Fair Registration Practices Report

Psychologists, Psychological Associates (2012)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

Of particular assistance to internationally educated individuals is a specific page on the College's web site at the following link: http://cpo.on.ca/new-applicants/index.aspx?id=94&ekmensel=14_submenu_0_link_2 At this site, the potential applicant will find an on-line questionnaire to enable the applicant to select the appropriate application form.

The on-line questionnaire is being modified to include questions relevant for applicants already registered for the practice of psychology in another Canadian jurisdiction.

The certificate for supervised practice is the usual first step for applicants. Information for individuals intending to apply for a certificate authorizing supervised practice as psychologists or psychological associates is available on the College web site through the following links: http://www.cpo.on.ca/new-applicants/supervised-practice/index.aspx?id=302&ekmensel=14_submenu_28_link_2 and http://www.cpo.on.ca/new-applicants/supervised-practice/index.aspx?

id=356&ekmensel=14_submenu_28_link_4 . These sites also have all the required forms which can be filled out on-line and printed, or printed for completion at a later date.

The College publishes on its web site comprehensive Registration Guidelines describing the registration process. These Registration Guidelines are found at the following links: http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=1442 and http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=1436 .

College Registration staff members are available by e-mail, telephone, or in-person at the College office to assist applicants to obtain the appropriate information. The required application forms and Registration Guidelines are available by mail if requested but most applicants prefer to acquire them through the College web site.

b) requirements for registration

A complete description of the registration requirements is found in the Registration Guidelines which are located at the following links: http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=1442 and http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=1436 . As part of the regular review of the Registration Guidelines, the "overview" section of these Guidelines is being revised to provide a clearer summary of the process.

Also, the Prospective Members/Internationally Educated section of the College's web site provides a link to the Ministry of Citizenship and Immigration, http://www.ontarioimmigration.ca/en/working/OI_HOW_WORK_PSYCH_CM.html where there is a "career map" illustrating the registration process.

College Registration staff members are available by e-mail, telephone, or in-person at the College office to assist applicants to understand the requirements for registration.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Applicants for the title psychological associate must present a masters degree in psychology and applicants for the title psychologist must present a doctoral degree in psychology. The Registration Guidelines for Academic Credentials describe the 12 criteria that the masters degree, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2698 , or the doctoral degree, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2682 , must meet.

The work experience requirement for psychological associate applicants is outlined in the Registration Guidelines found at http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2700 .

There are Registration Guidelines for the required supervised practice, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2684 , and for the required examinations, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2664 .

In addition to the more general information on the web site, once applicants are approved to proceed with the registration process, specific information about supervised practice arrangements and upcoming examinations are mailed to the individual.

College Registration staff members available by e-mail, telephone, or in-person at the College office to assist individuals.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Both psychologists and psychological associates are required to practise psychology under supervision in Ontario for a period of up to two years while holding a certificate authorizing supervised practice.

On the main page of the College's web site, http://www.cpo.on.ca/ , is a Member Search tool to assist applicants in locating appropriate supervisors. Searches may be made according to geographical location, practice area(s) and language if desired.

Supervisors' Agreement forms are found at the following location on the web site, http://cpo.on.ca/WorkArea/showcontent.aspx?id=512 , so as to be readily available. There are Registration Guidelines describing the process for the required supervised practice, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2684 .

If review has shown that a supervised member requires knowledge augmentation, i.e. additional education, the Guidelines for Retraining for Supervised Practice Members, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2668 describe how this can be accomplished through either formal graduate courses, or a coursework equivalent of directed readings.

e) requirements that may be satisfied through acceptable alternatives

Regulation 533/98, Registration specifies as a non-exemptible registration requirement that applicants must present either a masters degree in psychology or a doctoral degree in psychology, as outlined in the Registration Guidelines published by the College. It is therefore not possible, for example, for the College to accept an alternative to a masters degree or a doctoral degree which meets the criteria described in the Registration Guidelines for Academic Credentials.

Following the audit of registration practices, the Registration Guidelines for Academic Credentials were amended to provide a clearer statement about this. The 2010 version of these Guidelines are found at the following links: http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2682 http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2698 .

f) the steps in the assessment process

The registration process begins with submitting an application and having the academic credentials reviewed. In the section of the College's web site designed for internationally educated applicants, http://www.cpo.on.ca/new-applicants/index.aspx?id=94&ekmensel=14_submenu_0_link_2 , applicants with degrees granted by universities outside of Canada or the U.S. are directed to an academic credential evaluation service in order to have a determination about the academic level of the degree in comparison to a Canadian degree. This evaluation must accompany the application and the academic transcripts.

College Registration staff then review the application and academic credentials to determine whether they meet the published Registration Guidelines for Academic Credentials. If acceptable, and supervision has been arranged, a certificate for supervised practice is issued. If the academic credentials may not be acceptable, the application is referred to the Registration Committee for further review. This process is described in the Registration Guidelines at the following link: http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2680 .

College Registration staff members are available by e-mail, telephone, or in-person at the College office to assist applicants where further information is needed, or to advise of the status of the application.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

The Registration Process section of the Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2680 , advises all applicants to request a transcript from each degree they have received to be sent directly to the College by the university. If a university outside Canada or the U.S. is unable to send a transcript directly to the College, the College may accept a certified copy of the transcript the university issued to the applicant. If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have these documents translated by an official translator.Applicants are responsible for any fees associated with the translation of these documents.

Applicants with degrees granted by universities **outside** Canada or the U.S. are also required to have the degrees evaluated by an academic credential evaluation service.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

According to the Registration Process section of the Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2680 , if a university outside Canada or the U.S. is unable to send a transcript directly to the College, the College may accept a certified copy of the transcript the university issued to the applicant.

College Registration staff is available to clarify this point for an applicant.

i) how applicants can contact your organization

The College's web site has a "contact" feature on the home page of our website, http://www.cpo.on.ca/about-the-college/index.aspx?id=38 , and the Registration Guidelines and all application forms, http://www.cpo.on.ca/new-applicants/supervised-practice/index.aspx?id=636 contain the College's contact information.

j) how, why and how often your organization initiates communication with applicants about their applications

College Registration staff monitors the progress of applications and contacts applicants who are missing parts of the required documentation. During this contact, Registration staff estimates for the applicant when the initial review will be completed and an acknowledgement letter sent. When an application is referred to the Registration Committee for review, the referral notice letter includes the date upon which the Registration Committee review will take place and the date by which the applicant may make submissions.

An on-line registration module is being constructed to enable applicants to log in and discover which of the required application components (application form, transcripts, academic credential evaluation when necessary, and supervisors' agreement forms) have been received by the College.

k) the process for dealing with documents provided in languages other than English or French

If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have these documents translated by an **official** translator. This is described in the Prospective Members section of the College's web site, http://www.cpo.on.ca/new-applicants/index.aspx?id=94&ekmensel=14_submenu_0_link_2 , and in the Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2680 .

College Registration staff is available to clarify this point for an applicant.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

On the College's web site, the Prospective Members section for internationally educated applicants, http://www.cpo.on.ca/new-applicants/index.aspx?id=94&ekmensel=14_submenu_0_link_2 , provides contact information for both of the credential evaluation services used by the College.

The Registration Guidelines provide contact information for both of the credential evaluation services used by the College, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2680 .

Only one of the three examinations required by the College, the Examination for Professional Practice in Psychology (EPPP), is administered by a third party, the Association of State and Provincial Psychology Boards (ASPPB). The Registration Guidelines give a description of the process for taking this examination, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2664 . Extensive information about the EPPP is available for applicants on the ASPPB web site as well, http://www.asppb.net/i4a/pages/index.cfm?pageid=3279 .

College Registration staff are knowledgeable both about the credential evaluation services and the examination process and can provide guidance to applicants.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Supervised practice members must take each required written examination, the EPPP and the Jurisprudence & Ethics Examination (JEE) within one year of issuance of the certificate for supervised practice. This is described in the Registration Guidelines, http://cpo.on.ca/WorkArea/showcontent.aspx?id=2664 . Examination dates are posted on the web site, http://cpo.on.ca/new-applicants/index.aspx?id=1678 . In addition, specific individual timelines are sent in a personal letter to the supervised member, which includes the application materials needed to sign up to take the EPPP. Two months in advance of each administration of the JEE, examination application materials are mailed to the supervised member.

College Registration staff track the progress of supervised members in taking the required written examinations and mail advisory memos about approaching deadlines.

n) the amount of time that the registration process usually takes

For psychologists, supervised practice takes place over not less than one year or more than two years, as outlined in the Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2684 .

For psychological associates, four years (6000 hours) of post masters work experience is required, following which the supervised practice takes place over not less than one year or more than two years. The Registration Guidelines outline this.

Appendix B of the Registration Guidelines http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2674 is a concise listing of the timelines in the registration process.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

All fees associated with registration are found in a specific appendix of the Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2672.   As noted above, the Registration Guidelines are available both on the College's web site and in a paper version which is mailed to supervised members.

p) accommodation of applicants with special needs, such as visual impairment

Each application form has a specific section which describes the available accommodations, enables the applicant to select what is needed, and describes the required supporting documentation, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=608 .

Special accommodation information is also contained in the Registration Guidelines http://cpo.on.ca/WorkArea/showcontent.aspx?id=2680

College Registration staff is available to provide further information about accommodation to applicants by e-mail, telephone, or in person at the College which is accessible.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

Applicants who present degrees obtained through universities outside Canada or the U.S. must have these degrees evaluated by a credential evaluation service and pay the associated fee.

If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have the documents translated by an official translator and pay the associated fee.

Any of the fees the College charges are the same for all applicants.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

Initial review of applications by College Registration staff takes place within 4 to 6 weeks after the receipt of all required documents.

If the application is referred to the Registration Committee for further review, the Registration Committee meets every 6 to 8 weeks. This is described in the Registration Process, and Timelines section of the Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2680 and http://cpo.on.ca/WorkArea/showcontent.aspx?id=2674

b) What are your timelines for responding to applicants in writing?

Within 1 to 2 weeks following the initial review, a written response and supporting documents are mailed to applicants.

If the application has been referred to the Registration Committee for further review, a written response is mailed to the applicant 4 to 6 weeks after the Committee's review.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

Within 1 to 2 weeks following the initial review, a written response, including reasons and supporting documents, is mailed to applicants.

If the application has been referred to the Registration Committee for further review, the applicant is advised in writing of the reasons for the referral and given a period of 30 days in which to make a written submission.

Once the Registration Committee has carried out its review, a written response with reasons is mailed to the applicant 4 to 6 weeks after the Committee's review.

If a Registration Committee decision is appealed to the Health Professions Appeal and Review Board (HPARB), an external appeal body, the College is unable to set timelines for the HPARB written response and reasons.

d) Explain how your organization ensures that it adheres to these timelines.

College Registration staff uses a database to track the progress of application reviews and referrals to the Registration Committee. The renovation of the registration database continues and will create features enabling more extensive tracking and notification systems.

Application files, which are not electronic at this time, are centrally stored within the Registration staff area and can be readily monitored. Registration staff meet regularly to review the progress of applications and identify any impending influx of applications, thereby ensuring identified timelines are met. The start of of data collection for year by year monitoring is intended to identify trends or patterns of application submissions.

The Registration Committee, in response to an audit recommendation, reviewed the procedures it uses at the Committee level for the review of applications to verify effective use of Committee time.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Section 16.(1) of the Regulated Health Professions Act Procedural Code specifies "The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application." Applicants may make a written request for this information by mail, e-mail, or by bringing this request in person at the College office.

b) Explain why access to applicants' own records would be limited or refused.

Section 16.(2) of the Regulated Health Professions Act Procedural Code specifies "The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person." Other than this, the applicants' requests for their own records are not limited or refused.

c) State how and when you give applicants estimates of the fees for making records available.

Upon receiving the applicant's written request by mail or e-mail, or in person at the College office, Registration staff will determine how many pages are in the record that is being requested, give the fee per page for copying, and advise the applicant in advance if desired.

http://cpo.on.ca/WorkArea/showcontent.aspx?id=2672

d) List the fees for making records available.

There is a charge of .20 cents per page for the copies of the information.

http://cpo.on.ca/WorkArea/showcontent.aspx?id=2672

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

For 10 pages or less, there is no charge.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

1) The web site of the Association of State and Provincial Psychology Boards (ASPPB), http://www.asppb.net/i4a/pages/index.cfm?pageid=3279 ,provides information about the Examination for Professional Practice in Psychology (EPPP), including preparatory materials, subject content areas, examination format, accommodation, and procedure for applying to take the examination.

2) The Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2664 , provide information about the College's Jurisprudence & Ethics Examination (JEE), including the examination blue print, the pass point, accommodation, sample questions, and number of attempts.

3) The Registration Guidelines, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2664, provide information about the College's Oral Examination, including the purpose, content, format, possible outcomes, and number of attempts.

4) The Supervision Resource Manual, http://cpo.on.ca/resources-and-publications/index.aspx?id=2498&ekmensel=16_submenu_0_link_5 , provides information about preparing an application to the College, choosing supervisors, and preparing for the required examinations: EPPP, JEE, and Oral Examination.

b) Describe how your organization provides information to applicants about these resources.

1) The Registration Guidelines, available on the College's web site as provided above, describe this examination. Applicants are mailed information about how to enrol. The link to ASPPB is available both on the College's web site and in the Registration Guidelines.

2) and 3) The Registration Guidelines are available on the College's web site as noted above. The Registration Guidelines are mailed to applicants at the time the application is accepted. Approved applicants receive an information memo sent by mail 60 days in advance of an examination administration date.

4) The Supervision Resource Manual is available on the College's web site as noted above. The Supervision Resource Manual is mailed to applicants at the time the application is accepted.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Internal Review or Appeal Processes (6 / 13)
In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

For internal review by the Registration Committee, according to Section 18.(1) of RHPA "An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15(3) or within any longer period the Registrar may specify in the notice". The application is reviewed by the Registration Committee at the first available meeting after the 30 day notice period and a decision is rendered. The Registration Committee meets every 6 to 8 weeks. Once the Registration Committee has reached a decision to refuse to register an applicant, written notice of the right to appeal is given to the applicant within 4 to 6 weeks of the Committee's meeting. The applicant then has 30 days in which to seek a review or a hearing by the Health Professions Appeal and Review Board. The College is unable to set timelines for completion of HPARB reviews or appeals.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

All internal reviews were carried out by the Registration Committee within the prescribed time period, there were no instances where a written decision, which includes the notice of right to appeal, was not sent within the 4 to 6 week identified timeline.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

N/A

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

For internal review by the Registration Committee, according to Section 18.(1) of RHPA "An applicant may make written submissions to the panel within 30 days after receiving notice under subsection 15(3) or within any longer period the Registrar may specify in the notice". If the applicant is unable to make submissions within this time period, any longer period of time that is necessary may be requested. For reviews or appeals before the Health Professions Appeal and Review Board, the published HPARB Rules of Practice, http://www.hparb.on.ca/english/docs/rules/RULES%20OF%20PRACTICE_2007.pdf contain rules about submissions. Applicants are provided with HPARB contact information.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Section 15.(3) of the RHPA Procedural Code indicates "If the Registrar refers an application to the Registration Committee, he or she shall give the applicant notice of the statutory grounds for the referral and of the applicant's right to make written submissions under subsection 18(1)". Applicants may therefore only make written submissions which can be sent by mail or fax, or brought in person to the College office.

For appeals to HPARB, applicants are provided with a written notice letter which includes HPARB contact

information so they may receive guidance directly from HPARB.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

Initial review of applications is carried out by the College registration staff. The application may then be referred for further review by the Registration Committee who are members of the profession and public members of the Council. Registration staff may not be appointed to the Registration Committee. An applicant may appeal a Registration Committee decision to the Health Professions Appeal and Review Board (HPARB). Members of an HPARB panel must not ever have been a member of a health care profession or College.

e) Describe your internal review or appeal process.

Initial review of the completed application file is carried out by the College registration staff. If there are doubts about whether the applicant meets the registration requirements, the applicant is given written notice of the referral of the application to the Registration Committee, and the reasons for the referral. The applicant then has 30 days in which to make a written submission. The Registration Committee reviews all available documents and reaches a decision. The applicant is informed in writing of the decision, and of appeal rights. If the applicant wishes to appeal the Registration Committee decision, there is a period of 30 days in which the applicant may submit a request for a review or hearing to the Health Professions Appeal and Review Board.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

The College's By-Law 21: Committee Composition indicates " the Registration Committee shall be composed of, (a) at least three 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 Council."

Section 17. of RHPA indicates "(1) An application for registration referred to the Registration Committee or an application referred back to the Registration Committee by the Board shall be considered by a panel selected by the chair from among the members of the Committee; (2) A panel shall be composed of at least three persons, at least one of whom shall be a person appointed to the Council by the Lieutenant Governor in Council."

The Registration Committee has 9 members. Two of the Registration Committee members are Public Members of Council and 7 are members of the profession of psychology in Ontario. One Registration Committee member is an internationally educated member of the profession in Ontario.

Please identify and explain the changes in your registration practices relevant to this section that

occurred during the reporting year.

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

After an internal review of an application by the Registration Committee, the applicant is advised in writing of the decision and the reasons. This letter also provides notice of the 30 day period in which the applicant may seek a review or hearing by the Health Professions Appeal and Review Board.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

Regulation 533/98, Registration indicates that for the title psychologist, an applicant must "i. have obtained a doctoral degree from a program of study with content that is primarily psychological in nature as required in the guidelines published by the College, ii. have completed a period of post-doctoral supervised practice as required in the guidelines published by the College, iii. have passed the written and oral examinations that the College requires, and iv. have completed all further professional training or experience that the College requires if the College is of the opinion that the applicant's training and experience are insufficient to qualify the applicant for autonomous practice as a psychologist." http://www.e-laws.gov.on.ca/navigation?file=home&lang=en

The criteria for acceptable doctoral degrees are listed in the Registration Guidelines for Academic Credentials, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2682 .

The criteria for postdoctoral supervised practice are listed in the Registration Guidelines for Supervised Practice, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2684 .

The criteria for required examinations are listed in the Registration Guidelines for Examinations, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2664 .

The criteria for additional training or experience are listed in the Registration Guidelines for Retraining for Supervised Practice Members, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2664 .

Regulation 533/98, Registration indicates that for the title psychological associate, an applicant "must i. have obtained a master's degree from a program of study with content that is primarily psychological in nature as required in the guidelines published by the College, ii. have completed four or more years of experience as required in the guidelines published by the College, iii. have completed a period of supervised practice as required in the guidelines published by the College, iv. have passed the written and oral examinations that the College requires, and v. have completed all further professional training or experience that the College requires if the College is of the opinion that the applicant's training and experience are insufficient to qualify the applicant for autonomous practice as a psychological associate." http://www.e-laws.gov.on.ca/navigation?file=home&lang=en

The criteria for acceptable masters degrees are listed in the Registration Guidelines for Academic Credentials, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2698 .

The criteria for acceptable work experience are listed in the Registration Guidelines for Acceptable Experience, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2698 .

The criteria for supervised practice are listed in the Registration Guidelines for Supervised Practice, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2702 .

The criteria for required examinations are listed in the Registration Guidelines for Examinations, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2704 .

The criteria for additional training and experience are listed in the Registration Guidelines for Retraining for Supervised Practice Members, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2704 .

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

For any academic degree completed outside Canada or the U.S., the applicant is required to have the degree evaluated by a credential evaluation service (WES, CES). This evaluation indicates the academic level of the degree, e.g. masters level, doctoral level.

The College's registration staff, using the transcripts and documentation from the university as well as the information in the application form, carries out a comparison of the degree with the 12 criteria published in the Registration Guidelines: Academic Credentials, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2682 , in order to determine whether the degree is a psychology degree.

If there are doubts whether the degree meets the published criteria, the application is referred to the Registration Committee for further review. The Registration Committee panel that conducts the review has at least one member who is a member of Council appointed by the psychology training programs of Ontario universities.

The applicant is given notice of the referral to the Committee, and the reasons. The applicant then has a period of 30 days in which to make a written submission with any further information about the academic degree.

Using all available information, the Registration Committee panel carries out a comparison of the degree with the 12 criteria published in the Registration Guidelines: Academic Credentials in order to determine whether the degree is a psychology degree, and whether it is at the required academic level.

c) Explain how work experience in the profession is assessed.

Psychological associate applicants require four or more years (6000 hours) of post masters degree work experience in providing psychological services, all of which must be completed under the supervision of a regulated member of the profession of psychology. This work experience does not need to take place in Ontario. The Registration Guidelines for Acceptable Experience outline the work experience requirements, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2700 . The registration staff compares the work experience with what is described in the Guidelines.

Psychologist applicants do not require work experience.

Both psychological associates and psychologists require a minimum of one year (1500 hours) of supervised practice which must take place in Ontario while holding a certificate authorizing supervised practice. The Registration Guidelines for Supervised Practice describe the requirements for supervised practice in detail, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2702 and http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2684 . The registration staff compares the proposed supervised practice arrangements with what is described in the Guidelines.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

The College uses reputable, approved credential evaluation services such as World Education Services (WES) or Comparative Education Services (CES) of the University of Toronto, which adhere to the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials and the Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications adopted under the 1997 Lisbon Recognition Convention, http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

Database tracking enables registration staff to identify applications where there are academic credentials from the same university or jurisdiction so that applications can be compared. Using the same tracking, decisions of the Registration Committee can also be compared.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The evaluation from the credential evaluation service confirms whether the degree has been issued by a recognized university in a foreign country. If the degree has not been issued by a recognized university, it will not be accepted. The Registration Guidelines for Academic Credentials specify that "the degree must be issued through a program of studies at a recognized degree-granting institution in Canada, or a recognized university in a foreign country."

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

Accommodations for writing the College's Jurisprudence & Ethics Examination include the use of additional time to write the examination, a large print examination, the use of an approved reader and/or scribe during the examination. Documentation from a regulated health care professional must be submitted in support of the accommodation requested.

Accommodations for writing the EPPP include the use of additional time to write the examination, large print examination, the use of an approved reader and/or scribe during the examination, the use of a separate examination room, the use of a braille or audio-taped version of the examination, and the use of a Sign Language Interpreter during the examination registration process. Documentation from a regulated health care professional must be submitted in support of the accommodation requested.

Accommodations for taking the College's oral examination include the use of a Sign Language Interpreter during the examination.

The College office is an accessible site and examinations are administered in accessible sites.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

The average length of time for a psychologist to complete the entire registration process once a certificate for supervised practice has been issued is one to two years.

The average length of time for a psychological associate to complete the entire registration process, including the four years of work experience, is five to six years.

i. State whether the average time differs for internationally trained individuals.

There is no evidence to suggest the average time differs for internationally trained individuals.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

This is not applicable because there is no evidence to suggest the average time differs for internationally trained individuals.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The College uses reputable, approved credential evaluation services such as World Education Services or Comparative Education Services of the University of Toronto to determine the academic level of all degrees obtained outside Canada or the U.S.

ii. Describe the criteria that are applied to determine equivalency.

The College's Registration Guidelines for Academic Credentials, http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2682 and http://www.cpo.on.ca/WorkArea/showcontent.aspx?id=2698 , contain the 12 criteria used to determine if a degree is a psychology degree. Presenting a doctoral degree or a masters degree which meets the Registration Guidelines published by the College is a non-exemptible registration requirement. Degrees which do not meet these criteria are therefore not accepted.

iii. Explain how work experience is taken into account.

Work experience cannot be substituted for a masters degree in psychology or a doctoral degree in psychology which meets the Registration Guidelines published by the College. However, work experience for psychological associate applicants is a requirement separate from the academic degree requirement.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

This is not applicable because the College does not conduct competency assessments.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

This is not applicable because the College does not conduct competency assessments.

iii. Explain how work experience is used in the assessment of competency.

This is not applicable because the College does not conduct competency assessments.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

This is not applicable because the College does not conduct prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

This is not applicable because the College does not conduct prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

This is not applicable because the College does not conduct prior learning assessments.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

1) The Examination for Professional Practice in Psychology (EPPP) is owned and administered by the Association of State and Provincial Psychology Boards (ASPPB) for psychology regulators throughout Canada and the U.S. The EPPP consists of 225 multiple choice questions which are computer administered. The score is presented as a scaled score which is an arithmetic conversion of the raw score to a scale that ranges from 200 to 800. To ensure that scores on different forms of the examination have the same meaning, raw scores on different forms are equated and then converted to scaled scores that represent equivalent levels of achievement regardless of the exam form taken. The passing score is 500, which is the recommended minimum standard for the independent practice of psychology. The College will permit a maximum of four attempts of this examination.

2) The Jurisprudence & Ethics Examination (JEE) is a 60 question, pencil and paper, multiple choice examination. The JEE is a criterion-referenced examination. The pass point is established as the Angoff score plus one Standard Error of Measurement, and is set for each administration of the examination. The College will permit a maximum of four attempts of this examination.

3) The Oral Examination, the final step of the registration process, is a spoken examination conducted by a team of three members of the profession. The possible outcomes are pass, pass with a term, condition or limitation, or fail. The College will permit a maximum of three attempts of this examination.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

1) Although the College is involved with the administration of the EPPP for Ontario applicants, the exam is constructed by a third party - ASPPB. As will be reported in Section 9 of this report, ASPPB has conducted five sets of investigations that form the basis of the content validity of the EPPP. The investigations included a content validation study, a job analysis, a practice analysis, a targeted update practice analysis, and an analysis of professional practice with a focus on the validation and assessment of competencies. The most recent investigation was completed in October 2010 and adopted by the Board of Directors of ASPPB in January 2011. The full practice analysis report is published is available at, http://www.asppb.net/i4a/pages/index.cfm?pageid=3487 . The item development and test construction methodology can also be found in the following report, http://www.asppb.net/files/public/IFC.pdf . The psychometric methodology ensures validity and reliability of the EPPP.

2) A practice analysis of the JEE was completed in 2007 - 2008. A new blueprint was created based on the analysis results. For each administration of the exam a Key Validation Committee reviews the results and considers the Hofstee parameters as well as the reliability at the cut score.

3) The Oral Examination uses a semi-structured format. Examiners are currently practising members of the profession who receive standard, current training in conducting the examination. In addition, the chairs of the examining teams receive further training in the standard examining procedure. For quality assurance, public members of Council serve as observers at the Oral Examinations.

iii. State how often exam questions are updated and the process for doing so.

1) Although the College is involved with the administration of the EPPP for Ontario applicants, the exam is constructed by a third party - ASPPB. As will be reported in Section 9 of this report, ASPPB has established both an Examination Committee and an Item Development Committee. Both groups are involved in the continual development of exam questions and construction of new forms of the exam so that four versions on the exam are on-line at all times. The item development and test construction methodology is described in their published reports, http://www.asppb.net/files/public/ASBBBPsychExamScores3-19-10.pdf. Exam items are created by Item Development Workshops held throughout the U.S. and Canada and are attended by subject-matter experts. Professional Examination Service (ProExam) staff with expertise in item development provides training and guides the development and validation of new items. A draft examination is constructed on the basis of the content outline derived from the job analysis and role delineation study. This is supplemented with 50 randomly distributed items for pre-testing.

2) The College's Jurisprudence Exam Development Committee is responsible for creating and maintaining the examination items. Creation of new items and review of existing items is carried out through annual item-writing workshops with Committee members and other subject-matter experts. The workshops are led by an examination contractor with expertise in item development. A new form of the examination is constructed according to the examination blueprint for each administration of the examination.

3) The questions posed during an Oral Examination are generated by oral examiners and are tailored to match the practice areas and client groups of each candidate.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

1) World Education Services (WES)

2) Comparative Education Services, University of Toronto (CES)

3) Association of State and Provincial Psychology Boards (ASPPB)

4) Professional Examination Service (ProExam*)

ProExam formerly known as PES

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

1) The web site information of World Education Services (WES), http://www.wes.org/ca/ , provides a clear description about its assessment services for applicants. WES participated in the OFC Study of Qualifications of Assessment Agencies and is responsive to requests from the College for information about any of its practices. In a meeting with WES and another regulatory College early in 2010, WES provided clarification about its web site information and its "outreach" practices in communication.

2) The web site information of the Comparative Education Services (CES) of the University of Toronto, http://learn.utoronto.ca/ces.htm , provides a clear description about its assessment services for applicants. CES participated in the OFC Study of Qualifications of Assessment Agencies and is responsive to requests from the College for information about any of its practices. In a meeting with CES and another regulatory College early in 2010, CES reviewed its web site information and customer service methods.

3) The Ontario College (Board) is a founding member of ASPPB (1960). ASPPB has had a long-standing, collaborative relationship with ProExam. Members of the College serve on various ASPPB committees involved with the creation, maintenance and information provision for the Examination for Professional Practice in Psychology (EPPP). Extensive information about the EPPP is available for applicants through the ASPPB web site, http://www.asppb.net/i4a/pages/index.cfm?pageid=3490 .

ii. utilizes current and accurate information about qualifications from outside Canada

1) & 2) Both WES and CES, in meetings with College representatives, demonstrated they have extensive resource materials, including access to professional on-line databases and consultation with educational experts, ministries of education of various countries, other government agencies, and embassies and consulates world-wide. They conduct research and make every effort to keep abreast of changes to educational systems within Canada and the rest of the world.

iii. provides timely decisions, responses and reasons to applicants

1) A section of the World Education Services web site, http://www.wes.org/ca/immigrants/faq.asp , advises applicants about evaluation types, costs and timing. WES evaluation reports received from applicants provide detailed analysis. WES advised that, during the evaluation process, a series of e-mails advise applicants about the progress of the review.

2) A section of the Comparative Education Services of the University of Toronto web site, http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/ces-faq , advises applicants about evaluations, costs and timing. CES evaluation reports received from applicants provide detailed analysis. CES, in meeting with College representatives described timelines and services, including in person estimates of the time it would take to provide the evaluation, as well as information about any

backlog in processing.

3) Registration staff worked with ASPPB/ProExam in the development of an on-line enrollment system for the EPPP. Registration staff, in conjunction with ProExam systems, create reliable, timely reports of EPPP scores for candidates; scores are mailed, by the College not by ProExam, to candidates twice per month; a candidate receives the examination score within three weeks of the date of writing.

iv. provides training to individuals assessing qualifications

1) & 2) Credential assessment agencies abiding by the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials, http://www.cicic.ca/502/good-practice.canada , such as World Education Services and the Comparative Education Services of the University of Toronto rely heavily upon staff training in support of good practice. Meetings with these credential assessment agencies confirmed that there is progressive, continued on-site mentoring of assessors, the resources of the university in one case, and external specialty training seminars.

3) ASPPB/ProExam administers examinations rather than assesses qualifications.

v. provides access to records related to the assessment to applicants

1) A section of the World Education Services web site, http://www.wes.org/ca/application/faq.asp , advises that transcripts in any form are not released to applicants but that completed evaluations are archived and kept indefinitely. Applicants can view on-line the documents they submitted.

2) A section of the Comparative Education Services of the University of Toronto web site http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/ces-faq , indicates that an assessor will review the evaluation report in person with the applicant. All documents required for the evaluation are submitted by the applicant originally.

3) It is a long-standing practice that role feedback on examination performance is available to candidates through the Association of State and Provincial Psychology Boards/ProExam, https://www2.proexam.org/asppb/Candidate/Emails/ScoringRFeedback.pdf . Detailed information is readily available to examination candidates through the comprehensive ASPPB web site, http://www.asppb.net/i4a/pages/index.cfm?pageid=3433 .

vi. accommodates applicants with special needs, such as visual impairment

1) World Education Services indicates that it has an accessible office with assistance available from staff members, as well as an on-line service.

2) The College is advised that the Comparative Education Services of the University of Toronto has all of the resources available through the University of Toronto's Office of Accessibility Services.

3) For examination takers, ASPPB/ProExam has extensive accommodations for a variety of special needs, consistent with U.S. legislation and Canadian requirements. Accommodations include additional time, separate testing room, reader, sign language interpreter, large-type exam, and Braille version of the exam.

The Prometric Testing Centres where the EPPP is taken are all accessible.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Both World Education Services and the Comparative Education Services of the University of Toronto follow the assessment criteria set down in the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials, http://www.cicic.ca/502/good-practice.canada , which take into consideration recognition of the issuing institution in its own jurisdiction, admission standards, full-time duration of the study program, structure of the program, contents of the program and purpose of the degree, and whether the credential provides access to other programs.

ii. Describe the criteria that are applied to determine equivalency.

The Canadian Information Centre for International Credentials publishes the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials followed by the credential assessment agencies the College uses. The criteria contained within these principles include documentation, status of institutions and programs, purpose/outcome of the assessment, level of study, and duration of study program http://www.cicic.ca/502/good-practice.canada .

iii. Explain how work experience is taken into account.

According to the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials, work experience is not taken into consideration in evaluating academic credentials.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

Not applicable because the College does not utilize competency assessments.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Not applicable because the College does not utilize competency assessments.

iii. Explain how work experience is used in the assessment of competency.

Not applicable because the College does not utilize competency assessments.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

Not applicable because the College does not utilize prior learning assessment.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable because the College does not utilize prior learning assessment.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable because the College does not utilize prior learning assessment.

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The Examination for Professional Practice in Psychology (EPPP) consists of 225 multiple choice questions which are computer administered. The score is presented as a scaled score which is an arithmetic conversion of the raw score to a scaled score that ranges from 200 to 800. To ensure that scores on different forms of the examination have the same meaning, raw scores on different forms are equated and then converted to scaled scores that represent equivalent levels of achievement regardless of the exam form taken. The passing score is 500, which is the recommended minimum standard for the independent practice of psychology. The College will permit a maximum of four attempts of this examination.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

ASPPB has conducted five sets of investigations that form the basis of the content validity of the EPPP. The investigations included a content validation study, a job analysis, a practice analysis, a targeted update practice analysis, and an analysis of professional practice with a focus on the validation and assessment of competencies. The item development and test construction methodology is found in the following report, http://www.asppb.net/files/public/IFC.pdf. The psychometric methodology ensures validity and reliability of the EPPP.

iii. State how often exam questions are updated and the process for doing so.

ASPPB has established both an Examination Committee and an Item Development Committee. Both groups are involved in the continual development of exam questions and construction of new forms of the exam so that four versions of the exam are on-line at all times. The item development and test construction methodology is described in their published reports, http://www.asppb.net/files/public/IFC.pdf .

Exam items are created by Item Development Workshops held throughout the U.S. and Canada and are attended by subject-matter experts. Professional Examination Service staff with expertise in item development provides training and guides the development and validation of new items. A draft examination is constructed on the basis of the content outline derived from the job analysis and role delineation study. This is supplemented with 50 randomly distributed items for pre-testing.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Registration staff members who review academic credentials receive training from senior staff members, attend workshops presented by credential evaluation organizations, attend workshops on fair registration practices and procedures offered by a legal firm, attend workshops on managing cultural differences, and attend meetings of the Registration Committee where reviews are carried out.

The Registration Committee members receive an orientation session at the beginning of each term of office, attend workshops on fair registration practices and procedures offered by a legal firm, and attend workshops on managing cultural differences. Each panel of the Registration Committee that assesses academic credentials has an Academic Member of Council who has been appointed by the representatives of graduate psychology programs of Ontario universities.

ii. individuals who make registration decisions

Registration staff members who review academic credentials receive training from senior staff members, attend workshops presented by credential evaluation organizations, attend workshops on fair registration practices and procedures offered by a legal firm, attend workshops on managing cultural differences, and attend meetings of the Registration Committee where reviews are carried out.

The Registration Committee members receive an orientation session at the beginning of each term of office, attend workshops on fair registration practices and procedures offered by a legal firm, and attend workshops on managing cultural differences. Each panel of the Registration Committee that assesses academic credentials has an Academic Member of Council who has been appointed by the representatives of graduate psychology programs of Ontario universities.

iii. individuals who make internal review or appeal decisions

It is the Registration Committee members who conduct the internal reviews. Their training is described above.

Appeal decisions are made by the Health Professions Appeal and Review Board (HPARB). At an HPARB stakeholders meeting, the Colleges were advised that some HPARB panels are designated to review or hear registration appeals. Also, to develop familiarity with specific Colleges' requirements and procedures, these HPARB panels are assigned to registration appeals from Colleges with whom they have had previous experience. No further information was given as to the training of the individuals who make appeal decisions.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

1) The Mutual Recognition Agreement (MRA) signed by all the provinces and territories of Canada through the Agreement on Internal Trade (AIT). Chapter 7 of the AIT was amended and in December, 2009 the Ontario Labour Mobility Act came into force, along with the amendments to RHPA found in Sections 22.15 to 22.23. In view of these changes, the Association of Canadian Psychology Regulatory Organizations (ACPRO), http://www.acpro-aocrp.ca/ , has agreed to address any emerging issues and to review the existing MRA framework to identify further enhancements.

2) The Association of State and Provincial Psychology Boards (ASPPB) Agreement of Reciprocity: http://www.asppb.net/i4a/pages/index.cfm?pageid=3467

b) Explain the impact of these agreements on the registration process or on applicants for registration.

1) The purpose of the Mutual Recognition Agreement was to establish the conditions under which a psychologist who is licensed/registered to practise without supervision in one Canadian jurisdiction will have his/her qualifications recognized in another jurisdiction that is a Party to the Agreement. Applicants licensed

in a participating jurisdiction may receive an Ontario certificate authorizing interim autonomous practice and qualify for full autonomous practice through a much shorter process. With the recent changes, applicants may move through this process more quickly.

2) ASPPB Agreement of Reciprocity is a co-operative agreement between ASPPB member states and provinces whereby any individual holding a license in one ASPPB Agreement of Reciprocity member jurisdiction may obtain a license in another ASPPB Agreement of Reciprocity member jurisdiction. Entrance into the Agreement of Reciprocity is dependent on a state or province demonstrating that their requirements for licensure meet the standards required by other participating jurisdictions. Applicants licensed in a participating jurisdiction may receive an Ontario certificate authorizing interim autonomous practice and qualify for full autonomous practice through a shortened process.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No
Other (please specify)	N/A

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	18
Staff involved in appeals process	2
Staff involved in registration process	4

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants[1] were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting

	year
U.S.	51
U.K.	3
Australia	2
France	2
Germany	2
India	2
Israel	2
Iran	1
Lebanon	1
Philippines	1

[1]Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members[2] were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title

	or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	2379	482	531	146	0	**3538**

[2] Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
from January 1st to December 31st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	113	48	51	19	0	**231**
Applicants actively pursuing licensing						

(applicants who had some contact with your organization in the reporting year)	N/A	N/A	N/A	N/A	N/A	**0**
Inactive applicants (applicants who had no contact with your organization in the reporting year)	N/A	N/A	N/A	N/A	N/A	**0**
Applicants who met all requirements and were authorized to become members but did not become members	N/A	N/A	N/A	N/A	N/A	**0**
Applicants who became FULLY registered members	94	48	32	12	0	**186**
Applicants who were authorized to receive an alternative class of licence[3] but were not issued a licence	N/A	N/A	N/A	N/A	N/A	**0**
Applicants who were issued an alternative class of licence[3]	93	15	35	13	0	**156**

[3] An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

	Class of licence	Description
a)	N/A	

b)	N/A	
c)	N/A	
d)	N/A	
e)	N/A	
f)	N/A	
g)	N/A	
h)	N/A	
i)	N/A	
j)	N/A	

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
from January 1st to December 31st of the	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total

reporting year						
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	2	1	4	2	0	**9**
Applicants who initiated an appeal of a registration decision	2	1	1	1	0	**5**
Appeals heard	1	0	0	1	0	**2**
Registration decisions changed following an appeal	0	0	0	1	0	**1**

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

No changes to registration practices relevant to this section occurred in 2012.

Certification (13 / 13)

I hereby certify that:

i. I have reviewed the information submitted in this Fair Registration Practices Report (the"Report").
ii. To the best of my knowledge:
   - all information required to be provided in the Report is included; and
   - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: Lesia Mackanyn

Title: Director: Registration

Date: February 28, 2013

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