

# Fair Registration Practices Report

## Chiropodists (2008)

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.

### 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

The College's website contains up-to-date information about registration practices. We receive many phone calls from people interested in practising in Ontario. We also communicate by e-mail and in paper copy. Given the nature of footcare, there are very few countries outside of Canada that actually have trained chiropodists or podiatrists. We are somewhat unique in that regard. In many countries that do not have these professions, people's foot ailments are treated by a doctor. Therefore, international candidates applying to the College come from English speaking countries - the U.K., Australia, [South] Africa and the United States.

#### b) requirements for registration

The information is made available as listed in a) above. Once people have reviewed those sources and are truly interested in applying, they tend to prefer to call us and speak directly to us about their individual registration matter.

#### 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

a and b above. Once again, we spend a great deal of time dealing directly with the actual applicants or people who are simply inquiring about practising in Ontario. There are some situations where responses to the above noted examples are easy to respond to and others which are not. Staff at the College cannot, nor should not, predict the outcome of an application before it has been properly reviewed. However, we are able to provide the applicant with information about past experiences and use examples of what the College has determined in the past based on a comparable program or practise experience. However, until the Registrar has had the opportunity to closely review a person's application, we are only able to provide general information based on past experiences, the RHPA and decisions made by College Council that are in the public domain. This is usually done on an individual basis by telephone or in person. If we take as an example the number of years of schooling required for a degree to be deemed equivalent, the answer to the question noted above will probably not simply lie in 'years.' The answer to the response will depend on the competencies of the educational program and applicant themselves. If the person applying is coming from a program that is on our approved list of programs, then there is a very good chance that the Registrar will be able to deal with the

application and will not have to send it to the Registration Committee. However, if the member is coming from a program that is not on our approved list, the member's application would have to be reviewed by a panel of the registration committee. It will be up to the committee to address the variables on an individual basis based on past decisions and current legislation. The committee will make a determination and will provide a copy of their decision to the applicant. The Registrar will then directly work with the individual to put the decision 'into action.'

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

These types of variables again would be reviewed by the Registrar and then the Registration Committee, if need be. The process for registration and the referral to the registration committee, is all explained in detail to the candidate by way of letters, e-mail and personal telephone conversations. They understand when the Registrar is able to make a decision on 'the face of the application' and when a referral may need to be made to a panel of the registration committee. The process for doing so is as explained in the above noted responses.

e) requirements that may be satisfied through acceptable alternatives

Please see a-d above.

f) the steps in the assessment process

Once a completed application package is received which includes all therequired documentation, the Registrar reviews the application. If the person does not meet all the requirements of the College's Registration Regulation, then the process outlined in ss. 15 - 18 of the RHPA is followed. When a decision is reached by the committee, a written copy of the decision is sent to the applicant within days of its receipt. The Registrar follows up with a call shortly thereafter to find out if there are any questions or anything the applicant did not understand in the decision.

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

The same documents are required from all applicants whether from Ontario, Canada or international. These include an application form, certification fo three month clinical experience or an internship form, official transcripts from both a chiropody/podiatry program and other academic programs, official evidence of registratio with a licensing body, a resume, a photograph, photocy of the graduation diploma from the chiropdy/podiatry program, photocopy of a birth certificate and any applicable immigration papers or proof of Canadian citizenship.

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

We have not had any problem of people not being able to supply the documentation. If there was a problem, we would need to work with the applicant to determine if there was an alternative document they could supply that would be sufficient for our purposed. It would also depend on what documents were missing. If the missing document was critical to the application and we could not proceed without it, the matter would be referred to the Committee - only they would have the discretion to perhpas waive the document or to perhaps provide an alternative.

i) how applicants can contact your organization

They contact our organization by e-mail, mail, fax or telephone.

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

We initiate communication with the applicant if they have not sent us all the required documentation to process their application, if we do not understand something in their application, if the matter is being referred to committee, when the committee is meeting, the results of the committee meeting, next steps, to name but a few. We have very close contact with our applicants. They are kept up-to-date at all times about the process and where we are in the process.

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

This is not applicable at our College given the backgrounds of our applicants. Even the birth certificates have never been in a language other than English (from both international and domestic candidates). This is due to the countries that our candidates are applying from and where they have practised.

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

The only organization that we have had contact with in this regard is the Michener Institute. They have assisted us in the past with bridging programs and currently have oversight for our registration examination, both clinical and didactic. This has not occurred since at least 2003 when the current Registrar joined the College. Depending on why we might need the assistance of the Michener, the College would either put the candidate in direct contact with the correct individual at the Michener or we would act as a liaison between the two.

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

The RHPA, section 18, allows an applicant to make written submissions to the registration panel within 30 days after receiving notice that the matter is being referred to the committee. This 30 days can be extended by the Registrar or waived by the applicant.

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

The registration process does not begin until an applicant has sent all the documentation we require or contacted the College to explain if they are unable to provide everything. The latter situation has not occurred to date. The application is not considered complete until that time. If the Registrar is able to make the decision about registration without input from the Committee, it can literally only take a few days from completion of the application to decision. The candidate is immediately notified. If a panel of the registration committee is involved, a meeting is usually set up within weeks of the referral to the committee. The committee makes their decision, it is prepared and ready to go to the applicant within 7-10 days of their meeting. We provide the applicant with an outline of the process and general indications of time in our initial written communications with them and throughout the process. We do so either by mail, e-mail or telephone.

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

We advise applicants about this at the time of first contact with the College and this is re-iterated by e-mail or letter. Quite honestly, this is often one of the first questions potential members ask.

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

This type of issue has not arisen. If it did, the College would clearly accommodate the applicant to whatever extent was necessary and seek assistance from whatever third party organization/individual was necessary.

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

### Amount of Fees (2 / 13)

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

No they are not .

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?

Once the candidate has submitted all the required documents and the application is considered complete, a decision that is made solely by the Registrar is completed within 2-7 days. If the matter is referred to the registration committee, the applicant must be given a minimum of 30 days to make written submissions. The 30 days can be extended or waived by the applicant. Once this time period has passed, a committee will meet within 1-2 weeks thereafter. If an applicant advises us that time is of the essence (e.g. they have a job waiting for them) and they waive the required 30 day notice period, the committee will meet with 1 -2 weeks of the Registrar's referral. This latter time period will be shortened if we are able to have the committee meet sooner. We try our best to accommodate the applicant's time lines if they are extremely short due to a waiting job. Many times the person will accept a position that starts within weeks and then contact the College.

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

We often respond by e-mail and this is done within 24 - 36 hours of when a reply is received.

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

A letter is sent to the applicants immediately after the Registrar has made her decision. If the application is decided by a panel of the registration committee, once the Registrar is informed of the decision (usually same day) she immediately phones the applicant with the committee's decision. A letter and/or e-mail is sent to the applicant as soon as the written decision is finalized. The letter includes the committee's written decision and explains to the applicant their right of appeal. Please see above for further details.

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

Due to the fact that we have a very small staff compliment, we work in tandem and very hands on with all matters. For this reason, the Registrar responds to all matters relating to registration once the applicant's file is complete. She may also personally respond to questions from potential applicants. It is therefore easier to ensure timelines are met. If the Registrar is away on holidays, registration committee meetings are set up before she goes. For obvious reasons, the Registrar does not attend these meetings. We have never had one complaint about the College taking too long with the registration 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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### Access to Records (4 / 13)

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

When a matter is referred to the registration committee, we simultaneously provide the applicant with a duplicate copy of the materials that the committee receives

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

We have never had a situation where we would refuse or limit access. The only way we would possibly do so is if someone provided information about an applicant that was unfavourable and there was a concern for the safety of the individual or the applicant. This could extend to a safety issue concerning any College staff or registration committee members.

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

We do not charge the applicants for making records - the College absorbs those costs.

d) List the fees for making records available.

Not applicable - see c) above.

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

Not applicable - see c) above.

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

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## 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.

We provide a letter that outlines our process and the requirements of the RHPA. We also include a copy of our registration regulation with the initial information letter. We provide an examination guide as well as our Profile of Competencies document.

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

We provide information by having information posted on our website for general inquiries. The other information is sent directly to applicants that are interested in pursuing registration with the College. Again we do so by telephone, mail, e-mail or in person.

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

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## 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.

Once the candidate has submitted all the required documents and the application is considered complete, if the decision is made by the Registrar it is completed within 2-7 days. If the matter is referred to the registration committee, the applicant must be given a minimum of 30 days to make written submissions. After this time period has passed, a committee will meet with 1-2 weeks thereafter. If an applicant advises us that time is of the essence (e.g. they have a job waiting for them) and they waive the required 30 day notice period, the committee will meet with 1-2 weeks of the Registrar's referral. This latter time period will be shortened if we are able to have the committee come together sooner. Appeals are completed by HPARB.

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

One matter has exceeded our timelines due to the program of study the person undertook. We hired an outside third party consultant to compare his course of study to the Michener's course of study and the third party took far too long providing the report to the College.

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

This one matter was from an international candidate.

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

As mentioned earlier, once the application is referred by the Registrar to the Registration committee, pursuant to s. 18(1) the applicant is provided a minimum of 30 days to provide further written submissions. We often encourage them to address the area in their application that will cause the panel the most difficulty. The applicant can waive or extend this time period.

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.

Please see b above. We advise them that the submissions must be in writing because it is going to a number of people. We advise them of this fact in the letter that tells them that their matter is being referred to the Registration Committee.

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.

The RHPA outlines a very specific process for registration matters. Once the Registrar determines under s.51 (1) that the matter must be referred to the Registration Committee and the applicant is notified, the Registrar does not participate further. In other words, the Chair of the Registration Committee selects the panel and the meeting is arranged. The Registrar does not participate in the Registration Committee meetings.

e) Describe your internal review or appeal process.

The College is guided by ss. 15 -22 of the RHPA for their internal review process and the information provided in question 3 and above.

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.

As per s. 17 of the RHPA, a panel of the Registration committee consists of 3 members, one of whom must be a person appointed to the Council by the Lieutenant Governor in Council.

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

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## 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.

In our letter to the applicant enclosing a decision of a panel of the Registration Committee, we advise the

applicant of their right of appeal. Clearly the decision of the Registrar is favourable - if it is not, it is referred to the Committee. The letter says something similar to the following: "Please take notice that pursuant to section 21 of the Procedural Code of the Regulated Health Professions Act, 1991, you may make a request for a review of this decision by the Health Professions Appeal and Review Board. I am enclosing for your information the relevant sections of the Code. A request for a review should be forwarded to the Registrar of the Board as follows: Persons Name Registrar Health Professions Appeal and Review Board 151 Bloor Street West, 9th Floor Toronto, ON, M5S 2T5 Tel: 416 327-8512 Fax: 416 327-8524 Please note that any such request must be made in writing to the Board within thirty (30) days of receipt of this notice. Thank you for your cooperation with the registration process. If you require further clarification, please call me at the College...

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

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### 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.

3. (1) The following are general requirements for a certificate of registration of any class: 1. The applicant must be able to speak and write either English or French with reasonable fluency. 2. The applicant must not have been found guilty of a criminal offence, an offence under the Narcotic Control Act (Canada) or the Food and Drugs Act (Canada), or any other offence relevant to suitability to practise chiropody. 3. Where the applicant has been registered or licensed in Ontario in another health profession or has been registered or licensed in another jurisdiction in chiropody or another health profession, the applicant has not been the subject of a finding of professional misconduct, incompetence or incapacity. 4. Where the applicant is registered in Ontario in another health profession or is registered or licensed in another jurisdiction in chiropody or another health profession, the applicant is not the subject of any current professional misconduct, incompetence or incapacity proceeding. O. Reg. 830/93, s. 3 (1). 4. (1) The following are specific requirements for a General certificate of registration: 1. The applicant must have successfully completed a post-secondary program approved by the Council whose curriculum includes courses in health sciences, chiropodial sciences, humanities and clinical education that, in the opinion of the Council, are relevant to the scope of practice of the profession. 2. The applicant must have successfully completed the examinations set or approved by the Council. 3. The applicant must have engaged in clinical practice for a total of at least three months during the two years immediately preceding the date of the application. 4. Where, in the opinion of the Registration Committee, the program that the applicant completed is deficient in one or more aspects, the applicant must give a written undertaking to the College whereby he or she agrees to abide by any terms, conditions and limitations imposed by the Registration Committee on his or her certificate of registration until the applicant meets the educational requirements set by the Registration Committee. 5. The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the Immigration Act (Canada) to practise the profession in Canada. O. Reg. 830/93, s. 4 (1).

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

The College Council has approved a list of approved schools outside of Canada. If an applicant applies from a

program that is not on our approved list, then the College's education committee does a thorough review of the program including reviewing the applicant's materials, contacting the program directly, contacting the Health Professions Council (for those from the UK) and retaining an expert to evaluate the information. The program outside Canada is compared to the Michener's program in Ontario and the education committee provides their conclusions to the registration committee. The Registration then seeks Council's approval on their recommendations

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

As part of our application process, an applicant must have a form completed by an applicable third party that verifies that the person has 3 months clinical experience in the two years immediately preceding the date of the application and that the person has demonstrated competent practice in chiropractic/podiatry. This is, however, an exemptible requirement under our registration regulation.

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 committee that is conducting the assessment contacts the program directly to verify information and to gain more information. Any additional or required information is sent directly to the College. We also access the program's website. But the preference is direct contact with the program so that there is no ambiguity. Obviously, we also confer with our applicant.

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

The Committee refers to previous decisions and process. The College legal counsel participates in the meeting of both the education and registration committees so there is consistency and legal guidance throughout.

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

The status of an institution in the home country has little affect on the recognition of the credentials. The College goes through the process described above no matter what the status might be. We are not interested in the statues necessarily and often may not be aware of it. Once again, status is subjective and we are objective in our deliberations so that our conclusions are fair and equitable.

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

The College has not encountered such a situation. If we did, we would make whatever accomodations were necessary to assist the individual.

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.

Once the candidate has submitted all the required documents and the application is considered complete, if the decision is made by the Registrar it is completed within 2-7 days. If the matter is referred to the registration committee, the applicant must be given a minimum of 30 days to make written submissions. After this time period has passed, a committee will meet with 1-2 weeks thereafter. If an applicant advises us that time is of the essence (e.g. they have a job waiting for them)and they waive the required 30 day notice period, the committee will meet with 1 -2 weeks of the Registrar's referral. This latter time period will be shortened if we are able to have the committee meet sooner. The committee makes their decision and it is prepared and ready to go to the applicant within days of their meeting. The decision is sent to the applicant immediately thereafter with a covering letter that outlines their rights of appeal.

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

The average time applies equally to all applicants. However, an example of where it might take longer for internationally trained individuals is if the registration committee felt that more information was needed about their educational program. The candidate would be notified about this immediately and either asked to provide the information or advised that the College would be seeking answers to certain questions. An indication of how long this might take would be given so that the candidate is kept informed.

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.

Please see i above.

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.

N/A

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

iii. Explain how work experience is taken into account.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

At this point in time, the College does not personally undertake competency assessments.

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

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

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

If a prior learning assessment is required, it is conducted by the Michener Institute in consultation with the College. The College would not undertake this on their own. A prior learning assessment has not been conducted at least since the current Registrar has been with the College (2003)

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

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

I) If your organization administers examinations:

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

The Michener currently administers the College's registration examination. The exam consists of: Part A Written Examination This examination is comprised of a number of different sections. All sections are comprised of a combination of Multiple Choice, Short Answer and Essay questions Section A - Comprehensive Podiatric Medicine (including but not limited to biomechanics, sports medicine, high risk foot, anatomy, pathophysiology, dermatology, local anaesthesia / soft tissue surgery, pharmacology, diagnostic imaging and laboratory testing, emergency medicine) -- 3.5 hours (all one examination) Section B - Jurisprudence - 1.5 hours (administered by the College of Chiropractors of Ontario) Part B Objective Structural Clinical Evaluation This is a standardized patient clinical evaluation. This evaluation will test a wide variety of elements of clinical practice, and will be composed of a number of stations at which the candidate will have a specified time to complete a task and/or answer questions. Part C Clinical and Oral Examination This part consists of a three-hour clinical examination involving patient treatment and an oral examination based on the presenting patient. This part of the exam may be integrated with Part B, the Objective Structural Clinical Evaluation, however it is usually a stand alone component. Pursuant to our Examination Regulation, a person is able to write a supplemental examination if they fail the initial examination (s.6(1) If the person fails the supplemental examination, he or she is not entitled to try further supplemental examinations but is eligible to try the examinations the following year s.6(2).

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

The College is currently in the process of creating its own registration examination. It is to be completed by the end of 2009 and to be first launched for graduates/applicants of 2010. The College has hired Dr. Dwight Harley, Adjunct Associate Professor and Director of Psychometrics from the University of Alberta, Division of Studies in Medical Education from the Faculty of Medicine and Dentistry. All validity and reliability testing will be conducted and ensured through this department.

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

see ii above. We will continually be reviewing questions and updating our exam for reliability, currency and validity. The details of this will be discussed with Dr. Harley on an ongoing basis.

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

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### 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.

The Michener currently administers and marks both the written and clinical aspects of the the registration examination. Since 2003, when the current Registrar joined the College, there have been no prior learning

assessments, credential or competency assessments conducted by the Michener or any other outside organization.

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

We would require the Michener to forward the information, in writing, to the College because initially, we would provide it to the candidate. In conjunction with the Michener, we would respond to inquiries from candidates. We would review the information prior to it being sent to the candidate.

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

N/A

iii. provides timely decisions, responses and reasons to applicants

N/A

iv. provides training to individuals assessing qualifications

N/A

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

N/A

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

N/A

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.

N/A

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

N/A

iii. Explain how work experience is taken into account.

N/A

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

i. Describe the methodology used to evaluate competency.

As indicate earlier, we have only had one situation where we have required an evaluation of an applicant's competencies. This matter is currently ongoing. The individual who is assisting us has not completed his report. However, we are aware that he utilized the applicant's information and contacted the school and the Health Professions Council in the UK directly,

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

N/A

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

It is one factor of many that is taken into account.

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

i. Describe the methodology used to evaluate prior learning.

N/A

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

N/A

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

N/A

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

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

Please see 8 I (i). The College is currently in the process of creating its own registration examination and is working with a Professor and Director of Psychometrics, the University of Alberta, Division of Studies in Medical Education, Faculty of Medicine and Dentistry. The examination will be completed by 2009. The written examination will be multiple choice and will be conducted by that department. The current Examination Regulation allows a person to write a supplemental examination and if he fails that, he must wait a year before redoing the registration examination.

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

We are about to begin the testing of the exam for validity and reliability with the assistance of the department noted above.

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

The Michener updates its exam regularly and the College will do so through the University of Alberta. The exam writing process usually consists of creating a bank of questions that can be interchanged and updated on a regular basis and this is what the College will be doing. This process will be more clearly described as we progress through the various stages of completing the examination.

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

The individuals who assess qualifications are either the Registrar or members of the Registration Committee. The Registrar, in conjunction with the College's legal counsel, train the members of the Registration Committee. A member of this Committee is also an instructor at the Michener Institute. The College's legal counsel is present at all panel meetings of the registration committee.

ii. individuals who make registration decisions

Please see i above

iii. individuals who make internal review or appeal decisions

Please see i above. We are considering a referral to the registration committee as an 'appeal' decision.

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

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## 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.

N/A

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

N/A

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)	

### 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	2
Staff involved in appeals process	1
Staff involved in registration process	1

### Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants<sup>1</sup> 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
[Ontario]	3
U.K.	3
U.S.	2
Australia	1
n/a	N/A

<sup>1</sup>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<sup>2</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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
<b>Members on December 31<sup>st</sup> of the reporting year</b>	380	0	86	35	N/A	<b>501</b>

<sup>2</sup> 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:

The reason why the College only had 3 people from Ontario apply for registration in 2008 is because the Micener program had been suspended in 2005. There were only 3 people eligible to register in 2008. This may have occurred because the candidates may have taken time off in the midst of their studies, attended abroad to further their education prior to registering or simply chose not to register immediately after graduation. Normally we have approximately 30 people register each year from the Michener Institute.

**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).

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of 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)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	3	0	3	4	N/A	<b>10</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	0	2	4	4	2	<b>12</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	N/A	N/A	N/A	N/A	N/A	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	N/A	3	4	N/A	<b>7</b>
<b>Applicants who became FULLY registered</b>	3	0	1	3	N/A	<b>7</b>

members						
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	N/a	N/A	N/A	N/A	N/A	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	N/A	N/A	N/A	N/A	N/A	<b>0</b>

<sup>3</sup> 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)		<input type="text"/>
b)		<input type="text"/>
c)		<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>

<b>g)</b>		
<b>h)</b>		
<b>i)</b>		
<b>j)</b>		

**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).

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of 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)					
	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	0	0	0	1	N/A	1
Applicants who initiated an appeal of a registration decision	0	0	0	0	N/A	0
Appeals heard	N/A	N/A	N/A	N/A	N/A	0
Registration decisions changed following an appeal	N/A	N/A	N/A	N/A	N/A	0

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.

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### **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: Felecia Smith

Title: Registrar & CEO

Date: February 24, 2009

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