



TYPE	Registration
NAME	Requesting an Exemption Policy
DATE APPROVED BY COUNCIL	March 4, 2016

INTENT

Applicants must meet the requirements of registration and members must meet the terms, conditions and limitations for a certificate of registration with the College. Ontario Regulation 833/93 (Registration) outlines which requirements are non-exemptible. Applicants and members may request exemptions for those requirements that are not marked as non-exemptible. This policy defines the context in which an applicant or member can request exemptions and the process and procedures for the review and decision concerning that request.

THE POLICY

Neither the Registrar nor the Registration Committee has the authority to grant an exemption to a non-exemptible requirement. In extenuating circumstances, the Registrar or the Registration Committee may consider exemption requests for other requirements not marked as non-exemptible.

All requests for exemptions are reviewed on a case by case basis and the applicant or member must provide sufficient evidence and information to support the request. Exemptions may be granted when the Registrar or Registration Committee is satisfied that the applicant or member is able to accommodate, or has already addressed, the unmet requirement by other means.

Factors for Consideration:

The Registrar and/or Registration Committee may consider the following factors when reviewing exemption requests, including but not limited to:

- Degree of disparity against the Registration Regulation 833/93
- Importance of disparity against the Registration Regulation 833/93
- Whether the individual has alternate qualifications or means/opportunities that may compensate for or fulfill the disparity (example: work experience, education, volunteer work, teaching, administration etc.)
- Verifiability of the alternatives
- Significance of the disparity to the individual's proposed practice, and the degree of assurance that the individual's practice will not or is not likely to change

RELATED LEGISLATION AND DOCUMENTS

Denturism Act, 1991
 Ontario Regulation 833/93 (Registration)
 Registration Appeal Policy
 Referral of a Registration Application to the Registration Committee Policy

PROCESS AND PROCEDURES

1. The College receives an application for registration and the applicant has indicated that he or she has not fulfilled one or more requirements not specified in the Registration Regulation as non-exemptible. Alternatively, the College is notified by a member that he or she has not fulfilled one or more requirements for maintaining or renewing their certificate of registration not specified in the Registration Regulation as non-exemptible.
2. The applicant or member fills out a Request for Exemption form to present information to support the request by establishing why the requirement(s) were not met and why not meeting the requirement(s) should not pose a barrier to the applicant being registered or the member remaining registered.
3. The Registrar may refer the file to a panel of the Registration Committee and document the reason(s) for the referral.
4. The Chair of the Registration Committee will be advised of the referral within one business day.
5. Applicants and members, who are referred to the Registration Committee, will be notified in writing of the referral and reasons for referral within 14 calendar days. They will be advised of their opportunity to make written submissions. The deadline to make submissions is within 30 calendar days of receiving notice of the referral.
6. An applicant who requires an extension beyond the 30 calendar days to make a submission must notify the College in writing.
7. The Panel of the Registration Committee will:
 - a. review how the exemption may impact the individual's ability to practice the profession safely and competently
 - b. request further information/clarification, if required
 - c. render a decision and provide Decisions and Reasons to the individual within 30 calendar days of the review
8. This decision may be appealed through an external adjudicative body, please see *Registration Appeal Policy* for specific information.

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

“Applicant” means a person who has submitted an application for registration to the College

REVISION CONTROL

Date	Revision	Effective