

Fair Registration Practices Report

Homeopaths (2019)

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

This Fair Registration Practices Report was produced as required by:

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

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1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

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

No changes this year

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

No changes this year

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

No changes this year

b) Assessment of qualifications

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

As also noted in section F of this report, the College amended the pre-assessment process as follows in 2019:

- Individuals are still required to submit a paper application with supporting documentation including transcripts, course outlines, etc. to support the education reported. The College staff review the documentation as noted above.
- New to the process, all individuals are now required to undergo an intensive structured one-on-one three-hour interview with a trained assessor. The content of the interview validates the paper submission and poses approximately 90 competency based questions to determine the applicants understanding of homeopathy theory and the demonstrated application of clinical competencies. In conjunction with the review of clinical competencies, the assessor discusses two clinical cases provided by the applicant. Finally, the assessor provides feedback on their impression of the applicant in relation to professionalism, ability, safe practice and overall understanding of homeopathy. The interview provides a measured[1] indication of the individual's theoretical and clinical knowledge of homeopathy at an entry-to-practice level.
- Individuals are provided with a comprehensive preparation guide in advance of the interview. The guide

provides full instructions of how to prepare for the interview. The guide includes a listing of all theory and clinical questions asked, and references to resource materials key in preparing for the interview. (New to the process.)

- At the end of the interview, the SECA assessor provides the Registrar with a results report. The Registrar gains an overall understanding of the individual's competency demonstration. The results report provides an objective measurement of the individuals demonstration of competence within a range of competencies which are key to the demonstration of homeopathy in Ontario. (New to the process.)
- In accordance with the College Registration policy REG CS08 Substantially Equivalent individuals who successfully demonstrate substantial equivalence (80% or greater) may be deemed eligible[2] by the Registrar. This SECA results report may flag concerns including gaps in knowledge or requirements and failure to demonstrate sustantial equivalence. The results of the SECA review may trigger a referral to a panel of the Registration Committee for review and clear direction on the necessary steps/remedies to successfully demonstrate substantial equivalence. (This step has not changed.)

[1] Each competency based question is rated on the basis of meets, borderline or does not meet.

[2] The individual must still successfully complete the Individual Assessment process and all other registration requirements before they proceed to register with CHO.

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

This change in process from interviewing some applicants, who have been identified with gaps in their education or training, to interviewing all SECA applicants has streamlined the process and ensures a transparent, objective, impartial, and fair process is in place for all SECA applicants.

Applicants are required to participate in a structured three-hour one-on-one interview with a trained assessor which may be done in-person or by interview video conference. Additionally, applicants are provided with an interview participation guide and encouraged to prepare in advance for the interview.

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

The 2019 process changes have restructured the allocation of processing times (decreased the time spent on paper based review, and increased face-to-face assessor time). The process is time consuming and onerous, yet necessary to ensure public protection and registration of individuals who have demonstrated all requirements. Not all applications are complete when received by the College, which may add to the length of time to service the file and deliver a decision.

c) Provision of timely decisions, responses, and reasons

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

No changes this year

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

No changes this year

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

No changes this year

d) Fees

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

No changes this year

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

No changes this year

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

No changes this year

e) Timelines

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

With the implementation of the structured one-on-one interview of substantial equivalence, the CHO pre-assessment review to determine eligibility for registration has become much more streamlined and efficient. The interview is now a requirement for all applicants (where as previously it was utilized for those who were identified, during the paper assessment review to display potential gaps between training and education and the regulatory and policy requirements for entry into the profession. The now standard structured one-on-one interview process has decreased the amount of time it takes for the review of an individual's education and training if they have not graduated from a CHO approved program in homeopathy in Ontario.

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

Prior to the structured one-on-one interview for all individuals who are completing the Substantially Equivalent Competence Assessment (SECA) process, the anticipated timeframe (following receipt of all required application materials) was 12 to 15 weeks. The College now estimates that the average length of time it takes to go through a completed SECA review is about 10 weeks. This does not take into consideration time for retakes or referral to Registration Committee which may still add an additional 12 to 15 weeks to the review process.

There continue to be variables that may temporarily delay the process, but if a well-organized SECA application is submitted, and all other requirements are successfully completed in sequence, the process can be more quickly completed than it could be previously. The College encourages applicants to submit well organized, complete applications to minimize delays. While applications are reviewed in the order received, interviews are coordinated based on readiness of the application. Paper based assessments cannot be conducted until the application is complete or the applicant provides permission to proceed.

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

The introduction of structured one-on-one interview process for all applicants has created greater clarity in the process of SECA applications. It has reduced the amount of time spent on paper based assessment process, which focuses its review on evidence of the applicant's prior education and clinical training in the profession. The new procedural steps have added a greater degree of transparency, objectivity, procedural fairness and impartiality to the review of all pre-assessment applications, and a streamlined route of review, including simplified action steps in a variety of scenarios.

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

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

An applicant for registration who has not graduated from an approved program must first undergo a review of their

past education and training to determine whether their homeopathy education and training is substantially equivalent to that of a graduate from a program in homeopathy in Ontario approved by the CHO.

The SECA process was first introduced in December 2016 as a predominantly paper-based review. The assessment includes a review of self-assessment documents, and cross verification by staff that the applicant's homeopathy education and clinical training covers each competency and regulatory requirements. Staff validate that the education and training has been delivered by a creditable source.

In 2019, the College amended the process as follows:

- Individuals are still required to submit a paper application with supporting documentation including transcripts, course outlines, etc. to support the education received. The College staff review the documentation as noted above.
- All individuals are now required to undergo an intensive structured three-hour one-on-one interview with a trained assessor. The content of the interview validates the paper submission and poses approximately 90 competency based questions to determine the applicants understanding of homeopathy theory and the demonstrated application clinical competencies. In conjunction with the review of clinical competencies, the assessor discusses two clinical cases provided by the applicant. Finally, the assessor provides feedback on their impression of the applicant in relation to professionalism, ability, safe practice and overall understanding of homeopathy. The interview provides a measured^[1] indication of the individual's theoretical and clinical knowledge of homeopathy at an entry-to-practice level. (New to the process.)
- Individuals are provided with a comprehensive preparation guide in advance of the interview. The guide provides full instructions of how to prepare for the interview. The guide includes a listing of all theory and clinical questions asked, and references to resource materials key in preparing for the interview. (New to the process.)
- At the end of the interview, the SECA assessor provides the Registrar with a results report. The Registrar gains an overall understanding of the individual's competency demonstration. The results report provides an objective measurement of the individuals demonstration of competence in a range of competencies which are key to the demonstration of homeopathy in Ontario. (New to the process.)
- In accordance with the College Registration policy REG CS08 Substantially Equivalent individuals who successfully demonstrate substantial equivalence (80% or greater) may be deemed eligible^[2] by the Registrar. This SECA results report may flag concerns including gaps in knowledge or requirements and failure to demonstrate substantial equivalence. The results of the SECA review may trigger a referral to a panel of the Registration Committee for review and clear direction on the necessary steps/remedies to successfully demonstrate substantial equivalence. (This step has not changed.)

The 2019 process changes have restructured the allocation of processing times (decreased the time spent on paper based review, and increased face-to-face assessor time). The process is time consuming and onerous, yet necessary to ensure public protection and registration of individuals who have demonstrated all requirements. Not all applications are complete when received by the College, which may add to the length of time to service the file and deliver a decision.

This change in process from interviewing some applicants, who have been identified with gaps in their education or training, to interviewing all SECA applicants has streamlined the process and ensures a transparent, objective, impartial and fair process is in place for all SECA applicants.

[1] Each competency based question is rated on the basis of meets, borderline or does not meet.

[2] The individual must still successfully complete the Individual Assessment process and all other registration requirements before they proceed to register with CHO.

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

Questions which are to be posed throughout the SECA interview have been further refined following feedback provided from the SECA Assessors. Much consideration has been given to ensuring adequate flexibility to accommodate individuals who have been trained internationally, where the terminology used to practice may be

somewhat different based on the country of origin or education.

In extending the interview requirement to all applicants who have not graduated from a CHO approved program in homeopathy, there is now an increased sense of transparency, objectivity, impartiality and fairness throughout the entire SECA process, as each applicant is given the same opportunity to demonstrate their knowledge, skills, and judgment, through a standardized review process.

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

Registration Staff play a pivotal role in the SECA interview process in assuring that applicants are assisted in all levels of the review. Staff are responsible for coordinating the interview booking schedule, collecting and sharing cases submitted by applicants, and providing technical and logistical support.

g) Resources for applicants

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

CHO has created a new guide for SECA applicants geared to help guide interested parties through the document submission and interview portions of the process. Within the "SECA Preparation Guide", applicants are able to review each of the questions they will be asked during their interview (though not in the exact order in which they will be asked). Along with the questions, the SECA Preparation Guide includes a list of other resources the applicant is encouraged to review prior to the interview, as well as information about each individual competency that is being assessed.

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

The addition of the SECA Preparation Guide provides individuals with clear and detailed information about the interview process and requirements. It has added a layer of requirements for the applicant, however, most applicants have indicated that the new process and resource materials are useful and informative.

Some individuals have found the remote (video conference) interview to be a challenge. College staff provide technical support, to the degree required and possible. As required the assessor may provide additional time to compensate for late starts, or may have found other means to accommodate interview retakes. Individuals who reside within the GTA are encouraged to attend their interview in person.

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

No changes this year

h) Review or appeal processes

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

The College of Homeopaths of Ontario (CHO) takes a prior learning assessment and recognition (PLAR) approach in its review of an individual's knowledge, skill and judgment for those who have not successfully completed a post-secondary program in homeopathy in Ontario that is approved by the Council or another body approved by Council for that purpose.

In determining eligibility, at the pre-application stage, the CHO examines the individual's knowledge, skill and judgment against the Competency Profile of Entry-to-Practice Homeopaths Practising in Ontario and any other education and clinical training requirements set out in the Registration Regulation (O.Reg. 18/14) and College policy.

The College recognizes an individual's education and clinical training qualifications as being substantially equivalent if he/she demonstrates eighty percent (80%) or more of each identified section of the eligibility registration

requirements as per CHO registration policy REG CS08.

Individuals demonstrating less than 80% of each identified education and clinical training section of the eligibility registration requirements may be required, at the discretion of the Registrar and/or the direction of the Registration Committee, to fulfil any refreshment, clinical training, and/or other education deemed necessary to substantially demonstrate Ontario education and clinical training requirements at an entry-to-practice level.

Process

The Substantially Equivalent Competency Assessment (SECA) process is the full review of a candidate's education and clinical training in homeopathy. The SECA process includes both a paper review and a structured one-on-one interview component. The review process seeks to understand the candidates' knowledge and demonstrated application of a broad subset of theoretical and clinical competencies from the College's *Competency Profile of Entry-to-Practice Competencies for Homeopaths Practicing in Ontario*. The SECA process compares the candidate's education and clinical training and demonstrated knowledge against that required of a graduate from an approved post-secondary program in homeopathy in Ontario. At the end of the review process the candidate is provided with information on the outcome of the review.

If the candidate demonstrates 80% or greater of each identified education and clinical training registration requirement, he/she may commence the application process for Full Class, and must successfully satisfy all other registration requirements to become a member of the College.

If the candidate demonstrates less than 80% of each identified education and clinical training registration requirements, the Registrar may refer the file to a panel of the Registration Committee. Before this occurs the candidate will be given the opportunity to retake the assessment with a different assessor.

Retakes

The College will provide the candidate with a 30-day period after he/she receives the results of the SECA review to request a retake of the interview. If, after the 30-day period no request is received from the candidate or he/she waives the right to a retake, the file will be referred to a panel of the Registration Committee, unless the candidate expresses in writing that they no longer wish to proceed and would like to withdraw from the SECA process.

Panel Review

A panel of the Registration Committee will provide the candidate with clear direction through written correspondence to provide:

1. a summary of the results of the assessment;
2. specific details on the type and level of additional education and/or clinical training required to address any deficiencies or gaps identified in the assessment; and
3. a general list of acceptable sources/providers to fulfil the successful demonstration of deficiencies or gaps identified in the assessment.

Reassessment

If the candidate has successfully remedied all deficiencies identified by the Registrar or a panel of the Registration Committee, and the candidate delivers acceptable proof of demonstration to the Registrar, the Registrar may:

1. find the candidate eligible to proceed with their application for Full Class registration; or
2. Require the candidate to undertake another SECA assessment. Prior to proceeding with an attempt to retake the review, the candidate shall pay the retake fee, and any applicable taxes, identified under Section 19 of the CHO Bylaws.

Appeals

If the candidate is not satisfied with the outcome of the decision of the Registration Committee panel he/she may:

1. request an internal review by a second panel; or

2. submit an application to Full Class and invoke their right to appeal under the Health Professions Review and Appeals Board (as laid out under the *Health Professions Procedural Code*.)

Refer to policy REG AD 01 Registration Appeals Process and Timelines for full details of process.

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

The refinement of the SECA process which included the implementation of the mandatory interview, and also solidified the appeal process following the interview both assure that each individual applicant receives the same opportunity to demonstrate their knowledge of the CHO competency profile, as well as their knowledge of homeopathy, in a structured yet inclusive manner. With each update made to the SECA process, the CHO is striving to create an assessment process which encapsulates the OFC's principles of transparency, objectivity, impartiality, and fairness.

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

No changes this year

i) Access to applicant records

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

No changes this year

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

No changes this year

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

No changes this year

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

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

The primary focus of training during 2019 related to the following areas:

1. Substantially Equivalent Competency Assessment for Registration Committee, staff and SECA assessors
2. Appeals process for Registration Committee
3. Roles and responsibilities of Council and Statutory Committees for Council.

The training provided to Council and the Registration Committee ensured orientation for new members and refreshment for continuing Council and committee members.

In relation to the SECA process – staff and SECA assessors received extensive training on the implementation of new enhancements for the review process. Additionally, SECA assessors received extensive training on the introduction of the interview process to ensure adequate knowledge of process, procedural fairness, objectivity and impartial approaches to assessment. Follow-up meetings were held with the assessors to provide and gather feedback on interview questions, process, marking sheets and results reports. Meetings with the assessors were followed with written reminders of appropriate procedures and process. Further meetings were held between the Registrar and College staff to proceduralize the results summary sheet and communication of result outcomes back to the applicant.

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

The training outlined above was delivered to ensure standardized and consistent outcomes and results for applicants and to further enhance the College's work to ensure transparent, objective, impartial and fair assessment and decisions for applicants.

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

The refinement of the SECA process is seen as a positive opportunity for the College to ensure that its registration processes related to assessment of substantially equivalent are transparent, objective, impartial and fair. All staff, assessors and committee members have benefitted from the training process. Ensuring open dialogue and continuous learning among the assessors and decisions makers has furthered the understanding, fairness and objectivity of the SECA process.

k) Mutual recognition agreements

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

No changes this year

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

No changes this year

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

No changes this year

l) Other (include as many items as applicable)

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

No changes this year

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

No changes this year

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

No changes this year

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

No changes this year

a) Languages

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

| Language | Yes/No |
|-----------------|---------------|
| English | Yes |
| French | Yes |

Other (please specify)

Additional comments:

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

| Gender | Number of Applicants |
|--------------------------|-----------------------------|
| Male | 6 |
| Female | 20 |
| None of the above | 0 |

Additional comments:

c) Gender of members

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

| Gender | Number of Members |
|--------------------------|--------------------------|
| Male | 157 |
| Female | 337 |
| None of the above | 0 |

Additional comments:

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|----------------------------------|---------|-------|
| 17 | 1 | 0 | India 7 Pakistan 1 Total 8 | 0 | 26 |

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

Additional comments:

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

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education¹ in the profession or trade.

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|----------------------------------|---------|-------|
| 18 | 2 | 0 | India 7 Pakistan 1 Total 8 | 0 | 28 |

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

Additional comments:

f) Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education¹ in the profession or trade.

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|---|---------|-------|
| 302 | 18 | 9 | India 88 Pakistan 27 U.K. 16 Australia 1 Greece 2 Russia 3 France 1 | 20 | 494 |

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|---------------------|---------|-------|
| | | | Iran 1 | | |
| | | | Bangladesh 3 | | |
| | | | S. Africa 1 | | |
| | | | Sri Lanka 1 | | |
| | | | Germany 1 | | |
| | | | Total 145 | | |

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

Additional comments:

g) Applications processed

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

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

| from January 1 st to December 31 st of the reporting year | Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|--|---------|--------------------------|-----|---------------------|---------|-----------|
| New applications received | 17 | 1 | 0 | 8 | 0 | 26 |
| Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year) | 0 | 0 | 0 | 0 | 70 | 70 |
| Inactive applicants (applicants who had no contact with your organization in the reporting year) | 34 | 1 | 0 | 15 | 1 | 51 |
| Applicants who met all requirements and were authorized to become members but did not become members | 1 | 0 | 0 | 1 | 0 | 2 |
| Applicants who became FULLY registered members | 18 | 2 | 0 | 8 | 0 | 28 |
| Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence | 0 | 0 | 0 | 0 | 0 | 0 |
| Applicants who were issued an alternative class of licence³ | 0 | 0 | 0 | 0 | 0 | 0 |

¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h) Classes of certificate/license

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

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

| # | Certification | Description |
|----|---------------|--|
| a) | Full Class | Description (a) In accordance with O.Reg 18/14, section 6. (1) the |

following are registration requirements for a Full certificate of registration:

1. The applicant must have,
 - i. successfully completed a post-secondary program in homeopathy in Ontario that is approved by Council or another body approved by Council for that purpose, or
 - ii. successfully completed a program in homeopathy together with other education or training which a panel of the Registration Committee considers, when taken together, to be substantially equivalent to the requirements set out in subparagraph i.
 2. The applicant must have successfully completed a program of clinical experience in the profession that is structured, comprehensive, supervised and evaluated and that is at least 45 weeks in length and includes at least 225 hours of direct client contact.
 3. The applicant must have successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competencies to safely practise the profession.
 4. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee.
 5. The applicant must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 6 (1).
- (2) The requirements in paragraphs 1, 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 6 (2).
- (3) The requirement in paragraph 4 of subsection (1) is not considered to have been met unless the applicant satisfies that requirement within the three-year period immediately before the date on which the applicant submitted his or her completed application. O. Reg. 18/14, s. 6 (3).
- (4) Except in the case of an applicant to whom subsection 8 (1) applies, where the applicant has not successfully completed at least one of the requirements of paragraph 1 or 2 of subsection (1) within the 12-month period immediately before the date on which the applicant submitted his or her completed application, the applicant must have,
- (a) practised the profession of homeopathy for at least 750 hours in the three years immediately before the date of the applicant's application; or
 - (b) successfully completed a refresher program approved by the Registration Committee

within the 12 months immediately before the date of the applicant's application. O. Reg. 18/14, s. 6 (4).

(5) An applicant who either holds or is eligible to hold a Grandparented certificate of registration shall be issued a Full certificate of registration if,

(a) the applicant has successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competencies to safely practise the profession;

(b) the applicant has paid any fees owed to the College; and

(c) the applicant has provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 6 (5).

Description (b)

b)

Grandparented Class

Effective April 2016 the College no longer accepts applications in the Grandparented Class.

In accordance with O.Reg 18/14, section 9.1 the following are registration requirements for a Grandparented certificate of registration:

1. The applicant must have practised the profession of homeopathy for at least 750 hours during any three-year period before the date on which the applicant applied for the Grandparented certificate of registration.
 2. The applicant must have submitted the completed application to the Registrar on or before the first anniversary of the day this paragraph came into force.
 3. The applicant must have successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competency to safely practise the profession as the holder of a Grandparented certificate of registration.
 4. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee.
 5. The applicant must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 9 (1).
- (2) The requirements in paragraphs 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 9 (2).

Description (c)

In accordance with O.Reg 18/14, section 12, the following are non-exemptible registration requirements for an Inactive certificate of registration:

1. The applicant must be a member holding a Full or Grandparented certificate of registration.
2. The applicant must provide an undertaking to the College in a form satisfactory to the Registrar in which the applicant undertakes to comply with the conditions set out in section 13.
3. The applicant must not be in default of any fee, penalty or other amount owing to the College.
4. The applicant must have provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 12.

c)

Inactive Class

Additional comments:

i) Reviews and appeals processed

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

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

| from January 1 st to December 31 st of the reporting year | Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---|---------|--------------------------|-----|---------------------|---------|-------|
| Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee | 1 | 0 | 0 | 1 | 0 | 2 |
| Applicants who initiated an appeal of a registration decision | 1 | 0 | 0 | 0 | 0 | 1 |
| Appeals heard | 0 | 0 | 0 | 0 | 0 | 0 |
| Registration decisions changed following an appeal | 0 | 0 | 0 | 0 | 0 | 0 |

Additional comments:

One Applicant initiated an appeal of a decision made by the Registratiton Committee, however, after consideration, the Applicaiton decided to withdraw their request.

j) Paid staff

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

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

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

| Category | Staff |
|---|-------|
| Total staff employed by the regulatory body | 4 |
| Staff involved in appeals process | 3 |
| Staff involved in registration process | 3 |

Additional comments:

3. Submission

I hereby certify that:

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

Heidi Mayer

Title:

Registration Officer

Date:

2020/02/28