

Fair Registration Practices Report

Homeopaths (2015)

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

This Fair Registration Practices Report was produced as required by:

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

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1. Provision of Information About Registration Practices

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

An individual can initiate the registration process by visiting the College of Homeopaths of Ontario's website at www.collegeofhomeopaths.on.ca; emailing or calling the College's office; requesting an individualized meeting; or indicating interest or intention to attend one of the College's webinar workshops on the registration or assessment process. Information is available in written format, provided in person with an interactive question and answer, and individual assessment information is available in PDF presentation format with audio. Materials are mailed to individuals on request.

Information is updated when new details or approaches become available. Feedback from applicants has been incorporated to ensure that information is user friendly and addresses a wide range of common questions.

b) requirements for registration

The requirements for registration are embedded into all of the College's registration documents including the Guide to Registration, Application Guide for Registration in the Grandparented Class, Application Guide for Registration in the Full Class and the registration process flowchart. These documents are available on the College's website and covered in all registration presentations.

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

In year one, post proclamation of the College most applicants are encouraged to enter through the Grandparented Class which recognizes individuals who are currently or who have previously practiced the profession of homeopathy.

For those individuals who have entered the College during the first year following proclamation through the Full Class information is available on the difference routes and details of eligible programs in homeopathy.

Information is available on the College's website and in hard-copy paper format on request. This information is also distributed at College events, information sessions run by the College and those of which the College attends as a guest speaker, exhibitor, presenter, etc.

The requirements are available in a simple flowchart format, as well as the Guide to Registration (an overview for both registration classes) and the Application Guide for Registration in the Full Class and Application Guide for Registration in the Grandparented Class. Finally, there is a specific "Application Checklist" for registration in each class, assisting applicants in ensuring they are submitting the correct documentation with their application. Additionally, the same information appears in the online application form.

The Program in Homeopathy Academic Program Review and Approval Guide was made available in 2015 via the College's website. The Guide outlines the clinical and theoretical course and program content requirements for programs and individuals to determine if a program in homeopathy meets College's requirements. The College has received two applications for approved programs, which are expected to be approved by Council in 2016. Once approved, programs will be listed on the College's website.

The Grandparented route will close at the end of day April 1, 2016. Follow this date, previously practicing individuals must satisfy the requirements for Full Class registration.

Registration staff are available to assist anyone who has questions about the requirements or their equivalence. As this is an area of new development, it is anticipated that additional information will become available in 2016 to further clarify and enhance the applicants understanding of the Full Class application process for recent graduates.

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

Education or practice experience requirements for the College of Homeopaths of Ontario are not limited to Ontario and does not require supervision by a member of the profession who is registered in Ontario.

The education and/or practical experience is well documented and explained within the Guide to Registration and the Application Guide for Registration (both in paper and within the online format). Additionally, the College provides links to its policies on practice requirements, assisting applicants in understanding what qualifies as clinical and non-clinical practice hours, and how such hours can be demonstrated and satisfied, should the applicant be asked to furnish proof of hours. The College allows applicants to self-declare hours without immediate validation or supporting documentation. The College provides information to all applicants noting that applicants and registrants are subject to random audits requiring them to furnish proof of application requirements. The College provides multiple examples of manners in which applicants and registrants may demonstrate validation of hours, and, as outlined in policy, accepts alternate manners and mechanisms to support their claims.

e) requirements that may be satisfied through acceptable alternatives

Aside from flexibility on validating documents, within the first year of registration following proclamation the College has also allowed applicants to Grandparented Class to request an exemption of hour requirements if the applicant is unable to furnish 750 practice hour requirement over any three-year consecutive period within their practice history. Such request may initiate a referral to the Registration Committee. Over time the Registration Committee, the committee has provided directives to the Registrar to approve applications which indicate a low deviation in the deficiency of practice hours.

Each file is reviewed on an individual basis, and despite directives to the Registrar from the Registration Committee, when the Registrar feels a degree of reasonable doubt exists the file may be referred to Registration Committee. At points throughout the review process, applicants may be asked to furnish additional information to support review of their file.

Where Registration Committee has doubts about an applicant's ability to satisfactorily demonstrate requirements, the Committee may grant the applicant registration with terms, conditions or limitations (TCLs) attached to their certificate of registration. The TCL applicant/registrant may select a College appointed and trained supervisor to work with. The College provides the TCL applicant/registrant detailed information on the TCL process, expectations, costs and what demonstrates satisfactory completion of the TCL, in addition to relevant information on the individual's option to appeal. The College has kept the cost of the TCL process to a minimum as to not add further barriers or hardship onto the applicant, while ensuring public safety and protection.

f) the steps in the assessment process

The College requires individual assessment via a competency model. An individual can initiate the individual assessment process by: visiting the College of Homeopaths of Ontario's website at www.collegeofhomeopaths.on.ca; emailing or calling the College's office; requesting an individualized meeting with an individual assessment subject matter expert (peer to peer explanation and instruction); or indicating interest or intention to attend one of the College's webinar workshops on the assessment process. Information is available in written guide and factsheet format, provided in person with an interactive question and answer, and available in PDF presentation format with audio. Materials are mailed to individuals on request. General information on the individual assessment process is also covered in the College's Guide to Registration and Application Guides.

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

For applicants applying for Full Class registration, the College provides an online copy of the Form B – Certificate of Dean or Principal of the College/University Granting Diploma/Degree of Homeopathy. This form must be signed by the appropriate authority and returned directly to the College.

There is no difference in the documents required by internationally trained applicants.

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

The College provides accommodations and alternate manners to applicants to provide/submit information. Additionally, when the College receives an application for registration and supporting documentation, the College performs a first level review of the information and provides a response to the applicant in writing to indicate the materials have been received. The College staff will indicate to the applicant if any information is missing and what would satisfy the College's requirement for that information. Email and telephone follow-up often help the applicant complete their application with minimal delays. The College has developed a policy on documentation. The policy is posted on the College's website.

i) how applicants can contact your organization

Information as to how applicants can contact the College is available on the College's website, embedded in the application guides, on all application forms, and in the online registration portal. The office hours are also included on the College's website.

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

The College may communicate with applicants on a number of occasions including, but not limited to:

- Upon receipt of application form and application fee payment.
- After completing initial review of the application, notice is sent to notify the applicant of any incomplete sections.
- For every supporting document received the applicant's user account is updated within one to two business days.
- When a notice of referral to the Registration Committee occurs, the applicant is notified within two business days of the Registrar's review and referral. This referral explains why the file is being referred and gives the applicant 30-days to provide additional information or waive the timeline to have registration committee review sooner, if a meeting is scheduled and time is available.
- Every document submitted to the Registrar for the committee's review is acknowledged within one to two business days.
- If the application is approved, the College notifies the applicant in writing within one or two business days with a letter of congratulations and registration fee instructions.
- Registered within two to three business days after payment is processed – registration number, class, and title, (notify that they begin using number immediately)
- Welcome package and certificate of registration within 2 to 3 weeks.
- The College responds to all inquiries from applicants within 2 to 3 business days, on average.
- All information is on the College's website.
- When reviewing an application, if staff have identified that the applicant may not meet certain requirements, the applicant is sent the exemption request process.

If the College has not heard a response from an applicant within a reasonable amount of time, staff will initiate a follow-up phone call or email.

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

The College makes accommodations within reasonable grounds. Applicants are strongly encouraged to use the translation services of a certified translator in Ontario. The College will accept any certified translation including translation performed in other countries, by a verifiable translator. Applicants are asked to include information from their home country.

The College communicate with the applicant by telephone to help explain the process when the application indicates that there are documents in a language other than English or French.

The College will accept documents submitted directly from a foreign institution. French can be processed internally. For other languages, the College will make attempts to review without additional cost to the applicant, where feasible and reasonable.

All personalized letters and emails are translated into French. Registration policies are not currently available in French, however, staff can explain these policies by phone.

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

Materials related to the individual assessment process provide the contact information for the third-party assessment organization. The College makes reference to the fact that it utilizes the services of a third-party expert, and refers the applicant to the individual assessment information on the College's website. Here the applicant can find access to the third party individual assessment provider.

Materials related to language assessment and the contact information for this services is provided in the language assessment factsheet found on the College's website. The name of the language assessment provider is provided in the College's Guide to Registration.

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

Applications for the Grandparented Class of Registration are only accepted until end of business day April 1, 2016. This deadline is very clear and repeated throughout the College's website and print information.

For recent graduates, their application deadline is 12 months following the completion of their program in homeopathy. This deadline is clearly repeated throughout the College's website and print information including the Guide to Registration and the Application Guide Full Class.

The Jurisprudence course, cases used for demonstration within the individual assessment process, and clinical/non-clinical practice hours for application to Full Class must be current within three-years of registration. This timeline requirement is clearly repeated throughout the College's website and print information including the Guide to Registration and the Application Guide(s).

Clinical/non-clinical practice hours for application to Grandparented Class may be within ANY consecutive three-year (36-month) period within the applicants' career, prior to submitting the application. This timeline requirement is clearly repeated throughout the College's website and print information including the Guide to Registration and the Grandparented Class Application Guide.

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

The College does not provide potential applicants with an estimated time to complete the application, as it varies from applicant to applicant. The College suggests that it may take some time to complete and encourages individuals to get started as quickly as possible.

Once an application is submitted it is reviewed by staff. Incomplete applications will be held at the College office until all documentation is received before processing occurs. The applicant will be contacted by the College if there are any deficiencies. An application is not considered complete and will not be processed until all required elements have been received by the College. Failure to submit copies of required documentation will delay the processing of the application. Completed applications will be processed as expeditiously as possible.

During the initial year following proclamation, it is expected that processing completed applications could take up to 12 weeks, as the College will be clarifying and refining the process during this time to ensure transparent, objective, impartial and fair review of applications.

The College will notify applicants if their application will be delayed beyond a 6-week timeframe.

Factors that may delay the processing of an application include:

- Failing to provide evidence of having practiced the profession or graduating from a program that does not meet the requirements outlined in the Registration Regulation;
- Failing to provide evidence of language proficiency in either English or French;
- Failing to submit translations of documents that are not in French or English;
- Failing to successfully complete the required Individual Assessment, Jurisprudence Course, and/or CPR and First Aid;
- Failing to provide information about the applicant's conduct, competence or health. Consequently, this may require further review and follow-up;
- Requesting an exemption of exemptible registration requirements;
- Failing to produce any documentation requested by the College.

If the application is complete and it is determined that the applicant has met all criteria, registration will be approved and the registration fee is requested.

Upon receipt of the registration fee, the Registrar will issue a Certificate of Registration effective the date of receipt of fees.

If the application is complete but any of the information provided requires review by the Registration Committee, the applicant will be notified and invited to provide further information to the Registration Committee within 30 days of the notice. All requests for exemption of exemptible registration requirements will be reviewed by a panel of the Registration Committee.

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

Information about the costs and fees associated with current and future registration requirements including re-assessments are provided on the College's website in the Guide to Registration, a separate fees bulletin, the bylaws, individual assessment materials, and within the flowchart detailing the steps of registration.

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

Reference to accommodations is made in the Guide to Registration. Applicants are encouraged to contact the College's office to discuss their needs.

Accommodation is considered as follows.

- Individual Assessment – if the accommodation relates to computer use, the individual assessment can be hand-written or can be written by another individual if dictated. The College will also allow other accommodations such as audio or video recording. If the applicant has technical difficulties they may schedule an appointment to use computers at the College office. Individuals with learning or language challenges may utilize the College's individual assessment subject matter experts, who will provide one-on-one assistance in answering questions on the expectations of the assessment process.
- Jurisprudence – can be accommodated with a written or verbal test. If the applicant has technical difficulties they may schedule an appointment to use computers at the College office. The process is supervised and documented to ensure fairness.
- The College will accept hand-written applications. If the applicant has technical difficulties they may schedule an appointment to use computers at the College office with assistance from registration staff.
- Accommodation may be given as to the currency of individual case submissions or clinical practice hours. Requests must be sent in writing with reasons.
- Guidance is provided in policy on the request for exemption from exemptible components of the Registration Regulation. Requests can be provided in writing or verbally (which are confirmed in writing by registration staff.)

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

This is the College's first submission.

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2. Amount of Fees

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

The only exception relates to translation of documents, if required. Otherwise, all fees are identical.

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

This is the College's first submission.

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3. Provision of Timely Decisions, Responses and Reasons

a) What are your timelines for making registration decisions?

Typically a panel of the Registration Committee meets four to six weeks. Leading up to proclamation of the College, the Registration Committee was meeting every two weeks. Changeover of Council and its committees from transitional to formal College impacted meeting schedules, and the College was without panel meetings from August 2015 to February 2016. Moving forward the anticipated meeting schedule is once every six to eight weeks.

Occasionally an application must be reviewed over two meetings, if there is further information the panel needs to make a decision. Applicants are provided reasonable time to make further submission. The College notifies the applicant of the date of the next meeting so he/she may submit documents for the next meeting or request a future meeting day. Every application which is previously reviewed is prioritized.

Applications are reviewed in order of referral date. The College get applications in the order of which a completed application is received, based on received date, confirmed as completed date, and date referred to Registration Committee The committee makes decisions at every meeting, provided that they have adequate information.

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

The College deals with applicants in writing with two business days. Typically communication is done by email, and follow-up with hard copy mail and telephone.

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

The written decision and reasons are completed within one to two weeks of the decision – the college provides written notification by mail and email. Every notice of referral and every decision and reasons sent by mail and email.

With the decision and reasons the College provides information about the appeals process including both the College's internal appeals process and external Health Professions Appeals and Review Board appeals process.

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

The Registration Committee always meet on the date identified – committee members are accommodated to ensure participation in-person or by conference call. Meeting cancellations are rare. The College has dedicated registration staff and makes the referral process a priority, as appropriate.

The College has a series of template documents which provided a base to be customized to individual needs. Additionally, there is a clear process, policies and documented procedural steps with help to keep the process moving forward in an orderly and timely manner.

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

This is the College's first submission.

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4. Access to Records

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

Request must be made in writing.

The documents are sent to the applicant/registrant by surface mail.

The College can provide a photocopy of any documents submitted by the applicant upon their request, including a printout of their online application. The College will also provide a photocopy of any document received from any institution or council/college, and any correspondence, if they request a copy.

If the file is referred to panel – the individual has the access to all documents, application and all correspondence on file. There is no cost for providing a copy of individual applicant records.

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

The College does not provide copies of internal screening documents which staff utilize to ensure they have checked all components of an application.

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

Currently there is no specified fees for individuals wishing to access their records.

d) List the fees for making records available.

No fees are charged for making records available to individual applicants. An administrative fee of \$60 applies to corporations.

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

Financial hardship.

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

This is the College's first submission.

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5. Resources for Applicants

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

Registration

Guide to Registration – provides comprehensive information on the general and specific registration requirements by Class.

Application Guide for Registration in Grandparented Class – provides comprehensive information on completing the registration application form for Grandparented Class.

Application Checklist for Grandparented Class – guides applicants on the documents required to be submitted with their completed application.

Application Guide for Registration in Full Class – provides comprehensive information on completing the registration application form for Full Class.

Application Checklist for Full Class – guides applicants on the documents required to be submitted with their completed application.

Jurisprudence Program

Jurisprudence Manual – a comprehensive written overview of content of the online jurisprudence program, includes some sample quiz questions.

Jurisprudence Program Tips Sheet – assists applicants in accessing the program and understanding how the online program is marked.

Jurisprudence Frequently Asked Questions – related to cost, eligibility, expectation, time requirement, equipment requirements, materials covered, etc.

Individual Assessment

Individual Assessment Application Guide – provides a comprehensive overview of the individual assessment program, expectations, assessment criteria, and includes a sample cases and essay, and a sample marking sheet.

Factsheet: Tips for a Well Organized Individual Assessment Application – provides applicants on all of the required steps to complete and submit their individual assessment. Covers information on review criteria, requirements, costs, tips for writing submissions, preparing electronic files, costs, who to call with questions, etc.

IA On-line Learning Tool – this is a 30-minute audio, PowerPoint presentation explaining the individual assessment process and competency groupings which must be demonstrated.

Factsheets with Questions and Answers have been prepared for the following topic areas: Criminal Background Check; Proof of Professional Liability Insurance; Healthcare Provider CPR and Standard First Aid requirements; and Language Assessment. Additionally, the College has information factsheets on referral to Registration Committee, information on the appeals process, and the registration related terms, conditions and limitations process.

Registration Policies: The College has gone to extensive lengths to document and explain its registration policies. The majority of the College's registration policies are available on the College's website. Policies cover the following areas: Registration Appeals Process and Timelines; Individual Assessment Appeals Process and Timelines; Timely Notification; Change of Information to be Provided to the College; Requirement for Email Address; Audit Process; Documentation; Requesting an Exemption; Exemptions – 750-hours Requirement; Requesting a Registration Record; Education and Clinical Practice Requirement Full Class Criteria; Refresher Program; Full Class, Breakdown of 750-Hours; Grandparented Class, Breakdown of 750-Hours; Grandparented Class Expiration Date; Grandparented Class Actively Pursuing Fall Class; Language Requirement and English and French Standards; Criminal Background Check; Professional Liability Insurance; Requirement for First Aid and CPR; Explanation of Completed Application; Information Required on Application Form; Certificates of Registration, Duplicates, Returns and Displays; Quality Assurance Referral; and Health Profession Corporation.

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

Information is available on the College's website. Links to documents on the website are provided in promotional emails and requests for information made to the College. If the applicant contacts the College by email, pertinent documents are attached within email responses. Hardcopies of documents are provided to individuals who attend in person information sessions and workshops. Hardcopies of information is also made available when the College staff attend external events and profession specific tradeshows. Hardcopies are available by surface mail, upon request.

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

This is the College's first submission.

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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.

If a file is flagged by Registration staff for review by the Registrar, it may add 3 to 5 weeks of additional processing time. This timeline includes receiving any additional information from the applicant. If the Registrar approves the individual's application for registration at this point, a letter of congratulations is typically sent to the applicant by email within two business days. If following review the Registrar continues to have concerns and refers the application to the Registration Committee, the application may be delayed from start to finish of the review process by four (4) months or longer. The Registration Committee typically meets every 6 to 8 weeks, depending on the volume of applications to be reviewed.

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

In 2015, three (3) applications exceeded the College's timeline.

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

0 were internationally trained applicants.

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

Applicants are contacted by email and telephone and provided with opportunity to provide any additional information which would further support their application during an internal review or appeal. Applicants are not given a deadline to submit materials. In accordance with the legislation, applicants are given 30-days notice to provide information prior to a meeting of a registration panel reviewing the applicant's file. Applicants are also advised that they may waive the 30-days notice if a panel of the registration committee is meeting at an earlier date and they wish to have their file reviewed earlier.

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.

Applicants are requested to provide their submissions in writing. Submissions may be received by electronic means, surface mail, fax or courier at their pleasure. This instruction is provided in writing (electronic and by mail) and verbally by phone.

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.

During the internal review process only the Registrar is a decision-maker. Once the Registrar has made the decision to refer the file to the Registration Committee, the power to decide moves to Registration committee / panel. Registration committee is divided into panels to minimize the chance of overlap of decision makers. The Registration Committee has yet to hear an appeal.

e) Describe your internal review or appeal process.

Internal Review

All applications are reviewed by registration staff, who reviews the application for completeness and determination that it meets the registration requirements.

If Registration staff note that the application does not meet the registration requirements or it contains information to be brought to the attention of the Registrar, a meeting between registration staff and the Registrar is set and together they review the application.

If the Registrar requests additional information from the applicant, he/she is contacted with such request. There is typically no deadline for providing this information. If following receipt of the additional information, if the Registrar approves the individual's application for registration, a letter of approval is typically sent to the applicant by email within two business days. This process may add 3 to 5 weeks of additional processing time.

If following review the Registrar continues to have reasonable doubts the application is referred to the Registration Committee.

A letter is prepared by registration staff, reviewed by legal counsel and signed by the Registrant outlining the reasons for referring the file to the Registration Committee. In accordance with the legislation applicants are given 30-days notice to provide information prior to a meeting of a registration panel reviewing the applicant's file. Applicants are also advised that they may waive the 30-days notice if a panel of the registration committee is meeting at an earlier date and they wish to have their file reviewed earlier.

The letter of referral is sent to the applicant electronically by email and sent by surface mail. The applicant is also contacted by phone so that they are clear on the requirements and process, and to provide them with an opportunity to have any immediate questions addressed.

This process may add four (4) months or longer to the processing time. The Registration Committee typically meets every 6 to 8 weeks, depending on the volume of applications to be reviewed.

Appeals Process

The appeals process contains two phases: A. Internal Appeal to the College's Registration Committee and B. External Appeal through the Health Professions Appeals and Review Board (HPARB)

If a panel of the Registration Committee is considering a decision which would does not involve a direction to the Registrar to issue a Certificate of Registration (for Applicants) or an order directing the Registrar to remove or modify any term, condition or limitation imposed on a Certificate of Registration (for Registrants), the panel will advise the Applicant/Registrant and provide reasons for its proposed decision. The Applicant/Registrant will have an opportunity to seek a review of the proposed decision before a separate panel of the Registration Committee. If the Applicant does not want to have a review, they may request a formal decision form the same panel, the Applicant may than seek an external review or hearing before the Health Professions Appeals and Review Board (HPARB).

If the Decision of the separate panel does not involve a direction to the Registrar to issue a Certificate of Registration (for Applicants), or an order directing the Registrar to remove or modify any term, condition or limitation imposed on a Certificate of Registration (for Registrants), the Applicant can seek an external review or hearing before the Health Professions Appeal and Review Board (HPARB).

A. Internal Appeals Policy - Applicants

Policy

If a panel of the Registration Committee is considering any of decisions listed below, it will advise the Applicant and inquire if the Applicant wishes to have the proposed decision reviewed by another panel of the Registration Committee: 1. Direct the Registrar to refuse to issue a Certificate of Registration; 2. Direct the Registrar to issue a Certificate of Registration if the Applicant successfully completes examinations [or assessment (The College utilizes the individual assessment process)] or additional training; 3. Direct the Registrar to impose terms, conditions and/or limitations on a Certificate of Registration; and/or 4. Refusing an application for an order removing or modifying any term, condition or limitation imposed on a Certificate of Registration.

Purpose and Principles(s)

This process allows for a re-examination of the application by a separate panel of the Registration Committee.

Once a final Decision is made by the separate panel, the Applicant can seek a review or hearing before the Health Professions Appeals and Review Board (HPARB) if they so choose.

Procedure

Application

1. When the Registrar has issued a Proposal to Refuse to Issue a Certificate of Registration or a proposal to Issue a Certificate of Registration with Terms, Conditions and/or Limitations to an Applicant and the Applicant does not consent, the Registrar will refer the application to the Registration Committee.(Section 15(2) of the Health Professions Procedural Code).
2. The Registrar will give the Applicant notice of the grounds for the referral and of the Applicant's right to make written submissions.
3. The Applicant may make written submissions within thirty (30) days after receiving notice of the referral by the Registrar or within any longer period the Registrar may specify.
4. If after considering all of the information in the completed application form and the submissions, a panel of the Registration Committee is considering any of the decisions listed below, it will advise the Applicant and provide reasons. The Registration Committee will inquire if the Applicant wishes to have the proposed decision reviewed by another panel of the Registration Committee:
 - a. Direct the Registrar to refuse to issue a Certificate of Registration
 - b. Direct the Registrar to issue a Certificate of Registration if the Applicant successfully completes examinations [or assessment (the College utilizes the individual assessment process).] or additional training; and/or
 - c. Direct the Registrar to impose terms, conditions and/or limitations on a Certificate of Registration;
 - d. Direct the Registrar to refuse an application for an order removing or modifying any term, condition or limitation imposed on a Certificate of Registration.
5. If the Applicant does not wish a review of the proposed decision, they (the applicant) shall inform the College.
6. If the Applicant wants a review of the proposed decision, they will submit a "Request for Review by a Panel of the Registration Committee" form to the College within sixty (60) days of receiving notice of the proposed decision by the Registration Committee.
7. The following process will take effect:
 - a. Within two (2) weeks of receiving the Request for Review, the College will send a letter to acknowledge the request.
 - b. Approximately one to two (1 to 2) weeks later, the College will send the Applicant a package which will include the review file that the Panel of the Registration Committee will consider in its review.
 - c. Within thirty-five (35) days of receiving the Applicant's Request for Review, the Applicant may submit any additional documentation they (the Applicant) would like to be considered by the Panel of the Registration Committee.
 - d. A decision will be rendered (see possible outcomes below).
8. It can take two to four (2 to 4) months before the file is reviewed by a separate panel of the Registration Committee based on the volume of appeals to be processed at the College.
9. The separate panel of the Registration Committee will provide the Applicant with a written decision within sixty (60) days of the Decision (unless the decision is to direct the Registrar to issue a Certificate of Registration. Reasons may not be provided in such instances).

C. External Appeals Process and Timelines to Health Professions Appeal and Review Board

Policy

An Applicant/Registrant may appeal a decision of the Registration Committee by seeking a review or hearing by the Health Professions Appeal and Review Board (HPARB) contact information can be found on College website.

Purpose and Principles(s)

This policy applies to new Applicants and current Registrants who wish to have terms, conditions or limitations reviewed, or current Registrants who apply to move from one class of registration to another.

When the Registration Committee makes one or more of the following decisions, the Applicant/Registrant may appeal the decision(s) to HPARB:

1. Directing the Registrar to refuse to issue a Certificate of Registration;
2. Directing the Registrar to issue a certificate of registration if the Applicant/Registrant successfully completes examinations [or assessment (the College utilizes the individual assessment process)] or additional training;
3. Directing the Registrar to impose terms, conditions and/or limitations on a Certificate of Registration; and/or
4. Refusing an application for an order removing or modifying any term, condition or limitation imposed on a Certificate of Registration.

Procedure

1. Within thirty (30) days of receiving the Decision and Reasons of the Registration Committee, an Applicant/Registrant shall apply in writing to HPARB for a review or hearing.
 - a. A review is a written review of the file and does not require any personal attendance by the Applicant/Registrant or the College.
 - b. A hearing is an in person hearing at the office of HPARB and requires personal attendance by the Applicant/Registrant and the College. Witnesses can be called and oral submissions can be made.
2. Within fifteen (15) days of being advised of the review/hearing, the Registration Committee will then forward to HPARB a copy of the order, decision, reasons and any documents upon which the decision was based. The Applicant/Registrant will receive a copy of all documents forwarded to HPARB.
3. A review/hearing will be organized by HPARB.
4. The Applicant/Registrant and the College are the parties to the review/hearing.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

The composition of the Registration Committee is five members – two public representatives appointed by the Lieutenant Governor in Council and three members of Council who are also members of the profession. At least one of the professional members is internationally trained. A panel may be comprised of three individuals, in which case it would include one public representative and two members of Council who are also members of the profession.

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

This is the College's first submission.

a) 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.

The applicant is called by a staff person who explains the outcome, next steps and accompanying policy. The staff person is available to answer questions as required.

The applicant is provided with an electronic copy of information in writing, along with a copy of the appeals policy, and a factsheet. If the decision results in a written decision and reasons, the applicant receives a copy of the decisions and reasons as soon as it is completed (within one to two weeks). If the decision resulted in a registration related terms, conditions and limitations, the applicant receives a copy of the Guide to Registration Related Terms, Conditions and Limitations.

Materials are also sent to the applicant by surface mail.

The appeals policy is also on the website for anyone to access.

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

This is the College's first submission.

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8. Assessment of Qualifications

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.

Grandparented Class of Registration

- Have practiced the profession of homeopathy for a minimum of 750 hours in **ANY** three-year (36-month) period prior to submitting the application. **Exemptible*
- Completed Grandparented Class applications (Form A.2 and all supporting documents) must be received by end of business day April 1, 2016.
- Successfully completed the three case studies of the Individual Assessment, but NOT the essay.

Full Class of Registration

Applicants are eligible for registration in the Full Class if they meet the criteria listed in one of the following routes:

Within 12 Months of Graduation

Route A

1. Successful completion of a post-secondary program in homeopathy in Ontario approved by the College OR successful completion of a program in homeopathy, combined with other education or training considered substantially equivalent by the Registration Committee,

AND

2. Successful completion of a program of clinical experience in homeopathy consisting of a minimum of 45 weeks in length and 225 hours of direct client contact.

PLUS

Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay).

More Than 12 Months After Graduation

If it has been more than 12 months since the applicant's graduation from an approved homeopathy program before the date on which the applicant submits his or her completed application, the applicant **must have met** the requirements in **either** Route B or Route C below.

Route B

1. Completion of a minimum of 750 practice hours in the three (3) years **immediately** before the date of the application.

PLUS

2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration (demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay).

Route C

1. Successful completion of a refresher program approved by the Registration Committee within the 12 months **immediately** before the date of the application.

PLUS

2. Successful completion of the Individual Assessment of Homeopathic Competencies for Full Class registration
(demonstration of competencies through three cases plus demonstration of theoretical knowledge through essay).

Language Proficiency

Language fluency can be proven in one of three ways:

- A declaration that French or English is the applicant's first language and that they are fluent in one of the two;
- Completion of a post-secondary education program in homeopathy that was taught in English or French; or
- Successful completion of a Canadian Language Benchmark assessment, minimum level 7.

For applicants who need to complete the language assessment, this is done through a test offered by the Centre for Canadian Language Benchmarks.

Applicants who have completed a Canadian Language Benchmark assessment must submit a notarized photocopy of their certificate with their application form.

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

The College has identified the following as components of an approved program in homeopathy. A program offered outside of Canada would be assessed to determine if it meets or exceeds these requirements. Individuals/programs would be asked to submit the required documentation, which would be reviewed by a panel of the Registration Committee with experience in program assessment to determine if the program may be deemed substantially equivalent.

Minimum Requirements

Theory: 750 hours of instruction or class time

Clinical: 225 hours of direct client contact through a program of clinical experience that is at least 45 weeks in length and is structured, comprehensive, supervised and evaluated.

a) Theory

A theoretical experience Program in Homeopathy includes at least 750 hours of instruction or class time. The academic program shall be supported by assignments and assessments related to the content covered in the class or course.

For example, an academic Program in Homeopathy may have 30 courses consisting of 10 classes that are 2.5 hours each for a total of 750 hours of instruction.

b) Clinical

Registration Regulation (O.Reg 18/14) 6.(1).2.: The applicant must have successfully completed a program of clinical experience in the profession that is structured, comprehensive, supervised and evaluated, that is at least 45 weeks in length and includes at least 225 hours of direct client contact.

- In addition to academic theoretical instruction, an applicant for a Full Class Certificate of Registration with the College must successfully complete a program of clinical experience. Formal clinical experience may be part of an approved Program in Homeopathy (i.e. a program including both theory and clinical) or may be a separate approved clinical Program in Homeopathy. If the clinical experience has not been completed as part of the Program in Homeopathy, the applicant can complete the clinical component separately.
- Clinical experience training is intended to lead the student to independent practice and is most effective with a solid foundation of knowledge and understanding of the treatment protocol and art, science and philosophy of homeopathy. Clinical experience training should, therefore, follow an appropriate amount of theoretical study.
- Clinical experience in the profession must be structured, comprehensive, supervised and evaluated, as defined in the College's Registration Policy REG CS01 Education and Clinical Practice Requirement Full Class Criteria.
- To be approved, a clinical experience Program in Homeopathy must include at least 45 weeks of structured, comprehensive, supervised and evaluated clinical experience and 225 hours of direct client contact. If a Program in Homeopathy consists of both a theoretical and clinical component, the 45 weeks need not be consecutive and may occur over the duration of the program. If the Program in Homeopathy is clinical only, the 45 weeks must be structured in such a manner as to maximize the student's learning experience.
- The College suggests that each academic program determine the approach of delivering direct clinical contact which best suits their structure and teaching experience. While 225 hours of direct client contact is required, the College is not prescriptive in how these hours are satisfied. An academic program may wish its clinical experience Program in Homeopathy to include both primary and secondary direct patient contact hours.
- Direct client contact that takes place within a clinical experience program (O. Reg. 18/14 section 6.(1)2) does not have the same definition as clinical practice hours (O. Reg. 18/14 section 1) as indicated in the Registration Regulation. The College has the discretion to define the calculation of direct client contact hours and recognizes that students may spend more time for an initial or follow-up visit.

As such, the curriculum of an academic Program in Homeopathy needs to provide learning experiences for students to demonstrate knowledge, skill and judgment as outlined in both the entry-to-practice competencies in homeopathy and the clinical practice experience requirement.

To demonstrate that the Program in Homeopathy's curriculum meets the entry-to-practice competencies, the Program needs to undergo a curriculum-mapping assessment exercise.

Suggested Subject Areas and Curriculum

Below are the main suggested subjects covered in the *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario (February, 2012)*.

1. Philosophy and Principles
2. Materia Medica

3. Homeopathic Pharmacy
4. a. Case Taking and Analysis and b. Case Analysis
5. Translation of Patient Symptoms to Rubrics
6. Repertory and Repertorization
7. Remedy Selection
8. Remedy Confirmation
9. Remedy Administration
10. Case Management
11. Practice Management
12. Anatomy and Physiology
13. Psychology
14. Biochemistry Principles of Metabolism
15. Disease Identification Recognition
16. Pharmaceuticals
17. Medical Reports
18. Nutrition
19. Physical Examination

Programs must demonstrate:

Mode of Delivery

Mode of delivery refers to the method in which instruction is offered and can include some or all of the following:

- In-person – development of knowledge through classroom settings, small group work, grand rounds, lectures, etc.
- Clinical – development of knowledge, skill and judgment in a structured, comprehensive, supervised and evaluated manner in a variety of clinical practice settings.
- E-learning and distance education academic Programs in Homeopathy.

Mode of Assessment

Each subject, course or logical unit of instruction offered by a Program in Homeopathy needs to have an assessment method associated with it in order to verify learning. Examples of assessment methods are:

- Feedback questionnaires
- Oral feedback
- Self-assessment
- Self-reflection
- Written tests – including open questions, multiple choice, paper cases, essays, etc.
- Oral contributions to lectures and presentations
- Oral examinations
- Casework
- Paper presentations
- Home assignments
- Practical tests
- Projects
- Supervision
- Tutorials

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

Clinical Practice Hours within a Three-Year Period

The proof of currency through hours of practice within the profession may be a requirement of registration. Within specific circumstances, outlined in the Registration Regulation, an Applicant must demonstrate hours practiced prior to entering the College, as well as ongoing maintenance of hours. Demonstration of hours practiced and the ongoing proof of currency hour requirements are based on 750-hours over a three (3) year period.

The purpose of hour tracking validates an Applicant/Registrant's involvement in the profession. The related provision with the Registration Regulation (O.Reg. 18/14) clarifies that hours of practise include clinical care of patients, which can be augmented by non-clinical practice hours.

It is required that 750-hours over a three (3) year period include a minimum of 500-hours calculated utilizing direct patient contact in the practice of homeopathy. Please note that it is acceptable to have more than 500 clinical practice hours.

Up to one-third or 250 of the 750-hours may come from non-clinical practice. However, it is not necessary to include non-clinical practice hours when calculating the 750 hour requirement.

Clinical practice hours may be calculated as follows:

- A maximum of two hours for any initial intake visit case-work assessment. An initial intake visit may be a new patient or a new chief complaint from an existing patient requiring a new full case-work assessment.
- A maximum of one hour for any follow-up visit.

Non-clinical practice hours must consist of formal professional development, academic research or employment related administration, employment related supervision or employment related teaching. Hours must not include time spent on general preparation. Employment related administration hours may be paid or unpaid.

Eligible hours may be earned in any jurisdiction. The hour tracking is reported by a general declaration to the College. The declaration of hours ought to include the total number of eligible hours over the three (3) year period, regardless of whether the Applicant falls below, meets or exceeds the hour requirement.

The Applicant/Registrant must provide a general declaration of hours to the College and keep on record the original supporting documentation. The College may conduct an annual audit calling on up to 10% (ten per cent) of Applicants/Registrants to provide copies of such original documentation. The selection of Registrants called to provide their supporting documentation will be based on random stratified sampling, as outlined in Policy REG AD 07 Audit Process. Please note that Applicants should maintain their documentation supporting their declared hours for registration (i.e. when they applied for registration) for a period of 10 years (in accordance with Policy REG AD07 Audit Process).

The clinical practice hours are calculated on a consistent manner as follows:

1. Initial intake visit of a new patient or a new chief complaint from an existing patient, requiring a new full case-work assessment. Visit may be done in-person, online, by phone or other real-time live and interactive means, and may include case specific email exchanged resulting in patient case management:
 - a. One (1) initial visit equals two (2) hours of clinical practice time
 - b. Examples of suitable proof:
 - Appointment book
 - Patient file or chart
 - Billing statements
 - c. Excluded: Pre-consultation
2. Follow-up visit of an existing patient. Visit may be done in-person, online, by phone or other real-time live and interactive means, and may include case specific email exchanged resulting in patient case management, remedy recommendation and a homeopathic prescription. A follow-up visit means:
 - a. One (1) follow-up visit equals one (1) hour of clinical practice time
 - b. Examples of suitable proof:
 - Appointment book
 - Patient file or chart
 - Billing statements
3. The following are **not** considered as eligible clinical practice hours:
 - a. General preparation hours including remedy research and anything outside of patient care
 - b. Administrative practice hours for the management or promotion of the practice (information sessions)
 - c. Writing patient charts
 - d. Remedy research
 - e. Responding to general emails, online inquiries, or phone calls which are not considered a separate appointment
 - f. Reflection hours
 - g. Supervision of staff, interns or junior homeopaths

Direct Client Contact within an Educational Environment

In the context of education and clinical practice requirements and criteria, Direct Client Contact means a student has the opportunity to interact directly with the patient acting as the primary or secondary case-taker.

Primary Direct Client Contact Hours means the student has direct contact with the patient and under supervision the student has the primary responsibility to manage the patient's case from initial contact to the conclusion of at least one follow-up visit. The successful completion of Primary Clinical Practice Hours will lead the student to independent practice.

Secondary Direct Client Contact Hours means the student has an active role in reviewing and monitoring the patient's case. It may include direct patient contact within small groups, case work through a combination of observation, analysis and case work-up leading to remedy selection. The student shall have the opportunity to directly or indirectly pose questions to the patient. Secondary Clinical Practice Hours occur under supervision and demonstrate increased understanding and independence of the student leading to Primary Direct Client Contact Hours. It is expected that the supervisor provides direct feedback to the student.

Applicants who are completing a Full Class application form must provide the College of evidence of their graduation from a program in homeopathy. Applicants must send to their college/university of graduation the Certificate of Dean or Principal of College/University Granting Diploma/Degree of Homeopathy. The Dean or Principal completes the appropriate sections, providing information on: the name of the education program; start date of education program; date of successful completion of education program; validation that the individual has undertaken a structured, comprehensive, supervised and evaluated program of clinical experience, and if yes, the total number of weeks of clinical experience and the total number of direct client contact. It is expected that the final form will be signed by the Dean or Principal and sealed.

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.

There is a trust component that the information verified by the Dean or Principal is truthful and accurate. For programs which apply to become an approved program in homeopathy, the College will undertake a site visit to assess the Program's curriculum and related materials. A College assigned Assessment Team, containing a minimum of two assessors will spend a day observing courses taught, clinical work and exercises, and speaking with faculty, supervisors, staff and students.

When conducting a site visit, the assessors will ensure that:

- Participants are provided with the confidentiality policy and asked to sign a confidentiality form,
- All information provided is handled confidentially,
- Any conflict of interest is declared,
- Participants are selected randomly to be interviewed, and
- There is mutual agreement on which documents should be reviewed ahead of time.

The Program Representative may wish to meet with the assessors directly.

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

The College definitely looks at similar files with similar qualifications and training which have been previously reviewed to ensure that it handles its review in a fair and consistent manner.

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

Within the initial year of registration with the College, following proclamation, the majority of applicants entered through the Grandparented Class of Registration, based on past clinical hours within the profession and the successful completion of the individual assessment. Some applications were received for Full Class of Registration, and as of December 31, 2015 all of these applicants were recent graduates of Ontario based programs. The College has not yet encountered the situation at the base of this question.

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

The College documents all requests and processes to ensure that the process is fairly implemented.

- The Individual Assessment – if the accommodation relates to computer use the individual assessment can be hand-written, or can be written by another individual if dictated. The College will also allow other accommodations such as audio or video recording. If the applicant has technical difficulties they may schedule an appointment to use computers at the College office. Individuals with learning or language challenges may utilize the College's individual assessment subject matter experts, who will provide one-on-one assistance in answering questions on the expectations of the assessment process. Accommodation may be given as to the currency of individual case submissions or clinical practice hours. Requests must be sent in writing with reasons.
- Jurisprudence – can be accommodated with a written or verbal test. If the applicant has technical difficulties they may schedule an appointment to use computers at the College office. The process is supervised and documented to ensure fairness.
- The College will accept hand-written applications. If the applicant has technical difficulties they may schedule an appointment to use computers at the College office with assistance from registration staff.

Guidance is provided in policy on the request for exemption from exemptible components of the Registration Regulation. Requests can be provided in writing or verbally (which are confirmed in writing by registration staff.)

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

The College typically does not provide potential applicants with an estimated time to complete the application, as it varies from applicant to applicant. The College suggests it may take some time to complete and encourages individuals to get started as quickly as possible.

In response to this question, the College estimates that an uncomplicated application, submitted in its complete form can result in registration within 13 to 14 weeks. A complicated application requiring referral to Registration committee may take 24 to 30 weeks.

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

Internationally trained individuals may experience a slightly longer registration period if there is a delay in receiving the Certificate of Dean or Principal of College/University Granting Diploma/Degree of Homeopathy or Certificate of Professional Conduct if the applicant is or has been regulated by a health regulatory body other than the CHO, in Ontario or in any jurisdiction. The latter form must be completed by the health regulatory / licensing body and mailed directly to the College. Registration staff monitor the length of time applications are awaiting receipt of such documents and may proceed with the registration process based on the applicant's self-declaration of past conduct even if the Certificate of Professional Conduct has not yet been received.

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.

See the answer to i. above.

i) If your organization conducts credential assessments, explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential

presented for assessment.

Programs in Homeopathy must meet the minimum requirements of:

Theory: 750 hours of instruction or class time - is the minimum of class instruction to cover and assess the College's *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario*.

Clinical: 225 hours of direct client contact through a program of clinical experience that is at least 45 weeks in length and is structured, comprehensive, supervised and evaluated (as defined by Registration O. Reg. 18/14).

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

Demonstration of materials covered and assessed within a theory based program.

Demonstration that the applicant had the opportunity to interact directly with the patient acting as the primary or secondary case-taker.

Primary Direct Client Contact Hours means the student has direct contact with the patient and under supervision the student has the primary responsibility to manage the patient's case from initial contact to the conclusion of at least one follow-up visit. The successful completion of Primary Clinical Practice Hours will lead the student to independent practice.

Secondary Direct Client Contact Hours means the student has an active role in reviewing and monitoring the patient's case. It may include direct patient contact within small groups, case work through a combination of observation, analysis and case work-up leading to remedy selection. The student shall have the opportunity to directly or indirectly pose questions to the patient. Secondary Clinical Practice Hours occur under supervision and demonstrate increased understanding and independence of the student leading to Primary Direct Client Contact Hours. It is expected that the supervisor provides direct feedback to the student.

Demonstration that in the context of education and clinical practice requirements and criteria that the education occurs in a manner which provides for following learning environment:

Comprehensive means a curriculum with sufficient scope to provide the student with the required knowledge, skill, judgment and applied experience to demonstrate relevant clinical skills and abilities which meets all or almost all of the clinically related *Entry-to-Practice Competencies Profile of Homeopaths Practising in Ontario*.

Evaluated means having a systematic method for assessing the competency of students to ensure that the learning objectives of the clinical program curriculum have been met.

Structured means having defined program curriculum, learning objectives, learning plan, modes of instruction, appropriately trained staff and faculty, transparent/objective/fair/impartial methods of evaluation, and access to appropriate tools and resources upon which students can gain knowledge, skills and judgment to independently practice the profession.

Supervised means graduated learning, under an individual who meets the clinical practice experience supervision criteria set by the College of Homeopaths of Ontario that leads to independent, competent and safe practice by the student. The level of supervision should be commensurate with each student's abilities.

ii. Explain how work experience is taken into account.

Work experience may be considered with support from a supervisor or mentor, validating the manner and complexity in which the work occurred. The applicant would be required to provide a written submission with supporting material for review by a panel of the Registration Committee.

j) If your organization conducts competency assessment, describe the methodology used to evaluate competency.

The individual competency assessment is divided into two parts. Both parts require a written submission to a third party agency. Assessors are homeopaths who are trained to undertake review of individual assessment submissions. An assessment administrator oversees the process. Each individual assessment application is reviewed by one assessor. If the assessment application is reviewed it is deemed to have successfully demonstrate the competencies, the application is approved.

If the assessor deems that the applicant does not successfully demonstrate competence, the application goes to a second assessor. If the two assessors agree, the applicant is informed that he/she did not successfully demonstrate competence, is provided with a marking sheet on their submission and invited to resubmit.

If the two assessors disagree on that the applicant demonstrated competence, a third assessor will review the file and act as the tie-breaker.

Case Competency Demonstration

Successful case demonstration is required to be eligible for registration in both Full Class and Grandparented Class of Registration.

A third-party assessment company undertakes a review of the information submitted to ensure it demonstrates 20 individual competencies within six assessment categories including:

1. Initial Intake
2. Case Taking - Consultation
3. Patient Communication and Rapport
4. Case Analysis & Repertorization

5. Selection and Dispensing of Medicines

6. Case Management and Follow-up

The cases are reviewed for:

Currency - The case-based information provided and referenced must have occurred within three years of application.

Relevance - The information is relevant to homeopathic practice and the examples provided demonstrate knowledge, skill and judgment that can be applied to a typical homeopathic clinical patient setting within the scope of practice of homeopathy.

Quality - Make sure the information in a case is presented in a logical progression from observation through prioritization, repertorization, *Materia Medica*, and final remedy selection. Main patient complaints are covered. Shows understanding of main issues that need to be cured. Each case includes: concise, clearly illustrated symptom picture; articulate evaluation; identification of keynote, miasmatic patterns and repertorization, where applicable; explanation of the homeopathic thought process; effective *Materia Medica* reference; remedy selection and posology; and follow-up.

The case submissions submission must demonstrate each of the 20 competencies grouped within the six (6) case categories at least two times throughout the three submitted cases.

Patient cases shall comply with the College's professional practice standards and guidelines including standards for informed consent, confidentiality, and record keeping.

It should be noted that initial cases means providing homeopathic service and treatment to a patient in the form of an initial intake visit of a new patient or a new initial complaint from an existing patient, requiring a full case-work assessment.

Essay Competency Demonstration

To be eligible for registration in Full Class, the applicant must successfully, demonstrate a thorough understanding of the philosophy and fundamental principles of homeopathy as outlined in the Organon of the Medical Art including but not limited to:

1. Law of similars
2. Totality of symptoms
3. Minimum dose
4. Individualization of the case
5. Theory of health and disease (e.g., acute and chronic miasm)
6. Principles and methods of cure
7. Potentization of the medicines and
8. Provings and action of medicine.

The applicant needs to be able to explain the above principle(s)/terms in detail, how they relate to each other and how they are used to reach an understanding of the case and form a remedy picture. Use examples from your cases to describe how these principles are used.

The essay content is assessed based on the following factors:

Relevance - The information is relevant to homeopathic practice and the examples provided demonstrate knowledge, skill and judgment that can be applied to a typical homeopathic clinical patient setting and within the scope of practice of homeopathy.

Quality - Must be coherent and structured in a logical order. Can be written using full sentences or point form, must clearly describe how content addresses the competency.

The factors will help ensure that the content in your essay demonstrates the competencies.

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

The Competency Profile for Entry to Practice Homeopaths Practising in Ontario was developed by a panel of subject matter experts appointed by the transitional Council of the College of Homeopaths and leader by a third-party consultant with competency development expertise. The profile was later validated through stakeholder consultation and an extensive profession-wide survey which resulted in a statistically relevant level of consensus on the relevance and importance of the selected competencies. The competency profile was approved by the transitional Council in February, 2012.

The competency assessment / evaluation process was developed by the transitional Council of the College of Homeopaths of Ontario between 2012 and 2014. The process was tested through multiple pilot projects using sample cases and volunteer homeopaths and volunteer assessors. Paid assessors were hired and trained in late 2013, and the assessment process underwent its initial launch in March 2014. The results of assessments undertaken between March and June 2014 found that the failure rate was significantly high and the process was reported by applicants as extremely onerous and time consuming. The third-party assessor, an expert in psychometrics, with the agreement of the transitional Council, streamlined and further validated the assessment process by testing the revised assessment process against individual assessments which may have otherwise been unsuccessful under the previous assessment process. While a few assessments within the sample were still unsuccessful, the successful rate fell into the industry acceptable level recognized for professional level assessment. The assessors were retrained on the streamlined approach, which was relaunched in October 2014.

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

The competency based model utilized by the College of Homeopaths of Ontario requires the applicant to put forward patient cases from their existing or recent past practice. Applicants must be able to demonstrate currency, relevance and quality of their clinical practice processes and demonstrate that their clinical practice covers areas of initial intake, Case Taking – Consultation, Patient Communication and Rapport, Case Analysis and Repertorisation, Selection and Dispensing of Medicines, and case Management and Follow-up. Further it is expected that information incorporated into the applicants essay submission will come from their practice experience.

k) If your organization conducts prior learning assessment, describe the methodology used to evaluate prior learning.

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

l) If your organization administers examinations, describe the exam format, scoring method and number of rewrites permitted.

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This is the College's first submission.

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9. Third-Party Organizations

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

Human Resource Systems Group Ltd. (HRSG) – Individual Assessment Competency Testing
Centre for Canadian Language Benchmarks – Language Testing

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

Individual Assessment: The information available through Human Resource Systems Group Ltd. (HRSG) was co-developed between the College and HRSG. The information for applicants is only available on the College's website, although information is also available from HRSG via phone or email request. One administrator and one support staff has been assigned by HRSG to the CHO assessment process. The administrator liaises with College as necessary when questions arise.

Language Assessment: An information factsheet is available on the College's website referring language assessment matters to Centre for Canadian Language Benchmarks (CCLB). CCLB is a known expert in language assessment. The College has a written agreement detailing the services provided for homeopathic applicants. Language assessment administrators tap into a network of assessment tools relevant for health care professionals.

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

The College's individual assessment is not predicated on qualifications, and tests only on College identified and selected competencies.

iii. provides timely decisions, responses and reasons to applicants

HRSG – provides the College with two weekly progress reports, allowing the Registration staff to monitor the progress of applications through the HRSG review process. Since the assessment process is still in its youth, there is periodic check ins with the service provider to address any new or arising materials and ensure timely follow-up.

CCLB – to date there has been no utilization of the language assessment service.

iv. provides training to individuals assessing qualifications

HRSG – hired and trained paid assessors in late 2013. The assessors were retrained on the streamlined assessment approach, which was relaunched in October 2014. The training process is undertaken by the third-party with College representatives present.

CCLB – is a known expert in their area of administration, the College does not participate in their assessment or training process

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

HRSG – The College has built into their contractual agreement the right to audit and request access files. Applicants are currently provided with a summary of their assessment results. No requests for file access have been received. Access would be reasonably facilitated as required.

CCLB – The College has built into their contractual agreement the right to audit and request access files. Applicants are currently provided with a summary of their assessment results. No requests for file access have been received. Access would be reasonably facilitated as required.

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

HRSG – Requests for accommodations generally come to the College office. Following discussion with the third-party, a notice of special accommodation is issued to the third-party by the Registrar and copied to the applicant.

CCLB – The College has received no such requests in relation to language assessment. Should this occur the College would work directly with CCLB to arrange appropriate accommodations.

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, masterís, Ph.D.) of the credential presented for assessment.

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

iii. Explain how work experience is taken into account.

This section does not apply to the College of Homeopaths of Ontario.

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

i. Describe the methodology used to evaluate competency.

The individual competency assessment is divided into two parts. Both parts require a written submission to a third party agency. Assessors are homeopaths who are trained to undertake review of individual assessment submissions. An assessment administrator oversees the process. Each individual assessment application is reviewed by one assessor. If the assessment application is reviewed it is deemed to have successfully demonstrate the competencies, the application is approved.

If the assessor deems that the applicant does not successfully demonstrate competence, the application goes to a second assessor. If the two assessors agree, the applicant is informed that he/she did not successfully demonstrate competence, is provided with a marking sheet on their submission and invited to resubmit.

If the two assessors disagree on that the applicant demonstrated competence, a third assessor will review the file and act as the tie-breaker.

Case Competency Demonstration

Successful case demonstration is required to be eligible for registration in both Full Class and Grandparented Class of Registration.

A third-party assessment company undertakes a review of the information submitted to ensure it demonstrates 20 individual competencies within six assessment categories including:

1. Initial Intake
2. Case Taking - Consultation
3. Patient Communication and Rapport
4. Case Analysis & Repertorization
5. Selection and Dispensing of Medicines
6. Case Management and Follow-up

The cases are reviewed for:

Currency - The case-based information provided and referenced must have occurred within three years of application.

Relevance - The information is relevant to homeopathic practice and the examples provided demonstrate knowledge, skill and judgment that can be applied to a typical homeopathic clinical patient setting within the scope of practice of homeopathy.

Quality - Make sure the information in a case is presented in a logical progression from observation through prioritization, repertorization, *Materia Medica*, and final remedy selection. Main patient complaints are covered. Shows understanding of main issues that need to be cured. Each case

includes: concise, clearly illustrated symptom picture; articulate evaluation; identification of keynotes, miasmatic patterns and repertorization, where applicable; explanation of the homeopathic thought process; effective *Materia Medica* reference; remedy selection and posology; and follow-up.

The case submissions submission must demonstrate each of the 20 competencies grouped within the six (6) case categories at least two times throughout the three submitted cases.

Patient cases shall comply with the College's professional practice standards and guidelines including standards for informed consent, confidentiality, and record keeping.

It should be noted that initial cases means providing homeopathic service and treatment to a patient in the form of an initial intake visit of a new patient or a new initial complaint from an existing patient, requiring a full case-work assessment.

Essay Competency Demonstration

To be eligible for registration in Full Class, the applicant must successfully, demonstrate a thorough understanding of the philosophy and fundamental principles of homeopathy as outlined in the *Organon of the Medical Art* including but not limited to:

1. Law of similars
2. Totality of symptoms
3. Minimum dose
4. Individualization of the case
5. Theory of health and disease (e.g., acute and chronic miasm)
6. Principles and methods of cure
7. Potentization of the medicines and
8. Provings and action of medicine.

The applicant needs to be able to explain the above principle(s)/terms in detail, how they relate to each other and how they are used to reach an understanding of the case and form a remedy picture. Use examples from your cases to describe how these principles are used.

The essay content is assessed based on the following factors:

Relevance - The information is relevant to homeopathic practice and the examples provided demonstrate knowledge, skill and judgment that can be applied to a typical homeopathic clinical patient setting and within the scope of practice of homeopathy.

Quality - Must be coherent and structured in a logical order. Can be written using full sentences or point form, must clearly describe how content addresses the competency.

The factors will help ensure that the content in your essay demonstrates the competencies.

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

The Competency Profile for Entry to Practice Homeopaths Practising in Ontario was developed by a panel of subject matter experts appointed by the transitional Council of the College of Homeopaths and leader by a third-party consultant with competency development expertise. The profile was later validated through stakeholder consultation and an extensive profession-wide survey which resulted in a statistically relevant level of consensus on the relevance and importance of the selected competencies. The competency profile was approved by the transitional Council in February, 2012.

The competency assessment / evaluation process was developed by the transitional Council of the College of Homeopaths of Ontario between 2012 and 2014. The process was tested through multiple pilot projects using sample cases and volunteer homeopaths and volunteer assessors. Paid assessors were hired and trained in late 2013, and the assessment process underwent its initial launch in March 2014. The results of assessments undertaken between March and June 2014 found that the failure rate was significantly high and the process was reported by applicants as extremely onerous and time consuming. The third-party assessor, an expert in psychometrics, with the agreement of the transitional Council, streamlined and further validated the assessment process by testing the revised assessment process against individual assessments which may have otherwise been unsuccessful under the previous assessment process. While a few assessments within the sample were still unsuccessful, the successful rate fell into the industry acceptable level recognized for professional level assessment. The assessors were retrained on the streamlined approach, which was relaunched in October 2014.

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

The competency based model utilized by the College of Homeopaths of Ontario requires the applicant to put forward patient cases from their existing or recent past practice. Applicants must be able to demonstrate currency, relevance and quality of their clinical practice processes and demonstrate that their clinical practice covers areas of initial intake, Case Taking – Consultation, Patient Communication and Rapport, Case Analysis and Repertorisation, Selection and Dispensing of Medicines, and case Management and Follow-up. Further it is expected that information incorporated into the applicants essay submission will come from their practice experience.

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

i. Describe the methodology used to evaluate prior learning.

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

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

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This is the College's first submission.

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10. Training

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Individuals are trained with staff who have experience in the registration process. When questions arise that are unclear to staff, legal counsel is consulted. The College staff also tap into expertise from other health regulatory colleges as required.

ii. individuals who make registration decisions

The College relies heavily on the expertise of legal counsel to guide registration decision makers through the decision making process. This legal expertise helps to ensure that decision makers operate within the legislative context and take fairness, transparency, objectivity and impartiality into consideration.

iii. individuals who make internal review or appeal decisions

The College relies heavily on the expertise of legal counsel to guide registration decision makers through the decision making process. This legal expertise helps to ensure that decision makers operate within the legislative context and take fairness, transparency, objectivity and impartiality into consideration.

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

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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.

This section does not apply to the College of Homeopaths of Ontario.

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

This section does not apply to the College of Homeopaths of Ontario.

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

This is the College's first submission.

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12. Quantitative Information

a) Languages

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

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

b) 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	5
Staff involved in appeals process	3
Staff involved in registration process	4

Additional comments:

c) Countries where applicants were initially trained

In the following table, enter the top source countries where your applicants¹ 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	64
Pakistan	19
U.K.	15
Bangladesh	3
Australia	1

Germany	1
S. Africa	1
Ukraine	1
Sri Lanka	1
Israel	1

¹Persons 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. **Additional comments:**

d) Jurisdiction where members were initially trained

Indicate where your members² 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 31st 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 31st 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)					Total
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	
Members on December 31 st of the reporting year	140	5	5	89	7	246

² 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:

e) Applications processed

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 st to December 31 st 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)					Total
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	
New applications received	158	7	7	96	7	275
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	158	7	7	96	301	569
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	2	0	0	0	0	2
Applicants who became FULLY registered members	140	5	5	89	7	246
Applicants who were authorized to receive an alternative class of licence ³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence ³	3	0	0	1	0	4

³ 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:

f) 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
		<p style="text-align: center;">Description (a)</p> <p>In accordance with O.Reg 18/14, section 6. (1) the following are registration requirements for a Full certificate of registration:</p> <ol style="list-style-type: none"> 1. The applicant must have, <ol style="list-style-type: none"> 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). <p>(2) The requirements in paragraphs 1, 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 6 (2).</p> <p>(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).</p> <p>(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,</p> <ol style="list-style-type: none"> (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). <p>(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,</p>
a)	Full Class	

		<p>(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;</p> <p>(b) the applicant has paid any fees owed to the College; and</p> <p>(c) the applicant has provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 6 (5).</p>
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b)	Grandparented Class	Description (b)
		<p>In accordance with O.Reg 18/14, section 9.1 the following are registration requirements for a Grandparented certificate of registration:</p> <ol style="list-style-type: none"> 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). <p>(2) The requirements in paragraphs 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 9 (2).</p>

c)	Inactive Class	Description (c)
		<p>In accordance with O.Reg 18/14, section 12, the following are non-exemptible registration requirements for an Inactive certificate of registration:</p> <ol style="list-style-type: none"> 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.

Additional comments:

g) 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)
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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	44	1	0	6	0	51
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

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

This is the College's first submission.

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13. Submission

I hereby certify that:

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

Bazil Ziv

Title:

Registrar

Date:

2016/03/01

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