

# Fair Registration Practices Report

## Veterinarians (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 CVO web site [www.cvo.org](http://www.cvo.org) under *Licensure of Veterinarians* contains the general licence application form and Coversheet, Checklist of requirements for a General licence and a Postgraduate and Resident licence, the CVO Local Exam Brochure, National Board Exams flowchart and web address for the National Examining Board, Link to the Veterinary Skills Training and Enhancement Project bridging program, Office of the Fairness Commissioner's Report on Registration Practices, Career Map and Info Sheet about Registration, and the Agreement on Internal Trade.

The Provincial Legislation is found under *About CVO* consisting of the Veterinarian Act, Regulation 1093, By-Laws, and Minimum Standards for Veterinary Facilities in Ontario.

Under *Links* are addresses of licensing bodies in other Provinces and Canadian Veterinary schools, as well as other legislation of importance to Veterinarians.

Candidates also request information and licensing packages by telephone, email, in person or in writing. Within Ontario licensing packages are sent by courier, outside Ontario by mail.

No password is required for access to any part of the CVO website. All information on the site is public information and accessible to anyone.

The website itself and the information as to registration is kept current by staff who keep abreast of changes and government requirements, such as the new Ontario Labour Mobility Act.

#### b) requirements for registration

The original Veterinary degree from an accredited or non-accredited veterinary school must be presented for viewing. If unavailable, acceptable substitutes include a notarized copy of the original degree or an original or notarized transcript indicating successful completion of the veterinary program.

Proof of passing applicable national board exams: This may be the Certificate of Qualification from the National Examining Board, Letters received from Official Examining Boards in Canada or the USA indicating a Pass on each applicable exam.

Applicant provides proof that he/she can work legally in Canada: Canadian Citizenship, Permanent Resident Status, Work Permit, or other document permitting the applicant to work. If the name on the various documents is not the same, proof of name change is required, eg, marriage certificate, legal name change.

Applicant provides proof of Academic English and spoken English proficiency (or French) if his/her undergraduate veterinary education not conducted in English or French.

CVO jurisprudence exam must be passed within 2 years of activation of a licence. If the 2 years expires, the applicant must retake the CVO exam when requesting activation of the licence.

Sworn Statutory Declaration (affidavit). This declaration must be sworn before a Commissioner for Oaths or Notary. Three CVO staff members are Commissioners, so it is convenient for most applicants to have this completed at the CVO office when submitting their applications. 2 pieces of photo identification are required.

Letters of standing (good conduct) are required from jurisdictions where applicant has been licensed.

The fees are paid at each step of the process with the annual licence fee being paid at the time the licence is activated. For example, if an applicant writes the CVO Local Exam but does not wish to have the licence activated until employment is secured, he/she would pay the exam fee on the day of the exam and the rest of the fees upon activation of the licence.

The CVO exam fee is \$100.00 + Tax, paid at the time the exam is taken.

The application fee of \$50.00 + Tax and initial licensure fee of \$50.00 + Tax are paid when the application is submitted.

The annual licence fee of \$675.00 + Tax is based on the calendar year and is pro-rated quarterly for new registrants.

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

Applicants must provide proof of graduation from either an accredited or an "AVMA - Listed" veterinary school.

There are 4 Accredited veterinary schools in Canada, 27 in the USA, and 9 throughout the rest of the world. Canada will soon have a 5th Accredited veterinary school in Calgary, Alberta. *Accredited veterinary school* means a veterinary school that, at the time of an applicant's graduation, is accredited by the Council on Education of the American Veterinary Medical Association.

*Acceptable Non Accredited veterinary schools* must provide a program of veterinary medicine leading to a basic veterinary degree that includes at least 125 weeks of instruction over a minimum of 32 months and be listed in the World Directory of Veterinary Schools or be classified as "AVMA - listed" in the Directory of Veterinary Colleges of the World last published by the American veterinary Medical Association. Ontario Regulation 1093, Part I Definitions, section 2. No work experience is currently required in Ontario, nor "credit hours".

See b) for additional requirements.

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

Practical experience is not required but is available for internationally trained veterinarians who take and pass the Veterinary Skills Training and Enhancement Project, a bridging program which allows successful candidates to work as veterinarians under supervision while waiting to sit the final exam leading to a general licence.

e) requirements that may be satisfied through acceptable alternatives

If the original Veterinary degree is unavailable, a notarized copy of the original degree or an original or notarized transcript indicating successful completion of the veterinary program can be substituted.

A Restricted licence may be requested by applicants who have not met all national board exam requirements if they are

Board Certified Specialists in one of the American Specialty Boards, are employed in a professorial or research position at the Ontario Veterinary College of the University of Guelph, or enrolled in an Internship, Residency, Doctor of Veterinary Science or other graduate program at Ontario Veterinary College of the University of Guelph, eg PhD.

A Restricted licence may be possible in a non specialty board discipline with exceptional academic accomplishments, research and refereed publications after receiving a basic veterinary degree. All requests for a Restricted licence are reviewed by the Registration Committee of the College of Veterinarians of Ontario and may or may not be granted.

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

For veterinarians, assessment would be accomplished through successful completion of the applicable national board exams administered by the National Examining Board of the Canadian Veterinary Medical Association in Canada or the American Veterinary Medical Association - Educational Commission for Foreign Veterinary Graduates in the USA.

Registration with those organizations to take the exams requires submission of documents similar to those required to accompany a licence application, but the exam documentation is not forwarded to licensing bodies. The national board examinations test veterinary knowledge, problem solving skills and hands on practical skills, such as surgery and anesthesia.

The national board exams are North American exams; they can be taken in Canada or the USA and the results are accepted in both countries.

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

Veterinary graduates from outside Canada must present their original veterinary degree or notarized copy (or transcript). Domestic graduates need a photocopy only.

Proof of written and spoken English (or French) proficiency is required if the applicant's primary and secondary school or undergraduate veterinary education was not in English or French

Proof of ability to work in Canada legally must be submitted by all applicants. (Citizenship, Birth Certificate, Passport, Permanent Resident Card, Work Visa)

Proof of passing applicable national board examinations is required from all applicants. Graduates of accredited veterinary schools are required to pass the North American Veterinary Licensing Exam within 2 attempts or they must pass it and also take the Clinical Proficiency Exam. Graduates of non accredited veterinary schools must take the Basic and Clinical Sciences Exam, the North American Veterinary Licensing Exam, and the Clinical Proficiency Exam.

Proof of identity is required from all applicants.

Letters of standing from any jurisdiction in which the applicant has been licensed is required from all applicants.

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

If an original veterinary degree is not available, a notarized copy of the degree or an original or notarized transcript indicating successful completion of the veterinary program would be accepted. Other means of ascertaining necessary information may be considered in individual situations.

i) how applicants can contact your organization

Applicants contact the CVO most frequently by telephone or email; obtain information on the CVO web site, or appear in person as walk ins or by appointment.

Some applicants contact CVO through a third party, such as a relative, friend or agency. Upon request licensing packages are promptly provided.

The licensing package contains an Application form, CVO exam brochure, and a paper copy of the 4 booklets of CVO legislation.

These packages are usually sent by courier within Ontario and by mail outside Ontario. They can also be picked up in person.

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

If documents for an application are missing and the applicant has agreed to provide them, contact would be made to advise the applicant that the documents arrived, or to check on progress obtaining the document.

An applicant would be contacted to confirm issuance of his/her licence and provide the licence number when awaited documents arrive.

If the CVO exam was done outside the CVO office, the applicant would be notified by email or telephone of the exam results and to discuss next steps. The average frequency is once per applicant.

If the application is complex and is being reviewed by the Registration Committee, CVO provides frequent updates, requests more information, sends questions, etc. to aid the committee in its review and shorten the waiting time for the applicant as much as possible.

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

The applicant must provide a Certified English translation of the veterinary degree.

An official English version of the veterinary degree often comes with the native language version. If not, the applicant is asked to provide it.

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 National Examining Board of the Canadian Veterinary Medical Association administers all 3 of the national board exams in Canada on behalf of all provinces.

In the USA, each State administers the *North American Veterinary Licensing Exam*, while the American Veterinary Medical Association administers the *Basic and Clinical Sciences Exam* and *Clinical Proficiency Exam* in the USA.

All three organizations assess veterinary qualification by verifying that the applicant's degree is from accredited or "AVMA

- Listed" non-accredited school as part of the application process to take the national board examinations.

No other assessment of veterinary degrees is required.

Many internationally trained applicants do the 2 computerized written exams in Canada and the Clinical Proficiency Exam in the USA because the wait time is shorter.

For internationally trained applicants, participation in the *Veterinary Skills Training and Enhancement Project* bridging program is available (and voluntary).

One prerequisite requirement for acceptance is having passed the *Basic and Clinical Sciences Exam* or *North American Veterinary Licensing Exam*.

The program can take up to 40 students per year, and takes place at the Ontario Veterinary College of the University of Guelph from May through August, followed by field placements. A Graduation Ceremony is held in November.

If they have not already passed the *Clinical Proficiency Exam*, Graduates may apply to CVO Registration Committee for a licence restricted to practice under indirect supervision for up to 25 months while waiting to complete the Clinical Proficiency Exam.

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

The CVO jurisprudence exam results are good for 2 years if the applicant does not immediately obtain a licence. If time expires, the applicant must retake the CVO exam to be eligible for licensure.

Letters of standing (good conduct) from another jurisdiction become stale-dated after 3 months if the applicant does not become licensed in Ontario within that time.

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

The registration process usually takes about one month, but in most cases the timeliness of the process are driven by the applicant.

Many applicants begin the process, and write the CVO exam, but wait until they find employment to complete registration. This is usually done to avoid paying fees until they are earning a salary.

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

Application fee \$50.00 (GST is applied to all fees)

Initial licensure fee \$50.00

CVO exam fee \$100.00, retakes \$100.00

Annual licence fee \$675.00, is based on the calendar year, and pro-rated quarterly to \$507.00 April 1 to December 31; \$338.00 July 1 to December 31; \$169.00 Oct 1 to December 31.

The 3 qualifying exams referred to at item "l" carry fees which are payable to the 3rd party assessors, rather than the CVO:

Basic and Clinical Sciences Exam \$210.00 (graduates of non accredited schools);

North American Veterinary Licensing Exam \$892.50 (all applicants, domestic or international); and  
Clinical Proficiency Exam \$7560.00 (graduates of non accredited schools and graduates of accredited schools who have failed the North American Veterinary Licensing Exam more than once).  
These 3 fees include GST.

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

There is wheel chair access (ramp) to the CVO building, and updated handicapped washrooms currently being built on both levels of the building.

Extended time to complete CVO exam is available upon documented request.

A separate quiet room is available.

A reader is available upon documented request.

Visual impairment has never been an issue, eg, veterinarians do surgery, physical exams, use microscopes. The individual would need to communicate his/her accommodation needs.

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

We now keep a list of veterinarians applying under the Agreement on Internal Trade.

[BACK TO INDEX](#)

**Amount of Fees (2 / 13)**

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

The fees are the same for all applicants as laid out in the CVO By-Laws.

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

Not applicable.

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

#### a) What are your timelines for making registration decisions?

Applications that meet all licensing requirements for the type of licence applied for are approved 'in house' by the registrar, usually in 1 to 5 days.

There is no written decision prepared for those applicants; they receive their licence directly.

Applications that are reviewed by the Registration Committee all require written decisions.

Affirmative decisions are emailed in 2 days following the committee's meeting, while applications refused take 1 month.

Refused applications may be appealed by the applicant to an outside organization, the Health Professions Review and Appeal Board.

The applicant is advised of this right when the decision is sent to him/her, and given the contact information for the Board.

The applicant is also advised that the Appeal must be submitted to the Board within 30 days of the Committee's decision.

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

Email is the most common means of communication with applicants, in 1 - 2 days.

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

See a)

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

Reporting to applicants on Registration Committee decisions is a priority.

Committee members must create, review and approve final written decisions and those decisions must be signed by the Chair before mailing to the applicant.

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

We remain consistently well within the above time frames.

[BACK TO INDEX](#)

## Access to Records (4 / 13)

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

With the exception of Letters of Standing, all documentation in an applicant's file has been provided by the applicant or the applicant has requested it be provided to the CVO, eg, copy of a Certificate of Qualification, or proof of passing an exam, from the National Examining Board.

If an applicant requests access to his/her licence file they would be able to review the file in person with appropriate identification, or copies could be sent to the applicant.

Occasionally, applicants request that certain documents in their file be copied to another licensing body, or request copies for their own files. Compliance with those requests is prompt.

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

Full access.

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

We do not charge fees for this service.

d) List the fees for making records available.

We do not charge fees for this service.

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

We do not charge fees for this service.



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

None

[BACK TO INDEX](#)

## 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.

CVO application forms have a cover page checklist of requirements to accompany the application.

The National Examining Board provides Applicant Guides for veterinarians applying to take the national board exams, sample exams can be purchased, and there is a bibliography of suggested books to study in the Applicant Guide.

The Applicant Guide explains in detail the processes of working one's way through the national board exams.

Links to sample questions are available through National Examining Board web site [www.canadianveterinarians.net](http://www.canadianveterinarians.net) to the National Board of Veterinary Medical Examiners.

The National Board of Veterinary Medical Examiners is the provider of the North American Veterinary Licensing Exam.

After completing the North American Veterinary Licensing Exam, and prior to doing the Clinical Proficiency Exam, veterinarians can arrange with licensed practitioners to spend time in their practice getting hands on experience.

The CVO has an Undertaking for Direct Supervision that the supervising veterinarian submits to the CVO.

The Veterinary Skills Training and Enhancement Project bridging program is available but optional after passing the Basic and Clinical Sciences Exam.

This bridging program can accommodate 40 candidates per session. It has received government funding to March 2012.

It appears that government assistance directly to candidates in the Veterinary Skills Training and Enhancement Project ceases to be available in 2010.

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

Information is provided to applicants through the CVO web site, by telephone, email and in person.

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

None

[BACK TO INDEX](#)

### 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.

In accordance with the Veterinarians Act, the Registrar makes the initial decision to approve an application. If the Registrar refuses or places restrictions on the applicant's licence, the applicant may request a review by the Registration Committee.

Applications that are reviewed by the Registration Committee all require written decisions.

Affirmative decisions are emailed in 2 days following the committee's meeting, while applications refused take 1 month.

Refused applications may be appealed by the applicant to an outside organization, the Health Professions Review and Appeal Board.

The applicant is advised of this right when the decision is sent to him/her, and given the contact information for the Board.

The applicant is also advised that the Appeal must be submitted to the Board within 30 days of the Committee's decision.

From receipt of completed application to mailing of Registration Committee decision takes approximately 2 months.

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

In 2009, only one exceeded the time line. The applicant had a past criminal conviction and the Registration Committee requested additional information and a report from the probation officer.

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

The applicant in the one internal review noted above was internationally trained.

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

In accordance with the Veterinarians Act, submissions to the Registration Committee must be made in writing. The applicants are provided with the licence application form and request for exemption/restriction form. They are also invited to include any additional documentation that they feel would enhance their request.

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.

Information to applicants is provided orally (by telephone or in person), by email, fax and by mail. Applications refused by the Registration Committee may be appealed by the applicant to an outside organization, the Health Professions Appeal and Review Board. The applicant is advised of this in writing and given the contact information in the cover letter when the decision is sent to him/her.

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 Registrar is the initial decision maker. If he/she deems it advisable to refuse the licence on certain Statutory criteria, he/she refers the matter to the Registration Committee for internal review. The Registrar attends the Registration Committee meeting only as a resource person, and has no vote. The 5 members of the Registration Committee are the legislated decision makers in an internal review. An appeal of the Registration Committee's decision goes to an outside organization, the Health Professions Appeal and Review Board. Appeals to the Health Professions Appeal and Review Board take approximately one year. Declarations of prejudice are requested at the meeting from Committee Members who know the applicant or the situation.

e) Describe your internal review or appeal process.

The applicant submits a licence application and supporting documentation, along with a written request for any desired exemptions and/or a restricted licence.

A summary of the applicant's qualifications and requested exemptions is drafted.

The application is placed on the agenda for the next Registration Committee meeting.

All applicant files are photocopied in full for the meeting package. The meeting package is couriered to the Committee members one week before the meeting.

Each application is reviewed at the meeting, a motion made, discussed, voted on and determined.

Committee members who have made a declaration of prejudice leave the room for the duration of review and decision of the particular application.

Following the meeting preparation of reasons and decisions for applicants begins.

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 Registration Committee is comprised of 4 licensed veterinarians who are elected to the CVO council by their peers, and 1 public member appointed by the provincial government.

The 5 member committee is dictated by CVO legislation.

At this time, none of the committee members are internationally trained veterinarians.

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

When meetings are held by teleconference, declarations of confidentiality are required from those attending.

Page numbering of materials in meeting packages is now used.

Precedent decisions, where applicable, are included in the meeting package.

Reasons and Decisions are signed by the Chair, on behalf of the committee members. The names of the Chair and committee members who attend the meeting are listed on the decision.

[BACK TO INDEX](#)

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.

Applications refused by the Registration Committee may be appealed by the applicant to an outside organization, the Health Professions Review and Appeal Board.

The applicant is advised of this right in writing when the decision is sent to him/her, and given the contact information for the Board.

The applicant is also advised that the Appeal must be submitted to the Board within 30 days of the Committee's decision

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

None.

[BACK TO INDEX](#)

### **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.

- A Veterinary degree from an accredited veterinary school and
- Proof of passing the North American Veterinary Licensing Exam in not more than 2 attempts, or a Certificate of Qualification from the National Examining Board

OR

- A Veterinary degree from an "AVMA - Listed" non accredited veterinary school and
- Proof of passing the Basic and Clinical Sciences Exam (if an internationally trained veterinarian), the North American Veterinary Licensing Exam and the Clinical Proficiency Exam or a Certificate of Qualification from the National Examining Board.

Graduates of accredited veterinary schools who have failed the North American Veterinary Licensing Exam more than once need to pass the Clinical Proficiency Exam after passing the North American Veterinary Licensing Exam.

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

Veterinary schools outside of Canada that are accredited by the American Veterinary Medical Association, Council on Education fall into the same category as Canadian veterinary schools in program requirements.

Veterinary schools on the World Health Organization/American Veterinary Medical Association list (AVMA - Listed) of recognized schools represent the veterinary schools that are recognized by the government of their country.

In addition, the CVO requires by law that the school of graduation must have provided an undergraduate program of veterinary medical education leading to a basic degree that includes at least 125 weeks of instruction scheduled over a minimum of 32 months.

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

Work experience is not required by CVO legislation for registration.

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 American Veterinary Medical Association has a process for assessing and approving veterinary schools that are not on the "AVMA - Listed" list.

If an internationally trained veterinarian whose school of graduation is not listed is applying to sit the national board exams, the veterinary school would be invited to submit the information required by the American Veterinary Medical Association.

If the requirements are met, the school would be added to the list, and the applicant would be allowed to sit the national board examinations.

Canada and the USA are partners in these processes.

See 8.b)

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

All applicants from a veterinary school that is "AVMA - Listed", eg, Punjab Agricultural University, are considered eligible to sit the national board exams as those schools have been assessed and found acceptable. See 8.b).

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

The criteria for recognition by the World Health Organization is that the veterinary school be recognized as such by the government of its own country. If so, the veterinary school is "AVMA - Listed" and the veterinary degree of the applicant is recognized for the purposes of sitting the national board exams.

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

Special needs applicants in veterinary medicine are rare - particularly visual impairment - since undergraduate training involves clinical practice, such as medicine, surgery, anesthesia, physical examinations, and laboratory work, not only on companion animals, but on horses, cattle, swine, poultry and invertebrates, to name only a few.

Wheel chair access is available to the CVO building, additional time to do the CVO exam can be given, a reader can be provided, or a quiet room in which to do the exam.

The CVO is currently developing a policy to accommodate special need applicants, in accordance with the Accessibility for Ontarians with Disabilities Act.

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.

For an applicant meeting all licensing requirements, including having passed the applicable National Board Examinations, the registration process would take 1 to 2 weeks.

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

The average time in h) would be the same for graduates of accredited veterinary schools as those from non accredited schools, and is not dependent on the country of origin.

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.

Not applicable.

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.

Credential assessment is done by verifying that the applicant's veterinary degree is from a veterinary school that is on the American Veterinary Medical Association list (AVMA - Listed) or non accredited but acceptable.

See 1.c).

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

A veterinary degree is not equivalent to any other degree. For applicants from non accredited veterinary schools (AVMA - Listed), the computerized national board exams test entry level basic and clinical science knowledge, veterinary knowledge, problem solving skills. The Clinical Proficiency Exam tests entry level clinical skills. See 1.c)

The National Examining Board participates with the Council on Education of the American Veterinary Medical Association in a program of accreditation of colleges of veterinary medicine. This accreditation program consists of annual evaluations and regular on-site inspection of the colleges to ensure that they meet the standards established by the Council on Education. Applicants from accredited veterinary schools must pass the North American Veterinary Licensing Exam within 2 attempts.

iii. Explain how work experience is taken into account.

Work experience is not required by CVO legislation for registrarion.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

Not applicable

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

The National Examining Board in Canada participates with the Council on Education of the American Veterinary Medical Association in a program of accreditation of colleges of veterinary medicine.

This accreditation program consists of annual evaluations and regular on-site inspection of the colleges to ensure that they continue to meet the standards established by the Council on Education.

Non accredited schools (AVMA - Listed) see 8. b)

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

Graduates of non accredited (AVMA - Listed) veterinary schools who have not completed the national board exam process, but hold Certification recognition in a Specialty from the Board of the American Veterinary Medical Association may apply to the Registration Committee for a licence restricted to the Board Certified



Specialty.

Some examples of Board Certified Specialties would be: Small animal surgery, Equine surgery, Internal medicine or sub specialties - Cardiology, Neurology, and Oncology, Ophthalmology, Pathology, Dentistry, Poultry, and Anesthesiology.

CVO legislation recognizes holders of these Certifications as specialists and the Registration Committee will generally view the request favourably. Board Certification is viewed as an extraordinary educational accomplishment.

The Registration Committee has also considered applicants who are not board certified but who possess extraordinary educational accomplishments in disciplines where board certification is not available.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The National Board Examinations test prior learning.

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

See k) i.

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

See k) i.

l) If your organization administers examinations:

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

The CVO administers the provincial jurisprudence and ethics exam (Local Exam) based on the Veterinarians Act and Regulations for practising in Ontario.

The exam is on paper with 130 True/False questions. One mark is given for each correct answer. The Pass mark is 60%.

Re-writes are permitted but have not yet been required.

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

As the CVO exam is centred on Ontario legislation pertinent to the practice of veterinary medicine, it is not tested regularly for validity and reliability.

In most cases a short clause or rule was taken from the legislation and a true or false question created pertaining to that clause or rule.

For example, questions on Federally Reportable Diseases reflect items on the list of 32 diseases in the Regulation section of the Health of Animals Act.

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

The question bank was developed by staff and approved by the Registration Committee.

Questions in the question bank are updated when changes in legislation are passed.

Questions as written are reviewed by staff.

There are approximately 650 questions in the question bank and each exam is composed of 130 questions made up of a specified number of questions from each category of questions in the question bank.

The Registrar has undertaken a multi-year project to redevelop the question bank for the CVO exam.

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

The Agreement on Mobility of Veterinarians within Canada has been replaced by the Agreement on Internal Trade, and the Ontario Labour Mobility Act..

[BACK TO INDEX](#)

### 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.

**Language testers** - the following English proficiency examiners are recognized:

Internet-based Test Of English as a Foreign Language (iB -TOEFL), including test of spoken English

International English Language Testing System (IELTS)

Canadian Academic English Language (CAEL)

Exam of French of the Office de la langue française (OLF) of the Government of Quebec

**Credential Assessor and Examiner** -National Examining Board of the Canadian Veterinary Medical Association

Veterinary credentials to sit the national board exams are assessed by the National Examining Board

The national board exams are administered by the National Examining Board on behalf of all Canadian Provinces.

**Credential Assessor and Examiner** - American Veterinary Medical Association and individual US States administering the North American Veterinary Licensing Exam.

The national board exams can be taken in Canada or the USA or a combination of both, and are recognized equally for licensing in both countries. The North American Veterinary Licensing Exam can be taken in a few locations outside Canada and the USA.

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 National Examining Board annually produces a booklet *Information for Applicants* (38 pages in 2009 issue) available in English or French which provides in depth information in the following categories:

1. General Information
2. The National Examining Board Examination
3. Assessment Procedures and Repeat of Failed Parts
4. Appeal Procedures
5. Academic Misconduct/cheating
6. Detailed Description of the 3 Exams
7. Further Information
8. Basic and Clinical Sciences Exam - Schedule and Test Content Outline
9. List of Veterinary Practice Roles and Criterion Statements
10. Canadian Veterinary Colleges
11. Addresses of Provincial Licensing Bodies
12. Schedule of Fees
13. Suggested Bibliography for preparing for Examinations

As well, the National Examining Board and Provincial Veterinary Regulators across Canada meet regularly.

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

In assessing an applicant's veterinary medicine qualifications, the National Examining Board (NEB) of the Canadian Veterinary Medical Association (CVMA) refers to the List of Veterinary Colleges of the World, which is maintained by our counterparts at the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the American Veterinary Medical Association (AVMA).

An applicant must be a graduate of or final-year student at a listed veterinary college. An listed veterinary college is any non-accredited college outside the United States or Canada that is recognized by the World Health Organization or the government of its own country, and whose graduates are eligible to practice in that country. The World Health Organization last published the World Directory of Veterinary Schools in 1973. Additional listed schools also are described in the World Veterinary Directory 1991, edited by the World Veterinary Association in cooperation with the Food and Agriculture Organization of the United Nations, the World Health Organization and the Office International des Epizooties. Should a graduate of a non-listed college apply to the National Examining Board, the applicant or college must obtain a letter from the federal Ministry of Education (or other responsible agency) indicating that the college is recognized by the government of that country and that its graduates are eligible to practice veterinary medicine within that country. After the Educational Commission for Foreign Veterinary Graduates reviews and approves the necessary documentation, the college is added to the list. A graduate of a non-listed veterinary college may not enrol in the National Examining Board or Educational Commission for Foreign Veterinary Graduates program until the college becomes listed..

### iii. provides timely decisions, responses and reasons to applicants

The National Examining Board endeavours to reply to new applicants within 2 to 3 business days of the receipt of their application and the required documents. With regard to appeals by candidates with regard examination results, the Board meets three times a year and appeal decisions are communicated to candidates within the week following a meeting.

### iv. provides training to individuals assessing qualifications

Applicants must submit, among other items, an original or notarised copy of their undergraduate degree in veterinary medicine, which is the standard for admission to the National Examining Board examination process. Typically, the verification of the document against the aforementioned List of Veterinary Colleges is straightforward, unless a school has had a change of name or is not listed..

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

The National Examining Board advises that applicants may access their own records.

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

Candidates requesting special accommodations are required to provide the following information, which must accompany their registration form for one of the National Examining Board exams. The following documentation\* must be provided to support the need/request for accommodation.

1. A diagnosis of the disability including a complete medical and educational history of the disability for which the accommodation is being requested.

2. A description of the diagnostic tests used to confirm the diagnosis.
3. A description of the limitations resulting from the disability.
4. A description of previously granted accommodations.
5. A description of the requested accommodation.
6. Justification as to why the disability qualifies the applicant for the requested accommodation in a test similar to the North American Veterinary Licensing Exam.

\* The documentation in support of the request for accommodation must be:

- i. current (three to five years for learning disabilities). The time constraints does not apply to physical disabilities of a permanent nature;
- ii. be submitted on official letterhead and signed by the physician/practitioner making the diagnosis/recommendation; and
- iii. include the qualification/certification of the physician/practitioner making the diagnosis and recommendations.

Accommodations typically involve extra exam time and/or more frequent breaks, particularly for the two knowledge/theory exams, the Basic and Clinical Sciences Examination (BCSE) and the North American Veterinary Licensing Examination (NAVLE). Other accommodations, such as an isolated exam room, special furniture or computer accessories, are considered on a case-by-case basis. Special accommodations for the practical, hands-on Clinical Proficiency Examination (CPE) would depend upon the candidate's needs and typically comprise assistance with animal handling.

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.

As mentioned above, the standard for admission to the National Examining Board examination process is an undergraduate (i.e., baccalaureate level) degree in veterinary medicine. In most countries, such a degree is granted upon graduation from a four to five year program (in some cases, six years) at a post-secondary institution (i.e., university).

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

If the school of graduation is on the list of AVMA - Listed schools or is an Accredited school, the veterinary degree is recognized.

iii. Explain how work experience is taken into account.

Work experience is not strictly required for admission to the National Examining Board examination process, although applicants are required to submit a letter of good standing from a veterinary licensing authority in the country of origin and a letter of recommendation from a responsible individual in the veterinary profession (e.g., professor, employer, mentor, etc.). If one has not been previously licensed, a second letter of recommendation from a responsible individual in the veterinary profession is required.

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

i. Describe the methodology used to evaluate competency.

The National Board Examinations are used to evaluate competency, including prior learning.

The National Examining Board relies on documents that are representative of qualifications and prior learning in order to approve applicants as candidates permitted to register and appear for the exams it administers. Qualifications and prior learning, for the National Examining Board's purpose, are restricted to the undergraduate/ baccalaureate degree in veterinary medicine, language proficiency and previous licensing/good character reference. The Basic and Clinical Sciences Exam and North American Veterinary Licensing Exam assess the broad scope of veterinary knowledge, whereas the Clinical Proficiency Exam assesses certain competencies, specifically entry-level, hands-on veterinary medicine skills.

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

The question bank of the computerized exams are continually worked on by Item Writers employed the the National Board of Veterinary Medical Examiners, creators of the North American Veterinary Licensing Exam.

They try to avoid over exposure of exam content and always have a block of 'test' questions that they are trying out on each exam. The 'test' questions do not form part of the final score of exam candidates.

Candidates do not know which questions are the 'test' questions, the response are used for feed back.

The Clinical Proficiency Exam has a team of veterinarians from Canada and the USA assessing candidate results and refining the process for the entry level practical exam on an ongoing basis.

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

The candidate's results on all of the National Board Exams will be affected by the candidate's work experience.

Negative results on the Clinical Proficiency Exam usually indicates they need to upgrade areas of their practical knowledge and experience.

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

i. Describe the methodology used to evaluate prior learning.

See d)i

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

See d)ii

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

See d)iii

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

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

A graduate of a non-accredited veterinary school is required to complete all three parts of the National Examining Board examination sequence in order to be granted a Certificate of Qualification (CQ). A Certificate of Qualification is a prerequisite to apply for a license from any of the ten provincial veterinary licensing boards in Canada. The National Examining Board's veterinary licensing examination process for graduates of non-accredited veterinary schools is meant to assess knowledge and skills as required at the entry-level to the profession in the context of private clinical practice in North America. The three exams are:

- the Basic and Clinical Sciences Examination (BCSE);
- the North American Veterinary Licensing Examination (NAVLE®);
- the Clinical Proficiency Examination (CPE).

**Basic and Clinical Sciences Exam**

The Basic and Clinical Sciences Examination (BCSE) is designed to assess basic and clinical veterinary sciences knowledge. The knowledge level expected to receive a passing score on the BCSE is that of an entry-level veterinarian (i.e., a new graduate of an accredited veterinary school). The knowledge being assessed on the exam is that which one would typically acquire during the first years of a veterinary degree program at an accredited school. The computer-based BCSE consists of 225 multiple-choice questions, many with graphics, which must be completed within a 220-minute test session. In addition, the four-hour testing appointment will include a brief tutorial to introduce you to computer-based testing and an exit evaluation at the end. The BCSE must be completed first before being eligible to proceed to the North American Veterinary Licensing Exam® and the Clinical Proficiency Exam.

The Basic and Clinical Sciences Exam is available during four testing windows per year. Each test window comprises a one- or two-week period during which testing appointments may be scheduled. The exam is administered at Prometric Inc.™ test centres throughout Canada and the USA, as well as overseas. A criterion referenced method is used to determine the passing score for the BCSE. Scores on the BCSE are determined by converting the number of questions answered correctly out of the number of questions administered to a scale that ranges from approximately 300 to beyond 900. The passing score on this scale has been set at 580, which corresponds to a level of achievement judged to represent minimum competency.

Candidates who fail the examination must retake the entire examination and, currently, there is no limit on the number of attempts. Failing candidates receive a report with a scale score (between 300 and 579) and a diagnostic report for the domains included in the examination. The diagnostic indicators are intended to help identify areas of strength and weakness for failing candidates for further study; they are not to be used for pass/fail determination or any other use. The diagnostic indicators for each of the seven domains (test content areas) on the BCSE will be reported to failing candidates as follows:

1. Below the level of minimum competence
2. At or above the level of minimum competence

**North American Veterinary Licensing Exam®**

The North American Veterinary Licensing Examination (NAVLE®) comprises 360 multiple choice questions, which are administered one at a time by computer. About 10 percent of the questions will include relevant

graphic or pictorial information (photograph, radiograph, chart, etc.). This exam is designed to measure one's general knowledge base in the various scientific and clinical disciplines required in veterinary medicine, as they apply to private clinical practice of the profession in North America. The NAVLE® requires one full day to complete.

The NAVLE® is offered during a two-week testing window in April and a four-week testing window from mid-November to mid-December of each year. It is available at about 14 Prometric Inc. testing centres in Canada, over 250 in the USA and a handful overseas, including London (UK), Dublin (Ireland), Arnhem (The Netherlands), Sydney and Melbourne (Australia) and Auckland (New Zealand).

In scoring the NAVLE®, one point is awarded for each correct answer. Test questions are not weighted, and additional points are not subtracted for incorrect responses. After all responses are recorded, an analysis is conducted for each examination question that produces statistics descriptive of difficulty and discrimination. When such analysis and/or candidate comments indicate the need, specific questions are reviewed again by one or more test committee members to ensure that the answer key is correct. Any question that fails to perform acceptably may be dropped from both the score and from the test question pool. Examinations are then scored for all candidates.

The minimum passing score for the NAVLE® is established by criterion-referenced (also known as content-based) methods. Using content-based standard setting means that an established level of proficiency in the content is required in order to pass. If all candidates meet this criterion (passing standard), then all candidates will pass; if only 50% meet the passing standard, then only 50% will pass. Whether a candidate passes or fails is not influenced by the relative performance of others taking the exam. Equating methods are used to maintain the same passing standard from administration to administration, despite potential differences in ability levels of candidate groups and/or question difficulty across administrations. Calculating the scores in this manner facilitates both comparisons of individual performance and comparisons of examinations from year to year.

The NAVLE® score is expressed on a scale that ranges from 200 to 800. On this scale, a score of 425 is equivalent to the criterion-referenced passing score.

Candidates may take the NAVLE® no more than five times and they may not sit for the examination at a date that is later than five years after their initial attempt. Each of the final two attempts must be at least one year from the previous attempt. This policy took effect beginning with the fall 2007 NAVLE administration. Any previous attempts by a candidate to pass the NAVLE prior to the fall 2007 administration do not count toward the five attempt limit.

### **Clinical Proficiency Exam**

The Clinical Proficiency Examination (CPE) is a practical examination of the candidate's medical and surgical skills. It is designed to assess the candidate's ability to handle actual medical, surgical and diagnostic problems in a clinical or hospital setting. The CPE consists of six (6) sections, each requiring between three to four hours to complete, which are administered over a period of several days depending on the exam administration site.

In each of the major topic areas, the candidate will be evaluated on the clinical skills and behaviour appropriate to that subject/discipline. Throughout the CPE there are frequent requirements of the candidate to communicate with a client (a role played by the Examiner), to demonstrate the ability to take a history by asking relevant questions and to communicate a clinical message.

The major topic areas are: Anaesthesia, Diagnostic Techniques, Equine Practice, Food Animal Practice, Small Animal Practice and Surgery requires four days to complete and involves the examination/treatment of live animals and the performance of routine laboratory procedures.

The CPE is currently available about ten (10) times per year in English, at the four Canadian colleges of veterinary medicine. The CPE is available in French only at the Faculté de médecine vétérinaire (St-Hyacinthe, Québec) usually two (2) times a year.

Passing scores in all sections of the CPE are required to pass the examination. With the exception of the Surgery and Anaesthesia sections, which are marked on a Pass/Fail basis, each section is based on a scale



from 100 (superior) to 0 (incapable), with the candidate requiring a score of 60 to pass. A candidate who fails 4 or more sections must repeat the entire CPE. Candidates who fail 1, 2 or 3 sections of the CPE are allowed two additional opportunities to retake and successfully pass the failed sections as long as the candidates apply for retake within 6 months of each failure and accept one of the first available retakes offered. Failure to successfully pass the retake sections within these 2 attempts or failure to accept the first available retakes will necessitate the candidate retaking the entire CPE.

All three examinations may be taken in either English or French.

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

### **Basic and Clinical Sciences Exam**

The BCSE is designed to assess basic and clinical veterinary sciences knowledge. The knowledge level expected to receive a passing score on the BCSE is that of an entry-level Canadian or US veterinarian (i.e., a new graduate of an AVMA-accredited veterinary school).

BCSE test content outline is based on the results of a job analysis conducted in 2006 by the Educational Commission for Foreign Veterinary Graduates in consultation with Thomson Prometric. For the job analysis survey, more than 3,500 veterinarians provided input related to the level of importance for a recent graduate of an AVMA-accredited US or Canadian veterinary school to be proficient in specific basic and clinical sciences knowledge areas.

New questions are written and reviewed each year by veterinarians with the assistance of exam development specialists and psycho-metricians of Prometric Inc.

### **North American Veterinary Licensing Exam®**

The NAVLE® is constructed using an examination blueprint, which was derived from a job analysis conducted by the National Board of Veterinary Medical Examiners in 2002-2003. There are two dimensions to the blueprint; activities and animal species. Activities are tasks that veterinarians perform in practice, and they are grouped into three main categories. Weights are assigned to each category and subcategory, based on their relative importance in practice. These weights are used to guide NAVLE® development in the practice role/sub-role dimension of the blueprint. Weights are not assigned to specific criterion statements. Animal species is the other dimension of the NAVLE® blueprint. Weights are assigned based on the relative importance of the various animal species categories to the overall practice of veterinary medicine in North America. A new blueprint is in the process of being developed following the most recent job analysis survey conducted in 2009.

Test questions for the NAVLE® are written each year by veterinarians representing all aspects of the profession, including academicians and private practitioners, many of whom are members of specialty boards recognized by the American Board of Veterinary Specialties. With the assistance of staff of the National Board of Medical Examiners (NBME®), each test question is reviewed by a test development committee. Questions that seem problematic are revised or discarded. All accepted questions are then reviewed and validated by at least three experts in the field of veterinary medicine for accuracy, content relevance, importance, and difficulty. The NAVLE® is prepared in a manner to meet the testing standards of the American Psychological Association.

### **Clinical Proficiency Exam**

The CPE is shared by the National Examining Board /Canadian Veterinary Medical Association and the Educational Commission for Foreign Veterinary Graduates /American Veterinary Medical Association, which are each responsible for overseeing the administration of the exam in Canada and the USA, respectively. In 2009, the examination was the subject of a comprehensive review by content experts and veterinarians in

private practice, academia and government from Canada and the USA. The review process was directed with the assistance of exam development specialists from Prometric Inc., with a view to ensuring the CPE is a valid assessment tool of entry-level hands-on skills in the context of private clinical practice in North America.

Previously, from 2004 to 2007, a comprehensive, sequential review of each section of the CPE was conducted with the participation of content experts from all Canadian and US exam sites, including final review and approval by the NEB and the ECFVG.

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

See f) ii

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

None.

[BACK TO INDEX](#)

## Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

CVO does not assess qualifications; this conducted by the National Examining Board

ii. individuals who make registration decisions

Seminars, decisions and writing training, staff and consultant presentations provide familiarity with CVO legislation, precedents, the function of the National Examining Board, coordination with other Provincial Licensing bodies and changes in Provincial legislation (for example, the Agreement on Internal Trade) are ongoing with the Administrator of Registration, the Registrar, and members of the Registration Committee.

iii. individuals who make internal review or appeal decisions

See 10. a)ii.

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

occurred during the reporting year.

A legal audit of registration practices was conducted in 2009. This resulted in changes being made:

- Ongoing orientation on conflict of interest issues to develop awareness of potential conflicts and the resulting serious consequences if a conflict is not declared.
- Inclusion of precedents in the meeting package.
- Commitment to specific training in reason writing for staff and Registration Committee.
- Systematically review compliance with FARPA re staff and committee "hearing" procedures training, agreement with third party providers and enhancing web site.
- Continue with review of the CVO exam to ensure questions are relevant and appropriately worded.

[BACK TO INDEX](#)

### **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.

The Agreement on Mobility of Veterinarians Within Canada, 2001 was in place until the new Agreement on Internal Trade came into effect. Minor wording changes in the CVO legislation will be put forward. The two agreements are very similar having little impact on the licensing process.

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

See a)

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

We now maintain a list of veterinarians applying for licensure under the Agreement on Internal Trade.

[BACK TO INDEX](#)

### **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	12
Staff involved in appeals process	2
Staff involved in registration process	4

### Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants<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
India	24
U.S.	19
Pakistan	7
Iran	5
France	4
U.K.	3
Saint Kitts And Nevis	3
Spain	2
Austria	2
Australia	2

<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>	3374	357	91	602	n/a	<b>4424</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:

**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>	101	0	2	28	n/a	<b>131</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	101	0	2	28	n/a	<b>131</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	3	1	0	38	n/a	<b>42</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	1	0	2	27	n/a	<b>30</b>
<b>Applicants who became FULLY registered members</b>	100	20	19	72	n/a	<b>211</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	1	0	2	27	n/a	<b>30</b>

<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	1	0	2	11	n/a	<b>14</b>
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<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:

	<b>Class of licence</b>	<b>Description</b>
<b>a)</b>	Restricted licence	13 requiring indirect supervision
<b>b)</b>		1 restricted to equine practice
<b>c)</b>		
<b>d)</b>		
<b>e)</b>		
<b>f)</b>		
<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).

	<b>Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)</b>					
	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>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</b>	1	0	2	13	n/a	<b>16</b>
<b>Applicants who initiated an appeal of a registration decision</b>	0	0	0	0	n/a	<b>0</b>
<b>Appeals heard</b>	0	0	0	2	n/a	<b>2</b>
<b>Registration decisions changed following an appeal</b>	0	0	0	0	0	<b>0</b>

*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.

None

[BACK TO INDEX](#)

### **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: Susan J. Carlyle

Title: Registrar

Date: February 26, 2010

[BACK TO INDEX](#)