

# Fair Registration Practices Report

## Psychologists, Psychological Associates (2015)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACKTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACKTA
- 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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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

##### **New Registration Regulation (O. Reg. 74/15) and revised Registration Guidelines:**

A new Registration Regulation: O.Reg. 74/15, under the Psychology Act went into effect on April 7, 2015. The new regulation provides more specificity regarding the educational requirements for registration as either a psychologist or psychological associate. Whereas the old regulation indicated that an applicant had to have completed a degree from "a program of study with content that is primarily psychological in nature as required in the guidelines published by the College", the new regulation indicates that a psychologist applicant must have a doctoral degree from a 1) Canadian Psychological Association (CPA) - accredited program, 2) a program considered by the College's Registration Committee to be equivalent to a CPA accredited program, or 3) a program considered by the College's Registration Committee to be substantially similar to a CPA accredited program. The specific curriculum content of acceptable psychology programs for master's level psychological associate registration is also now outlined in the regulation.

**Language Fluency Policy:** The College introduced a Language Fluency Policy that became effective on September 1, 2015: see <http://www.cpo.on.ca/components/handlers/search.router.ashx?id=1442>.

This policy allows applicants to meet the requirement in a number of ways: including through completion of: a psychology degree in a jurisdiction where English or French are the primary language of instruction and practice; achievement of a minimum score on a standardized language fluency assessment; or provision of other evidence to the Registration Committee, such as having worked as a psychologist or psychological associate in English or French.

#### ii. Describe the impact of the improvements / changes on applicants.

**Language Fluency Policy:** This policy promotes fairness by allowing applicants to meet the requirement in a number of ways.

#### iii. Describe the impact of the improvements / changes on your organization.

**Language Fluency Policy:** This policy provides guidance and clarity to registration staff and the Registration Committee in order to determine if an applicant has met the requirement. Having such a policy enhances the College's ability to provide public protection by ensuring that all members have the minimum communications skills to provide competent and safe psychological services.

### b) Assessment of qualifications

#### i. Describe any improvements / changes implemented in the last year.

A new Registration Regulation: O.Reg. 74/15, under the Psychology Act went into effect on April 7, 2015:

The new regulation provides more specificity regarding the graduate psychology training requirements for registration as a psychologist and as a psychological associate. Whereas the old regulation indicated that an applicant had to have completed a degree from "a program of study with content that is primarily psychological in nature as required in the guidelines published by the College", the new regulation indicates that a psychologist applicant must have a doctoral degree from a Canadian Psychological Association (CPA) - accredited or equivalent psychology program. The specific curriculum content of acceptable psychology programs for master's level psychological associate registration is also now outlined in the regulation.

Other requirements previously outlined in the guidelines, such as those regarding supervised practice, are now specified in the regulation.

The examinations (Examination for Professional Practice of Psychology (EPPP); Jurisprudence & Ethics Examination (JEE); and Oral Exam) applicants must pass as a requirement of registration are now specified in the regulation.

A number of these changes, specifically those to include the criteria regarding requirements in the regulation rather than in the Guidelines, were recommended in decisions by the Health Professions Appeal and Review Board (HPRB).

In accordance with the College's Action Plan, the College reviewed and revised the rating scheme for assessing a supervised practice member's performance in supervised practice. Behavioural exemplars were added to the competency ratings in the supervisor's Work Appraisal Form and this

information was posted on the College website in May 2015. The revised Work Appraisal Form can be found at: <http://www.cpo.on.ca/components/handlers/search.router.ashx?id=275>.

**ii. Describe the impact of the improvements / changes on applicants.**

These changes provide more clarity and specificity to applicants regarding the requirements of registration and the criteria by which these will be assessed by the College. This provides applicants a better idea, before pursuing and paying the fees for the registration process, of whether their education and training is likely to meet CPO's requirements for registration as a psychologist or psychological associate.

It should be noted that with the proclamation of the College of Registered Psychotherapists of Ontario (CRPO), applicants whose education and training is in psychotherapy as opposed to psychology may now apply to the CRPO for registration.

The revised rating scheme in the Supervisor's Work Appraisal Form promotes fairness by clarifying for member supervisors the criteria for assessing whether a supervised practice member has met the supervised practice requirement and promotes consistent assessment processes.

**iii. Describe the impact of the improvements / changes on your organization.**

The new regulation provides more clarity to staff and Registration Committee regarding the assessment of an applicant's qualifications and also brings the College into compliance with HPARB recommendations.

**c) Provision of timely decisions, responses, and reasons**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

In December 2014 Council approved an amendment to Bylaw 18: Fees to reduce the annual registration fee for a member holding a certificate of registration authorizing supervised practice \$795 to \$550. This change became effective June 1, 2015.

**ii. Describe the impact of the improvements / changes on applicants.**

This change has reduced the financial burden on members holding a Certificate for Supervised Practice.

**iii. Describe the impact of the improvements / changes on your organization.**

As the College had sufficient funds in the budget to absorb this change, it has had no financial or other impact on the College's operations.

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

Two significant changes were made in 2015.

In accordance with the College's Action plan, the Registration Committee approved:

1. Criteria for evaluating the Good Character requirement of registration; and
2. A new Language Fluency Policy that became effective September 1, 2015. (Note: The College has had a language fluency *requirement* since the coming in to effect of The Psychology Act in 1994, but developed the policy to describe criteria for how applicants can meet the requirement.)

Information regarding both of the criteria (see <http://www.cpo.on.ca/components/handlers/search.router.ashx?id=1441>) and the new policy were included in the April 2015 revised Registration Guidelines for Psychologist and Psychological Associate Supervised Practice.

**ii. Describe the impact of the improvements / changes on applicants.**

These changes provide clarity to applicants regarding how they can provide evidence to meet these registration requirements.

**iii. Describe the impact of the improvements / changes on your organization.**

These changes provide guidance to Registration staff and the Registration Committee in order to promote fair and consistent decision-making.

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

Due to changes to the registration regulation, the introduction of the Language Fluency Policy and the development of criteria for evaluating the Good Character requirement, the College revised all affected information for applicants on the College website. This included documents such as the Registration Guidelines (<http://www.cpo.on.ca/WorkArea/DownloadAsset.aspx?id=286>) etc. included on the Becoming a Member tab: [http://www.cpo.on.ca/Become\\_a\\_Member.aspx](http://www.cpo.on.ca/Become_a_Member.aspx).

In accordance with the College's Action Plan:

1. Flow chart(s) providing an overview of the steps in the registration process as a psychologists and a psychological associate were developed and will be posted on the College's website in early 2016.
2. In harmonization with what had been agreed upon by Canadian psychology regulators across Canada in their Mutual Recognition Agreement (MRA), the College has re-framed the five core competencies for the professional practice of psychology (Interpersonal Relationships; Assessment and Evaluation; Intervention and Consultation; Research; and Ethics and Standards). Evaluation methods (coursework, written and oral examinations and supervised practice) are described in detail and highlighted in their respective sections of the Registration Guidelines.

**ii. Describe the impact of the improvements / changes on applicants.**

Updating application information to reflect the regulation and policy changes that became effective in 2015 ensured that applicants had accurate and up-to-date information about the application process.

These flowcharts and the inclusion of more detailed information about the core competencies and how they are assessed provide applicants clarity so that they may better understand the steps in the registration process before and when they are in the process of applying for registration and also the methods by which the core competencies for the professional practice of psychology are evaluated.

**iii. Describe the impact of the improvements / changes on your organization.**

Ensuring that the website information is accurate and up-to-date ensures that staff have a centralized, accurate source of information about the College's registration requirements and processes.

The flowcharts will be helpful to registration and front-desk staff as they will have an illustration to refer to when responding to questions from applicants about the registration process and they may also refer applicants to the flow-charts on the College's website.

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

In 2015 a standing agenda item entitled "Committee Development" was added to the Plenary Session of each Registration Committee meeting. As part of this item, College staff share with Registration Committee members any new/emerging issues, OFC action plan items, information or resources provided by the OFC regarding fair registration requirements and/or practices.

**ii. Describe the impact of the improvements / changes on applicants.**

This change benefits all applicants by ensuring that registration decisions are made by Registration Committee members who are always up to date about fairness issues and on-going improvements/actions undertaken by the College.

**iii. Describe the impact of the improvements / changes on your organization.**

This change, consistent with the College's on-going practice of providing all Registration Committee members orientation to the FARPA in order to provide them the information and training to make decisions that are transparent, objective impartial and fair and keep them apprised on an on-going basis about the College's actions and any new developments regarding fairness initiatives.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

A new Registration Regulation: O.Reg. 74/15, under the Psychology Act went into effect on April 7, 2015: <http://www.ontario.ca/laws/regulation/150074>.

The most significant changes in the Regulations are:

- The new regulation is more specific about the graduate psychology training requirements for registration as a psychologist and as a psychological associate. Whereas the old regulation indicated that an applicant had to have completed a degree from "a program of study with content that is primarily psychological in nature as required in the guidelines published by the College", the new regulation indicates that a psychologist applicant must have a doctoral degree from a Canadian Psychological Association (CPA) - accredited or equivalent psychology program. The specific curriculum content of acceptable psychology programs for master's level psychological associate registration is also now outlined in the

regulation.

- Other requirements previously outlined in the guidelines, such as those regarding supervised practice, are now specified in the regulation.
- The examinations (Examination for Professional Practice of Psychology (EPPP); Jurisprudence & Ethics Examination (JEE); and Oral Exam) applicants must pass as a requirement of registration are now specified in the regulation.
- The new regulation eliminates the "status" of certificates for Inactive, Retired and Academic registration; these will now become classes of certificates of registration. This does not change the conditions for holding these certificates.

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## 2. Quantitative Information

### a) Languages

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

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	32
Female	151
None of the above	0

Additional comments:

### c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	1104
Female	2624
None of the above	0

Additional comments:

### d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Australia 3		
			Bangladesh 1		
			China 1		
			India 5		
			Iran 3		
			Israel 1		
			Italy 1		
100	31	28	Malaysia 1	0	183
			Pakistan 1		
			Portugal 2		
			Slovakia 1		
			S. Africa 1		
			U.K. 3		
			Total 24		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

The data in this section refers to the total number of supervised practice applications (application form and application fee submitted) received from January 1, to December 31, 2015 (complete and incomplete).

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			U.K. 1		
			n/a 0		
			Brazil 0		
			China 0		
			Colombia 0		
			Czech Republic 0		
			Denmark 0		
			Ecuador 0		
			France 0		
			Germany 0		
			Hungary 0		
			India 0		
			Iran 0		
			Ireland 0		
			Israel 0		
			Italy 0		
			Jamaica 0		
			Moldova, Republic Of 0		
69	20	11	Netherlands 0	0	101
			New Zealand 0		
			Norway 0		
			Pakistan 0		
			Philippines 0		
			Poland 0		
			Romania 0		
			Russia 0		
			Serbia 0		
			S. Africa 0		
			Spain 0		
			Swaziland 0		
			Switzerland 0		
			Tunisia 0		
			Turkey 0		
			U.K. 0		
			n/a 0		
			n/a 0		
			Total 1		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

For this question, "Member" refers to applicants in who were issued with a certificate authorizing Supervised Practice (psychologist or psychological associate) during the period of January 1, 2015 to December 31, 2015.

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Argentina 4		
			Australia 15		
			Brazil 1		
			China 4		
			Colombia 1		
			Czech Republic 1		
			Denmark 1		
			Ecuador 1		
			France 8		
			Germany 4		
			Hungary 2		
			India 17		
			Iran 9		
			Ireland 2		
			Israel 4		
			Italy 1		
			Jamaica 2		
			Moldova, Republic Of 1		
			Netherlands 3		
2391	582	574	Norway 1	0	3728
			Pakistan 1		
			Philippines 1		
			Poland 12		
			Romania 1		
			Russia 11		
			Serbia 2		
			S. Africa 15		
			Spain 1		
			Swaziland 2		
			Switzerland 2		
			Tunisia 1		
			Turkey 1		
			U.K. 42		
			Venezuela 1		
			Virgin Islands, U.S. 1		
			New Zealand 4		
			Korea 1		
			n/a 0		
			Total 181		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

For this section, "Members" refers to a member of the College who holds a "regular" certificate authorizing autonomous practice (psychologist or psychological associate).

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

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 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	100	31	28	24	0	<b>183</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	14	5	9	11	0	<b>39</b>
<b>Applicants who became FULLY registered members</b>	82	42	26	15	0	<b>165</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	14	5	9	11	0	<b>39</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	69	20	11	1	0	<b>101</b>

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

Question # 1 in this section refers to the total number of supervised practice applications (application form and application fee submitted) received from January 1, to December 31, 2015 (complete and incomplete)

Question # 2 in this section is not tracked/recorded

Question #3 in this section is not tracked/recorded

Question # 4 in this section refers to applicants who applied between January 1, to December 31, 2015, and who were issued with a "Statement of Eligibility", but who did not request to have a certificate authorizing supervised practice issued to them.

Question # 5 in this section refers to the number of members who were issued with a regular certificate authorizing **autonomous practice** between January 1 to December 31, 2015 .

Question # 6 in this section is the same as Question #4.

Question # 7 in this section refers to applicants from January 1, to December 31, 2015 who were issued with a certificate authorizing **supervised practice**.

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Certificate of registration for a psychologist authorizing autonomous practice	<p><b>Description (a)</b></p> <p>A member holding this certificate has met all of the requirements for registration as a psychologist and may practice autonomously in Ontario (e.g. without supervision) as a psychologist within his/her declared areas of competence.</p>
b)	Certificate of registration for a psychologist authorizing interim autonomous practice	<p><b>Description (b)</b></p> <p>A member holding this certificate is registered to practice as a psychologist in another Canadian jurisdiction and is authorized to practice in Ontario, without supervision, for a period of up to 12 months, within his/her declared areas of competence. This permits the individual seeking an Ontario Certificate of registration for a psychologist authorizing autonomous practice, to practice the profession in Ontario while he/she prepares to write the College's Jurisprudence and Ethics Examination (JEE). Successful completion of the JEE is a non-exemptible requirement of registration.</p>
c)	Certificate of registration for a psychologist authorizing supervised practice	<p><b>Description (c)</b></p> <p>A member holding this certificate has met the education, good character and language fluency requirements of registration and has secured two members of the College as supervisors and an Ontario work setting. A holder of this certificate must practice within his or her declared areas of competence and only under the supervision of the College approved supervisors as he/she prepares to qualify for a Certificate of registration for a psychologist authorizing autonomous practice. This certificate expires 12 months after the date on which it was issued.</p>
d)	Certificate of registration for a psychological associate authorizing autonomous practice	<p><b>Description (d)</b></p> <p>A member holding this certificate has met all of the requirements of registration as a psychological associate and may practice autonomously in Ontario (e.g. without supervision) as a psychological associate within</p>

		his/her declared areas of competence.
e)	Certificate of registration for a psychological associate authorizing interim autonomous practice	<p align="center"><b>Description (e)</b></p> <p>A member holding this certificate is registered to practice as a psychological associate in another Canadian jurisdiction and is authorized to practice in Ontario, without supervision, for a period of up to 12 months, within his/her declared areas of competence. This permits the individual seeking an Ontario Certificate of registration for a psychological associate authorizing autonomous practice, to practice the profession in Ontario while he/she prepares to write the College's Jurisprudence and Ethics Examination (JEE). Successful completion of the JEE is a non-exemptible requirement of registration.</p>
f)	Certificate of registration for a psychological associate authorizing supervised practice	<p align="center"><b>Description (f)</b></p> <p>A member holding this certificate has met the education, supervised work experience, good character and language fluency requirements of registration and has secured two members of the College as supervisors and an Ontario work setting. A holder of this certificate must practice within his/her declared areas of competence and only under the supervision of the College approved supervisors as he/she prepares to qualify for a Certificate of registration for a psychological associate authorizing autonomous practice. This certificate expires 12 months after the date on which it was issued.</p>
g)	Academic certificate of registration	<p align="center"><b>Description (g)</b></p> <p>A member holding this certificate must occupy a full-time or regular academic position on the faculty of an Ontario university. A member holding this certificate may not provide intervention, assessment or consultation services to individual clients, groups of clients, or organizations and may not supervise persons in providing those services.</p>
h)	Inactive certificate of registration	<p align="center"><b>Description (h)</b></p> <p>A member holding this certificate has ceased to practice on a temporary basis, up to two years, for the purpose of a sabbatical, parental or other leave. A member holding this certificate may not practise the profession or supervise others in the practice of the profession.</p>
i)	Retired certificate of registration	<p align="center"><b>Description (i)</b></p> <p>A member holding this certificate has ceased to practice on a permanent basis but wishes to maintain membership with the College. A member holding this certificate may not practise the profession or supervise others in the practice of the profession.</p>

**Additional comments:**

**i) Reviews and appeals processed**

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 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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	1	2	3	4	0	10
Applicants who initiated an appeal of a registration decision	1	0	0	2	0	3
Appeals heard	0	0	0	1	0	1
Registration decisions changed following an appeal	0	0	0	0	0	0

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Additional comments:

**j) Paid staff**

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, one full-time employee and one 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	19
Staff involved in appeals process	2
Staff involved in registration process	4

Additional comments:

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### 3. Submission

I hereby certify that:

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

**Title:**  
Director, Registration

**Date:**  
2016/02/19

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