Fair Registration Practices Report

Naturopaths (2020)

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA.
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges.

Guidelines for this report are available to download as a .pdf on the OFC website.
https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx

Organization: College of Naturopaths of Ontario
Name of the regulated profession: Naturopaths
Contact Name: Erica Laugalys
Contact Email: erica.laugalys@collegeofnaturopaths.on.ca
Contact Phone Number : 416-583-6016

Sections of the Report

Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

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

Registration Policy (amended March 2020)—Additional proof of practise requirements were implemented for applicants seeking registration with the College under labour mobility provisions.

Exam Transition Policy (amended April 2020)—As a result of COVID-19 related exam cancellations and postponements, waylaying applicants in completing entry-to-practise requirements, the deadline by which the College was set to sunset recognition of the Naturopathic Physicians Licensing Examination (NPLEX) Part 1 as an entry-to-practise examination in Ontario was extended, from November 15, 2020 to May 15, 2021.

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

Amendments to the Registration policy provide additional transparency for applicants on College requirements regarding applications for registration made under s.7 of the Registration Regulation.

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

Registration policy amendments provide Registration staff with additional means to verify the validity of applications made under labour mobility provisions.

g. Resources for applicants

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

In December 2020, a new version of the College website (www.collegeofnaturopaths.on.ca) was launched, featuring a user-friendly design, plain language, streamlined content and renamed menu options to better assist Registrants, applicants (both accredited program and non-accredited program trained) and the public in navigating College resources.

Examination handbooks were revised to incorporate new COVID-19 protocol for in-person examinations to mitigate the risk of transmission at exam sessions. Additionally, as a result of COVID-19 and associated test center closures, two of the College's entry-to-practise examinations were temporarily moved to an online format. To support this delivery method, an Online Ontario Clinical Sciences Exam Guide and an Online Ontario Biomedical Exam Guide were created to stipulate software, hardware and physical room set-up requirements and provide information about processes and procedures specific to the online administrations.

In April 2020, an Applying for Registration During the COVID-19 Pandemic guidance document was made available to applicants seeking registration, to outline temporary, alternative options for those unable to obtain certain registration documents as a result of COVID-19 related closures.

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

All resource additions and amendments noted above enhance procedural transparency, by providing applicants with clear and concise information about examination and registration requirements. The additional COVID-19 Guidance Document also ensures eligible applicants are provided with fair opportunity to complete their application for registration in a timely manner.

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

Additional exam resources reduce ambiguity and minimize the potential for exam violations, or appeals to occur on grounds of procedural irregularity.

The COVID-19 Guidance document for applicants allows the College to maintain procedural fairness in the application for registration process, while still ensuring the mandate of public protection is met.

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 applicants' records

i)   Describe any improvement/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 June 2020, the College conducted Zoom training sessions for College staff, Council and Committees with the assistance of Facilitation First Inc. Zoom meeting protocol has since been incorporated into Council and Committee training documents and in regular meeting materials.

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

None.

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

Training has aided in the smooth transition from in-person to online meetings, allowing the College Committees and Council to continue to carry out their regulatory functions while the College operates remotely.

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. Describing any improvements/changes implemented in the last year.

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.

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

No changes this year.

Provide any additional information:

Temporary relief measures were enacted by the Council of the College in April 2020 to account for provincial closures and restrictions related to COVID-19. These relief measures included the reduction of registration fees by 40% and a 6-month extension to the deadline for annual Registration Renewal.

Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

a. Languages
   Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	Yes

Other (please specify):

The College transitioned into a new website in December 2020 and are presently undergoing revisions on the French side of the site however, documents are available in French language upon request.

b. Gender applications

Indicate the number of applicants in each category as applicable.

Gender	Number of applicants
Male	11
Female	57
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	304
Female	1397
None of the above	0

Additional Comments:

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education.

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

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
66	2	0	0	0	68

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 education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
53	3	1	0	0	57

Additional comments:

f. Jurisdiction where members were initially trained.

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

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
1677	21	3	0	0	1701

g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e., before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	66	2	0	0	0	68
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	58	1	1	0	0	60
Inactive applicants. Those 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	0	0	0	0	0	0
Applicants who became fully registered members	53	3	1	0	0	57
Applicants who were authorized to receive an alternative licence but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence*	0	0	0	0	0	0

*An alternative class of licence it enables the 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 licensing" includes applicants who submitted an application in 2019, but were still completing registration requirements in 2020, individuals who submitted their application in 2020 and individuals who submitted a pre-registration with the College (step 1).

"Number of applicants who became fully registered Registrants in 2020" includes applicants who submitted their Application for Registration in 2019 but were not registered until 2020.

h. Classes of certificate/licence

Provide a description of the classes of certificate/license offered by your organization. You should have at least one class listed.

#	Certification	Description
1	General Certificate of Registration	A certificate class which grants the Registrant 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 *Naturopathy Act, 2007* in accordance with the College's regulations, standards of practice, policies, and guidelines. A Registrant 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.
2	Inactive Certificate of Registration	A certificate class which does not authorise the Registrant to practise naturopathy nor perform any controlled acts (as set out in section 4 of the *Naturopathy Act, 2007*). A Registrant who holds an Inactive certificate of registration may only use the titles "Naturopath (Inactive)" or "ND (Inactive)" or the French equivalents. Registrants 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.
3		Life Registrant	A certificate class for Registrants who have retired from the practise of naturopathy and have been designated by the Registration Committee to have met the requirements for Life Registration as outlined in section 23 of the College By-laws.

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 Registrant'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. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e., before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants that were subject to an internal review or that were referred to a statutory committee of your governing council, such as Registration Committee	8	0	0	0	0	8
Applicants who initiated an appeal of	0	1	0	0	0	0

a registration decision						
Appeals heard	0	1	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.
You may use decimals if you need to count half units. For example, on full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	19
Number of staff involved in the appeals process	3
Number of staff involved in the registration process	6

Additional comments:

The Registration & Examinations department is overseen by the Director, Registration & Examinations, under the guidance of the Chief Executive Officer, and is comprised of a Manager, Registration, an Entry-to-Practise Coordinator, a Registration Coordinator, and two Examinations Coordinators.

Submission

Name of individual with authority to sign on behalf of the organization:
Title: Erica Laugalys
Date: Director, Registration & Examinations