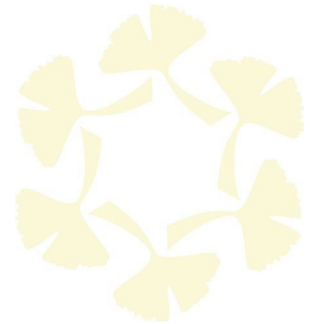




The College of Naturopaths of Ontario

# HANDBOOK

## ONTARIO PRESCRIBING AND THERAPEUTICS EXAMINATION



Updated: August 2023

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## GENERAL INFORMATION

This handbook has been prepared to assist exam candidates in preparing for the Ontario Prescribing and Therapeutics Examination under the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's pre- and post- examinations' policies and procedures. Candidates are asked to refer to this document prior to making any examination inquiries, and to retain the handbook until exam results have been received.

For basic administrative information pertaining to an upcoming session of the Ontario Prescribing and Therapeutics Examination, such as the examination's application deadline date, date of the examinations, and exam site location, please visit the [Ontario Prescribing and Therapeutics Examination](#) page of the College's website.

If you require further clarification on administrative issues related to the exam which have not been addressed in this handbook, please contact the Examinations Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca).

Questions pertaining to examination content can be directed to the Therapeutics Education Collaboration (TEC) instructors via the "contact" option on the [Canadian Therapeutics & Prescribing course homepage](#).

## COVID-19 & Exams

As a result of the 2019 novel coronavirus (COVID-19) the College implemented additional health and safety measures at in-person exams, which will continue. These measures include:

- Having candidates and all exam personnel acknowledge their understanding and compliance with the College's imposed actions around COVID-19.
- Requiring all in attendance to complete the [Ontario COVID-19 screening questionnaire 1.5 weeks prior to the exam date \(you may be asked not to attend the exam if any or some of the conditions are met\)](#).
- Changes to candidate required and permitted items to include face masks and hand sanitizer.
- 
- Ensuring extra health and safety requirements at the test facilities (e.g., additional cleaning regimens).

## About the College of Naturopaths of Ontario

The College of Naturopaths of Ontario (the College) is the regulatory authority governing naturopaths in Ontario. Its mandate is to serve the public interest by enhancing safety for patients using naturopaths. The College meets its mandate by ensuring that individuals wishing to be naturopaths in Ontario meet the entry-to-practise requirements, by ensuring practising naturopaths maintain their competency, by establishing and maintaining standards of practice in Ontario and by holding naturopaths accountable through the complaints and disciplinary processes.

As part of its responsibility to the public, the College establishes the requirements for safe, competent and ethical practice, including the administering of the profession's entry-to-practise Clinical and Standard of Practice examinations (e.g., IVIT), development of professional [Standards and Guidelines](#), administering a [Quality Assurance program](#) and enforcing professional [Standards of Practice](#).

## About the Prescribing and Therapeutics Examination

In accordance with the General Regulation, Naturopathic Doctors wishing to meet the Standard of Practice for Prescribing in Ontario for the purposes of prescribing, compounding, dispensing, selling and administering by inhalation or injection those drugs and substances tabled in the General Regulation, must successfully complete a course that includes relevant training in therapeutic prescribing, approved by Council, and an examination in therapeutic prescribing approved or administered by the College.

This examination, which includes written and oral components, tests whether candidates have demonstrated the competencies necessary to be able to develop, implement and monitor evidence-based therapeutic plans, and have the relevant knowledge to use the drugs and substances listed in the tables of the General Regulation. **The Ontario Prescribing and Therapeutics exam is administered in Ontario only.**

## Exam Attempts

Candidates are permitted to retake only the component of the examination they were unsuccessful with, provided the retake component is completed within three attempts and two years of their successful completion of the course.

As the course is comprised of self-guided study modules, the College uses the date you declare during online registration for the examination as your date of course completion. This information is recorded and referred to for any subsequent retakes of the examination. Candidates who are re-applying to sit the exam due to a previous unsuccessful attempt, will be permitted to retake only the component they were unsuccessful with provided they are within the three attempt/two-year window as noted above.

Candidates who have exceeded the two-year window must retake all components of the examination. Examination retakes and attempts are managed in accordance with the [Prescribing and Therapeutics Program & Examination Policy](#).

## Applying for the Prescribing and Therapeutics Examination

**Individuals not registered with the College (see page 5 for exam eligibility), must submit a completed [Exam Pre-Registration Form](#) to enable access to the College's online exam portal.**

## Changes to Contact Information

As a candidate, you are responsible for ensuring the contact information provided, for the purposes of communications with the College (including receipt of exam timetable information), is correct and up to date. Registrants of the College may make changes to their contact information by logging into their College User Account, selecting 'My Profile' from the left-hand panel, and clicking the 'Edit Profile' icon in the top-left corner. Non-registrants (i.e., 4th year students from a CNME-accredited program in naturopathy, recent graduate or registered ND in another regulated Canadian jurisdiction) are required to email their updated contact information to the College via email at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca), after which examination staff will update the concerned College account.

The College is not responsible for any lapses in communication due to incorrect or outdated contact information provided by the candidate. Note: changing your contact email will **also** change your login email to access the portal.

## Name Changes

To change your legal name on file with the College, please submit a [Name Change](#) form, along with a clear copy of your updated valid photo identification and a copy of one of the following documents as proof of the name change:

- change of name certificate issued by the government of Ontario,
- marriage certificate,
- certificate of divorce, or
- sworn affidavit for validation of identity signed by a Commissioner of Oaths.

**The name on the photo I.D. you present on exam day must match the name on file with the College.**

## Exam Eligibility Requirements

To be considered eligible to sit the Ontario Prescribing and Therapeutics Examination, you must:

- a) be a registered Registrant of the College, OR
- b) be a registered ND in another regulated Canadian jurisdiction, OR
- c) be a student in their 4th year of a CNME-accredited program in naturopathy (or recent graduate).

### AND

d) have enrolled in and completed the Ontario Prescribing and Therapeutics course and mandatory self-study work as listed on the [Therapeutics Education Collaboration course welcome page](#). **Note: as part of your exam registration, you will be required to declare your date of course completion (month and year).** Only candidates who have completed the Ontario Prescribing and Therapeutics course (i.e., all modules and readings) are eligible to register for the exam.

Course enrollment lists are reviewed on a regular basis to ensure compliance with the eligibility requirements noted above and you be asked to provide evidence of course registration. Should the eligibility criteria not be met, you will be un-enrolled from the exam.

## Exam Registration Requirements

When registering for the examination, it is your responsibility to:

- Register and pay for the examination by the registration deadline.
- Adhere to the posted deadline dates for exam registration, and exam accommodations noted on the [Prescribing Examination Schedule](#), under the Registrants tab of the website. **LATE EXAM REGISTRATIONS AND LATE EXAM ACCOMMODATION REQUESTS ARE NOT ACCEPTED.**
- Read the [Ontario Prescribing and Therapeutics Examination Handbook](#) and any associated examination documents (e.g., [Examination Rules of Conduct](#)); the answers to most examination questions can be found in these supporting materials.
- Ensure your contact information is correct and up to date.
- Comply with the requirements stipulated in the Ontario Prescribing and Therapeutics Handbook and the Examination Rules of Conduct.

## Required Documents

- Online Examinations Registration & Fee Payment – The online registration portal for the Ontario Prescribing and Therapeutics Examination provides you with an opportunity to declare any exam accommodation needs, previous exam attempts and additional information not required by the Application for Pre-Registration. **Online exam registration and fee payment must be made by the exam registration deadline noted for that session.** Details for registering for an exam are posted under the “Upcoming Exams” heading at the bottom of the exam overview page.
- Exam Accommodation Request & Supporting Documentation – **IF requesting an exam accommodation**, such as requesting additional time due to a disability, please refer to page 7 of this handbook for detailed information regarding necessary documentation. **Requests and accompanying documentation for an exam accommodation must be received by the exam registration deadline.**
- Exam Pre-Registration Form for Non-Registrants **(required for NDs registered in another regulated Canadian jurisdiction and 4<sup>th</sup> year students/new graduates not yet registered with the College)** – This form is used by the College to create a profile for those not registered with the College, to establish candidate identity and allow for the creation of a user account to allow access to the online exam portal. It is recommended that [this form](#) be submitted at least one week prior to the exam registration deadline.

## Examination Fees

The Ontario Prescribing and Therapeutics Examination fees are set out in schedule 3 of the [College By-laws](#) and noted on the [Fees & Schedule](#) page for the Ontario Prescribing and Therapeutics exam. Fees are non-refundable after the close of exam registration (please refer to the [withdrawal section](#) of this handbook). The exam fee must be paid in full and may be paid by credit card (Visa or MasterCard), by cheque or by money order made payable to the “College of Naturopaths of Ontario”. Payment must be received by the College by the exam registration deadline. **A \$35 NSF will be charged for any returned or refused payment due to insufficient funds.**

Examination fees cover the cost of assessors, exam staff and training, the exam location, and examination administration. Candidates are charged for **each** attempt of the examination.

## Exam Confirmation & Timetables

Following receipt of payment and review of your exam registration form, you will receive a confirmation of acceptance by email to confirm your being enrolled for the exam.

Specific details pertaining to your written and practical exam times, exam sign-in locations and a receipt for fees paid will be sent to you, by email, on the ‘Timetable Notices Release’ date noted on the [Prescribing and Therapeutics Exam Schedule](#).

## Exam Accommodations

An exam accommodation is viewed as any adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's current needs arising from a disability (whether physical or cognitive), a health condition or issue, or religious requirements.

In accordance with the Ontario *Human Rights Code*, the College will consider all accommodation requests received from any examinations candidate to ensure candidates are provided with a fair opportunity to sit the Ontario Prescribing and Therapeutics Examination. Accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

The College's duty to accommodate is limited only by undue hardship. The Ontario *Human Rights Code* specifies three factors to be considered in assessing whether the requested accommodation would cause undue hardship to the College: cost, availability of outside sources of funding, and health and safety requirements (such as would pose a risk to health and public safety).

Candidates will be notified in writing of the College's decision within ten business days from the date of receipt of the accommodation request unless additional information is required, either from the candidate or the individual providing any supporting documentation. If additional time is needed, the candidate is apprised of the revised timeframe for a decision on their request. If the request is granted, the candidate receives additional details outlining the accommodation that will be provided on the day of the exam; if the request is denied, the grounds for refusal are disclosed to the candidate. In instances where an accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

## Exam Accommodation Requests

To request an exam accommodation, please complete and submit the ['Exam Accommodation Request Form'](#) to the College. This form must specify the type of accommodation being requested, address the grounds for the request, and include written authorization for the College to contact any provider of any supporting documentation. As this process may include the need for the College to obtain additional clarification, it is recommended that candidates NOT wait until the deadline date to submit accommodation requests and supporting documentation.

**Requests received after the exam registration deadline cannot be granted.** In such instances, candidates who cannot perform the examination without an exam accommodation may request to defer their examinations to the next scheduled Prescribing and Therapeutics Exam session (please refer to pages 10-11 for additional information on deferrals).

## General Requirements for Supporting Documentation

Any supporting documentation submitted to validate a request for an exam accommodation must:

- be dated within six months of the examination application date,
- be submitted with a completed and signed 'Exam Accommodation Request Form', prior to the exam registration deadline,
- substantiate the reason for the exam accommodation and the specific exam accommodation(s) required (e.g., if requesting additional time, how much time and why it is required), and
- contain the contact information for the individual providing supporting documentation, and authorization for the College to contact them should additional information be needed to validate the exam accommodation request.



## Disability Accommodations

In addition to the general requirements, if requesting an exam accommodation (e.g., additional time) due to a disability, as defined in s. 10(1) of the *Human Rights Code*, your supporting documentation must:

- Be provided by a regulated health care practitioner, as defined in the RHPA qualified to make an assessment or diagnosis on the disability AND who currently has or has previously had a doctor/patient relationship with the candidate.
- Be provided on the [Health Professional Recommendation Form](#), which asks the provider of the supporting documentation to provide their professional credentials, substantiate the reason for the accommodations being requested, and to provide information regarding how the requested accommodation relates to the disability.
- Contain the title and professional credentials of the regulated health professional who has made the assessment or diagnosis.

## Religious Accommodations

In addition to the general requirements, if requesting an exam accommodation due to religious requirements (e.g., gender requirements for exam partner or assessors) your supporting documentation must:

- be provided by the candidate's religious leader,
- provide information regarding how the requested accommodation relates to the religious requirements; and
- provide information regarding the religious holiday if the request is for an alternate examination date due to religious observance.

## Pregnancy or Breast-feeding Accommodations

In addition to the general requirements, if requesting an exam accommodation due to a pregnancy-related condition or issue, your supporting documentation must:

- be provided by a regulated health care practitioner, as defined in the RHPA;
- include the submission of the '[Health Professional Recommendation Form](#)', which provides information regarding professional credentials of the regulated health care practitioner and how the requested exam accommodation relates to your pregnancy.
- contain the title and professional credentials of the regulated health care practitioner.

Candidates who require a scheduling accommodation to permit them to breastfeed during the examination day must request this prior to the exam registration deadline and provide information which speaks to the frequency (i.e., how often) and duration (i.e., how much time is needed) of feedings as this information will need to be considered with respect to the overall exam day schedule and feasibility of the request in comparison to the time constraints of each exam component.

**NOTE: Please note that breast-feeding accommodations will also be reviewed in the context of health and safety measures in place at the exam site.**

## Supporting Documentation - Academic Accommodations

Candidates are asked to refrain from submitting copies of documents related to accommodations requested in their

educational program, and from seeking supporting documentation from academic advisors, supervisors, instructors, or other individuals associated with their academic program unless the individual meets the supporting documentation requirements as noted above.

## Disclosure of Accommodation Information

The information disclosed for the purposes of seeking an accommodation may be used, at the discretion of the Chief Executive Officer (CEO) or their delegate, for other regulatory processes where there is a public interest in doing so. Such a situation arises if the information disclosed raises concerns regarding the applicant's or Registrant's physical or mental condition, or that they may have a disorder that would make it desirable in the public interest that they are not issued a certificate of registration or that a Term, Condition or Limitation (TCL) be placed on their certificate of registration. This includes, but is not necessarily limited to, use by the Registration Committee in reviewing whether the applicant can practise safely, ethically, and competently or by the Inquiries, Complaints and Reports Committee to determine whether a Registrant has the capacity to practise the profession.

## Waiting Lists and Exam Seat Swapping

Due to the administrative logistics involved, the College does not offer exam waiting lists, nor does it permit candidates who have registered for an exam session to offer up their exam spot to another Registrant or non-Registrant, or swap exam times following the release of exam timetables. Candidates with specific scheduling requests (e.g., needing to start and end later in the day due to travelling to the exam site from a considerable distance) should contact [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca) **prior to registering for the exam** to request a scheduling consideration.

## Withdrawing from the Examination

Candidates may withdraw their exam registration for an exam provided that the request is made in writing to the College PRIOR to the close of exam registration for that exam session. Candidates who wish to withdraw their registration following the exam registration deadline may do so, however, the exam fee paid will be forfeited.

### Withdrawal Fees

An administrative fee of \$50 plus HST is applied to all exam withdrawal requests and will be deducted from any refund issued by the College for the exam fee paid.

## Exam Deferrals

The College understands that unforeseen circumstances occasionally arise which may prevent a candidate from sitting the Prescribing and Therapeutics examination as scheduled. Any candidate who is registered for an examination may seek a deferral to postpone their examination attempt to the next regularly scheduled exam session **if** (a) they become debilitated due to illness, injury, or have encountered an emergency situation (e.g., a death in the family) which prevents their attendance at the examinations or (b) those who, due to a medical issue or

injury, could not perform the examination in the usual manner and would therefore require an exam accommodation AFTER the deadline had passed for submitting an exam accommodation request. **Deferral requests made on the grounds of being unprepared to sit the exam will not be granted.**

## Deferral Requests – General Requirements

Candidates who are unable to attend the examination for the reasons noted above must notify the College immediately, by telephone or by email, to advise examinations staff and provide the reason for being unable to attend. Exam deferral requests cannot be used to seek an exam accommodation that was previously requested and declined by the College.

An official exam deferral request (made in writing) must be submitted to the College within two weeks of the original notification date, accompanied by a letter from a regulated health care practitioner or other supporting documentation verifying the circumstances for the missed examination.

The Director, Registration & Examinations will review all deferral requests and supporting documentation on an individual basis and exam deferrals will be granted based on the validity of the circumstances which prevented a candidate's attendance at the examination.

Failure to appropriately notify the College of an inability to attend the examination, submit the required supporting documentation within the specified timeframe, or pay the deferral fee may result in denial of the deferral request, and a forfeiture of the examination fee paid.

Should a candidate decide to withdraw from the deferred exam session, fail to attend the exam, or neglect to complete the exam registration requirements (e.g., submission of required forms) by the exam registration deadline, the examination fee paid will be forfeited; no further deferral or refund of the examination fee paid can be granted.

## Deferral Fees

An administrative fee of \$50 plus HST is charged for the review of the exam deferral request. **Examination fees are not refunded for exam deferrals;** however, a credit of the amount paid will be applied to the next regular sitting of the examination by the exam candidate. In the event that an exam candidate does not sit the next regularly scheduled sitting of the examination, the examination fee paid is forfeited.

## Illness or Emergency during the Examinations

Candidates debilitated by illness, or medical emergency during an examination must notify exam staff immediately and return all examination materials. A medical note must be obtained (dated within 24 hours of the time the candidate left the exam site) and submitted to the College within two weeks of the exam date, along with a request to sit the next regularly scheduled exam session without penalty.

Results will be issued for any completed examination components. Exam components which were not completed, due to a substantiated illness or medical emergency, will not be counted as part of the exam attempt. In these instances, candidates will be provided with an opportunity to sit those examination components which they were unable to complete at the next regularly scheduled exam session.

## Routine Practices and Additional Precautions for Preventing the Transmission of Infection

Candidates have the responsibility to decide for themselves whether they are well enough to sit a College exam and if they are putting themselves or others at risk. The College reserves the right to ask a candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. Candidates must return all examination materials and promptly exit the building. All candidates are encouraged to seek medical help immediately and follow the directions of their local health authority. Please see the [Exam Deferrals section](#) of this Handbook for further information regarding the process to defer an examination before or during the exam.

All exam staff attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

To help prevent the spread of diseases:

- Wash your hands regularly and thoroughly with soap and warm water for at least 20 seconds, or with an alcohol-based hand sanitizer, to kill any viruses that maybe on your hands. It is highly advised that you clean your hands before and after leaving any premises to prevent any further passing of germs.
- If you cough or sneeze, turn your face away from others and cover your nose and mouth with your bent elbow or with a tissue (and not with your hands). Please discard the tissues immediately and clean your hands to remove any traces of the flu.
- Maintain at least six-feet distance between yourself and anyone coughing or sneezing to prevent breathing in the droplets from their mouth or nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a mask when indoors in public settings.

For further information on how to prevent catching or spreading infections, please visit online resources available from [Infection Prevention and Control Canada](#), [Ontario Ministry of Health](#), [Toronto Public Health](#) and the [World Health Organization](#).

## Day of Examinations

### Candidate Arrival on the Day of Exams

Candidates are required to arrive at the exam site at the sign-in time noted **in their Exam Timetable Letter**, in order to sign-in with exam staff and confirm identification. **We ask that you not arrive prior to your scheduled sign-in time.**

### Exam Access Requirement

You will also be required to switch out your personal face covering for a disposable surgical mask which will be available from exam staff. **This mask must remain on for the duration of your time on site, outside of quick beverage or food consumption (at the break).** If your mask becomes wet due to expiration, please let exam staff know and a replacement will be provided. Face masks must fully cover the nose, mouth, and chin (without gaping) and fit securely to the head with ties or elastics (bandanas and face shields are not a sufficient substitution). Failure to wear a mask will result in being denied access to the exam. *Note: Exam staff may perform a non-contact visual inspection of any mask being used at their discretion.*

Candidates *must* present valid (i.e., not expired) government-issued photo I.D. (e.g., passport, driver's license, or Ontario Photo Card; **health cards, and non-government issued photo cards are not accepted**). The first and last name on the government-issued photo identification must match the first and last name on the College's exam registration list. **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations (no exceptions).**

## Arriving Late to the Exam

Latecomers (i.e., those arriving more than five minutes after the scheduled start time of the examination) will not be permitted entry, and the missed examination will result in a forfeiture of the exam fee. Arriving late creates a disruption for those already taking or waiting to take their examinations and may affect the exam day schedule.

If you are delayed, due to unforeseen or dire circumstances (e.g., a car accident), you may apply for an exam deferral, to allow a sitting of the examination at the next regularly scheduled exam session without penalty. Such requests must be substantiated with documented proof, dated within 24 hours of the missed exam, which supports the reason for the late arrival and must be submitted to the College within two weeks of the examination date.

## Exam Site Access

No one other than College exam staff, College assessors, College exam invigilators, agents of the College and examination candidates are permitted in the exam rooms and designated exam and clinic areas on the day of the exams. **Due to the potential for disruption, and the College's duty to enforce health and safety measures, candidates are asked to have friends or family members wait for them at an alternate location, away from the designated exam areas.**

## General Comfort

Since the temperature in the examination rooms is beyond the control of exam staff, we suggest wearing layered clothing for flexibility. For the comfort of all, and to comply with the exam facility's scent-free policy, please avoid wearing scented products on the exam day.

## Required Items & Equipment

To be prepared to complete the written open-book test, it is recommended that you have a copy of the Therapeutic Choices textbook, and any other hard copy printed or written reference material you wish to use during the written exam (e.g., a printed copy of the Ontario Regulation Module, notes made during course study, etc.). Blank template forms (as per the form in Appendix I of this handbook) will be available from exam invigilators during the exam; however, you may bring your own pre-filled templates for the oral exam component. You will be permitted to bring only one sheet (8.5 x 11, double-sided) of notes per case in with you during your oral assessments.

Candidates are also required to bring:

- Valid (i.e., not expired) photo identification. This must be a hard-copy, government-issued photo I.D. (e.g.,

passport, driver's license, or Ontario Photo Card; **health cards, non-government issued photo cards and electronic copies of I.D. are not accepted**). **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations.**

- The exam confirmation and timetable letter. This document and your photo I.D. will be checked by your exam invigilator.
- Pens, pencils, erasers, a pencil sharpener, and a non-programmable calculator for quick calculation of basic math (cell phones may **not** be used for this purpose) for the written exam components.
- A lunch/snack items (candidates are not permitted to leave their cohort during the scheduled break).

**Accessing electronic references or copies of sample exam questions from the course during the exam is prohibited.**

## Permitted Items (Food, Drink and Personal Belongings)

Bottled water or water in a clear, shatter-proof drinking container is allowed; no bags, purses or other personal belongings are permitted on or near the examination desk during the test administration. Candidates may also use foam ear plugs during the course of the written and oral case prep exams. Outside of a granted accommodation, food is only allowed at your exam desk during the scheduled break (see below).

In addition, you are allowed to bring/use hand sanitizer (non-labeled or label covered with tape or marker) and disposable gloves if you wish. Hand sanitizer will be available at all entry points of the exam site (including classrooms and clinic).

During the oral component, candidates may consume water in the hallway only (distanced from other candidates) while waiting for their assessor to escort them into the clinic room. If needing a drink during the oral component, please let the assessor know and quickly step out into the hall to unmask and have a quick drink (the clock will continue to run during this time).

## Scheduled Breaks

One hour is provided in between the examination components for a sequestered lunch break [i.e., you will be required to remain in your designated room(s), with your cohort, outside of bio breaks] and an additional 15-minute bio break will be provided in between the oral prep time and the start of the oral assessments. Food may not be consumed during exam components unless granted by the College in advance of the exam as an exam accommodation.

As the CCNM cafeteria will not be open during the exam, candidates must pack a lunch and/or snack items to sustain them for their time at the exam site. **Candidates will not be permitted to leave their cohort, or the exam site during the lunch break** (this includes running to one's car or visiting the BMS store; please ensure you have brought food items with you).

## Restricted Items

Books, cellular phones, papers, bags, pocket PCs, and audio and/or video recording or transmitting devices are not permitted at your desk or inside the clinic room. **Electronic devices are to be turned off at check-in and stored with your personal belongings in the designated areas.** Possession of any of these devices by a candidate during an examination may be considered an examination violation and may result in the candidate's removal from

the examination and/or other appropriate action, as deemed necessary by the College.

In cases of emergency necessitating access to your phone at the exam site, you must seek permission from your exam invigilator to access your phone prior to the start of the exam. Candidates may access their personal belongings (with the exception of cell phones which must remain off outside of emergencies as noted above) during their scheduled break.

## Leaving the Examination Room/ Exam Site

Once the examination has begun, candidates are not permitted to leave the examination room without the permission of the exam invigilator (to reduce the need to leave the exam room, please use the restroom before check-in and/or during scheduled breaks). Those finished an examination component early will be asked to remain in the examination room or area designated by the exam invigilator until the entire cohort has completed the exam.

Once you have completed your last exam component for the day, you are asked to immediately leave the exam site to avoid disrupting candidates still completing their exam. Those who must remain at CCONM post examination (e.g., for transportation) must wait at an alternate location on campus, away from the exam areas.

## Exam Groups

Each candidate will be assigned to a cohort (group), which they must remain with for the entirety of the exam day (during exam prep time, exams, and during breaks). Each cohort will be assigned an invigilator who will be present to monitor and instruct as needed. **Socializing with other cohorts during the exam day or leaving one's assigned cohort is not permitted and may be viewed as an exam violation.**

## Incident Reporting (Appeal Prerequisite)

Candidates who, **on the day of the examination**, feel that an irregularity (e.g., not being provided with the full allotted amount of time to complete the exam), or undue bias based on gender, ethnicity, creed, sexual orientation, etc.) had a material adverse impact on their performance during an examination, may file an Incident Reporting Form with an exam invigilator or exam staff member to log their complaint. It is the candidate's responsibility to report the incident to College exam staff within 48 hours of the exam to confirm the incident has been recorded. All exam invigilators and examiners are required to document all incidents that occur during the exam.

If needing to file an incident report at the exam, please speak with examinations staff, your invigilator or assessor. If filed after the exam, please use the online [Examination Incident Reporting Form](#). All candidate Incident Reporting Forms will be reviewed during each exam session's post examinations analyses and logged by the College for review in the case of an appeal. Appeals for which there is no supporting incident report on file cannot be considered for review by the Examination Appeals Committee. The College cannot take any action on exam incidents reported outside of the 48 hour window from the time of the exam, and/or those for which no substantiating incident report had been filed. Additional information about the Appeals process is noted on page 28 of this handbook and in the [Exam Appeals Policy](#).



## Conduct During the Exams

### Expectations of Candidates

Candidates are reminded that their behaviour during the examinations is expected to be **professional and respectful (i.e., demonstrating the qualities of a regulated health care practitioner)** at all times, both with examinations staff and fellow exam candidates. Hostile, disrespectful, or otherwise aggressive behaviour (whether verbal or physical) will be treated as an exam violation and the candidate may be asked to leave the exam site..

### Exam Violations

The College maintains strict security over exam content before, during and after the examinations to eliminate unfair advantages among candidates and to avoid the costs of replacing the content of the exams. Exam violations refer to any contravention of the [Examination Rules of Conduct](#) regarding the examination's procedures, and/or any suspected breach of security around the content of the examinations.

Violations before the examinations include:

- accessing unauthorized study materials before the exam,
- speaking with or communicating in any way with candidates who have just completed the examinations on the day(s) of the exam(s), and
- providing false admittance information.

Violations during the examinations include:

- failing to adhere to the exam invigilator's or assessor/examiner's instructions,
- copying or allowing answers to be copied during the exam,
- accessing written (other than those items specifically noted) or electronic information or devices while taking an examination,
- failing to cease writing an exam once the time has been called, taking notes about the exam, or failing to return or removing from the exam room any exam materials at any time during or after the exam,
- talking to other exam candidates once the written examinations component has begun,
- non-verbal signaling or coaching to other exam candidates once an exam has begun, and
- disruptive behaviour during the examinations.

Violations after the examinations include:

- discussing or posting the content of any examination following the exams,
- reconstructing exam items from memory for the purpose of disclosing content to others, and
- altering exam transcripts.

Any indications that an exam violation may be occurring during the exam may result in immediate removal of the candidate from the examination.

Any suspected violations are documented by the exam invigilator, exam staff or examiner, who will record and report all observations to the College's CEO or their delegate.

Any candidate suspected of an examination violation will be issued a written Notice of an Exam Violation which details the nature of the allegation. Candidates will be provided with a reasonable opportunity to respond either in writing, or by scheduling an in-person meeting with the CEO or their delegate. If a candidate fails to provide a response to a violation allegation within the specified time frame or to participate in the process, the CEO may



proceed to make a determination on the violation. No examination transcripts will be issued to the candidate until a final decision has been rendered on any alleged exam violation.

All information related to the alleged violation will be reviewed by the CEO, or his or her delegate, and a determination will then be made as to whether sufficient information exists to support the allegation. Candidates will be notified of the final decision in writing within four to six weeks of the date of the initial notice.

Final decisions issued by the CEO regarding exam violations are appealable to the Examination Appeals Committee.

## **Exam Violations Consequences**

A finding that an exam violation has occurred will result in a fail and be recorded as one of a total of three attempts to successfully complete the Prescribing and Therapeutics Examination.

If evidence is found of a breach in the security of the exam materials before an exam administration, and such evidence suggests that the behaviour was organized and/or may involve a number of candidates, the College reserves the right to cancel the exam session.

If evidence is found of a breach in the security of exam materials after an exam administration, and such evidence suggests that the behaviour was organized and/or may have involved a number of candidates, the College reserves the right to disqualify the exam results of some or all candidates.

The College may also take special measures at any subsequent examination to prevent the reoccurrence of the violation at the expense of any candidates involved in the security breach, seek damages from any persons involved in a security breach, and/or take any other action deemed appropriate by the College.

## **Assessors**

Assessors are instructed to refrain from providing candidates with feedback during or after the oral exam, and to avoid personal conversation. Candidates in turn are to refrain from asking assessors for feedback, or validation. Candidates may however ask an assessor to repeat an instruction, or any piece of information imparted to them during the oral exam component.

## **Preparing for the Ontario Prescribing & Therapeutics Examination Blueprints**

### **Core Competencies in Prescribing & Therapeutics**

Candidates will be required to demonstrate current knowledge of:

- Prescription medications that are appropriately used as initial or second-line treatments for selected medical conditions.
- Appropriate monitoring parameters for safety and efficacy that are required for initiating or assessing the effect of a prescription medication.
- Common and significant adverse events, drug interactions and contraindications of various prescription medications.

- Calculating an estimate of risk for cardiovascular outcomes.
- Estimating the magnitude of the effect of selected prescription medications.
- Appropriate starting doses and titration schedules when initiating a prescription medication.
- Key goals of therapy to treat selected medical conditions.
- Writing a legal prescription according to guidelines and satisfying the legal requirements of the Ontario College of Pharmacists and the College of Naturopaths of Ontario.
- Strategies to determine when a prescription medication may be harmful and should be discontinued.
- Important clinical trial design factors to consider when critically evaluating pharmaceutical literature and promotional materials.
- The Ontario Regulation Module and the General Regulation with respect to the controlled acts of prescribing, dispensing, compounding, or selling a drug, or administering a drug or substance by injection or inhalation and the tables of substance therein.

**Information on what disease states are covered on the oral and written exams can be found by reviewing the course document titled [Prescribing & Therapeutics Exam - Full Resources and Exam Topics](#).**

## Exam Format: Oral Assessment

In addition to the assessment of knowledge, the oral assessment is designed to assess a candidate's thought process and proposed actions based on a case scenario. Candidates will have 75 minutes to review three patient cases (i.e., 25 minutes per case). Each case will list the pertinent background information, a brief description of the patient's chief concerns, the diagnosis, the patient's current drug therapy, pertinent lab values and any possible additional questions the candidate should consider while reviewing the case.

Pre-populated templates are permitted to be used during the oral prep; however, **only ONE sheet of reference notes per case may be used during the oral assessment**. Case sheets and case notes must be turned into the assessor following each oral assessment. Candidates are advised that the purpose of the oral prep time is to make notes which aid them in speaking to their treatment recommendations for the cases being examined as part of their oral assessments and that pre-populated templates which just provide textbook information and do not clearly indicate the selected treatment option(s)/rationale may lose marks. Blank paper and blank template documents will be available during the exam for those candidates who want/need them.

**Candidates should be prepared to provide the following for each case:**

- at least five relevant goals of prescription therapy,
- five treatment options, including two advantages and two disadvantages for each treatment option,
- a treatment plan, including why the plan was chosen, how the therapy will be implemented and if any drugs would need to be stopped,
- the monitoring parameters for efficacy and safety, and
- **a written prescription for the patient, which must be written on the sheet of paper provided, to be reviewed by the assessor following the oral assessment.**

Following the review period, a twenty-minute oral assessment will be conducted with the candidate for each case (i.e., one hour will be allotted in total per candidate for the completion of the oral assessment portion).

**Each candidate will be assessed on:**

- appropriate drug recommendations, written prescription, and the proposed treatment plan based on the patient case,

- knowledge of potential drug interactions with other concomitant therapies the patient is receiving,
- knowledge of appropriate treatment dosages,
- knowledge of potential contraindications and concerns with the treatment options provided,
- the ability to speak to how each treatment plan would be monitored,
- the ability to speak to benefits and the intended outcome of each treatment plan, and
- the ability to identify potentially serious conditions and patient referral indicators.

### Oral assessment result

To be successful, candidates are required to pass at least two of the three cases AND achieve an overall score of 60% on the oral component. Results issued will note a “pass” or “fail” mark only; unsuccessful candidates will be provided with the reason(s) for the failed exam. Note: **automatic failures can occur** during the oral assessment component.

### Common reasons for failures and mark deductions during the oral assessment:

- Recommending a drug to which a patient has a significant allergy or intolerance.
- Recommending a drug that has an important interaction with other concomitant therapies the patient is receiving.
- Initiating a treatment that could harm the patient (e.g., recommending a dose that significantly exceeds the usual or maximum recommended dose without a compelling reason to use a high dose).
- Not treating a potentially serious condition.
- Not stopping a medication that could be making the patient’s symptoms worse.

## Exam Format: Written Test

Each candidate will have 2.5 hours to complete an open book written exam consisting of 100 multiple choice questions and 10 practice-related short answer questions. Candidates cannot use electronic references or practice questions during this open book written exam.

### Questions for the written exam are based on the following sources:

- course modules,
- webinars,
- Compendium of Therapeutics Choices (CTC) 2019,
- handouts provided on the Therapeutics Education Collaboration website, and
- Basic and Clinical Pharmacology, Bertram Katzung (<15% of written exam).

### Written exam result

To be successful, candidates are required to achieve a score of at least 60% on the written exam. Results issued will note a “pass” or “fail” mark only.

Exam candidates are reminded to manage their time during the MCQ exam. While it is an open-book examination, candidates do not have enough time to look up every answer. It is advised that the candidate review the MCQs for the questions that can be answered more readily and identify the questions that must be looked up (i.e., try to eliminate those questions that can be answered versus the ones that need to be looked up).

## Study References

- Basic and Clinical Pharmacology, 13th Edition, Bertram Katzung.
- CPS Therapeutics Choices (2021).
- Videos of the live presentations.
- TEC Podcasts.
- TEC Webinars.
- TEC Website “other resources” (<https://therapeuticseducation.org/myaccount/membership-checkout/?level=2>).
- The Ontario Regulation Module.
- The General Regulation (<http://www.ontario.ca/laws/regulation/150168>).
- Related College Standards on: Record Keeping, Prescribing, Dispensing, Compounding, Selling, Inhalation, Injection, and Recommending Non-Scheduled Substances.

## Post-Examinations Procedures

### Exam Scoring

Prescription exams are hand scored by course instructors. Candidates are not faulted for listing more than one incorrect item and, in marking the short answer sheets instructors give every possible chance for a candidate to obtain the mark if they identified an error or issue that would cause a pharmacist to not be able to fill the prescription. Scantron sheets for the multiple-choice exam are scored using standard university scanning software to reduce the risk of marking discrepancies.

### Exam Results

Results are released electronically, by email, as of the ‘Results Release’ date noted for that session on the [Prescribing Exam Schedule](#).

Under no circumstances will the College release or discuss examination results over the phone.

### Exam Attempts & Remediation

A candidate may attempt the exam three times over a period of two years. A candidate who fails the first attempt of the examination will be entitled to a second attempt of the examination. A candidate who is unsuccessful at the second attempt must undergo a mandatory review conducted by a panel of the Registration Committee (the Panel) to determine any additional training or education that must be completed prior to being allowed to sit a third and final attempt of the exam. A candidate must provide a written request to initiate the review to [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca).

Reviews are conducted within the Panel only; no in-person meetings occur between the candidate and the Panel. The Panel will be provided with detailed information regarding the candidate’s exam performance from both examination attempts. This information will include comparative data to allow the Panel to determine areas where improvement was noted at the second attempt and areas where additional study would be beneficial.

Candidates also have the option to include a letter to the Panel addressing any factors they would like the Panel to take into consideration, such as any study materials or additional training undertaken between the first and second

attempt of the exam. Please note that the Panel does not have the authority to waive the remediation review requirement, nor is it an Exam Appeals body. As such, any submission made to the Panel should address their review regarding additional training or education.

Following the review, the candidate will be provided with information regarding any training or education or combination thereof required by the Panel, which must be successfully completed (within the specified timeline) by the candidate prior to being permitted to register for a third attempt of the exam.

## Candidate Access to Exam Material

Due to the sensitive nature of the examination's material, candidates are not permitted to review their examination documents. General feedback regarding exam performance will be included on the examination transcript.

## Appeals

The appeal process is limited solely to questions concerning procedural irregularities (please refer to the [Incident Reporting section](#) of this handbook). Such appeals must include facts demonstrating that the procedural and/or environmental irregularities or perception of undue bias had a material adverse impact on the candidate's performance on the examination. It is incumbent upon the candidate to establish, to the satisfaction of the Examination Appeals Committee, that had the procedural and/or environmental irregularity not occurred, it is more likely than not that the candidate would have passed the examination.

The Examination Appeals Committee does not review complaints regarding the content of the exam, possible responses to examination questions or requests for a remarking of the exam. Therefore, the content of the examinations is not subject to appeal. **In no instance will a candidate who has failed an examination be deemed to have passed the exam.**

## Appeals Process

Appeal requests must be made in writing ([exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca)) and must:

- Outline the procedural or environmental irregularities, or perceived undue bias at issue.
- Note the fact that an Incident Reporting Form was completed, signed and submitted to a College representative within 48 hours of the exam.
- Provide facts which demonstrate that the procedural or environmental irregularities and/or undue bias noted had an adverse impact on the candidate's examination performance.

Requests must be received within 30 calendar days following the release of exam results (i.e., 30 days from the date noted on your transcript). Appeals received after this period cannot be considered. Any supporting documentation you wish to have reviewed must be submitted at the time of submission of the exam appeal request. Approved appeals are charged the examination appeal fee for review of the appeal by the Exam Appeals Committee.

## Grounds for an appeal

Exam appeals are limited solely to questions concerning procedural irregularities, environmental irregularities or undue bias which could have affected a candidate's examination performance or the integrity of the examination process.

### **Notification of Appeal Review**

Within 14 days of the College's receipt of an exam appeal request, the CEO or their designate notifies the candidate in writing with respect to the status of their exam appeal request.

If the exam appeal request is refused by the CEO, the candidate will be notified that the appeal will not be considered by the Examination Appeals Committee for one of the following reasons:

- the procedures and/or requirements outlined in this policy were not followed,
- the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or
- the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds.

### **Timelines for Decisions**

Decision outcomes made by the Examination Appeals Committee are sent by email within 60 business days of receipt of the examination appeal request.

### **Possible Outcomes**

If the Examination Appeals Committee's decision is to grant the exam appeal, the Committee has the authority to make the following decisions:

- To allow the candidate to re-sit the examination without the appealed attempt being counted as one of three permitted attempts, and/or,
- To allow the candidate to re-sit the examination at an adjusted fee.

Additional information about examination appeals is noted in the College's [Exam Appeals Policy](#).

### **Candidate Feedback**

The College considers all constructive feedback and concerns of our stakeholders. If you wish to provide the College with any feedback on the exam reference materials, exam process and/or testing experience, please send your suggestions to [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca). Please note that feedback should be professional and polite.

Exam content, handbooks and reference guides are reviewed and updated by the College annually and/or following each exam administration, as necessary. Feedback received following an exam is taken into consideration as part of these reviews.

### **Meeting the Standard of Practice for Prescribing - Unregistered Fourth Year Naturopathic Students and Non-Ontario NDs**

To be deemed to have met the Standard of Practice for Prescribing in Ontario, a candidate must:

- successfully complete the Ontario Prescribing and Therapeutics Examination,
- be a Registrant of the College in Good Standing, or
- become a Registrant with the College within two years of successfully completing the exam.

**Completion of the examination does not entitle non-registered individuals to prescribe, dispense, compound, or sell a drug, or administer a drug or substance by inhalation or (non-intravenous) injection.**

**Appendix I: Oral Case Template Sample**

Examinee Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Case #</b>	<b>Primary Medical Condition:</b>		
<b>Goals of Therapy</b>	1.		
	2.		
	3.		
	4.		
	5.		
<b>Treatment Options</b>	Rx medication	Advantages	Disadvantages
	1.	1.	1.
		2.	2.
	2.	1.	1.
		2.	2.
	3.	1.	1.
		2.	2.
	4.	1.	1.
		2.	2.
	5.	1.	1.
	2.	2.	

Prescription Choice/Treatment Plan:

(Drug, dose, frequency)

Justification:

Special instructions for patient?

Drugs to stop?

Drug interactions to consider?

Monitoring Parameters for Efficacy and Safety	What to Monitor	When/How often	Who
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		

Anything else to do?

- 1.
- 2.
- 3.
- 4.
- 5.

**OTHER:**

*PICO question (optional – only if asked in case)*

*CVD Risk Calculation (only if asked)*

Population:	
Intervention:	
Comparator:	
Outcome:	



## Appendix II: Examination Rules of Conduct

In addition to the information that has been provided in this handbook, it is understood that all examination candidates will comply with the following general procedural and conduct requirements established by the College of Naturopaths of Ontario (the College). Contraventions of these rules may result in the candidate's immediate removal or disqualification from the examination, in addition to other appropriate consequences.

1. Candidates must check-in with their exam invigilator at their assigned check-in location at least ten (30) minutes prior to the exam commencement time noted on their exam booking confirmation.
2. Candidates must bring a piece of valid photo identification (Ontario driver's license, passport, or Ontario Photo Card only) to present to exam staff upon arrival at the exam site/sign-in desk. The name on the photo I.D. must match the name on the exam registration list. It is not permitted for another person to impersonate a candidate for the purpose of taking an examination, nor may another person take any part of an exam on a candidate's behalf.
3. Candidates arriving at their assigned examination location after the commencement time noted by the College will be denied access to the examination. Candidates who arrive late due to exigent circumstances may apply for a deferral (see deferral section of the College's Examination Handbook) to sit the exam without penalty at the next regularly scheduled session.
4. Access to the exam site (defined as any exam rooms, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination invigilators, College staff and agents of the College.
5. Candidates must turn cellular devices off and may not access them for the duration of their time at the exam site.
6. Prior to the commencement of an exam, candidates are to place bags, purses and other personal belongings in an area designated by the exam invigilator. Only those materials expressly authorized by the College are permitted to be with the candidate during the exam. Please note that the College is not responsible for lost, stolen, or broken items or items left at the exam site.
7. During the examination, candidates may not have on their person any electronic devices, nor may they have any materials except those expressly authorized by the College in advance of the examination. Electronic devices include, but are not limited to cellular telephones, laptop computers, MP3 players, data storage devices (e.g., USB keys), or programmable calculators.
8. Candidates who are in possession of unauthorized materials or electronic devices or who assist or obtain assistance from other candidates or from any unauthorized source during the examination (written or practical) are subject to examination violation consequences, including, but not limited to, removal from the examination and assignment of a failing grade.
9. Examination invigilators have the authority to designate the desk/table/computer terminal at which a candidate sits while writing an examination. Candidates are expected to comply with such designations.

10. Prior to the commencement of an examination, candidates must refrain from reading exam questions, writing, providing any answers to questions, and/or commencing any part of the exam until instructed to do so by the exam invigilator.
11. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam invigilator, examiner/assessor or a College pre-approved support person.
12. After the announcement of the conclusion of any written examination or exam component, candidates are to refrain from adding information to, erasing information from, or otherwise altering their exam documents. Exam invigilators have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.
13. Examination times are monitored by exam invigilator and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.
14. During an examination, candidates are not permitted to leave the examination room without the permission of an exam invigilator.
15. Candidates may not retain any exam materials; this includes, but is not limited to exam sheets, response booklets, and scrap paper. All exam materials must remain with the exam invigilator.
16. Candidates must comply with requests made or instructions given by exam invigilators, examiners/assessors and other exam staff.
17. Candidates who are being sequestered prior to the commencement of an exam component must remain in the designated sequestering area unless otherwise authorized by an exam invigilator or exam staff.
18. Candidates who have completed their examination are required to immediately leave the examination site. Candidates are expected to make arrangements in advance of the exam to meet others (e.g., for transportation) at an alternate location away from the immediate exam site.
19. Candidates are not permitted to recount an examination to other exam candidates waiting to complete their examinations, nor post, discuss or disclose the content of the examination to others.