

# Substantially Equivalent Competency Assessment (SECA) Handbook

College of Homeopaths of Ontario



College of Homeopaths of Ontario  
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Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

**If you have questions about the completion of this document, the competencies, or the registration process, please contact the CHO office directly at 416-862-4804 or by email at [registration@collegeofhomeopaths.on.ca](mailto:registration@collegeofhomeopaths.on.ca)**

### **What is Substantially Equivalent Competence Assessment (SECA)?**

Any individual who has **not graduated** from an approved program in homeopathy in Ontario is required to undergo a SECA which reviews the individual's education and training compared to the criteria set by the College of Homeopaths of Ontario's (CHO or the College) regulation, policy and *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario*.

A SECA review shows the College how your knowledge and practice compares to what is expected of homeopaths trained in Ontario. The SECA process reviews your homeopathy education and clinical training and looks at the competencies taught and evaluated in your homeopathy studies. The applicant's education and training must be successfully completed, and may include a variety of education and training approaches.

Entry-to-practice competencies are the competencies that new graduates from an approved Ontario homeopathy program have. If there are differences, the individual seeking eligibility for registration with the College may need more education in certain topics before completing the College's registration process. SECA does not look at expert levels of homeopathy practice. Even if you practise in a highly specialized area, your knowledge and practice is compared to the entry-to-practice competencies.

The SECA is your opportunity to demonstrate your homeopathy knowledge and skills to the College.

### **Ontario Program in Homeopathy Requirements**

The CHO Council approves programs in homeopathy which teach and evaluate student's knowledge, skill and judgment based on the College's "*Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario*". These programs include a theory program and a clinical program.

#### **Theory Program**

Programs must offer a minimum of 750 hours of instruction, and cover broad areas:

Subject Specific – must include anatomy/physiology, pathology, and nutrition; physical exam is optional

Theory – must include philosophy, case taking, case analysis, repertorization, Materia Medica/homeopathy pharmacy, selection of medicines (remedies), potency/posology/dosage, and case management



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

### **Clinical Program**

Clinical training requires an additional 225 hours of direct client care over at least 45-weeks in a setting which allows for a structured, comprehensive, supervised and evaluated program. In accordance with the CHO competency profile clinical training shall cover competent practice in the following areas – initial intake, case taking consultation, patient communication and rapport, case analysis and repertorization, selection and dispensing of medicines, and case management and follow-up.

### **Competency Based Education**

The College's competency profile is divided into the following sections:

Professional Responsibility and Ethical Practice (Competency 1.1 to 1.11)

Knowledge-Based Practice Body of Knowledge (Competency 2.1 to 2.24) – the majority of these competencies are theory based.

Competent Application of Knowledge (Competency 2.25 to 2.46 – these competencies are clinical based.

Covering: Initial Intake, Case-Taking – Consultation, Case Analysis, Selection and Dispensing of Medicine, Case Management Practice Management (Competency 3.1 to 3.6)

The *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario* can be found on the College's website at [www.collegeofhomeopaths.on.ca](http://www.collegeofhomeopaths.on.ca),

### **SECA Process – Forms**

To provide the College with a complete picture of your education and training we recommend you complete and submit the forms listed below, along with supporting materials. **Supporting materials includes documents which validate your education and training in homeopathy including an official transcript, course descriptions, syllabus and any other supporting documents.** All documents should be submitted to the CHO office.

This information will assist the College in determining eligibility for registration. Complete these forms in a truthful manner to the best of your ability based on reflection of your past and current practice of and education/training in homeopathy. There is no right or wrong answer.

Submit these documents to the College:

1. Entry-to-Practice Education and Training Requirement Questionnaire (on page 9 and 10 of this handbook).
2. Substantially Equivalent Pre-Assessment Form to Determine Eligibility for Registration (Form I). (See separate file.) This form must be submitted.



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

### **SECA Process – What happens next?**

The three forms and the supporting materials about your education and training will be reviewed by staff and the Registrar.

Effective July 9, 2018, you will also be required to participate in a 3 hour interview with a Registration Supervisor, who is also a registrant with the College. This is a one-on-one interview to review your education and training and explore your knowledge of homeopathy. Included in this interview is a review of your understanding of homeopathy theory and case taking, and a discussion of your Self-Assessment reflection form on entry-to-practice competencies and registration requirements. A comprehensive checklist of the items discussed during the interview will be provided in advance. The meeting with the Supervisor may be done in person or by Skype.

This process will help the College determine if there are any gaps in your current education and training at an entry-to-practice level. The information gathered will assist the College in providing specific recommendations should further education and training be required to bring you to a point of eligibility with the College's entry-to-practice requirements – or in other words to be considered substantially equivalent to an applicant who graduated from an approved program in homeopathy in Ontario.

### **Making a Request for Special Accommodation**

Individuals who have difficulty completing the assessment and application requirements may write to the College to request special accommodation. Requests will be considered on a case by case basis. Please provide your request in writing with an explanation as to why accommodations are currently needed. Allow a minimum of four weeks for requests to be considered. The College will do its utmost to make accommodations.

### **How is SECA evaluated?**

CHO is looking to understand the education and training undertaken, including the following:

1. Did you successfully complete a program of study in homeopathy? Self-study will also be considered if you can demonstrate knowledge of homeopathy competencies.
2. How long was the program of study?
3. What subjects were included in the program of study?
4. Did you successfully complete clinical training? Did the clinical training including 225 direct client contact hours, 45 weeks covering the competency components of initial intake, case taking consultation, patient communication and rapport, case analysis and repertorization, selection and dispensing of medicines, and case management and follow-up? (This is a non-exemptible requirement.)
5. Did you learn and where you tested or evaluated on the competencies, identified in Ontario to be necessary for an entry-to-practice homeopathy? If yes, where did you learn each competency?



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

**Where can SECA be completed?**

The entire SECA process with the exception of the Language testing can be completed from anywhere in the world. Please see the Language Fluency section on Page 9 for alternative Language assessment options for those completing the process from outside of Canada.

**Note about competencies:** The competencies in the CHO Competency Profile build on each other. There is some overlap among the competencies; the College takes this overlap into consideration in its review. Some competencies are Ontario specific and it is unlikely they will be taught or evaluated outside of Ontario, Canada. If your eligibility assessment identifies gaps related to Ontario specific competencies, the College will provide other ways to demonstrate these competencies including through the Jurisprudence program, Individual Assessment process, and other learning opportunities.

**Demonstration of Eligibility**

Each individual must successfully **demonstrate substantially equivalence of receiving the same or similar education and training received by a graduate of an approval program in homeopathy in Ontario. Demonstration of education and knowledge of competencies must be at a minimum of 80% of each area. This means that 80% of these competencies in each grouping must be demonstrated.** See chart below.

**Clinical Education Requirements Non-exemptible**

Eligible individuals must have received clinical training including 225 hours of direct client care over at least 45-weeks in a setting which was structured, comprehensive, supervised and evaluated.

**Demonstration of Substantially Equivalence by Competency Area**

Order of Submission	Broad Competency Area	Specific Competency Area or Source of Competency Assessment	Number of Competencies in Area	Demonstration of Substantial Equivalence 80%	Alternate Review
<b>Step 1</b>					
Pre-assessment requirement	Subject Specific	Anatomy/physiology Pathology Nutrition Physical examination is optional.	Covers 19 competencies	80% = 15 competencies Minimum of 3 courses must be present.	Determined on a case-by-case basis.
Pre-assessment requirement	Homeopathy Theory	Covers the broad areas of : - Philosophy (including law of similars, totality of symptoms, minimum dose, theory of health and disease, principles and methods of cure, provings and action of medicine, and potentization of medicines)	Covers 27 competencies	80% = 22 competencies	Determined on a case-by-case basis.



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

Order of Submission	Broad Competency Area	Specific Competency Area or Source of Competency Assessment	Number of Competencies in Area	Demonstration of Substantial Equivalence 80%	Alternate Review
		<ul style="list-style-type: none"> <li>- Case taking</li> <li>- Case analysis</li> <li>- Repertorization</li> <li>- Materia Medica/homeopathy pharmacy</li> <li>- Selection of medicines</li> <li>- Case management</li> <li>- Potency/Posology/Dosage</li> </ul>			
Pre-assessment requirement	Clinical	Covers the broad areas of : <ul style="list-style-type: none"> <li>- Initial intake</li> <li>- Case taking – consultation</li> <li>- Patient communication/rapport</li> <li>- Case analysis &amp; repertorization</li> <li>- Selection &amp; dispensing of medicines</li> <li>- Case management &amp; follow-up</li> </ul>	Covers 22 competencies  225 direct client contact hours in a comprehensive, structure, supervised and evaluated program, at least 45 weeks in length.	80% = 18 competencies  100% Full patient hours and weeks required.	Determined on a case-by-case basis.
<b>If substantially equivalent, or once deemed substantially equivalent, proceed to step 2.</b>					
<b>Step 2</b>					
Application requirement	Ontario Based <b>Theory</b> KSJ + Attitudinal	CHO Assessment	Covers 13 competencies	80% = 10 competencies	If not present on SECA may be satisfied post assessment.
Application requirement	Ontario Based <b>Clinical</b> KSJ	Individual Assessment Process supported by CHO Assessment	Covers 12 competencies	80% = 10 competencies	If not present on SECA may be satisfied post assessment.
Application requirement	Jurisprudence	CHO Ontario Based Online Course	Covers 11 competencies	80% on each online course module; plus 100% on final module	If not present on SECA may be satisfied through the Jurisprudence Program, post assessment.



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

### **How SECA Process Works**

Following a complete review of your file, CHO will notify you of the next steps.

If a minimum of 80% demonstration occurs the College will provide approval to proceed with the complete registration process. All registration requirements must be successfully completed before you are fully eligible for registration in the College.

If less than 80% demonstration occurs, your file will be referred to the Registration Committee. You will be provided with advance notice of this referral so that you may provide additional information for the committee's consideration. The Committee carefully reviews your file against the registration education and training requirements and competency profile to determine the degree of gap or deficiency present. Following careful review, the Registration Committee will make a decision on whether your education and training is substantially equivalent to a graduate of an approved program in homeopathy in Ontario. The Committee may recommend specific additional education or training which must be completed prior to becoming eligible for CHO registration.

### **Registration offers many benefits to practitioners, their patients, and the health care system:**

- The ability to use the title "Homeopath" and to hold oneself out as a Homeopath.
- Inclusion on the public register, an important tool for the public, other health care professionals, and benefits providers, and a competitive advantage for individual practitioners.
- The potential for patients to access insurance benefits for treatment.
- Interprofessional collaboration and increased potential for delegation to and from other health professionals who will be confident that they are collaborating with regulated professionals.
- The potential to participate in patient-centred multidisciplinary care facilities.
- An increased level of professionalism similar to that enjoyed by other health professions.
- An increased level of consistency for patients.
- Greater assurance of public protection, leading to public awareness and confidence in what homeopaths have to offer.
- An increased level of patient interest in homeopathy as a treatment option, potentially leading to an increase in the patient population for homeopaths both collectively and individually.

**If you have questions about the completion of this document, the competencies, or the registration process, please contact the CHO office directly at 416-862-4804 or by email at [registration@collegeofhomeopaths.on.ca](mailto:registration@collegeofhomeopaths.on.ca)**



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

## CHO Definitions

**Direct Client Contact** means a student has the opportunity to interact directly with the patient acting as the primary or secondary case-taker.

### Initial Intake Visit

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.

### Follow-up Visit

Subsequent consultations are often shorter in duration and involve discussing the changes that have occurred, so that the homeopath can understand how the patient has responded to the remedy and what the next step of treatment will be.

### Primary Direct Client Contact Hours

In the context of education and clinical practice requirements and criteria **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

In the context of education and clinical practice requirements and criteria **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 a 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.



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

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## Language Fluency

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In order to ensure that registered homeopaths are able to provide patient care and interact with the health care system in Ontario, fluency in either French or English is required. 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**:

<http://www.language.ca>

Information on the language assessment process is available on the College website at:

<http://www.collegeofhomeopaths.on.ca/pages/requirements.html>.

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

The policy *REG GR 01 Language Requirement and English and French Standards* is available on the College website at:

<http://www.collegeofhomeopaths.on.ca/pages/requirements.html>.

### For International Applicants

Please note that there is no Canadian Language Benchmark test available for completion outside of Canada; however international applicants may complete either the International English Language Testing System (IELTS) or Canadian English Language Proficiency Index Program (CELP) tests from outside of Canada. These providers test for Canadian Language Benchmark equivalency.

You can access the [International English Language Testing System](https://ieltscanadatest.com/test-results/ielts-and-clb/) at: <https://ieltscanadatest.com/test-results/ielts-and-clb/>.

For more information on the [Canadian English Language Proficiency Index Program](https://www.celpip.ca/) visit: <https://www.celpip.ca/>



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

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## SUBMISSION RELATED INFORMATION

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### Notarization

All registration related documents being submitted with the application must be notarized photocopies. In addition to the notarized photocopies, **Form E – Statutory Declaration** must be **notarized**. This provides assurance to the College that the declarations in the application and signature are those of the applicant. **Form E** can be found on the College website at: <http://www.collegeofhomeopaths.on.ca/pages/forms.html>.

In Ontario, Notary Public is a position appointed by the Ministry of Government Services. To find a Notary Public, search online or in the Yellow Pages. Applicants in Canada may obtain a Commissioner for taking affidavits to attest their documents.

### \*International Applicants

This requirement can be completed from outside of Canada.

Applicants from outside of Ontario may use an individual with the legal authority within their jurisdiction to notarize the documents.

### Translation

For individuals submitting documents in a language other than French or English, these documents need to be translated into either French or English prior to submission. The College recommends that translations be performed by a certified member of the Association of Translators and Interpreters of Ontario or another member organization of the Canadian Translators, Terminologists and Interpreters Council. In the event that a certified member cannot be found for the language required, please contact the College to discuss alternative translation.

You are responsible for the cost of translation. Notarized copies of both the original and the translated documents need to be submitted with the application form.

### \*International Applicants

This requirement can be completed from outside of Canada.



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

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## APPEALING SECA DECISIONS

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Individuals have the right to appeal any decision regarding the outcome of your pre-assessment for eligibility to register submission, individual assessment submission and your application for registration with the College.

If you disagree with a registration related decision, you can request a review of your file by the College's Registration Committee. This committee meets four times a year to assess the qualification of applicants to the College.

The Registration Committee reviews applications from applicants who want to become members of the College but do not meet one or more of the [registration requirements](#). After considering the application and submissions, the Registration Committee may direct the Registrar to:

- issue a certificate of registration
- issue a certificate of registration with terms, conditions and limitations
- issue a certificate of registration if the applicant completes specified training or additional exams
- refuse to issue a certificate of registration.

Orders of the Registration Committee can be appealed to the [Health Professional Appeal and Review Board](#). An Order of the Review Board can be appealed further to the Divisional Court of Ontario.

If you disagree with a decision by the Registration Committee, you can appeal the decision by sending your request in writing (not by email) to both the Registration Committee and the **Health Professions Appeal and Review Board**, an independent review board established under the *Regulated Health Professions Act* (RHPA).

Your request for an appeal must be received by the College within 30 days after the date you received notice of the Registration Committee's decision. You can ask for either a hearing (you and a College representative appear in person to present evidence to the Board) or a review (Board members review written submissions from the applicant and the College).

You can contact the Registration Committee and the Health Professions Appeal and Review Board at the addresses below:

**Registration Committee**

College of Homeopaths

163 Queen Street East

Toronto, ON M5A 1S1

[www.collegeofhomeopaths.on.ca](http://www.collegeofhomeopaths.on.ca)

**Health Boards Secretariat**

Health Professions Appeal and Review Board

151 Bloor St. West, 9th Floor

Toronto, ON M5S 2T5

[www.hparb.on.ca](http://www.hparb.on.ca)



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

## Self-assessment Reflection Form on Entry-to-Practice Competencies and Requirements

### PART 1 – Entry-to-Practice Education and Training Requirements Questionnaire (Completing this form is voluntary.)

Please answer the following questions to the best of your ability. Fill in the blank or where appropriate, place a “✓” in the box which best matches your situation.

#### Theory Program

1. Did you successfully complete an academic based education program in homeopathy?  Yes  No
  - a. If yes, what was the length of the academic program: \_\_\_\_\_ weeks / years (circle one)
  - b. Did you graduate from the program?  Yes  No
  - c. If yes, when did you graduate? Month \_\_\_\_\_ Year \_\_\_\_\_
2. What was the total or approximate number of homeopathy based theory hours in your program of study? \_\_\_\_\_
3. Please indicate which of the following subjects you have studied and your level of education on the subject:

Theory Subject	Studied		University	College or Career College	Distance Education Program	Apprenticeship	Self-Study	Other
Anatomy/physiology	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Pathology	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Nutrition	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Physical Examination	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Law of similars	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Totality of symptoms	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Minimum dose	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Individualization of the case	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Theory of health and disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Principles and methods of cure	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Potentization of medicines	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Provings and action of medicines	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Homeopathy case taking	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Homeopathy case analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Repertorization	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Materia Medica/Homeopathy Pharmacy	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Selection of medicines (remedies)	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Potency, Posology & Dosage	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Homeopathy case management	<input type="checkbox"/> Yes	<input type="checkbox"/> No						



Name: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

**Clinical Training**

4. Did your clinical training include a structured, comprehensive, supervised and evaluated program of clinical experience?  Yes  No
5. If not, how did you gain your clinical training? \_\_\_\_\_
6. Please provide a brief explanation of your clinical training (a separate sheet may be attached): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate which of the following subjects you have studied and your level of education on the subject:

Clinical Subject	Studied		University	College or Career College	Distance Education Program	Apprenticeship	Self-Study	Other
	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Initial intake	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Informed consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Case taking – consultation	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Patient communication and rapport	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Case analysis and repertorization	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Selection and dispensing of medicines	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Case management and follow-up	<input type="checkbox"/> Yes	<input type="checkbox"/> No						

7. What were the total number of **weeks** of clinical training: \_\_\_\_\_
8. During your clinical training, how many **hours** did you spend observing patient case taking? \_\_\_\_\_
9. How many **cases** were you required to observe? \_\_\_\_\_
10. As an observer, how many case write-ups did you complete in your clinical training? \_\_\_\_\_
11. As a primary care provider (intern) how many initial (new patient or new chief complaint) patients visits did you conduct in your clinical training? \_\_\_\_\_
12. As a primary care provider (intern) how many follow-up patient visits did you conduct in your clinical training? \_\_\_\_\_
13. What were your total number of **hours** of direct client contact (both primary and secondary – see CHO definition): \_\_\_\_\_
14. Please briefly describe your current practice (a separate sheet may be attached): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_