



Registration Appeals – Process Guidelines

1. After considering an application for a Certificate of Registration, a panel of the Registration Committee will provide the applicant with a notice of an order that:
 - (a) directs the Registrar to refuse to issue a Certificate of Registration;
 - (b) directs the Registrar to issue a Certificate of Registration if the applicant successfully completes examinations or additional training;
 - (c) directs the Registrar to impose terms, conditions and limitations on a certificate of registration of the applicant; or
 - (d) refuses an application for an order removing or modifying any term, condition or limitation imposed on a certificate of registration.
2. An applicant will be notified of the decision of the panel of the Registration Committee, in writing. The decision will include reasons as well as information about appealing the decision to the Health Professions Appeal and Review Board (the "Board").
3. An applicant has 30 (thirty) days from the date of the Registration Committee's decision to file a notice of appeal. The 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, 9th Floor
Toronto, Ontario M5S 1S4
Tel: 416-327-8512
Toll Free: 1-866-282-2179
Fax: 416-327-8524
Email: hparb@ontario.ca
4. An applicant can request a paper-based review of the decision (with written submissions only) or hold a hearing (where both parties attend to present their case) regarding the appeal request.
5. An applicant can request that the College provide all of the information concerning the decision(s) with respect to their application, which will be provided by the Registrar.
6. Within 15 days of the College receiving notice of the appeal, the Registration Committee will 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 will send that record to the applicant.

7. After the review or hearing, 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.
8. Both the applicant and the College may appeal a decision of the Board to the Divisional Court.
9. The applicant is responsible for any costs related to an appeal.

REVISION CONTROL

Date	Revision	Effective
September 18, 2020	Approved by Council	September 18, 2020