

Fair Registration Practices Report

Naturopaths (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- 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.

Index

1. [Qualitative Information](#)
2. [Quantitative Information](#)
3. [Submission](#)

1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

b) Assessment of qualifications

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

c) Provision of timely decisions, responses, and reasons

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

d) Fees

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

e) Timelines

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

f) Policies, procedures and/or processes, including by-laws

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

g) Resources for applicants

i. Describe any improvements / changes implemented in the last year.

1. In 2019, the College will begin to launch new entry to practise examinations to replace the Naturopathic Physicians Licensing Examinations (NPLEX) previously required for registration in Ontario. In 2018, the College created a "New Clinical Sciences Exam" page to house information regarding the first of the two new examinations to launch: http://www.collegeofnaturopaths.on.ca/CONO/Become_an_ND/Entry_to_Practise_Examinations/New_Clinical_Sciences_Exam/CONO/Become_a_Naturopath/Examinations/New_Ontario_Clinical_Sciences_Exam.aspx?hkey=ee850c25-2360-4c5a-b873-07410da97256. Additional information will continue to be added in 2019/2020, to help align information for CNME-accredited and non-CME accredited applicants regarding required exams for entry-to-practise.
2. A revised Application for Registration handbook was also made available: http://www.collegeofnaturopaths.on.ca/CONO/Resourcea/Handbooks_and_Tools/Registration/CONO/Resources/Handbook_and_Tools/Registration.aspx?hkey=4ff8de01-cc37-4830-bf14-7ffffe7e61. Additional information is now included on how the College assesses good character, when and why an application gets referred to the Registration Committee for review, as well as the timelines associated with these reviews.

ii. Describe the impact of the improvements / changes on applicants.

The additional 'new exam' material, and amended Application for Registration handbook provides applicants with the ability to obtain clear and consistent information about entry-to-practise requirements as well as additional procedural transparency regarding the application for registration process.

iii. Describe the impact of the improvements / changes on your organization.

The content additions (both website and handbook) have assisted staff in addressing student, exam candidate and applicant questions as well as reduced some of the burden on Registration & Exams staff for providing lengthy explanatory emails. Instead, staff are now able to direct individuals to the pertinent sections of these guiding reference materials.

h) Review or appeal processes

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

i) Access to applicant records

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

j) Training and resources for registration staff, Council, and committee members

i. Describe any improvements / changes implemented in the last year.

In 2018, the College contracted with CCDI (<https://ccdi.ca/consulting/diversity-meter/>) for the administration of in-person staff and Council trainings on unconscious bias along with the roll out of a mandatory unconscious bias e-learning training program for all College Committees and volunteers (particularly those involved in the College's decision making processes). Topics of this training program include defining and identifying bias, the impact of bias and strategies to manage bias.

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

The CCDI training helped to highlight areas where the College makes efforts to remove unconscious bias from its decision making processes and also identified areas where additional guiding documentation could be provided to assist College decision makers for the purposes of ensuring impartiality.

k) Mutual recognition agreements

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

l) Other (include as many items as applicable)

i. Describe any improvements / changes implemented in the last year.

In 2018, Canadian ND regulators agreed upon a standardized Letter of Standing form

(http://www.collegeofnaturopaths.on.ca/CONO/Resourcea/Handbooks_and_Tools/Registration/CONO/Resources/Handbook_and_Tools/Registration.aspx?hkey=4ff8de01-cc37-4830-bf14-7ffffefa7e61) for use by those applicants currently registered to practise naturopathy in a regulated Canadian jurisdiction, who are seeking registration in a different regulated Canadian jurisdiction under the labour mobility provisions of the Canadian Free Trade Agreement (CFTA), formerly the Agreement on Internal Trade (AIT). This form enables the current regulator to release information regarding the applicant's current ND standing, for the purposes of allowing the regulator in the jurisdiction where registration is being sought to verify applicant eligibility.

ii. Describe the impact of the improvements / changes on applicants.

The standardized 'letter of standing form' provides procedural fairness and transparency (i.e. information requirements for determining an applicant's good standing are consistent across the regulated provinces, the applicant is aware of what information will be communicated by the current regulator to the regulatory authority in the province where registration is being sought, and the form may be obtained from any of the provincial ND regulatory bodies).

iii. Describe the impact of the improvements / changes on your organization.

Implementation of the standardized Letter of Standing form has helped to streamline the process for collecting information from another regulatory body for verifying eligibility requirements for applicants applying under the labour mobility provisions of the CFTA, thereby reducing the need for subsequent College follow-up and allowing staff to maintain fair timelines for the processing of application documentation.

Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

No changes this year

[BACK TO INDEX](#)

2. Quantitative Information

a) Languages

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

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

In 2018, the College contracted with All Languages Ltd (<https://www.alllanguages.com>) for the translation of documents related to Applications for Registration, Prior Learning and Recognition (PLAR) program assessments and examination materials. French language documents are presently made available upon request and will be available on the College website in 2019.

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	9
Female	114
None of the above	0

Additional comments:

c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	291
Female	1283
None of the above	0

Additional comments:

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
122	1	0	n/a 0 Total 0	0	123

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

e) Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
115	0	0	n/a 0 Total 0	0	115

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

f) Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
1537	15	22	n/a 0 Total 0	0	1574

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

g) Applications processed

Indicate the number of applications your organization processed in 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)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	122	1	0	0	0	123
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	147	1	0	0	0	148
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	14	0	0	0	0	14
Applicants who became FULLY registered members	115	0	0	0	0	115
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	0	0	0	0	0	0

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

- "Number of applicants actively pursuing licencing" includes applicants who submitted an application in 2017 but were still completing registration requirements in 2018, and individuals who submitted their application in 2018.
- "Number of applicants who met all requirements but did not become members" were those applicants who were deemed eligible for registration in 2018 but were not registered until 2019 (e.g. deferred initial registration outside of the reporting period, or had a fee or document that was pending receipt prior to issuance of a certificate of registration).
- "Number of applicants who became fully registered members in 2018" includes applicants who submitted their Application for Registration in 2017 but were not registered until 2018.

h) Classes of certificate/license

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General Certificate of Registration	<p>Description (a)</p> <p>A certificate class which grants the Member the right to actively practise naturopathy in the capacity of a clinical practitioner, including but not limited to providing direct patient care within the scope of practise of the profession, and the ability to perform controlled acts as set out in section 4 of the <i>Naturopathy Act, 2007</i> in accordance with the College's regulations, standards of practice, policies and guidelines.</p> <p>A Member who holds a General certificate of registration may use one or more of the titles "Naturopath", "Naturopathic Doctor", "Naturopathe" and "Docteur en naturopathie", and may use the abbreviation "ND", or "DN" if using a French title.</p>
b)	Inactive Certificate of Registration	<p>Description (b)</p> <p>A certificate class which does not authorize the Member to practise naturopathy nor perform any controlled acts (as set out in section 4 of the <i>Naturopathy Act, 2007</i>).</p> <p>A Member who holds an Inactive certificate of</p>

		<p>registration may only use the titles "Naturopath (Inactive)" or "ND (Inactive)" or the French equivalents. Members in this class of registration may apply for a General certificate of registration and may move back to active practise having met the requirements outlined in section 10 of the Registration Regulation.</p>
c)	Life Member	<p style="text-align: center;">Description (c)</p> <p>A certificate class for Members who have retired from the practise of naturopathy and have been designated by the Registration Committee to have met the requirements for Life Membership as outlined in section 23 of the College by-laws</p>

Additional comments:

Beyond the terms, conditions and limitations (TCLs) outlined in section 4 of the Registration Regulation and applicable to every certificate of registration, TCLs may be placed on any Member's certificate of registration following due process.

i) Reviews and appeals processed

State the number of reviews and appeals 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 st to December 31 st of the reporting year	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	14	0	0	0	0	14
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j) Paid staff

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, one full-time employee and one 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
Total staff employed by the regulatory body	13
Staff involved in appeals process	3
Staff involved in registration process	4

Additional comments:

In 2018, the Entry-to-Practise and Membership departments were re-amalgamated into one department: Registration & Examinations. The department is overseen by the Director, Registration & Examinations, under the guidance of the Registrar, and is comprised of a Senior Coordinator, Registration & Examinations, an Entry-to-Practise Coordinator, a Membership Coordinator and an Examinations Coordinator.

[BACK TO INDEX](#)

3. Submission

I hereby certify that:

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

Erica Laugalys

Title:

Director, Registration & Examiantions

Date:

2019/02/27

[BACK TO INDEX](#)