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| <b>TYPE</b>                     | <b>Registration</b>               |
| <b>NAME</b>                     | <b>Registration Appeal Policy</b> |
| <b>DATE APPROVED BY COUNCIL</b> | <b>December 12, 2014</b>          |

## INTENT

To ensure applicants understand the process for appealing Registration Committee decisions to Health Professions Appeal and Review Board ("the Board").

## THE POLICY

An applicant who has received a decision of a panel of the Registration Committee refusing to issue a certificate of registration, or to issue a certificate of registration with terms, conditions or limitations, can appeal the decision to the Health Professions Appeal and Review Board. An applicant who requests an appeal of the Registration Committee's decision, within the prescribed timelines, can request that the Board either review or hold a hearing. After a hearing or a review, the Board will make an order. Both the applicant and the College may appeal the Board's decision to the Divisional Court.

## RELATED LEGISLATION AND DOCUMENTS

Health Professions Appeal and Review Board and Health Services Appeal Review Board Consolidated Rules of Practice and Procedure, effective May 1, 2013

*Regulated Health Professions Act, 1991*

*Denturism Act, 1991*

## PROCESS AND PROCEDURES

1. An applicant will be notified in writing of the decision of the Registration Committee included will be reasons for decision and information of his/her right to appeal to the Board.
2. An applicant has 30 business days from the date of the Registration Committee's decision and reasons to file a notice of appeal. An applicant's request must be in writing and must be addressed to both the Board and to the College's Registration Committee. Contact information for the Board is:

Health Professions Appeal and Review  
Board 151 Bloor Street West, 9<sup>th</sup> Floor  
Toronto, Ontario M5S 1S4  
Tel: 416-327-8512  
Toll Free: 1-866-282-2179  
Fax: 416-327-8524  
Email: [hparb@ontario.ca](mailto:hparb@ontario.ca)

3. An applicant can require the Board to either review the decision (a paper based process with written submissions only) or hold a hearing (where both parties attend to present their case) regarding the applicant's application for registration.
4. An applicant can request that the College provide all the information concerning the decision(s) with respect to his/her case, which will be provided by the Registrar.
5. Within 15 business days of the College receiving notice of the appeal the Registration Committee must give the Board a copy of the decision being appealed, the reasons for the decision, and the documents upon which the decision was based. The Board then sends that record to the applicant.
6. After the hearing or review, the Board will make an order of one or more of the following:
  - a. Confirming the Registration Committee decision.
  - b. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant if the applicant successfully completes any examination or training the Registration Committee may specify.
  - c. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant and to impose any terms, conditions and limitations the Board considers appropriate.
  - d. Referring the matter back to the Registration Committee for further consideration by a panel, together with reasons and recommendations the Board considers appropriate.
7. Both the applicant and the College may appeal a decision of the Board to the Divisional Court.
8. The applicant is responsible for any costs related to an appeal.

## 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

"Business days" means any day of the week, excluding Saturday, Sunday and statutory holidays

"Board" Health Professions Appeal and Review Board an independent adjudicative agency

## REVISION CONTROL

| Date | Revision | Effective |
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