

# Fair Registration Practices Report

## Geoscientists (2009)

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 steps to initiate the registration process are clearly indicated on the APGO website [www.apgo.net](http://www.apgo.net). As of March 2009, there are now two methods by which to apply to the APGO; online or via the downloadable application.

The application form may be completed securely online and the application fee may also be paid securely online. The Work Experience Record, Reference, and Transcript Request forms, along with the Guideline for Completing the application may all be downloaded.

A downloadable application document package zip file also contains all the information for registration including: requirements for registration (knowledge and experience); a guideline for completing the application; the application; Work Experience Record Form; References Form; Transcript Request Form; and payment options. All documents contained in the package and the website itself are reviewed regularly.

The information is also available by phoning or emailing the association. It may also be made available at conferences, presentations and discussion groups.

A new enhanced APGO website, which came online in March 2009, discusses the registration process in great detail and has menu areas dedicated to various possible applicants, including the internationally trained. The application and various forms will be regularly reviewed by the Executive Director and the Assistant to the Registrar. The web content will be regularly reviewed by the Executive Director, Council, the Assistant to the Registrar and the Communications Coordinator.

A Career Map was also developed and is available through Global Experience Ontario (GEO), Ontario Immigration website, and the Ontario Ministry of Citizenship and Immigration website.

#### b) requirements for registration

Currently, the general requirements for registration are indicated in the Registration Regulation O.Reg. 59/01. The detailed knowledge criteria, as set by the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board (CGSB) and as adopted by the Council of the APGO, are found in the Guideline to Registration, available through the downloadable application document package zip file, as well as in the Minimum Knowledge (academic) Requirements and the Qualifying Work Experience Requirements available on the website. All requirements are clearly laid out in the Guideline to Registration.

All documents are available at [www.apgo.net](http://www.apgo.net). This information is also available by contacting the APGO office and is delivered via presentations and at conferences, conventions, discussion groups, etc.

The Knowledge and Experience requirements are also available on the Canadian Council of Professional Geoscientists website at [www.ccpge.ca](http://www.ccpge.ca).

The information has also been made available to various stakeholders such as Global Experience Ontario (GEO), Professional Access and Integration Enhancement (PAIE) and others.

The documents are reviewed regularly by the Executive Director, Assistant to the Registrar and the Communications Coordinator. The documents are revised when any revisions occur to Registration Regulation or any Registration Policies. Any comments on information pertaining to the registration practices are provided to the Registration Committee for review and possible action.

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

This information is indicated in the Registration Regulation O.Reg. 59/01. Detailed criteria may be found in the Guideline to Registration document in the downloadable application document package zip file. The information is also available in the Minimum Knowledge (academic) Requirements and the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board (CCPG CGSB) Knowledge and Work Experience Requirements as adopted by the APGO available on the website at [www.apgo.net](http://www.apgo.net) and at [www.ccpge.ca](http://www.ccpge.ca).

This information is may also be obtained by contacting the APGO office and may be delivered via presentations at conferences, conventions, discussion groups, etc.

The information has also been made available to various stakeholders such as Global Experience Ontario (GEO), Professional Access and Integration Enhancement (PAIE), Ontario universities and others.

This Knowledge and Experience requirements are reviewed every five years by the CCPG CGSB. The recommendations from the CCPG CGSB are presented to the APGO Registration Committee who then review the documentation, and make recommendations. The recommendations of the APGO Registration Committee are taken to the APGO Council for ratification.

The CCPG CGSB Knowledge and Work Experience document employed an individual to ensure that the document was produced in clear, simple and plain English and French.

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

This information is indicated in the Registration Regulation O.Reg. 59/01. Detailed criteria is found in the Guideline to Registration document in the downloadable application document package zip file on the association website at [www.apgo.net](http://www.apgo.net). The information is also available in the Qualifying Work Experience Requirements available on the association website.

The information may also be obtained by contacting the APGO office. The documentation is also made available at presentations, conventions, seminars, etc.

Any comments received by the APGO pertaining to education or practical experience received by the APGO office is conveyed to the Registration Committee for their consideration and recommendations.

#### e) requirements that may be satisfied through acceptable alternatives

Requirements that may be satisfied through acceptable alternatives are on a case by case basis and as determined by the Registration Committee. The Registration Regulation O.Reg. 59/01 (available online APGO website and via e-laws([www.e-laws.gov.on.ca/index.html](http://www.e-laws.gov.on.ca/index.html))) indicates the membership options under which to apply. As well, the application itself indicates membership options available.

The Guideline to Registration, found in the downloadable zip application document file available online and also found directly for download on the APGO website, also notes alternative options available to the Registration Committee, including confirmatory exams, technical exams, interviews, university course work, and university distance education.

#### f) the steps in the assessment process

The steps in the assessment process available online at <http://www.apgo.net/register-how.htm> and at <http://www.apgo.net/int-register-how.htm> and are found in the Guideline to Registration document in the downloadable application document package zip file.

This information is also available by contacting the APGO and is delivered via presentations and at conferences, conventions, discussion groups, etc.

The information is reviewed on a regular basis by the Executive Director, Assistant to the Registrar and the Communications Coordinator. Feed back from applicants received in the APGO office is also considered during revisions to the website information.

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

A detailed description of the qualifications that must accompany each application may be found in the Guideline to Registration document in the downloadable application document package zip file available online. This information is also available through the APGO office. It may also be found on the website at [www.apgo.net](http://www.apgo.net).

The only additional documentation required of internationally trained applicants is the third party academic assessment and any translations that may be required.

The required documentation of qualifications is reviewed and updated when the stipulated requirements are revised.

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

Documentation alternatives are found in the Guideline to Registration document in the downloadable application document package zip file on the association website, [www.apgo.net](http://www.apgo.net).

This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

When extreme, extenuating circumstances are encountered, and the applicant states in writing to the Registrar that an official transcript is not available, the applicant may be requested by the Registrar to provide additional specific information dependant on the circumstances.

i) how applicants can contact your organization

This information may be found in a variety of ways:

- website
- business cards
- letterhead
- pamphlets, brochures, promotional items
- links through various stakeholders (e.g. Ontario government, Federal government, CCPG, GEO, PAIE, OFC, universities, other regulators, etc.)

Association of Professional Geoscientists of Ontario  
60 St. Clair Avenue East, Suite 913  
Toronto, ON M4T 1N5  
Tel: 416-203-2746  
Toll Free: 1-877-557-2746  
Fax: 416-203-6181  
Email: [info@apgo.net](mailto:info@apgo.net)

Information on APGO documentation is updated as contact information changes occur. Should contact information changes occur, APGO attempts to contact all stakeholders the Association is aware of to inform the stakeholders of the contact information change.

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

Applicants applying online receive immediate email confirmation of receipt of the application upon submittal of the application to the Association. As well, applicants are contacted when documentation received in the APGO office is noted as incomplete or is not in the format required for review by the Registrar or Registration Committee.

Applicants are also contacted following the review of the application by the Registrar or the Registration Committee if further information is to be sought from the applicant.

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

The process for dealing with documents provided in languages other than English or French is found in the Guideline to Registration document in the downloadable application document package zip file. The information is also available directly on the APGO website at [www.apgo.net](http://www.apgo.net) under the Registration and Internationally Trained Applicants menu items.

This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

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

Information on third party organizations and the services that they provide is available on the APGO website. This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

The information pertaining to third parties is revised and updated as revisions to agreements with third parties occur. Information will also be revised should comments from applicants indicate a need to revise information or descriptions for the purpose of clear communication.

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

Any timelines, deadlines or time limits are noted in the Registration Regulation O.Reg. 59/01 (available online at [www.apgo.net](http://www.apgo.net) or e-laws at [www.e-laws.gov.on.ca/index.html](http://www.e-laws.gov.on.ca/index.html) or through the APGO office). Timelines, deadlines, or time limits are also communicated through written letters to individual applicants.

The timelines, deadlines or time limits are revised and updated when the Registration Regulation is revised.

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

This information is available on the APGO website at [www.apgo.net](http://www.apgo.net). The information is also available in the Guideline to Registration document in the downloadable application document package zip file.

The website is regularly reviewed by the Executive Director and Assistant to the Registrar and revised as directed by the Communications Coordinator to ensure clarity and user friendliness of all information. Comments by all stakeholders are taken into consideration to ensure user friendliness of the information.

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

Fee information is available online at [www.apgo.net](http://www.apgo.net), by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc. Fees may also be found in By-Law No. 2, Fees and Dues.

Fees are regularly reviewed by the Executive Director, Assistant to the Registrar and the APGO Finance Committee. Recommended fee changes are reviewed by Council for acceptance. Any fee changes are incorporated into all documentation and indicated on the APGO website. Any revisions may also be communicated to stakeholders through other means such as email, newsletters, pamphlets, APGO mailings, etc.

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

Currently this information is not documented. It is noted in many locations that all inquiries are welcome and contact information is provided in many formats. Accommodations will be made unless such accommodation causes undue hardship.

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

Applicants are now able to complete the registration application online and pay any application fees online as well. An automated notice of receipt of the application is sent to the applicant immediately by email. This new online ability has greatly contributed to simplification and streamlining of the application process.

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### Amount of Fees (2 / 13)

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

The only additional fee for the internationally trained is the cost of third party assessment of academic credentials and any associated translation costs.

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

There is no change.

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

a) What are your timelines for making registration decisions?

Once an application file is complete, the registration decision is usually made within two months.

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

After the Registrar/Registration Committee has made a decision, responses are usually sent out within 30 days of the decision, after a final review of the application file by the Registrar.

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

Responding to applicants in writing with the results of the Registration Committee decision and reasons usually occurs within 30 days of the decision, after a final review of the application file by the Registrar. Deferred or denied files make take slightly longer to ensure that the appropriate information pertaining to the decision is included in the written results to ensure that the applicant receives accurate and complete information on how to move the application forward should the applicant desire to do so.

Appeal decisions are delivered in writing in under two weeks.

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

There is currently no formal policy in place.

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

There is no change.

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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.

An applicant may request access to his/her records at any time in person or via phone, email, or fax.

Upon satisfying the Association of the applicant's identity, the applicant may request a variety of methods of delivery of any requested information.

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

Access to an applicants' own records would be limited only if the information to be provided would impinge upon the privacy of another individual.

Should there be information that would impinge upon the privacy of another individual, that information would be severed from the file, if possible, and all remaining information provided to the applicant.

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

There is no fee.

d) List the fees for making records available.

There is no fee.

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

There is no fee.

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

There have been no changes.

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

There is extensive guidance provided on the association website, [www.apgo.net](http://www.apgo.net). Items available on the website include (links within each topic are not active):

<http://www.apgo.net/int-assistance.htm>

### **Where to Find Assistance During the APGO Application Process for the Internationally Trained**

- Global Experience Ontario, Resource Centre for the Internationally Trained:  
<http://www.ontarioimmigration.ca/english/geo.asp>

Global Experience Ontario, a one-stop referral and information centre, is designed to assist the internationally trained obtain their professional designation and can provide assistance during the registration process with APGO. Knowledgeable staff will explain the process for licensing and registration in Ontario in English, French and other languages upon request.

Global Experience also offers Learn English or French language training programs:  
[www.ontarioimmigration.ca/english/learnenglish.asp](http://www.ontarioimmigration.ca/english/learnenglish.asp) , including job-specific language training.

- World Education Services (WES), Credential Evaluation: [www.wes.org/ca/application/index.asp](http://www.wes.org/ca/application/index.asp)

WES evaluates non-Canadian academic qualifications and equates them to Canadian qualifications. In addition, the WES/Costi Joint Online Application: [www.wes.org/ca/application/costi.asp](http://www.wes.org/ca/application/costi.asp) , allows you to have your international academic documents both evaluated by WES and translated into English by COSTI in the same application.

Through the Educational Testing Services Canada (ETS Canada) and WES Application: [www.wes.org/ca/application/wesets.asp](http://www.wes.org/ca/application/wesets.asp), internationally-educated professionals can also certify their English ability with the Test of English for International Communication (TOEIC) and have their international credentials evaluated by WES in the same application.

- COSTI Immigrant Services, Language Bureau: [www.costi.org/lb/languagebureau.php](http://www.costi.org/lb/languagebureau.php)

COSTI's Language Bureau provides professional translation, interpretation, and typesetting services in over 100 languages. In addition, the Language Bureau offers the WES/COSTI Joint Online Application: [www.wes.org/ca/apply/wescosti.asp](http://www.wes.org/ca/apply/wescosti.asp), for evaluation and translation of international educational credentials. The processing time for the WES/COSTI Joint Application is approximately 10 days.

COSTI also offers English as a Second Language (ESL) courses, including Specialized English Instruction for internationally-trained individuals and trades people, under Programs and Services: [www.costi.org/programs/service\\_details.php?stype\\_id=41](http://www.costi.org/programs/service_details.php?stype_id=41)

- University of Toronto, Comparative Education Service: [www.adm.utoronto.ca/ces/](http://www.adm.utoronto.ca/ces/)

The Comparative Education Service evaluates non-Canadian academic qualifications and equates them to Canadian qualifications. Translation for international transcripts and contacts for legal services are also offered at: [www.adm.utoronto.ca/ces/ces\\_trans\\_services.htm](http://www.adm.utoronto.ca/ces/ces_trans_services.htm).

The University of Toronto also offers the English Language Program (ELP), including Business English for International Professionals: [www.learn.utoronto.ca/esl.htm](http://www.learn.utoronto.ca/esl.htm).

- Getting Licensed (Government of Ontario): [www.citizenship.gov.on.ca/english/working/licensed/](http://www.citizenship.gov.on.ca/english/working/licensed/)

Provides a better understanding of what a regulated profession is, describes terminology and the importance of being registered, and follows up with a list of professions and their regulatory bodies, including APGO as regulatory body for the profession of Geoscientist.

- Canadian Information Centre for International Credentials (CICCIC): <http://www.cicic.ca/en/index.aspx>

CICCIC acts as a national clearing house and referral service to support the recognition and portability of Canadian and international educational and occupational qualifications. Note: CICCIC does not itself grant equivalencies or assess credentials.

- International Credential Assessment Service of Canada (ICAS): <http://www.icascanada.ca/>

ICAS is committed to helping internationally trained or educated individuals achieve personal, career and educational goals, as well as helping employers, educational institutions, immigration authorities, community agencies and other organizations to understand international credentials. ICAS Application packages can be picked up at various Access Centres, OR the Application Form is available online: <http://icascanada.ca/applicants/how-to-apply.php>.

- Foreign Credentials Referral Office (Citizenship and Immigration Canada): [www.credentials.gc.ca/](http://www.credentials.gc.ca/)

Provides information and referral services to help internationally-trained workers succeed and put their skills to work in Canada more quickly. In addition, the Foreign Credential Recognition Program: [www.hrsdc.gc.ca/en/workplaceskills/credential\\_recognition/index.shtml](http://www.hrsdc.gc.ca/en/workplaceskills/credential_recognition/index.shtml) aims to improve the consistency, fairness and transparency of the assessment and recognition of foreign qualifications for both regulated and non-regulated occupations in Canada.

- Professional Access and Integration Enhancement (PAIE): [www.trca.on.ca](http://www.trca.on.ca)

PAIE benefits internationally-trained professionals by facilitating the process of obtaining professional certification in their respective professional organizations. The PAIE program can provide a better understanding of the certification process and workplace culture, including essential information on Ontario-specific regulations, terminology and general practices.

<http://www.apgo.net/int-links.htm>

### **Links for the Internationally Trained**

There are many agencies, colleges and universities, as well as professional associations in Ontario that can help the internationally trained find employment, or provide access to a broad range of social and educational services.

Finding Employment:

- Prospectors and Developers Association of Canada (PDAC): <http://www.pdacjobs.com> ; The Northern Miner(newspaper): <http://www.northernminerjobs.com>

Both the PDAC and The Northern Miner offer the same comprehensive job listing and login service that allows candidates to search a global pool of job postings for free and create a personal skills profile for free. Alternatively employers can post jobs, search the database of candidates for a small fee, and create a "skills profile" of the ideal employee(s).

- Career Mine: <http://www.infomine.com/careers/>

Comprehensive and user-friendly, this site features links to job postings in geoscience around the world. A login facility exists to search for jobs by country, industry focus and language at: <http://www.infomine.com/careers/jobs/search.aspx>. In turn, at:

<http://www.infomine.com/careers/resumes/>, employers can access links to candidate resumes or login to search for appropriate candidates, as well as post job opportunities. A bonus feature also allows you to research preferred companies for background information and links to featured jobs and locations.

- Explore for More, A Career in Mining: <http://www.acareerinmining.ca>

One of several sites focusing on information about careers in mining, this site provides extensive links to mining companies and service providers, as well as Job Bank Links. At the login Job Board: <http://www.acareerinmining.ca/en/careers/jobboard.asp>, you may register as an Employer to post jobs, Or as a Job Seeker to search and apply for posted jobs.

- APGO Website, Certificates of Authorization List: <http://www.apgo.net/companysearch.php>

In addition, you may wish to use APGO's Certificates of Authorization List and login to search member companies and thereby discover potential employment opportunities.

#### Job-Related Skills Training:

- G. Raymond Chang School of Continuing Education, Ryerson University, Gateway for International Professionals:  
[http://ce-online.ryerson.ca/ce\\_2008-2009/program\\_sites/program\\_gateway.asp?id=2672](http://ce-online.ryerson.ca/ce_2008-2009/program_sites/program_gateway.asp?id=2672)

An excellent resource, the Gateway for International Professionals program primarily helps the Internationally Educated Professional (IEP) obtain the communication and language skills required for successful employment in the Canadian workplace at levels that match their qualifications.

Gateway for International Professionals also offers programs in: Professional Communication for Employment (PCE), Certificate in English as a Second/Additional Language, Information and Advice for Newcomers, Employing International Professionals, Talent Development for Organizational Effectiveness, Bridging Programs, Your International Credentials, Awards, Bursaries, Financial Assistance, and Career Resources.

- Consortium of Agencies Serving Internationally-trained Persons (CASIP): [www.casip.ca](http://www.casip.ca)

Eight member agencies form CASIP and work collaboratively to coordinate employment and training services for internationally-trained individuals, including the following agencies: Acces Employment Services: <http://www.accestrain.com>; COSTI Immigrant Services: [www.costi.org/](http://www.costi.org/); Humber College: [www.humber.ca/](http://www.humber.ca/); JobStart: [www.jobstart-cawl.org/](http://www.jobstart-cawl.org/); JVS Toronto: [www.jvstoronto.org/](http://www.jvstoronto.org/); Microskills Youth Services, MicoSkills Centre of Excellence for Women and Newcomers: [www.microskills.ca/](http://www.microskills.ca/); Seneca College: [www.senecac.on.ca/cms/](http://www.senecac.on.ca/cms/); and Skills for Change: [www.skillsforchange.org/](http://www.skillsforchange.org/)

#### Other Resources:

- Ontario Council of Agencies Serving Immigrants (OCASI): [www.ocasi.org](http://www.ocasi.org)

Advocate for the immigrant-serving sector and expert on immigrant and refugee issues, OCASI acts as a collective voice for more than 170 community-based organizations that serve immigrants in the province of Ontario.

- Ontario Human Rights Commission (OHRC) : <http://www.ohrc.on.ca/en/>

Ontario's Human Rights Code protects people in Ontario against discrimination in employment, accommodation, goods, services and facilities, and membership in vocational associations and trade unions. The Ontario Human Rights Commission was established to administer the Code. The OHRC provides leadership for the promotion, protection and advancement of human rights, and builds partnerships across the human rights system.

- YMCA - YWCA Newcomer Information Centre: <http://www.ymcatoronto.org/en/newcomers/index.html>

The YMCA of Greater Toronto provides programs and services to help newcomers settle in Canada. Visit a YMCA Employment Centre and a YMCA Newcomer Information Centre to get information on housing, social services, learning English, arranging child care and more.

In addition, the YMCA Language Assessment and Referral Centre:

<http://www.ymcatoronto.org/en/newcomers/you-arrived/language/index.html>

is a centralized screening, assessment and referral centre for eligible adult newcomers who want to study English in Toronto.

- Office of the Fairness Commissioner (OFC), Internationally Educated Professionals: <http://www.fairnesscommissioner.ca>

The OFC ensures that Ontario's regulated professions have registration practices that are transparent, objective, impartial and fair.

Please note: The OFC cannot help internationally trained and educated individuals obtain their professional licences.

The following websites may also provide useful information:

- The Canadian Charter of Rights and Freedoms: <http://www.pch.gc.ca>
- Ontario Immigration (Government of Ontario): [www.ontarioimmigration.ca/index.asp](http://www.ontarioimmigration.ca/index.asp)

If you are planning to move to Ontario, this site will provide information and guidance to assist you.

- Citizenship and Immigration Canada (Government of Canada): [www.cic.gc.ca/english/index.asp](http://www.cic.gc.ca/english/index.asp)
- Canadian Immigration Integration Project (Government of Canada): <http://ciip.accc.ca/default.aspx?DN=782,32,Documents>

This project is designed to prepare immigrants from China, India, and the Philippines for integration into the Canadian labour market, while they are still in their home country and completing final immigration requirements.

- Settlement.Org (Governments of Ontario and Canada): [www.settlement.org/path.html](http://www.settlement.org/path.html)

Settlement.Org also provides information about settling in Ontario.

### **Information on the Professional Practice and Ethics Exam**

<http://www.apgo.net/ethics.htm>

#### **Professional Practice & Ethics (PPE) Exam**

This resource provides a downloadable application and information about the exam including:

Overview

Scope and Syllabus

Sample Questions

Eligibility/Exceptions

Applying to Write the PPE Exam

PPE Exam Schedule and Application Dates

Locations for Writing PPE Exam

Results of Examination

Application Package and Study Material

Some additional references

## Other Study Aids

Other available resources include:

- The Guideline to the Application Process, available online or by download, which explains the entire APGO application process. Much of the information contained in the Guide may also be found directly in various sections as online information.
- The Knowledge and Experience Requirement documents which describe the geoscience knowledge (academic) requirements and the work experience requirements for entry to the practice of professional geoscience.
- The Career Map for Professional Geoscience is available at Ontario Ministry of Citizenship and Immigration at [http://www.ontarioimmigration.ca/english/how\\_work\\_geoscientist\\_CM.asp](http://www.ontarioimmigration.ca/english/how_work_geoscientist_CM.asp).

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

All information is available on the APGO website. The information may also be provided to applicants through presentations, conferences, pamphlets, and discussion groups. Applicants contacting the Association personally are also directed to the information available on the website.

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

Website links, information and resources pertaining to the registration process have been updated throughout the year to keep the information current.

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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.

Upon receipt of written appeal request from an applicant, a Special Meeting of Council will be called in accordance with the By-laws and without undue delay.

The applicant will receive a notice of the appeal hearing date a minimum of 60 days prior to the date of the hearing.

Decisions of the Special Meeting of Council are usually delivered in writing to the applicant within two weeks of the final decision of the Special Meeting of Council.

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

None.

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

None.

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

All opportunities for applicants to make submissions regarding appeals is set out in the document APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE which is appended to the letter, from the Association to the applicant, acknowledging receipt of the appeal request. The document is also available on the Association's website, [www.apgo.net](http://www.apgo.net).

Opportunities provided include:

- written
- oral
- electronic submissions
- may appear with or without legal representation

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.

All applicants who indicate they wish to appeal a decision of the Registration Committee receive a written letter from the Registrar noting that the appeal request has been received, that an Appeal Panel will be struck and that a date for the appeal will be set. Enclosed with the association's written response is the document APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE. The document clearly states how submissions are to be made.

The APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE is also available on the association's website, [www.apgo.net](http://www.apgo.net).

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.

"Any member of the Council who participated as a member of the Registration Committee that made the

decision affecting the particular appellant shall not be entitled to sit as a member of Council at the special meeting of Council that will be hearing the matter under appeal. However, any such members shall be entitled to appear before the special meeting of Council in order to make submissions on behalf of the Registration Committee. Any member of Council who has prior knowledge of the circumstances of the matter under appeal or who has a conflict of interest position with the appellant shall so declare prior to the special meeting and is not entitled to sit as a member of Council at the special meeting." (as quoted from APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE)

e) Describe your internal review or appeal process.

- 1) The appeal request and appeal fee is received at the APGO office.
- 2) The appeal request and fee is acknowledged, in writing, by the Registrar and the APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE document is also sent to the applicant.
- 3) The Registrar determines who will chair the Appeal Panel following the criteria indicated in the APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE.
- 4) The Chair of the Appeal Panel and the Registrar, working together, assemble the Appeal Panel utilizing the criteria as set out in the APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE.
- 5) A hearing date is set for the Appeal and all members of the Panel and the applicant are notified at least 30 days prior to the appeal hearing date. (The applicant must notify the association at least 10 days prior to the hearing if the applicant will have legal representation).
- 6) If the hearing is to be an "electronic" hearing, the written submissions must be received 10 days prior to the hearing.
- 7) The Registrar prepares binders of all pertinent registration information contained in the applicant's file and supplies the binders to the panel members and the applicant. (All information that would impinge upon privacy of another individual is severed from applicants binder).
- 8) The hearing is held and the Appeal Panel reviews the applicant's file as a new Registration Committee. The applicant may present any information desired in support of his/her application/appeal. The Registrar presents information on behalf of the Association. The format of the appeal hearing before Council may be by teleconference as provided for under the "electronic hearing" provisions in Sections 5.2 and 6 (5) of the Statutory Powers Procedure Act.

The meeting follows the procedures set out in Procedures for Special Meeting of Council Called to Hear an Appeal of the Registration Committee Decision, as available on the association website ([www.apgo.net](http://www.apgo.net)) or by contacting the APGO office.

- 9) Upon conclusion of the hearing, the Panel considers all information and renders a decision. The applicant may be informed of the decision immediately following the hearing, or will be told that a decision will follow shortly by mail. A decision by mail usually occurs when the Panel requires additional time for deliberations.

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 composition of the committee that constitutes the Appeal Panel is as follows:

"The designation of the Chair shall initially be made from among the officers of the Association, beginning with the President. In the event that the President is ineligible to sit as a member of Council at the special meeting under the provisions of section 2, the Vice President shall act as Chair. In the event that the President and Vice President are ineligible, the Secretary shall act as Chair. In the event that the President, Vice President

and Secretary are ineligible, the Treasurer shall act as Chair. In the event that the officers are ineligible, the officers shall select a member of Council who shall act as Chair.

Prior to the special meeting, the designated Chair of the special meeting shall disclose the name of the appellant individually to each member of Council who is believed to be eligible to sit as a member of Council at the special meeting in order to determine the councillor's ability to render an impartial decision.

In order for the special meeting of Council to be properly constituted for the purpose of hearing the appeal, there must be present at least five (5) members of Council, one (1) of whom must be a public member of Council."

(as quoted from APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE)

Therefore there are five members of the Appeals Panel of which one must be a public member. The other four would most likely be APGO professional members, although it would be possible to have more than one public member on the Panel. There is no written requirement to have an internationally trained member of the profession in Ontario on the panel. However, appeal panels are always struck in such a way as to select available members from Council who would have the most relevant experience to the appeal being heard.

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

There are no changes to this section.

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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.

Appeals that are available after an internal appeal are set out in the *Professional Geoscientists Act, 2000*:

"Same, Divisional Court

(2) The applicant or certificate holder, as the case may be, and the Association may appeal a decision of the council under subsection (1) to the Divisional Court. 2000, c. 13, s. 20 (2)."

This information is available on the Association's website( [www.apgo.net](http://www.apgo.net)), via e-laws (<http://www.e-laws.gov.on.ca/index.html>) or by contacting the APGO office.

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



None.

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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.

As taken from the Registration Regulation O.Reg. 59/01 (available at [www.apgo.net](http://www.apgo.net) or [www.e-laws.gov.on.ca/index.html](http://www.e-laws.gov.on.ca/index.html))

### Registration requirements for all classes

6. (1) The following are the registration requirements for a certificate of registration of any class:

1. The applicant must be at least 18 years old.
2. The applicant must be of good character, based on a consideration of all relevant factors, including those set out in subsection (2).
3. The applicant must have complied with the applicable knowledge and experience requirements specified in this Regulation.
4. The applicant must have passed any applicable examinations set or approved by the Registration Committee unless exempted from this requirement by the Committee. O. Reg. 59/01, s. 6 (1).

(2) The following factors shall be considered in determining whether an applicant is to be issued a certificate of registration:

1. Whether the applicant has been found guilty of a criminal offence.
2. Whether the applicant has been the subject of a finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction.
3. Whether the applicant is currently the subject of proceedings for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction.
4. Whether the applicant has been refused registration as a member of a profession governed by law in another jurisdiction. O. Reg. 59/01, s. 6 (2).

(3) The Registration Committee may refuse to issue a certificate of registration to an applicant where the Registration Committee has determined, upon reasonable and probable grounds, that the past conduct of the applicant affords grounds for belief that the applicant will not engage in the practice of professional geoscience in accordance with the law and with honesty and integrity. O. Reg. 59/01, s. 6 (3).

(4) An applicant shall be deemed not to have satisfied the requirements for a certificate of registration if the applicant knowingly made a false or misleading statement or representation in his or her application. O. Reg.

### **Condition of certificates of all classes**

7. It is a term and condition of a certificate of registration of any class that the member provide the Association with details of any of the following that relate to the member and that occur or arise after the initial registration:

1. A finding of guilt for a criminal offence.
2. A finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction.
3. A proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction. O. Reg. 59/01, s. 7.

### **Registration requirements for practising members**

8. (1) An applicant for a practising member certificate of registration shall meet the following requirements:

1. Hold,

- i. a four-year bachelor of science degree or its equivalent, awarded by a Canadian university, in an area of geoscience and have at the time of applying at least four years of qualifying work experience, as determined by the Registration Committee, in an area of geoscience that was obtained within the previous 10 years,
- ii. an equivalent credential, as determined by the Registration Committee, from another institution, and have at the time of applying at least four years of qualifying work experience in an area of geoscience, as determined by the Registration Committee, that was obtained within the previous 10 years, or
- iii. a credential acceptable to the Registration Committee evidencing knowledge in an area of geoscience and have at least 10 years of qualifying work experience in an area of geoscience, as determined by the Registration Committee, that was obtained within the previous 15 years.

2. Have successfully completed any examination required by the Registration Committee.

3. Have successfully completed the professional practice and ethics examination where not exempted from taking it by the Registration Committee. O. Reg. 59/01, s. 8 (1).

(2) It is a term and condition of a practising member certificate of registration that the holder use the designation "P.Geo." in English or "G.P." in French. O. Reg. 59/01, s. 8 (2).

...

### **Work experience**

9.1 (1) This section and sections 9.2 and 9.3 apply for the purpose of determining whether a person applying for a practising member certificate of registration under section 8 or 9 has the work experience necessary to qualify for the certificate. O. Reg. 378/01, s. 1.

(2) The applicant shall provide sufficient information with respect to his or her work experience to permit an assessment of its nature, quality, duration and currency and, in particular, shall provide,

- (a) three referees' reports in accordance with the rules set out in subsections (3), (4) and (5); and
- (b) confirmation that at least 12 months,

- (i) of the four years of work experience required under subparagraphs 1 i and ii of subsection 8 (1) have been obtained in Canada or in a Canadian work environment, or the equivalent, or

(ii) of the 10 years of work experience required under subparagraph 1 iii of subsection 8 (1) have been obtained in Canada or in a Canadian work environment, or the equivalent. O. Reg. 378/01, s. 1.

(3) Two of the three referees' reports shall be provided as set out in either of the following paragraphs:

1. Both reports from persons who,

- i. are registered as either professional geoscientists, professional geologists or professional geophysicists in an association that is a constituent member of the Canadian Council of Professional Geoscientists, or
- ii. are registered in a self-regulatory organization of geoscientists outside of Canada that,

...

B. for an application for a certificate received by the Association on or after December 20, 2006, is recognized by the Canadian Council of Professional Geoscientists or is acceptable to the Registration Committee.

2. One report from a person described in paragraph 1 and one report from a professional engineer,

- i. who is qualified to practise professional geoscience under an Act that governs the practice of professional engineering and is registered in an association that is a constituent member of the Canadian Council of Professional Engineers, or
- ii. who is qualified to practise professional geoscience and is registered in a self-regulatory organization of professional engineers outside of Canada that is recognized by the Canadian Council of Professional Engineers. O. Reg. 378/01, s. 1; O. Reg. 573/06, s. 1.

...

(5) Referees' reports are subject to the following rules in addition to those set out in subsections (3) and (4):

1. A report that was previously provided by a referee for the purpose of determining an applicant's eligibility for membership in another provincial or territorial association that is a constituent member of the Canadian Council of Professional Geoscientists may, with the applicant's consent, be requested from the relevant association and used in support of the application for a practising member certificate of registration under this Regulation.

2. In any case where the Registration Committee finds that a referee's report is unsatisfactory for the purpose of permitting it to properly assess the applicant's work experience, it may request another report. O. Reg. 378/01, s. 1.

(6) For the purposes of subclauses (2) (b) (i) and (ii), work experience obtained in a Canadian work environment includes experience in another country if the applicant was subject to Canadian professional standards in carrying out the work and did so on behalf of a company incorporated in Canada under a provincial or federal statute. O. Reg. 378/01, s. 1.

### **Experience before obtaining degree**

9.2 (1) An applicant who holds a four-year bachelor of science degree or its equivalent, awarded by a Canadian university, in an area of geoscience, or an equivalent credential, as determined by the Registration Committee, from another institution, may submit for assessment and credit a maximum of 12 months work experience acquired after completion of the second year of studies and prior to completing the degree requirements. O. Reg. 378/01, s. 1.

(2) An applicant who holds a master of science degree or its equivalent, awarded by a Canadian university, in an area of geoscience, or an equivalent credential, as determined by the Registration Committee, from another institution, may submit for assessment and credit a maximum of 12 months work experience acquired after the commencement of the master of science degree program and prior to completing the degree requirements. O. Reg. 378/01, s. 1.

(3) An applicant who holds a doctor of philosophy degree or its equivalent, awarded by a Canadian university, in an area of geoscience, or an equivalent credential, as determined by the Registration Committee, from another institution, may submit for assessment and credit a maximum of 12 months work experience acquired after the commencement of the doctor of philosophy degree program and prior to completing the degree requirements. O. Reg. 378/01, s. 1.

## **Criteria**

9.3 (1) A practising member certificate of registration shall not be issued to an applicant unless the applicant demonstrates work experience that meets all of the following criteria:

1. The work provides practical experience in the application of geoscience theory.
2. The work provides practical experience in the understanding of geoscience process and systems.
3. The work provides experience in the management of geoscientific projects.
4. The work provides experience in demonstrating proficiency in both oral and written communication.
5. The work provides experience that promotes an awareness of the implications of geoscience practice for society in general, including its environmental and economic implications and its implications for safety. O. Reg. 378/01, s. 1.

(2) For the purposes of paragraph 4 of subsection (1), the applicant shall, on request,

- (a) provide examples of written work, including correspondence, briefs, reports, documents or publications; and
- (b) ensure that one or more referees comment on oral presentations made before management, clients, regulatory authorities, peers or the general public. O. Reg. 378/01, s. 1.

## **Registration requirements for temporary members**

11. An applicant for a temporary certificate of registration shall meet one of the following requirements:

1. Be a resident of a jurisdiction other than Ontario and a member of a self-regulatory organization of professional geoscientists in that jurisdiction that has objects similar to those of the Association and that requires qualifications for membership at least equal to the qualifications required for a practising member certificate of registration under this Regulation.
2. Be nationally or internationally recognized in the area of practice in respect of which the work to be undertaken under the certificate relates and have at least 10 years experience in that area. O. Reg. 59/01, s. 11.

## **Conditions of temporary certificate**

13. (1) It is a term and condition of a temporary certificate of registration that the holder carry out only those activities specified in the certificate. O. Reg. 59/01, s. 13 (1).

(2) It is a term and condition of a temporary certificate of registration that the holder collaborate with a practising member in carrying out the activities specified in the certificate unless the holder,

(a) is a member of a self-regulatory organization of professional geoscientists in another jurisdiction that has objects similar to those of the Association and that requires qualifications for membership as least equal to the qualifications for a practising member certificate of registration under this Regulation;

(b) provides evidence of qualifications at least equal to the qualifications required for a practising member certificate of registration under this Regulation and of knowledge of all codes, standards and laws relevant to the work undertaken under the certificate;

(c) provides evidence of national or international recognition in the area of practice relevant to the work undertaken under the certificate and of knowledge of all codes, standards and laws relevant to that work; or

(d) is carrying out the work outside Ontario and that work is undertaken under the certificate to satisfy a requirement set out in a statute of Ontario other than the Act. O. Reg. 59/01, s. 13 (2).

### **Requirements for limited certificate**

14. An applicant for a limited certificate of registration shall meet the following registration requirements:

1. Have successfully completed any examination required by the Registration Committee.
2. Have successfully completed the professional practice and ethics examination where not exempted from taking it by the Registration Committee. O. Reg. 59/01, s. 14.

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

An academic program completed outside of Canada must be assessed by a third party assessor on a course by course basis. The assessor currently required by APGO is World Education Services. Occasionally, due to extenuating circumstances, other assessors will be utilized. The completed academic assessment must be sent directly to the Association by the third party assessor. The assessment is then reviewed by the Registrar/Registration Committee to ascertain if the academic program completed fulfills the Knowledge Requirements as defined by the Canadian Geoscience Standards Board and as adopted by the Council of the APGO.

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

The applicant completes the Work Experience Record (WER) form utilizing the criteria outlined in the Guideline to Registration, available through the downloadable application document package zip file at [www.apgo.net](http://www.apgo.net). This is also available on the Association's website is the Qualifying Geoscience Work Experience document.

The applicant submits the WER to the APGO, as well as to at least three referees as defined in the Registration Regulation O.Reg. 59/01. Each referee completes a reference form after reviewing the WER supplied by the applicant. The reference form and WER are returned directly to the APGO by the referees. These documents are then added to the applicant's file.

Work experience is reviewed by the Registrar/Registration Committee in conjunction with the Qualifying Geoscience Work Experience criteria and the referees forms. Work experience is reviewed by experienced, practicing geoscientists.

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 APGO requires the use of World Education Services (WES), a well known and established third party academic credential assessor. The APGO reviews information on the WES website regularly and has a third party agreement with WES.

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

Previous decisions are continuously being documented in a registration policy document with appendices.

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

World Education Services provides the academic equivalency evaluation. APGO does not evaluate the status of an institution beyond the equivalency provided by WES.

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

No defined policy. The APGO will accommodate special needs applicants unless that accommodation causes undo hardship.

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 from the completion of the application file is two months.

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

The average time does not differ.

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.

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.

Canadian university degrees are determined to be the level stated on the original transcript provided to the Association by the university. If the credential presented is international, an academic equivalency evaluation is required in a course by course format by World Education Services. The resulting course by course assessment or any Canadian university degree is evaluated against the Canadian Geoscience Standards Board Knowledge and Experience Requirements as adopted by the Council of the APGO.

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

International degree equivalency is supplied by World Education Services through the academic equivalency assessment.

iii. Explain how work experience is taken into account.

Work experience may be utilized to demonstrate that certain required knowledge criteria has been fulfilled, either to fulfill stipulated knowledge requirement deficiencies or to display competency in a specific area of geoscience. The work experience may be applied toward an experienced practitioner (10 years of qualifying geoscience work, as determined by the Registrar/Registration Committee, in the last 15 years) or to a limited licence membership depending on the credentials and experience obtained.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

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.

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.

l) If your organization administers examinations:

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

The Association currently administers two types of examinations; the Professional Practice and Ethics (PPE) Exam and foundation geoscience technical exams.

### **PPE**

The 3-hour Ontario PPE examination is closed book and comprises 120 multiple-choice questions (2 ½ hours) and an essay question (additional ½ hour). The essay question is designed to test the applicant's ability to communicate effectively and is not meant to test an applicant's technical expertise. The PPE exam administered by APGO is based on the National Professional Practice Exam developed by the Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA).

The examination is graded as a "pass" or "fail". Candidates who fail will receive a report showing their performance in each category of the syllabus. There is no penalty for wrong answers. The grade is final.\*

The pass mark is 65%. Pass marks may be slightly adjusted for individual sessions based on valid psychometric factors designed to ensure that over time, and among groups of candidates, pass-fail decisions are made on a consistent basis.

A total of three rewrites is permitted by the APGO. Upon failing three times an individual must re-apply to the Association.

### **Technical Exams**

Geoscience technical exams are provided to the Association and graded by Ontario university professors who specialize in the area of the geoscience technical exam being written.

There is no limit on the number of times a technical exam may be written.

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

### **PPE Exam**

The PPE exam is reviewed and analyzed after every examination period and any questions which appear to have skewed the results are compensated for. The Association receives a statistical analysis of the PPE after every exam period (every quarter).



### Technical Exams

Technical exams are of the same type delivered at Ontario universities. Depending on the type of exam being written, formats will vary. Exams may include essay type questions, multiple choice questions, diagrams, labelling, mathematical questions, etc. Exams are reviewed by the Executive Director & Registrar of the APGO before the applicant is notified of the results.

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

The PPE exam is reviewed annually by the National Professional Practice and Ethics Exam Advisory Board of which the Executive Director & Registrar of the APGO is a member.

Technical Exams are kept current with university practises by the university professor providing the exam.

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

There have been no changes.

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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.

APGO relies upon the assessments of academic equivalency credential assessors World Education Services (WES).

#### 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

The third party agreement between APGO and WES indicates criteria under which the applicants will be contacted.

The website of the third-party assessor have been reviewed and the Association is in contact with representatives of the third party assessors on a regular basis.

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

The third party agreement between APGO and WES indicates that all evaluations will be prepared in accordance with internationally accepted principles and best practices related to credential evaluation.

iii. provides timely decisions, responses and reasons to applicants

Timelines for credential evaluation are outlined in the third party agreement between APGO and WES. The agreement stipulates evaluations will be completed within seven working days of receipt of all necessary documentation.

iv. provides training to individuals assessing qualifications

No review in place by APGO at this time.

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

Applicants are able to access records online through their account with WES as indicated on the WES website.

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

No review in place by APGO at this time.

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.

**WES**

(as quoted from the WES website, [www.wes.org/ca/licensing/whatiscredential.asp](http://www.wes.org/ca/licensing/whatiscredential.asp))

"A WES evaluator is assigned who then verifies all required and relevant documents.

The credentials are then evaluated through various criteria including:

- Admissions requirements
- Education level
- Type of institution
- Objective of educational program
- Information measured against Canadian standards
- All grades and courses converted to Canadian equivalents
- Evaluation reviewed by senior evaluators.
- Completed evaluation sent to applicant and board within 7 days from receipt of all required documents, fees and application

WES conducts extensive research on education systems and evaluation methodology and is part of a global network that assures access to up-to-date information on international higher education.

WES evaluations are prepared on our Automated International Credential Evaluation System (AICES). This custom-built database currently contains information on more than 200 countries and other jurisdictions, nearly 20,000 credentials and 45,000 academic institutions from all over the world. The WES evaluation database is maintained and updated on an on-going basis by a dedicated team of information specialists.

To keep abreast of developments in education, WES maintains close communications and cooperates with academic institutions, ministries of education and other educational authorities all over the world."

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

iii. Explain how work experience is taken into account.

Evaluation of educational credentials only.

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

i. Describe the methodology used to evaluate competency.

Not part of the evaluation.

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

Not part of the evaluation.

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

Not part of the evaluation.

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

i. Describe the methodology used to evaluate prior learning.

No third parties utilized.

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.

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

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

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

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

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

A third party agreement has created between WES and APGO.

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## Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

New members to the Registration Committee receive the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board Geoscience Knowledge and Experience Requirements document as adopted by the APGO Council. Committee members also receive any registration policy information.

New members attend a Registration Committee meeting for training purposes.

The Registration Committee is made aware of any contemplated standards, policies, procedures, or regulation revisions on an on-going basis. The Committee provides its comments on such revisions for the consideration of Council and for potential ratification by Council.

## ii. individuals who make registration decisions

Same as 10/13 a) i.

## iii. individuals who make internal review or appeal decisions

All those who will be on an appeal panel receive the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board Geoscience Knowledge and Experience Requirements as adopted by the APGO Council. They also receive the Applicants/Members Right of Appeal document and the Procedures for Special Meeting of Council document.

A meeting is held prior to the appeal hearing so that the Executive Director and Chair of the appeal panel, or other experienced Council member of the appeal panel, may brief any members who are new to the process.

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

No changes.

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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.

Previously, the APGO was party to the Inter-Association Mobility Agreement (IAMA) between all geoscience regulated jurisdictions in Canada. The Agreement on Internal Trade (AIT), in particular, Chapter 7-Mobility has superseded the IAMA.

APGO is also a party to the Quebec Inter-Association Mobility Agreement.

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

These agreements do not affect new applicants. The IAMA, and now the AIT, allows those who are already fully licensed in one jurisdiction in Canada to become licensed in another jurisdiction in Canada with an equivalent receiving license. The Quebec-Ontario agreement assists those who are already licensed in either

jurisdiction with incidental or temporary practice in the other jurisdiction.

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

There has been no change.

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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	4
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
U.K.	6
Philippines	5
U.S.	5
Australia	3
China	3
n/a	
n/a	
n/a	
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>	964	296	46	272	3	<b>1581</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:

Includes Limited and Temporary members.

Non-practising members were included as a separate line item last year, however, they have been included in the above numbers this year.

### 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)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>from January 1<sup>st</sup> to December 31<sup>st</sup> of the reporting year</b>						
<b>New applications received</b>	115	52	5	40	8	<b>220</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>						<b>0</b>



<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>						<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	35	26	4	12		<b>77</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	6			1		<b>7</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:

Applicants who were authorized to receive an alternative class of licence are Limited members.

As well, applicants who became a Geoscientist-in-Training were NOT included in the numbers above because of the description used "(before they were granted use of the protected title or professional designation in Ontario)" but these numbers are as follows:

19 Total - 15 - Ontario; 4 -Other Canadian Provinces.

	<b>Class of licence</b>	<b>Description</b>
<b>a)</b>	Practising	Full practising licence

b)	Temporary	Temporary licence for up to 12 months; may or may not require work to be carried out in conjunction with an Ontario practicing member
c)	Limited	Limited to practise in the area defined on the certificate of registration
d)	Non-practising	Member must hold or have held a certificate of registration as a practising, temporary or limited member; non-practising member may not practise professional geoscience in Ontario
e)	Geoscientist-in-Training (G.I.T.)	Academics met; Work experience to be gained (48 months; or 12 months for those requiring only the Canadian or equivalent experience)
f)		
g)		
h)		
i)		
j)		

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
Applicants who initiated an appeal of a registration decision	2			1		3
Appeals heard	2			1		3
Registration decisions changed following an appeal	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.

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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: Andrea Waldie

Title: Executive Director & Registrar

Date: February 26, 2010

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