	220,000.00
<b>Total Website &amp; Database</b>	<b>91,645.00</b>	<b>69,464.00</b>	<b>131,096.00</b>	<b>81,668.61</b>	<b>103,891.72</b>	<b>127,736.53</b>	<b>149,000.00</b>	<b>149,000.00</b>
77000 Government Grant Expenses						124,738.16		
80000 - Other Expenses	2,831.22	0.00	2,831.00	20,798.51	0.00	2,090.50	0.00	124,000.00
<b>Total ADMINISTRATION</b>	<b>2,467,217.22</b>	<b>2,535,691.00</b>	<b>2,867,841.00</b>	<b>2,936,142.24</b>	<b>3,114,069.37</b>	<b>3,479,200.72</b>	<b>3,381,578.34</b>	<b>4,568,014.57</b>
<b>REVENUE</b>	<b>3,417,484.00</b>	<b>3,520,579.00</b>	<b>3,645,271.00</b>	<b>3,603,232.48</b>	<b>3,721,941.29</b>	<b>4,074,828.38</b>	<b>4,197,292.50</b>	<b>7,899,476.00</b>
<b>COST OF SALES</b>	<b>295,184.00</b>	<b>297,071.00</b>	<b>308,499.00</b>	<b>231,156.92</b>	<b>257,740.24</b>	<b>235,779.50</b>	<b>218,420.00</b>	<b>328,292.00</b>
<b>GROSS MARGIN</b>	<b>3,122,300.00</b>	<b>3,223,508.00</b>	<b>3,336,772.00</b>	<b>3,372,075.56</b>	<b>3,464,201.05</b>	<b>3,839,048.88</b>	<b>3,978,872.50</b>	<b>7,571,184.00</b>
<b>EXPENDITURES</b>								
Government	91,660.00	99,681.00	95,464.00	46,739.42	60,817.98	113,214.81	111,005.50	308,230.50
Registration	84,545.00	87,097.00	97,098.00	82,050.08	95,501.26	56,839.40	80,000.00	95,000.00
Client Relations, Communications & Education	19,045.00	19,203.00	17,382.00	22,866.25	29,530.25	36,020.50	28,500.00	47,000.00

These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
DRAFT BUDGET

June 2024 - May 2025

							PROJECTED	PROPOSED
Quality Assurance	44,930.00	36,043.00	32,790.00	11,325.00	17,296.30	39,034.20	43,500.00	41,000.00
Investigations and Resolutions	125,290.00	120,275.00	121,746.00	94,892.04	146,996.70	186,547.26	172,700.00	272,700.00
Hearings	494,894.00	343,021.00	183,973.00	340,403.75	350,337.48	780,304.98	687,300.00	701,000.00
Liaison (Professional Organizations)	27,074.00	34,293.00	26,084.00	17,890.36	24,117.46	27,591.37	28,500.00	31,325.00
Administration	2,467,217.22	2,535,691.00	2,867,841.00	2,936,142.24	3,114,069.37	3,479,200.72	3,381,578.34	4,568,014.57
<b>Total Expenditures</b>	<b>3,354,655.22</b>	<b>3,275,304.00</b>	<b>3,442,378.00</b>	<b>3,552,309.14</b>	<b>3,838,666.80</b>	<b>4,718,753.24</b>	<b>4,533,083.84</b>	<b>6,064,270.07</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>-232,355.22</b>	<b>-51,796.00</b>	<b>-105,606.00</b>	<b>-180,233.58</b>	<b>-374,465.75</b>	<b>-879,704.36</b>	<b>-554,211.34</b>	<b>1,506,913.93</b>

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## BRIEFING NOTE

2024.02.04F

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### MARCH 2024 COUNCIL MEETING

## CONTRACT CONSULTANT – PRACTICE MODERNIZATION & STRATEGY

### STRATEGIC DIRECTION REFLECTION

*Excellence in Care & Innovation in Regulation*

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### MOTION FOR CONSIDERATION

That the Council approve a Contract Consultant be hired to conduct the required work to support a scope of practice change proposal to the Ministry of Health for Prescription Privileges (RxP).

**Moved By** TBD

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### PUBLIC INTEREST RATIONALE

The scope of practice changes to include RxP may provide a system-wide solution to the mental health and addictions crisis. However, consideration of this scope of practice change will require comprehensive research on risks and benefits to the public as well as meetings with relevant stakeholders. This work will require support from a consultant.

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### BACKGROUND

The Ontario Psychological Association (OPA) has proposed changes to the current scope of practice to include RxP. The Ministry of Health has informed the OPA that they are considering such a change to the profession's scope of practice and provided guidance materials and forms for submitting a proposal. The OPA is also meeting with Ministry of Health officials to prepare guidelines and documents for legislative committee review.

The proposal is for qualified psychologists with an additional Master of Science Degree in psychopharmacology to include the ability to prescribe psychotropic medications to their clients. This will require changes to the Psychology Act (1991) and will necessitate changes to the College's regulatory infrastructure (i.e. Registration process, continuing professional development for safe RxP, acceptable training programs, etc.). RxP may help integrate specialized care to reduce delays, waitlists, and redundancies. It may also reduce urgent and emergent care costs including 911 calls, hospital emergency room visits, and inpatient hospitalizations by providing effective and timely combination treatment earlier. The inclusion of RxP may help alleviate the health human resources crisis in Ontario by facilitating the reallocation of professional resources so that demand pressures can be eased on physicians and nurse practitioners.

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### BUDGETARY IMPLICATIONS

A consultant will need to be hired to lead this project. It will be important to provide compensation commensurate with the nature of the role and the extent of the work required.

Contract Consultant

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**NEXT STEPS**

Upon approval by the Council, a consultant will be hired, beginning with a one- year contract, to be renewed as necessary.

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**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director



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## BRIEFING NOTE

2024.02.04G

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### MARCH 2024 COUNCIL MEETING

### EXECUTIVE COMMITTEE ELECTIONS/COUNCIL APPOINTMENTS

#### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

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#### FOR INFORMATION

*By-Law 4: Election of Members of Executive Committee* requires that at this meeting, Council members wishing to seek election to the Executive Committee for the upcoming year be advised of the process as outlined in this By-law. The election to the Executive Committee takes place at the first meeting of Council in the new fiscal year (June 14, 2024). Those interested in seeking election to the Executive Committee must inform the Registrar of their intention at least 25 business days (May 10, 2024) before the meeting at which the election takes place.

*By-Law 5: Selection of Committee Chairs and Committee Members* requires that Council members be notified of the opportunity to indicate preferences for Committee involvement for the coming year.

Following the elections to Council taking place on March 31, 2024, an e-mail notification regarding the above will be sent to all Council members.

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#### ATTACHMENTS (relevant sections highlighted)

1. *By-Law 4: Election of Members of Executive Committee*
2. *By-Law 5: Selection of Committee Chairs and Committee Members*

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#### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

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## BY-LAW 4: ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE

*[Approved by Council on June 11, 1994; last amended on June 19, 2009]*

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology Act, 1991* as amended.

- 4.1 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise Council of the process for seeking election to the Executive Committee.
- 4.2 At least twenty-five (25) business days prior to the first meeting of Council following the annual election, Council members, including those newly elected, will indicate their intention to seek election for a position on the Executive Committee. One may indicate one's interest in being a candidate for one or more Executive Committee positions.
- 4.3 If one indicates interest in being a candidate for President, one may also indicate an interest in being a candidate for Vice-President and/or for Member of the College/Public Member should one be unsuccessful in the preceding election. If one wishes to run for election to one of these other positions, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.4 If one indicates interest in being a candidate for Vice-President, one may also indicate an interest in being a candidate for Member of the College/Public Member should one be unsuccessful in the Vice- President election. If one wishes to run for election to this other position, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.5 The list of candidates will be forwarded to all Council members, along with notification that further names will be accepted until fifteen (15) business days before the first meeting of Council following the annual election.
- 4.6 All candidates will provide the Registrar with a biographical statement and candidate statement not to exceed one page in length, no later than fifteen (15) business days before the first meeting of Council following the annual election.
- 4.7 Only, if there is no candidate for a position, members of Council may indicate their willingness to run at the first meeting of Council following the annual election.
- 4.8 At the first meeting of Council after the annual election as prescribed in the By-laws, the Council shall elect from among the members of Council an Executive Committee in accordance with the By-laws.
- 4.9 The Executive Committee members elected in accordance with 4.8 will hold office until the first meeting of Council after the annual elections the following year.
- 4.10 The Registrar shall be responsible for supervising and administering all elections of the College.
- 4.11 Prior to the balloting, each candidate for office will answer questions from other Council members for a maximum of ten (10) minutes.

- 4.12 The order for the elections to the Executive Committee will be: President, Vice-President, Member of the College, Public Member of Council. Unsuccessful candidates in an election, who have indicated their interest in candidacy for other Executive Committee positions as per 4.3 and 4.4, will be included in subsequent elections unless they choose to withdraw their name.
- 4.13 The election of the members of the Executive Committee shall be by secret ballot and, where more than two members of Council are running for any position, the member of Council who receives the lowest number of votes on each ballot shall be deleted from candidacy unless one member of Council receives a majority of the votes cast. This procedure shall be followed until one member of Council receives a majority of the votes cast.
- 4.14 The ballots will be counted by the Registrar and a member of Council not seeking election to office.
- 4.15 In the event of a tie vote, Council will be afforded the opportunity to question candidates for ten minutes, and then vote again. In the case of a second tie, the Registrar will flip a coin to decide the outcome of the election. The member of Council who has been assisting in counting the ballots will call the toss (“heads – candidate A; tails – candidate B”) prior to the toss.
- 4.16 If the office of the President becomes vacant the Vice-President shall become the President for the unexpired term of the office and the office of Vice-President thereby becomes vacant.
- 4.17 A position of the Executive Committee becomes vacant if the holder of the office dies, resigns, ceases to be a member of Council or is disqualified from sitting on the Council by a vote of Council at a special meeting called for that purpose. In addition, the position of Vice-President may become vacant, in accordance with subsection 4.16.
- 4.18 The Council shall fill a vacancy in the office of Vice-President or any other Executive Committee position at a special meeting which the President shall call for that purpose as soon as feasible after the vacancy occurs.

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## BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

[Approved by Council on June 11, 1994; last amended on March 11, 2022]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology Act, 1991* as amended.

- 5.1 The Council may by resolution establish Committees additional to those established through Section 10 of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*.

### Notification of Committee Positions Available

- 5.2 At least two months prior to first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members, interested in appointment to a Committee are required to submit a statement of qualifications pertaining to the mandate of the Committees in which they wish to participate. Prior to the member submitting a Committee interest form, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.

- 5.3 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.

### Committee Appointments Working Group

- 5.4 A Committee Appointments Working Group will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.

### Appointment Process

- 5.5 Immediately after the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.
- 5.6 Committee Chairs:
- a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.
  - b. The Committee Chair reports to Council on behalf of the Committee.
    - i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.
    - ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.
  - c. The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include;
    - i. Chairing Committee meetings;



- ii. Approving meeting agendas prepared by College staff;
  - iii. Determining whether Committee members have the resources and training to effectively perform the Committee's work;
  - iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
  - v. Providing effective leadership for the Committee and facilitating Committee Meetings;
  - vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
  - vii. Any other duties determined or assigned by Council.
- 5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.
- 5.8 A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.
- 5.9 Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.
- 5.10 The Executive Committee may and, if necessary for a Committee to achieve its quorum, shall appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.
- 5.11 Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: *Committee Composition*; or any provision to the contrary in the Code, the By-laws or the policies of the College.
- 5.12 Both registration titles will be represented on all Statutory Committees.

## STRATEGIC DIRECTION 2023-2028

2024.02.05A

### **MISSION** *[Why we exist]*

To protect the public through the responsible regulation of psychological care.

### **VISION** *[What we aspire to be]*

Excellence in self-regulation and quality psychological care for the people of Ontario.

### **VALUES** *[What we uphold in all our activities]*

Beneficence: The College functions in service of the public good.

Dignity: The College treats all persons and peoples with dignity.

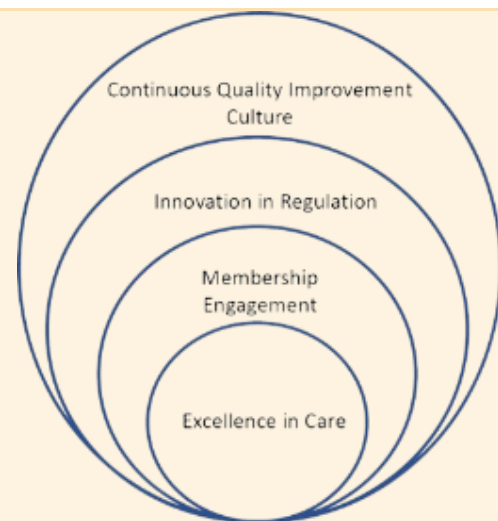
Fairness: The College approaches decisions in a just, reasonable and impartial manner.

Accountability: The College acts as a self-sustaining, responsible steward of resources grounded in the fiduciary duty to the public.

Integrity: The College acts honestly, ethically, and responsibly.

### **STRATEGIES** *[How we accomplish our Mission]*

Strategy 2023-2028 is an ecological model that will focus on five interrelated priorities. At the core of the strategy is excellence in care, ensuring that the public receives ethical, safe, and high-quality services. Quality care is delivered through our registrants/members who have expertise to impart upon their peers and who participate on College Council, Committees, and Workgroups. The College will need to continue to modernize its regulation practices to best meet the needs of the public, now, and into the future (including “Right-Touch Regulation”). Encapsulating the overall strategy is a commitment to continuous quality improvement of College processes with a focus on maximizing value and minimizing waste.



This work will be informed by principles that will guide the College in all of its activities:

- Cultivate a College culture of humility grounded in a growth mindset.
- Apply innovative and proportionate approaches to regulation.
- Engage members to impart expertise to each other and the communities they serve.
- Remain agile in responding to advancements in society, technology, and the profession to meet the needs of Ontarians.

## 2023-2028 IMPLEMENTATION CHART - UPDATED NOVEMBER 24, 2023

Agenda Key	Strategies	Recent Activities	In Development
S1	Excellence in Care		<ul style="list-style-type: none"> <li>• Review of the <i>Standards of Professional Conduct, 2017</i> (June 2023)</li> <li>• <a href="#">Distribution for Public Consultation (February 2024)</a></li> </ul>
S2	Membership Engagement	<ul style="list-style-type: none"> <li>• Barbara Wand Seminar (June 2023)</li> <li>• Registrar Virtual Visit with UTSC Clinical Psychology Graduate Students (July 2023)</li> <li>• Joint Presentation with Registrar and President of OPA to Ontario Shores Mental Health Sciences Centre: The Ethical Imperative of Psychology in Hospitals (July 2023)</li> <li>• Registrar and Deputy Registrar: ONTABA Board Meeting Presentation on ABA (virtual; August 2023)</li> <li>• Amendments to <i>By-law 18: Fees</i> (September 2023)</li> <li>• Inaugural members' article in <i>HeadLines</i> series, <i>Zeitgeist</i>, published (October 2023)</li> <li>• Registrar Virtual Visit, Kinark Child &amp; Family Services (October 2023)</li> <li>• <a href="#">ABA Stakeholder Customized Sessions (October 2023 – Present): 18 sessions</a></li> <li>• Registrar Virtual Visit, Association of Psychology Leaders in Ontario Schools meeting</li> <li>• Registrar Virtual Visit to University of Guelph (October 2023)</li> <li>• Ontario Psychological Association, 76<sup>th</sup> Annual Conference. The Dos and Don'ts of Advertising a Psychology Practice: The Registrar's Perspective (November 2023)</li> <li>• Registrar's Visit to WesternU – Graduate Ethics Class (November 2023)</li> <li>• Registrar's Visit to OISE Consortium Pre-Doctoral Residency Meeting (November</li> </ul>	

		<p>2023)</p> <ul style="list-style-type: none"><li>• Registrar’s Visit to the Toronto Catholic District School Board (December 2023)</li><li>• <b>Queen’s University Clinical Psychology Graduate Students Meeting (January 2024)</b></li><li>• <b>CityWide Ethics Seminar – Ottawa Region Psychology Residents (January 2024)</b></li><li>• <b>Joint Presentation with Grant McArthur, Manager, Media and Digital, Australian Health Practitioner Regulation Agency and Zimra Yetnikoff, Director, Investigations &amp; Hearings; CLEAR, “Media Scrutiny and Public Outrage – How Can Regulators Respond?” (January 2024)</b></li><li>• <b>Ottawa Psychology Hospital Community Meeting (February 2024)</b></li></ul>	
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S3	Innovation in Regulation	<ul style="list-style-type: none"> <li>• Pilot project to assess all CFTA candidates on their competence to perform the controlled act of communication of a diagnosis. (June 2023)</li> <li>• ABA Knowledge Examination Blueprint (June 2023) ABA Transitional Guidelines for Registration (June 2023)</li> <li>• ABA Regulations (General, Registration, Professional Misconduct) approved by MOHLTC – proclamation date announced, July 1, 2024.</li> <li>• ABA Regulation – Intercollege Collaboration: Shared FAQ information (November 2023)</li> <li>• <b>ACPRO MOU: Limited Interjurisdictional Telepsychology Signed (January 2024)</b></li> <li>• <b>Deloitte Ontario Health Regulatory College Roundtable (January 2024)</b></li> <li>• <b>Temporary Emergency Registration Regulations for ABA Submitted to MOH (February 2024)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pursue amendments to O.Reg. 74/15 under the <i>Psychology Act, 1991</i> to discontinue Master’s level registration and at that time, grant the title Psychologist to all existing Psychological Associates. (September 2019)</b></li> <li>• <b>Research &amp; Report Completed (February 2024)</b></li> <li>• <b>Complete <i>By-law</i> Review (November 2023)</b></li> <li>• <b>Distribution for Public Consultation (December 2023)</b></li> </ul>
S4	Continuous Quality Improvement Culture		<ul style="list-style-type: none"> <li>• <b>Financial analysis of programs and processes Internal examinations, JEE &amp; Orals (November 2023)</b></li> </ul>

The items shown in BLUE have been added by the Registrar since December 2023 as activities undertaken in service of the College’s Strategic Directions 2023-2028.