

# Fair Registration Practices Report

## Denturists (2011)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

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

### Provision of Information About Registration Practices (1 / 13)

**Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:**

#### a) steps to initiate the registration process

\*\*\* SAME AS LAST YEAR \*\*\*

The College of Denturists of Ontario (“CDO” or the “College”) details the steps to initiate the registration process in its Registration Information Guide and the Career Map for Internationally Trained Applicants. Both of these documents are posted on the registration portion of the CDO website and are updated on a continuing basis to ensure information is current, accurate and user friendly. Telephone and email registration inquiries are directed to the Registration Coordinator and hardcopies of our registration documents are available upon request.

In respect of the steps required to initiate the registration process, once the College has received an initial inquiry, the person making the inquiry will be sent an application package. This package contains the forms that person must complete and return to the College. Also, the package contains a request for documentation that is required to process an application for a certificate of registration.

#### b) requirements for registration

\*\*\* SAME AS LAST YEAR \*\*\*

The College specifies the requirements for registration in the Registration Information Guide and Career Map for Internationally Trained Applicants. These documents are posted on the registration portion of the College of Denturists of Ontario website and they are updated on a continuing basis to ensure information is current, accurate and user friendly. Telephone and email registration inquiries are directed to the Registration Coordinator and hardcopies of our registration documents are available upon request. The CDO website also contains a link to the College’s current registration regulation (O. Reg. 833/93; <http://www.denturists-cdo.com/ORegsRegistration.pdf>).

The documents explain the registration requirements, as follows:

Applicants must have the prescribed diploma in denturism (from George Brown College) or an equivalent and provide the College with a notarized copy of the same. Applicants are also required to describe their educational information in the initial application form for certification.

The application form imposes certain reporting requirements on applicants (e.g. the CDO asks applicants if they have ever been found guilty of a criminal offence).

Applicants must be Canadian citizens or permanent residents of Canada or have authorization under the Immigration and Refugee Protection Act, S.C. 2001, c. 27, to work in Canada.

Applicants must pass the CDO administered qualifying examination. The examination is made up of two components - a written examination and a practical (clinical) examination. Eligible candidates must successfully complete the written examination before they will be permitted to attempt the practical examination. Applicants must initiate the qualifying exam within twelve months of the date they signed their application form for a certificate of registration and they must continue to be actively engaged in the exam process until successful completion or the application will expire / be considered abandoned. Applicants who successfully complete both the written and clinical examinations are then eligible for certification as a denturist in the province of Ontario.

Denturists registered in another jurisdiction applying through labour mobility are exempt from the qualifying exam.

Where an applicant is or has been registered / licensed to with another professional regulatory body in Ontario or another jurisdiction, or is registered/licensed to practice denturism in any other jurisdiction other than Ontario, they must submit a letter of good standing from the appropriate regulatory body to the College. The applicant also has to consent to having her/his registration record (complaints history) transferred from the practicing jurisdiction to CDO.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College's current registration regulation (O. Reg. 833/93) states that the applicant must have a diploma in denture therapy or denturism from George Brown College or any other institution that, in the opinion of the Registration Committee, issues an equivalent diploma or degree. A diploma or degree is equivalent if it offers courses in the areas listed in the Schedule to the CDO's registration regulation. The Registration Committee is responsible for determining if the applicant has training in the subject areas listed in the Schedule. Applicants who have graduated from a denturist (or dental) program outside of Canada must submit with their application, a Comprehensive Credential Report from one of the following credentialing agencies (World Education Services, International Credential Assessment Service, or International Credential Evaluation Services) to enable the Registration Committee to assess equivalency with the George Brown College Denturism Program. The CDO website also contains a link to the College's current registration regulation (O. Reg. 833/93; <http://www.denturists-cdo.com/ORegsRegistration.pdf>).

Applicants who graduated from a denturist (or dental) program that was not taught in English or French must submit with their application, proof of English or French language proficiency. For English, TOEFL results (a minimum score of 580 points for the TOEFL PBT, 237 points for the TOEFL CBT, or 92 points for the TOEFL iBT is required - the CDO accept tests no older than four years. For French, the results of the test used by Office de la langue Française of the Government of Quebec (a minimum result of 60% is required).

Documentation submitted that is not in either English or French must be accompanied by a copy translated by a certified translator.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO has no specific work experience or practical requirements for registration beyond the practical components already built into the George Brown College denturism program. The CDO expects that any applicant with academic credentials in denturism from another accredited Canadian school of denturism will have practical experience similar to that provided in the George Brown College denturism program.

e) requirements that may be satisfied through acceptable alternatives

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Applicants must meet the non-exemptible registration regulation requirements for a certificate of registration.

f) the steps in the assessment process

\*\*\* SAME AS LAST YEAR \*\*\*

The College informs potential applicants of the steps in the assessment process in both the Registration Information Guide and Career Map posted on the College website. Both documents are available in hardcopy or via email upon request. In short, these documents indicate that all applications for registration must pass through a review process. If the Registrar feels that an application does not meet all requirements for registration, he/she will refer it to the Registration Committee for review. The Committee is made up of members of the denturist profession and public appointees to the Council of the College. The applicant is provided with an opportunity to make written submissions to the committee supporting their position. The Registration Committee will inform the applicant in writing of its decision regarding his/her application. The applicant may be required to provide additional information regarding his/her qualifications or to complete additional studies in order to become eligible to sit the College's qualifying examination.

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

The supporting documentation required for registration is specified in the Registration Information Guide and the Career Map on the College website. These documents indicate that to be eligible to attempt the College's qualifying examination applicants must have a diploma in denturism from George Brown College or a diploma or degree from any other institution that in the opinion of the Registration Committee is equivalent to a diploma in denturism from George Brown College. A notarized copy of the applicant's diploma must be provided with complete official transcripts from her or his college or university. Applicants who graduated from a denturist (or dental) program outside of Canada must submit with their application, a Comprehensive Credential Report from one of the following credentialing agencies (World Education Services, International Credential Assessment Service, or International Credential Evaluation Services) to enable the College of Denturists of Ontario to assess equivalency with the George Brown College denturism program. The College of Denturists of Ontario Registration Coordinator then uses in particular the Schedule to the registration regulation (O. Reg. 833/93) under the Denturism Act, 1991, S.O. 1991, c. 25 as a checklist.

Applicants who graduated from a denturist (or dental) program that was not taught in English or French must submit with their application, proof of English or French language proficiency. For English, TOEFL results (a minimum score of 580 points for the TOEFL PBT, 237 points for the TOEFL CBT, or 92 points for the TOEFL iBT is required - the CDO accept tests no older than four years. For French, the results of the test used by Office de la langue Française of the Government of Quebec (a minimum result of 60% is required). Documentation submitted that is not in either English or French must be accompanied by a copy translated by a certified translator.

All applicants must also provide a copy of their criminal record clearance that is valid within the previous six months prior to the application date.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College must have some form of documentation in order to assess an applicant's credentials and proceed with the registration process. The College has not yet encountered an applicant who could not provide the required information. The College of Denturists of Ontario would in such hardship or refugee cases present the details of the individual case for consideration by the Registration Committee panel.

i) how applicants can contact your organization

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Contact information including email addresses, the College address, telephone and fax numbers are listed on the registration website and in College publications.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College forwards written correspondence to applicants who have initiated the application process but have not submitted required documentation, and identifies any errors or omissions in their application on an immediate and needs basis.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Information Guide and Career Map indicate that documentation submitted in a language other than English or French must be accompanied by a copy translated by a certified translator.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Information Guide and Career Map indicate that applicants who graduated from a dentist or dental program outside of Canada must submit with their application, a comprehensive credential report from one of the following credentialing agencies: World Education Services (WES), International Credential Assessment Service (ICAS) or International Credential Evaluation Services (ICES) to enable the CDO to assess equivalency with the George Brown College denturism program. The credentialing agencies' contact information is included in the Registration Information Guide and Career Map.

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

\*\*\* SAME AS LAST YEAR \*\*\*

Current registration regulations state that applicants must have successfully completed the qualifying exam in denturism set by Council within 12 months of the application. However, the CDO permits a second attempt at both the written and practical exams, which may extend the expiry date of the application. Also, applicants must initiate the qualifying exam process within a year of signing the application form for a certificate of registration, after which the application form expires. Applicants deemed eligible to participate in the qualifying exam are advised in writing of the next exam dates. Candidates do sometimes request a deferral of their examination. Candidates granted a deferral by the Registration Committee must take the next scheduled exam. Applicants are notified of Registration Committee meetings and qualifying examination dates upon request.

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

\*\*\* SAME AS LAST YEAR \*\*\*

Registration Information Guide and Career Map state that the time required to complete the assessment of an application varies considerably and can take anywhere from three months to three years. Delays occur when there are errors or omissions in the application and where a candidate is unsuccessful in a portion(s) of the qualifying exam and is required to re-take that portion(s). Delay also occurs where the candidate requests a deferral of the qualifying examination. Delays also occur when the Registration Committee determines whether the applicant is permitted a third and final exam attempt, and whether the applicant must complete further study prior to being permitted a third attempt.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Registration fees are listed in the Registration Information Guide and Career Map posted on the CDO website. Information pertaining to exams and examination rewrites are forwarded to eligible exam candidates, and outlined in the exam protocol distributed at the Candidate Orientation. The Candidate Orientation is scheduled prior to each session of the qualifying examination (both written and practical) and it is mandatory for all candidates.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Currently the College does not have information available regarding applicants with special needs. However, the College is prepared to accommodate special needs as required by the Human Rights Code, R.S.O. 1990, c. H.19. The College has provided alternative testing environments when petitioned to do so and provided with the necessary documentation to validate the special needs.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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### Amount of Fees (2 / 13)

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

\*\*\* SAME AS LAST YEAR \*\*\*

There are no differences in fees for internationally trained applicants. All applicants are subject to the same application, qualifying exam, and registration fees. Denturists registered in another jurisdiction applying through labour mobility are exempt from the qualifying exam.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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

a) What are your timelines for making registration decisions?

\*\*\* SAME AS LAST YEAR \*\*\*

The time required to complete the assessment of an application varies considerably and can take anywhere from three months to up to three years. Candidates experiencing difficulty in understanding the forms or the requirements are encouraged to contact CDO staff. Delays will occur if there are errors, omissions, or if the College requires clarification / additional information to continue the review of an application. It is recommended that applicants apply with ample time for processing prior to the expected qualifying examination date. Timelines are extended when applicants are unsuccessful at the qualifying exam (written / practical) and require additional attempts. Applicant requests for deferral of the qualifying exam due to extenuating circumstances further prolongs the application process.

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

\*\*\* SAME AS LAST YEAR \*\*\*

Upon receipt of an application, the CDO responds to the applicant with a letter of acknowledgement and notifies them within two weeks of receiving the application of any errors or omissions in their package. An applicant will also be informed if their documents are sent to the Registration Committee for review. This happens in cases when the equivalency is not immediately granted by the Registrar. Applicants are advised of the next committee meeting.

The CDO notifies applicants about the next available examination. Once applicants have completed their exams, the College advises candidates whether they were successful on the examination within 15 days of the exam. Practical exam candidates are advised whether they were successful on their examination or not within 30 days of completion of the examination.

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

Registration decisions are organized around the Registration Committee meeting schedule. The Registration Committee typically meets every six to eight weeks, although a teleconference can be scheduled in the interim if a matter requires a timely decision. The College tries to provide written reasons to applicants regarding

registration decisions within one month of the Registration Committee meeting.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College ensures that it adheres to these timelines by holding regular committee meetings and by apprising committee members of time sensitive issues as soon as possible. Also, additional administrative support staff are sometimes employed on a casual basis for the duration of the qualifying exam (and these support staff are sometimes employed for a short period of time prior to the practical examination in order to assist the CDO in its preparation of the practical component).

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

\*\*\* SAME AS LAST YEAR \*\*\*

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## Access to Records (4 / 13)

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College grants applicants access to their own application documents upon request. The College forwards copies of documentation and permits applicants to review documentation by appointment at the College office.

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

The College does not refuse or restrict access to applicants' own records. The College prohibits reproduction and distribution of the qualifying exam for the purposes of maintaining examination security.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College has not yet charged applicants a fee for accessing their records. However, the College is in the process of developing a fee policy to offset the cost of administration, including the production of records for



inspection by applicants. Once approved, this policy will be posted on the College website.

d) List the fees for making records available.

\*\*\* SAME AS LAST YEAR \*\*\*

The College has not yet charged applicants a fee for accessing their records. However, the College is in the process of developing a fee policy to offset the cost of administration, including the production of records for inspection by applicants. Once approved, this policy will be posted on the College website.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College has not yet charged applicants a fee for accessing their records. However, the College is in the process of developing a fee policy to offset the cost of administration, including the production of records for inspection by applicants. Once approved, this policy will be posted on the College website.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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## Resources for Applicants (5 / 13)

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

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Information Guide and Career Map for Internationally Trained Applicants are available on the College website. Applicants deemed eligible to participate in the qualifying exam are provided with an exam protocol. This protocol lists the subject areas that candidates will be tested on and includes a written examination reference material list, daily instructions, clinical and laboratory equipment and supplies provided to the candidate, clinical and laboratory equipment and supplies to be provided by the candidate, and evaluation criteria for the four practical exam projects. The College also facilitates a candidate orientation session prior to each exam session to review the protocol, evaluation criteria, and answer any candidate questions.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Applicants with internet access are referred to the registration portion of the CDO website for information pertaining to registration requirements. Hardcopies are available upon request. Upon being deemed eligible to take the qualifying examination, the College notifies applicants in writing that they must attend the mandatory orientation session where copies of the exam protocol and evaluation criteria are distributed. Applicants unable to attend the orientation session due to extenuating circumstances are forwarded hardcopies of the protocol and evaluation criteria.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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### Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

\*\*\* SAME AS LAST YEAR \*\*\*

Registration decisions are organized around the Registration Committee's meeting schedule. The Registration Committee typically meets every six to eight weeks, although a teleconference can be scheduled in the interim if a matter requires a timely decision. The Registration Committee can carry out assessments on whether an applicant's academic credentials are equivalent to the George Brown College denturism program, as is required by the registration regulation (O. Reg. 833/93). If the applicant's education is not deemed equivalent, the Registration Committee may recommend a course upgrade. This decision cannot be internally reviewed or appealed. The next step for applicants wishing to appeal such decisions is to take their case to the Health Professions Appeal and Review Board ("HPRAB"). The applicant must make their request to HPRAB within 30 days of the date the College gave notice of the Registration Committee's decision.

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

There was two internal reviews by the Registration Committee in 2011.

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

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

\*\*\* SAME AS LAST YEAR \*\*\*

Applicants have 30 days from the date of the letter notifying them that the Registrar plans to refuse their application for certification with the College to provide submissions for consideration by the Registration Committee. Applicants are informed of this opportunity to make submissions in the same letter.

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 not required to make their submissions in any specific form. Applicants are encouraged to write a letter to the Registration Committee outlining the reasons why their application should not be refused and to provide documentation supporting their position. This letter could be sent to the College via mail or email.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

The Registrar makes the initial determination to refuse the applications to the College. The Registration Committee is not involved in this decision and is solely responsible for considering appeals of the Registrar's decision. This ensures the impartiality of the Registration Committee. Furthermore, none of the members of the Registration Committee are examiners for the College, or part of the Executive Committee or examination appeals panel. As such, the members of the Registration Committee are not directly involved in evaluating the applicants' performances on the qualifying examinations.

e) Describe your internal review or appeal process.

\*\*\* SAME AS LAST YEAR \*\*\*

Applications to the College are considered by College staff on behalf of the Registrar to determine whether the requirements for registration are met. If it is determined that the application does not meet the requirements for certification with the College, the applicant is provided with a letter notifying them that the Registrar plans to refuse their application for certification with the College to provide submissions for consideration by the Registration Committee. The applicant is advised of the statutory grounds for refusal and is provided with 30 days to make written submissions to the Registration Committee in support of their application to the College. The Registration Committee typically meets every six to eight weeks and will consider these appeals at their meetings. They may schedule a teleconference in the interim if a matter

requires a timely decision. The Committee considers the Registrar's recommendation and the submissions made by the applicant and renders a decision in writing to the applicant. If a decision is made against the applicant, they are also advised of their right appeal to HPARB within 30 days of the date the decision.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Committee is comprised of two professional members of Council, one non-Council professional member, and a public member. There are currently no internationally trained committee members, and no statutory requirements or by-law provisions stating mandatory internationally trained members.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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### Information on Appeal Rights (7 / 13)

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.

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Information Guide outlines the appeal process to the government-appointed Health Professions Appeal and Review Board (<http://www.hparb.on.ca/>). The decision letter sent to candidates whose application for certification for registration is denied also refers to the appeal process to HPARB. .

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

\*\*\* SAME AS LAST YEAR \*\*\*

## Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

To be eligible to attempt the College's qualifying examination an applicant must have a diploma in denturism from George Brown College or a diploma or degree from any other institution that in the opinion of the Registration Committee is equivalent to a diploma in denturism from George Brown College. Applicants must provide an original or a notarized copy of the diploma with complete official transcripts from the college or university.

Applicants who graduated from a denturist (or dental) program outside of Canada must submit with their application, a Comprehensive Credential Report from one of the following credentialing agencies (World Education Services, International Credential Assessment Service, or International Credential Evaluation Services) to enable the CDO to assess equivalency with the George Brown College denturism program.

Applicants who graduated from a denturist (or dental) program that was not taught in English or French must submit with their application, proof of English or French language proficiency. For English, TOEFL results (a minimum score of 580 points for the TOEFL PBT, 237 points for the TOEFL CBT, or 92 points for the TOEFL iBT is required - the CDO accept tests no older than four years. For French, the results of the test used by Office de la langue Française of the Government of Quebec (a minimum result of 60% is required). Documentation submitted that is not in either English or French must be accompanied by a copy translated by a certified translator.

All Applicants must submit a criminal clearance report that is valid within the previous six month from their application date.

If applying under a name which is different from the one recorded on the denturism/dental diploma, a certified copy of the name change, marriage certificate, or divorce decree (as applicable) must accompany the application.

The College administers a qualifying examination which is currently held at least once per year. The examination is comprised of two components - a written examination and a practical examination. Eligible candidates must successfully complete the written examination before they will be permitted to attempt the practical examination. Candidates must successfully complete both the written examination and the practical examination in order to qualify for registration as a denturist in the province of Ontario.

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

\*\*\* SAME AS LAST YEAR \*\*\*

In accordance with the College's current registration regulation (O. Reg. 833/93), the Registration Committee is obligated to base equivalency of applicants who have graduated from a program other than the George Brown College denturism program on George Brown College denturism subjects identified in the registration regulation schedule. If the candidate has graduated from another accredited Canadian school of denturism, they are entitled to challenge the College's qualifying examination as well. An internationally trained applicant's diploma or degree is equivalent if it offers courses in the areas listed in the schedule to the registration regulation. The Registration Committee determines the applicant has training in subject areas listed in the registration regulation schedule based on the information provided in the comprehensive credential report.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO has no specific work experience or practical requirements for registration beyond the practical components already built into the George Brown College denturism program. The CDO expects that any applicant with academic credentials in denturism from another accredited Canadian school of denturism will have practical experience similar to that provided in the George Brown College denturism program. The Registration Committee considers an applicant's work experience if she/he is lacking in a subject area.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO ensures the validity of information regarding educational systems and credentials of internationally trained applicants through the use of the following credentialing agencies: World Education Services (WES), International Credential Assessment Service (ICAS), and International Credential Evaluation Service (ICES).

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

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Committee bases equivalency of applicants who have graduated from a program other than the George Brown College denturism program against George Brown College denturism subjects identified in the Schedule to the Registration Regulation (O. Reg. 833/93) made under the authority of the Denturism Act, 1991, S.O. 1991, c. 25. If the candidate has graduated from another accredited Canadian school of denturism, they are entitled to challenge the College's qualifying examination as well.

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

\*\*\* SAME AS LAST YEAR \*\*\*

ICAS Assessment Reports compare credentials held by an individual to the education systems in Ontario. The evaluation policies are established by the ICAS Management Board which is composed of individuals from senior levels of government, education and industry, each of whom has extensive experience in education in Canada and internationally. Policies are established using recognized credential evaluation criteria, taking into account assessment practices in Canada and internationally. ICAS has an extensive on-site research library and an electronic database of comprehensive information on education systems around the world. Thousands of academic qualifications are recorded through a tracking system which provides reference sources. ICAS uses electronic databases and communicates on an ongoing basis with governments, national academic assessment bodies and other credential evaluation agencies to remain current on changes in educational systems and specific qualifications.

WES has over thirty years' experience evaluating international credentials. It employs over 100 professionals, from more than 30 countries around the world who are sensitive to concerns of foreign-educated clientele. WES evaluators have extensive experience and training in Canadian, North America, and international education systems and are recognized authorities in their fields. WES maintains an evaluation database compiled from the evaluation of more than 350,000 assessments, which contains more information on more than 45,075 foreign academic institutions, one million courses, 1600 grading scales. Evaluators assess credentials through various criteria including: admissions requirements, education level, type of institution, objective of educational program, information measured against Canadian standards, all grades and courses converted to Canadian equivalents, and the evaluations are reviewed by senior evaluators.

ICES evaluates the credentials of people who have studied in other provinces or countries and determines comparable levels in British Columbia and Canadian terms, based on several factors: the minimum academic credential one must hold in order to be admitted to the program; the level and duration of the program; the program of study to which the credential provides access in the country of origin; and recognition of the institution and program. ICES follows the standard methodology used in evaluation services throughout Canada and the United States . ICES is a founding member of the Alliance of Credential Evaluation Services of Canada (the Alliance), which ensures that individuals have access to fair and credible credential assessment services. Members of the Alliance follow principles of good practice that are consistent with international standards.

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

\*\*\* SAME AS LAST YEAR \*\*\*

Currently the College does not have information available regarding applicants with special needs. However, the College is prepared to accommodate special needs as required by the Human Rights Code, R.S.O. 1990, c. H.19. The College has provided alternative testing environments when petitioned to do so and provided with the necessary documentation to validate the special needs.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

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, can be anywhere from three months to three years. Applicant requests for deferrals of qualifying exams results in the length of time being extended, as do unsuccessful attempts at the qualifying exam. Candidates who fail their second attempt may require remedial training prior to being permitted a third attempt, which could alter timelines.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The average time does not differ for internationally trained individuals. Internationally trained individuals can apply all year to the College and were entitled to participate in either, or in the case of subsequent attempts, both of the College's examination sessions last year. Assuming the internationally trained individual submitted their application to the College shortly before the deadline for registering for the College's exams, the process could have taken as little as three months. When applicants have failed portions of the qualifying exam, the process can take a couple of years.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

The average time for internationally trained applicants is approximately the same as that of domestically education students. The time may vary depending on the length of time required to gather the relevant documentation (credential and TOEFL reports, for example) for applying to the College.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct credential assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct credential assessments.

iii. Explain how work experience is taken into account.

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct credential assessments.



j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct competency assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct competency assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct competency assessments.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct prior learning assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct prior learning assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not conduct prior learning assessments.

l) If your organization administers examinations:

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

The College administered the qualifying exam once in 2011, which consists of both written and practical components. The written exam was offered to the candidates a few weeks prior to the clinical exam.

The written examination is a multiple choice examination designed to assess the candidate's overall knowledge of the academic subjects which comprise the minimum requirements set out in O. Reg. 833/93, the Registration Regulation made under the Denturism Act, 1991, S.O. 1991, c. 25. It is a one day computerized test which delivers 300 randomized items at a remote access learning centre. The established pass mark of the written examination is 70%. Questions on the written examination are drawn from the following subject areas: Dental Materials, Full Dentures and Immediate Dentures, Partial Dentures and Implant Overdentures, Ethics, Jurisprudence, Patient Management and Record Keeping, Dental Anatomy, and Head and Neck Anatomy, General Anatomy, Physiology and Histology, Microbiology and Infection Control, Periodontology, Oral Pathology and Preventive Dentistry, Pathophysiology and Pharmacology, Radiographic Pattern Recognition, Public Health, Research, and Marketing, Nutrition, Psychology, and Gerontology.

Upon successful completion of the written examination, candidates are permitted to attempt the practical examination.

A candidate who fails a first attempt of the written examination is automatically permitted a second attempt unless the failure was the result of the candidate being dismissed from the examination for a breach of protocol. A candidate who is permitted a second attempt at the written examination is advised, in writing, of the date, time and location of the examination by the College of Denturists of Ontario.

Candidates who are permitted a second attempt of the written examination must take it at the first available opportunity unless a deferral is granted by the Registrar.

Only candidates who are eligible for registration with the College and who have successfully completed the written examination are permitted to attempt the practical examination. Eligibility to make subsequent attempts at examinations is determined by the Registrar of the College of Denturists of Ontario. The decision of the Registrar can be appealed to the Registration Committee. The decision of the Registration Committee is final.

The practical examination is designed to test the candidate's practical skills with regard to the assessment of arches missing some or all teeth and the design and fabrication of removable dentures. The practical examination requires the candidate to undertake the necessary clinical, laboratory and technical activities in order to complete: The Design / Setup of a Partial Denture Casting, Partial Denture Design, Wrought Wire Clasps – Transitional Acrylic Removable Partial Denture (RPD), The Fabrication of Complete Maxillary and Mandibular Dentures.

Candidates are assessed on all the following aspects of denture fabrication: Patient history & treatment plan, Preliminary impressions, Preliminary casts, Custom trays, Border moulding, Final impressions, Master casts, Recording bases / Occlusal rims, Facebow transfer, Protrusive bite registration, Centric bite registration, Casts mounting (on H2 Hanau articulator), Dentures set-up / wax-up, Dentures try-in, Dentures trim / polish, Delivery of Dentures: Home care and post insertion.

Partial denture projects are evaluated using a blind marking scheme for the purposes of maintaining impartiality and fairness.

Candidates must complete all four components of the Practical Examination in order to be eligible for Registration.

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

describe how you correct the deficiencies.

\*\*\* SAME AS LAST YEAR \*\*\*

The College reviews and revises the written exam item databank to reflect trends in the profession (i.e. implants and partials). Currently the standard is set at a pass mark of 70%, and the College endeavors to facilitate standardized administration by adhering to specifications including format, location, materials, equipment, number of invigilators, candidate seating arrangements, time limits, and security.

The practical exam uses objective-based criteria, and a blind evaluation process for the partial denture projects. CDO examiners (invigilators) are bound by contract to responsibly proctor examinations (by adhering to ethics policy, conflict of interest policy, etc.). They also sign a confidentiality agreement and are required to participate in a mandatory training session. For marking purposes, the examiners use and complete comprehensive evaluation tools that are designed to reflect the principle of objectivity, diminish the examiner's impact on candidate scores, and ensure uniformity and consistency in marking.

The College conducts a statistical analysis of performance results after each exam session to identify anomalies for the purposes of quality improvement and bringing problem areas to the attention of educators. In addition, the College introduced a new statistical analysis this past summer of examiner marking patterns to verify the objectivity of the examiners.

Unsuccessful candidates receive notification of the projects they failed and are given the opportunity to inquire into and appeal their results. The College's appeal exam policy is available on our website and provides information on the appeal policy and permitted grounds for appeal.

The CDO continuously encourages feedback from both the examiners and candidates on the exam and considers these recommended changes.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The written item databank is updated before and after each exam session for quality assurance and security purposes. A written exam subcommittee consisting of subject matter experts from the Qualifying Exam Committee and past and present denturism faculty members works to develop, review and revise items based on the blueprint. The practical examination questions follow the same procedure.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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### Third-Party Organizations (9 / 13)

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

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO relies upon TOEFL to determine language proficiency and the following credentialing agencies to make educational assessments: World Education Services (WES), International Credential Assessment Service (ICAS), and International Credential Evaluation Services (ICES).

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The credentialing agencies' assessment practices are posted on their websites.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Registration Committee has confirmed that the credentialing agencies are legitimate and that they update assessment practices.

iii. provides timely decisions, responses and reasons to applicants

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The credentialing agencies have turn around times, most of which are listed on their websites.

iv. provides training to individuals assessing qualifications

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

After researching various credentialing agencies, the Registration Committee is of the view that individuals assessing qualifications from WES, ICAS, and ICES have received adequate training.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The credentialing agencies forward assessment results to the applicants.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College would assist any applicants with special needs with applications to credentialing agencies.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The credentialing agencies determine the level of the credential presented for assessment based on the college or university transcripts provided.

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

\*\*\* SAME AS LAST YEAR \*\*\*

ICAS Assessment Reports compare credentials held by an individual to the education systems in Ontario. The evaluation policies are established by the ICAS Management Board which is composed of individuals from senior levels of government, education and industry, each of whom has extensive experience in education in Canada and internationally. Policies are established using recognized credential evaluation criteria, taking into account assessment practices in Canada and internationally. ICAS has an extensive on-site research library and an electronic database of comprehensive information on education systems around the world. Thousands of academic qualifications are recorded through a tracking system which provides reference sources. ICAS uses electronic databases and communicates on an ongoing basis with governments, national academic assessment bodies and other credential evaluation agencies to remain current on changes in educational systems and specific qualifications.

WES has over thirty years' experience evaluating international credentials. It employs over 100 professionals, from more than 30 countries around the world who are sensitive to concerns of foreign-educated clientele. WES evaluators have extensive experience and training in Canadian, North America, and international education systems and are recognized authorities in their fields. WES maintains an evaluation database compiled from the evaluation of more than 350,000 assessments, which contains more information on more than 45,075 foreign academic institutions, one million courses, 1600 grading scales. Evaluators assess credentials through various criteria including: admissions requirements, education level, type of institution, objective of educational program, information measured against Canadian standards, all grades and courses converted to Canadian equivalents, and the evaluations are reviewed by senior evaluators.

ICES evaluates the credentials of people who have studied in other provinces or countries and determines comparable levels in British Columbia and Canadian terms, based on several factors: the minimum academic credential one must hold in order to be admitted to the program; the level and duration of the program; the program of study to which the credential provides access in the country of origin; and recognition of the institution and program. ICES follows the standard methodology used in evaluation services throughout Canada and the United States. ICES is a founding member of the Alliance of Credential Evaluation Services of Canada (the Alliance), which ensures that individuals have access to fair and credible credential assessment services. Members of the Alliance follow principles of good practice that are consistent with international standards.

iii. Explain how work experience is taken into account.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The credentialing agencies do not consider work experience.

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

i. Describe the methodology used to evaluate competency.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to conduct competency assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to conduct competency assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to conduct competency assessments.

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

i. Describe the methodology used to evaluate prior learning.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to conduct prior learning assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to conduct prior learning assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to conduct prior learning assessments.

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

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to administer examinations.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to administer examinations.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The CDO does not rely on a third party to administer examinations.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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## Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

\*\*\* SAME AS LAST YEAR \*\*\*

The educational qualifications of internationally trained individuals are assessed by third party organizations such as TOEFL, World Education Services (WES), International Credential Assessment Service (ICAS) and International Credential Education Services (ICES). After researching various credentialing agencies, the Registration Committee is of the view that individuals assessing qualifications from these organizations have received adequate training. All other candidates are assessed by members of the Registration Committee and College staff. Members of the Registration Committee and College staff are provided with copies of the guide to registration, the Regulated Health Professions Act, 1991, S.O. 1991, c. 18, the *Registration Regulation, O. Reg. 833/93*. In addition, the Registration Coordinator of the CDO is provided with a guide to the College's registration practices, policies, procedures and governing legislation. College staff monitors and informs committee members of legislation changes and registration best practices promoted by the Office of the Fairness Commissioner and other health regulatory bodies.



## ii. individuals who make registration decisions

\*\*\* SAME AS LAST YEAR \*\*\*

Members of the Registration Committee and staff are provided with copies of the guide to registration, the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18*, the Registration Regulation, O. Reg. 833/93. In addition, the Registration Coordinator of the CDO is provided with a guide to the College's registration practices, policies, procedures and governing legislation. College staff monitors and informs committee members of legislation changes and registration best practices promoted by the Office of the Fairness Commissioner and other health regulatory bodies.

## iii. individuals who make internal review or appeal decisions

\*\*\* SAME AS LAST YEAR \*\*\*

Internal reviews and appeals are decided by the Registration Committee and registration panels. Committee and panel members are provided with copies of the guide to registration, the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18*, the *Registration Regulation, O. Reg. 833/93*. In addition, the Registration Coordinator of the CDO is provided with a guide to the College's registration practices, policies, procedures and governing legislation.

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

\*\*\* SAME AS LAST YEAR \*\*\*

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## Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

\*\*\* SAME AS LAST YEAR \*\*\*

The scope of practice of denturism related to complete and partial dentures is almost uniform across Canada. All provinces and territories have denturism legislation and all are signatories the Denturist Association of Canada's DAC Agreement on Internal Trade for mutual recognition of denturism across the country. Under this labour mobility agreement, graduates from a two-year denturism program must supplement their education with a one-year internship in order to meet equivalency with the three-year George Brown College

program, which is a requirement to be eligible to take the CDO qualifying exam.

The Ontario government introduced Bill 175 (now the Ontario Labour Mobility Act, 2009, S.O. 2009, c. 24) to fulfill its obligations under the amended Agreement on Internal Trade (Chapter 7). The Ontario Labour Mobility Act, 2009 ("OLMA") received Royal Assent on December 15, 2009 and amends the registration section of the Regulated Health Professions Act, 1991, S.O. 1991, c. 18 ("RHPA"). As a result of the amendments to the RHPA, the CDO revised its registration regulation to ensure that our registration requirements and practices conform with legislative requirements. This was done so that individuals with equivalent out-of-province certificates of registration are not restricted from obtaining certificates of registration in Ontario.

The CDO has not obtained an Agreement on Internal Trade exception.

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

\*\*\* SAME AS LAST YEAR \*\*\*

The labour mobility agreements expedite the registration process as applicants can be registered as soon as the College has received letters of standing from the other Canadian denture licensing board(s).

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

\*\*\* SAME AS LAST YEAR \*\*\*

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## Data Collection (12 / 13)

### Languages in which application information materials are available

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

Language	Yes/No
English	Yes
French	No
Other (please specify)	

### Paid staff employed by your organization

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

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

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

Category	Staff
<b>Total staff employed by the regulatory body</b>	6
<b>Staff involved in appeals process</b>	2
<b>Staff involved in registration process</b>	2

### Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants<sup>1</sup> were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	

n/a	
n/a	

<sup>1</sup>Persons who have applied to start the process for entry to the profession.  
 Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

**Jurisdiction where members were initially trained**

d) Indicate where your members<sup>2</sup> were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31<sup>st</sup> of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31<sup>st</sup> of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>Members on December 31<sup>st</sup> of the reporting year</b>	503	12	6	41	29	<b>591</b>

<sup>2</sup> Persons who are currently able to use the protected title or professional designation of the profession.

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

Additional comments:

**Applications your organization processed in the past year**

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

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

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	26	2	0	0	0	<b>28</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	34	0	0	0	0	<b>34</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	2	0	0	0	0	<b>2</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	24	0	0	0	0	<b>24</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	0	0	0	0	<b>0</b>

<sup>3</sup> An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

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

Additional comments:

	Class of licence	Description
a)		<input type="text"/>
b)		<input type="text"/>
c)		<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

Reviews and appeals your organization processed in the past year

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

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	1	0	0	0	0	1
Applicants who initiated an appeal of a registration decision	1	0	0	0	0	1
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

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.

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**Certification (13 / 13)**

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
  - all information required to be provided in the Report is included; and
  - the information contained in the Report is accurate.

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

Title: Registration Coordinator

Date: March 2, 2012

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