



<b>TYPE</b>	<b>Registration</b>
<b>NAME</b>	<b>Insufficient and or Incomplete Documentation Policy</b>
<b>DATE APPROVED BY COUNCIL</b>	<b>December 12, 2014</b>

## INTENT

An application for a certificate of registration requires an applicant to submit, and where applicable, original documentation to determine his/her eligibility for registration. This policy sets out the requirements for insufficient and/or incomplete documentation for applicants who are not able to obtain the required documents through traditional means.

## THE POLICY

Exceptional circumstances such as war, natural disaster, or personal persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support an application for registration. An applicant, who can provide evidence that attempts were made, but was unsuccessful in obtaining the required documentation, may ask the Registration Committee to consider alternative documentation or evidence to assess whether he/she has met a specific requirement of registration.

## RELATED LEGISLATION AND DOCUMENTS

Ontario Regulation 833/93 (Registration)  
Registration Appeal Policy

## PROCESS AND PROCEDURES

1. Applicants will submit the completed application to the College for registration.
2. If documentation is unavailable from its original source, the applicant should include this information in addition to the application package citing the circumstances for any missing information and documentation to prove the circumstances.
3. The application will be referred to the Registration Committee for review. Each request will be considered on a case-by-case basis.
4. The applicant may be requested to provide:
  - a. Persuasive evidence regarding why they cannot obtain the proper or original documentation from original sources to meet the registration requirements, and/or
  - b. Alternative documentation/evidence to meet the requirement(s).

5. Alternative documentation/evidence that may be considered by the Registration Committee, and will be adapted to the individual circumstances of the applicant, may include, but is not limited to, a combination of the following:
  - Copies of documents from the applicant or other available resources;
  - Signed affidavits attesting to requirements completed;
  - Professional portfolio;
  - Documentary evidence from an instructor(s);
  - Education, work and academic reference(s);
  - Peer assessment(s) and/or,
  - Other skills/competency assessment(s).
  
6. The alternative documentation/evidence should ideally be provided from the original source(s) directly to the College, but all documentation/evidence the applicant is able to provide will be considered.
  
7. If the Registration Committee is satisfied that the applicant has made efforts to provide original documentation, having provided persuasive evidence to that effect, but is not satisfied that the alternative documentation meets the requirements, the applicant may be directed to:
  - Provide additional information;
  - Undertake additional education; or
  - Provide other evidence to satisfy the Committee that they have met the requirements.
  
8. If the Registration Committee is not satisfied that the applicant has made efforts to provide the original documentation and has failed to provide persuasive evidence to that effect, the applicant may be requested to make additional efforts.
  
9. If the applicant does not make additional efforts to the satisfaction of the Registration Committee, the Committee may deem that the applicant has not met one or more requirements.

**DEFINITIONS**

“Act” means the *Denturism Act, 1991* and includes the regulations made under it

“Code” means the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*

“Member” means a person registered with the College

“Certificate of Registration” means a certificate of registration issued by the Registrar

**REVISION CONTROL**

Date	Revision	Effective