

Fair Registration Practices Report 2021

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
 - Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges
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The aim of the FRP:

- To collect data and information individual regulators
 - To understand how a regulator has implemented fair registration practices during the reporting period
 - And to help oversee compliance
 - Overseeing compliance requires, among other things, the following series of functions and activities:
 - Monitoring
 - Assessing
 - Mitigating and/or enforcing
 - Educating and promoting
 - Reporting on progress
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Please note the following to the 2021 FRP report:

- It is our intention that the 2021 FRP will be submitted through Survey Monkey;
- The 2021 FRP will likely change, in format and content, as we migrate to a more permanent portal and database solution, and as the FARPACTA changes re: registration timelines are finalized; and,

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Name of the regulated profession: Homeopaths
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Qualitative Information

The following qualitative information is collected for the purposes of highlighting a regulator's enhancements to improve fair registration practices year over year.

Section 1 - During the reporting period (January 1st – December 31st), please indicate if your organization has introduced any changes in the following areas impacting your registration processes by clicking on each of the appropriate boxes below.

Area	Yes	No	Description of Change/Improvement that would impact Fair Registration Outcomes
a. Registration requirements either through regulation, by-law or policy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. New or consolidated class of certificates or licenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Assessment of qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Timelines for registration, decisions and/ or responses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Registration and assessment fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Resources for applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g. Changes to internal review or appeal process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Access by applicants to their records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Mutual recognition agreements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Area	Yes	No	Description of Change/Improvement that would impact Fair Registration Outcomes
j. Training and resources for staff regarding registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
k. Relationship with third party service provider(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
l. Accreditation of educational programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
m. Technological or digital improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
n. Anti-racism and inclusion-based policies and practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHO willing be reviewing and integrating the HPRO framework and recommendations for Equity/Diversity/Inclusion and Anti-racism in 2023.
o. Organizational structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
p. Contingency or continuity of operations plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While there have been no changes to the College's staff compliment, we have continued to carry out all registration functions remotely. This has had little or no impact on the Applicant experience.
q. Documentation requirements for registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>In 2020, in light of COVID restrictions, we began accepting supporting documentation in an electronic format, as opposed to our previous instructions which stated that all files should be sent in hard copy by mail, courier, or hand delivery to the CHO office.</p> <p>While we have continued to monitor documentation which has been sent to the College by post, we have made efforts to finetune our submission instructions,</p>

Area	Yes	No	Description of Change/Improvement that would impact Fair Registration Outcomes
			highlighting that email is our preferred manner of document submission. These instructions now apply to all areas of the application process, including education-related documentation received directly from education institutions.
r. English / French language proficiency testing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Section 2 – If applicable, please list your organization’s top three accomplishments during the reporting period that relate to fair registration practices.

1	Speedy turnaround time for most applications.
2	Equity and inclusion for all qualified registrants.
3	Fair practices utilized in review of applicants and individuals undergoing the Substantially Equivalent Competence Assessment (SECA) process.

Section 3 – If applicable, please list the top three risks that impacted your organization’s ability to achieve better registration outcomes for applicants during the reporting period. Please also indicate the measures you have taken to mitigate the impacts of these risks.

	Risk	Mitigation Measure
1	Additional training for registration staff	<ul style="list-style-type: none"> - Staff team discussions on ways to improve registration review and processes to enhance awareness and effective processes to ensure that applications are handled in a consistent and TOIF manner. - For applications with unique elements (i.e. special training, reinstatement, or good character concerns) the Registration Officer conducts initial file review with a senior manager to ensure that policies and regulations are consistently applied and to consider in advance any factors which may interfere with a TOIF review. - Regular attendance at ORAC and HPRO meetings and educational sessions from legal counsel, and appropriate readings addressing registration, fairness and EDI issues.
2	Fulfilment of OFC Requirements	<ul style="list-style-type: none"> - This is an ongoing process to review and updating. - Seeking training and learning opportunities (from external sources) and integrating information into approach for addressing the registration process. - Further review of the Substantially Equivalent Competency Assessment (SECA) tools and processes, and integration of tweaks to the interview process to remove any language or comprehension barriers. - Mindful staff discussions to ensure that equity, inclusion and diversity and removing any barriers to bias and/or racism in the registration process. - Participation in the Health Profession Regulators of Ontario (HPRO) discussions on EDI and Anti-racism. [CHO willing be reviewing and integrating the HPRO framework and recommendations for EDI and Anti-racism in 2023.]
3		

Section 4 – Do you believe that you have a Canadian Experience Requirement (CER)?

- Yes
- No

If so, please describe the applicant competencies that you seek to develop through this requirement?

CER: work experience or experiential training obtained in Canada.

QUANTITATIVE SECTION

The following quantitative information is collected for the purpose of discerning statistical changes and trends related to a regulator’s membership, application volumes, licensure/certification results, and appeals year over year.

Languages

Indicate the languages in which you make available application materials and information about the application process.

Language	Yes/No
English	yes
French	yes
Other (please specify)	n/a

1. Membership Data

Demographics Data

As of December 31, of the reporting year, please indicate the number of members in each gender category identified below:

Gender	Number of members
Total Male	147
Total Female	326
Total Non-binary	0
Gender not provided	0
OVERALL TOTAL	473

In relation to your members:

Do you collect race-based data? (YES/NO) NO

Do you collect other identity-based or demographics data? (YES/NO) NO

Do you plan to collect race-based data in the future? (YES/NO) NO

If yes, please indicate the type:

CHO collects data required by the Ministry's Health Human Resource Database.

Additionally, the College collects information on practice hours, professional education activities, languages spoken in practice, and registration with other regulated health professions.

a. Class of License/Certificate Data

As of December 31, of the reporting year, please indicate the number of members under each class or license category as applicable.

Class of License/Certificate	Number of members
Full/Independent Practice	441
Provisional/Limited License/Certificate	0
Emergency License/Certificate	0
Inactive Class	32
***to be filled in as required by the regulator	
***to be filled in as required by the regulator	
OVERALL TOTAL	473

b. Jurisdiction where members were initially trained

As of December 31, of the reporting year, please indicate the total number of registered members for each category below.

Type	Description (Drop Down)	Count
Membership	Ontario	310
Membership	Other Canadian Provinces and Territories	16
Membership	USA	9
Membership	Other Countries	119
Membership	Multiple and/or Unspecified Jurisdiction	19
TOTAL		473

c. Please indicate the total number of registered members for the top 12 international countries or jurisdictions where these individuals obtained their initial education in the profession or trade.

1	India - 73
2	Pakistan - 22
3	U.K. - 12
4	France - 2
5	Bangladesh - 2
6	Greece - 2
7	South Africa - 1
8	Australia - 1
9	Germany - 1
10	Iran - 1
11	Sri Lanka - 1
12	Croatia - 1

Question Title

31. Applications Data

2. Applications Data

Demographics Data

Indicate the number of applicants who filed an application between January 1 and December 31 of the reporting year, in each applicable category.

Gender	Number of applicants
Total Male	2
Total Female	19
Total Non-binary	0
Gender not Provided	0
OVERALL TOTAL	21

In relation to the applications, you received:

Do you collect race-based data? (YES/NO) NO

Do you collect other identity-based or demographics data? (YES/NO) NO

If yes, please indicate the type:

CHO collects data required by the Ministry's Health Human Resource Database.

Additionally, the College collects information on practice hours, professional education activities, languages spoken in practice, and registration with other regulated health professions.

a. Category of Applicants

Number of applicants who voluntarily or involuntarily (through inactive and lapsed applications) withdrew from the application process between January 1 and December 31 of the reporting year: _____0_____.

Please indicate the total number of applicants who filed an application between January 1 and December 31 of the reporting year for each of the category as applicable.

Category	Number of applicants	Number of applicants fully licensed/certified	Average Time to Process Application in Weeks from First Point of Applicant Contact	Average Time to Process Application in Weeks from Receipt of all Required Documents
Applicants from Ontario	13	12	We do not currently collect this data	Based on current data, average time = 30 days (2 days - 3 months)
Applicants from other Canadian provinces and territories	0	0	n/a	n/a
Certificate-to-certificate (labour mobility) applicants	0	0	n/a	n/a
Applicants from international jurisdictions (not including USA)	7	5	We do not currently collect this data	Based on current data, average time = 30 days (2 days - 3 months)
Applicants from multiple and/or jurisdictions not specified	0	0	n/a	n/a
Applicants from accredited Canadian post-secondary institutions	10	9	We do not currently collect this data	Based on current data, average time = 30 days (2 days - 3 months)
Applicants from unaccredited Canadian post-secondary institutions	3	3	We do not currently collect this data	Based on current data, average time = 30 days (2 days - 3 months)
Number of applicants who re-registered after withdrawing from the application process	0	0	n/a	n/a

Additional comments: None.

b. Jurisdiction where applicants obtained their initial education

Please indicate the total number of applicants for the top 12 international countries or jurisdiction where applicants obtained their initial education in the profession or trade.

Name of Jurisdiction	Count
Ontario	13
India	6
USA	1
Croatia	1

c. Processing Time

As of December 31, of the reporting year, how many full licenses/certificates did your organization issue _____17_____.

Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31 of the reporting year, according to the timelines noted in the table below.

Timeline	Total Applications Processed	Percentage (system can calculate by dividing column 2 by total license issued)
0 – less than 3 months	17	
3 months – less than 6 months	0	
6 months – less than 12 months	0	
12 months – less than 18 months	0	
18 months – less than 24 months	0	
24 months and greater	0	

d. Age of Active Applications

As of December 31, what were the total number of active applications in your case inventory? 31 (21 of which were submitted within the calendar year).

Please provide a breakdown of these active applications according to the length of time that they have been open.

Age	Total
0 – less than 3 months	1
3 months – less than 6 months	2
6 months – less than 12 months	0
12 months – less than 18 months	0
18 months – less than 24 months	1
24 months and greater	6

e. Other Licenses/Certificates of Registration Processed

Please indicate the number of applications that your organization processed in the reporting year that relate to other classes or types of license/certificates. Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1 to December 31	Ontario	Other Canadian Provinces and Territories	Certificate to Certificate (Labour Mobility)	USA	Other International	Multiple and/or Unspecified Jurisdictions	Total
Applicants who were issued an alternative class of license*	We do not have an alternative class license						0
If applicable, applicants who were issued an emergency license/certificate	We do not have an emergency class license						0
Provisional license/certificate or alternative class of license/certificate holders who were fully licensed/certified	We do not have a provisional license						0

* An alternative class of license/certificate enables the holder to practice with limitations, but additional requirements must be met for the member to be fully licensed/certified.

Additional comments:

f. Number of Reviews and Appeals Processed

State the number of reviews and appeals that your organization processed in the reporting year. Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1 to December 31	Ontario	Other Canadian Provinces	USA	Other Countries	Multiple and/or Unspecified Countries	Total
Applicants who were subject to an internal review or who were referred to a statutory committee of your governing council, such as a Registration Committee	0	0	0	0	0	0
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Number of appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments: None.

g. Top Three Reasons for these Appeals

Reason	Percentage
_____n/a_____	_____n/a_____
_____	_____
_____	_____

h. Top Five Reasons for not Issuing a License/Certification to Internationally Trained Individuals

Reason	Percentage
_____n/a_____	_____n/a_____
_____	_____
_____	_____

Additional comments:

i. Top Five Reasons for not Issuing a License/Certification to Canadian Graduates

Reason	Percentage
_____n/a_____	_____n/a_____
_____	_____
_____	_____

Additional comments: The Application forms which are currently in our case inventory have not been processed due to the fact that they are currently incomplete and/or are missing supporting documentation.