College of Naturopaths of Ontario

GUIDE

PLAR DOCUMENT OF EDUCATION AND EXPERIENCE (DEE)

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General Information

This guide has been prepared to assist you in completing the Document of Education and Experience (DEE), as part of Stage 1 of the College of Naturopaths of Ontario (the College) Prior Learning Assessment & Recognition (PLAR) program. For additional information about the PLAR Program, including eligibility requirements and appealing a Stage 1 decision, please refer to the PLAR Applicant Handbook.

PLAR applicants who require further clarification on matters related to completing the DEE, which have not been addressed in this guide, are asked to contact the Entry-to-Practise team at applications@collegeofnaturopaths.on.ca or by phone at 416-583-6002.

IMPORTANT: The DEE form is available upon request from the Entry-to-Practise team and will be emailed to all PLAR applicants deemed eligible for the PLAR program, (i.e., those who have the required language proficiency, minimum education, and who have confirmed their identity with the College). Please do not start the DEE process until you are eligible to do so.

What is the DEE?

The DEE form is a self-report designed to help the College evaluate your file. The DEE form identifies content areas that are covered in naturopathy programs accredited by the Council on Naturopathic Medical Education (CNME). These content areas match the Core Competencies set by the College and are assessed in the Written Exam I (Biomedical) and Written Exam II (Clinical Sciences).

Through the DEE process, you will map all your past education, training, and work experience relevant to the profession against the content areas. We strongly recommend that all applicants read through this information prior to making a DEE submission. Applicants are asked to submit transcripts, syllabi and/or course descriptions for any declared formal education within this document and any other supporting documentation to illustrate education or experience for those applicable content areas. A trained PLAR Assessor will then use the same Excel file you have completed to record their findings in the designated spreadsheet. The PLAR Assessor's role is to assess whether your overall education and experience are sufficiently equivalent to the education and experience of a CNME-accredited program graduate. Remember, these assessments are based on what is submitted by you.

Once the assessment is completed, the PLAR Assessor will submit their recommendations to the College. The College will convene a meeting of the PLAR Committee where all Committee members will review your file and the assessor's recommendations, and make their decision related to this stage (Stage 1) of your evaluation. This decision will determine your eligibility to move onto Stage 2 (Written Exam #1).

Should you proceed with the DEE?

The DEE form is a detailed document that will require time and effort to complete. You will be expected to:

- Collect documents from your past education and professional experience, including, but not limited to, letters detailing work experience or clinical placements, and original or certified copies of academic transcripts.
- Have all your documents translated by a certified translator (if your documents are in a language other than English or French).
- Map your education and clinic experience against the content area requirements topic by topic.
- Fill out several tabs on the Excel form in detail.

The DEE is the first of five stages in the PLAR process, which requires an investment both in terms of time and money. For that reason, we strongly suggest you review the PLAR Handbook and the DEE guide. Detailed information about the requirements, fees and competencies PLAR applicants are assessed on is also available in following documents:

- **Appendix B on page 20** of the DEE guide provides fulsome information about the competencies and competency areas including number of clinic hours.
- **Appendix A on page 17** of the DEE guide includes a useful self-assessment checklist to allow you to determine whether or not, through your education and experience, you have the competencies needed to

be successful in the PLAR Program, keeping in mind that this is a multi-stage assessment process, and not a training or bridging program.

If you find that you lack relevant education and/or hands-on experience in several of the mandatory content areas, or if you feel you could not pass an exam that tests you on the theoretical and clinical knowledge in these areas, you may wish to reconsider going forward with completing the DEE.

Documents You Need Before Completing the DEE

You will need to have the following documents with you to fill out the DEE form. It is up to you to get these documents as described below.

1) **Your Academic Record/Transcripts/Mark sheets/Records** – A complete list of all the courses and/or training you took in naturopathy or related areas, including course titles, course codes (if available), course hours (if available), and your marks/grades for each subject (course) you completed. You will be required to submit these documents to the College either as originals directly from the educational institutions or copies that are notarized by a notary public.

2) **Your Curriculum** – Detailed description of course content for each of the courses listed on your transcript. These course descriptions must be taken from a formal and approved source such as:

   - a photocopy of courses from the University and/or Post-secondary Course Calendar;
   - a printout of course descriptions, also called course outlines, from the website with a clear indication of the course titles and course code indicating the URL (web-address), matching the course titles and codes on your transcript; and/or
   - a formal document of course descriptions produced by your University/College/Post-secondary educational institution for the years you attended.

Remember: You must submit relevant course outlines. This means you must make sure that the course descriptions you submit for consideration relate to the courses at the time you were enrolled in the program. For example, you can submit a course outline published for the academic years 2015-2018 only if you were enrolled in and completed the program in those years.

If you completed your education outside the years of the course outlines, you must obtain an official letter from the program stating that the provided course outlines apply to the years that you completed the courses.

- If your academic program(s) used a problem-based learning system, you must provide us with a copy of your case books or list of cases. If these are not available to you, the College will offer you guidance on providing alternative proof for the content of your learning (e.g., a letter from your educational institute with a checklist of topics that were covered, and the number of hours dedicated to the content areas/medical subjects).

- A copy of your course descriptions/curriculum (in English or French) or the original translated into English or French. Courses must be organized in chronological order and the pages clearly numbered (remember that College staff and the PLAR assessor will need to cross-reference your supporting documents against the DEE form).

- If your course descriptions are not in English or French, a certified translator must attach a copy of the document in the original language to the translation. In many cases, the translation of course content is done by translators who are not familiar with professional terminology. This may result in an incorrect or misleading translated version. When having your original documents translated, ask for a copy of the translation for your reference. Review the translation and make sure they correctly reflect your curriculum. We have included synonyms and course descriptions (**Appendix B on page 20**) in this guide to help you find

the correct terminology. If you find translation mistakes, make a note on the DEE, and add the correct terminology.

If you do not have a course description/curriculum, make a note in the DEE table (in the Comments column) and provide your own written description.

3) **Your clinical/field placement** – You must provide information about and documentation of your clinical/field placement during your formal education, whether you completed a naturopathic medicine program or another formal and relevant education. You must include information about areas of practice, practice settings, hours of supervised or unsupervised practice, details of the placement(s), and client groups and other hours. Supporting letters from clinical or field placement supervisors may be submitted to substantiate this information.

4) **Your work experience** – You must provide information about any relevant work experience you have gained after completion of your education, only if you are using your work experience as supporting evidence for your education. In that case, you must include information about areas of practice, practice settings, hours of practice, details of the work, client groups and other hours. **If you are using your work experience as supporting evidence for your education, you must provide any available supporting documents for the section on relevant employment (e.g., letter from employer, appointment booking calendar etc.).**

Note: Evidence, of interactions with either live or simulated patients, as supported with copies of syllabi, course descriptions, and/or documentation related to supervised/clinical practise or field placements must be provided for several content areas. See **Appendix B on page 20** for content areas.

Filling Out the DEE Form

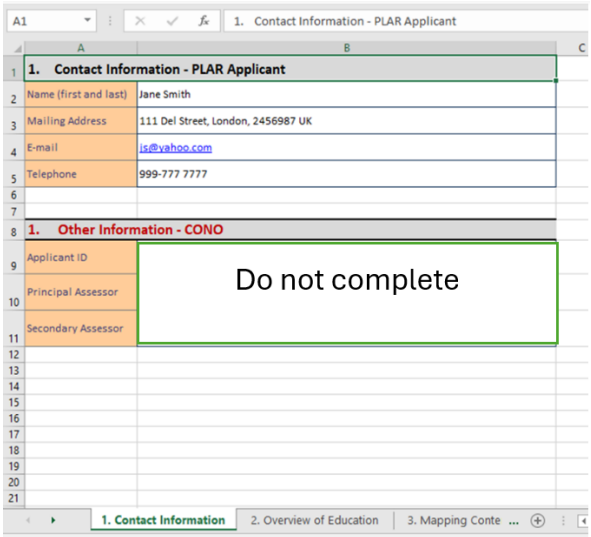
The DEE form is a fillable Excel spreadsheet. It contains several tabs (see some of the tabs at the bottom of the example below). You must fill out information on all tabs (1-7).

Section 1 – Contact Information

Start the process by filling out all the information requested, in the “1. Contact Information” tab. Input your information in column B, rows 2, 3, 4 and 5.

Do not record any information in the “1. Other Information” section of this spreadsheet. We will fill in the information after we have assigned you with an Identification number (ID) and after a PLAR Assessor has been assigned to your file.

Section 1 – Example: Contact Information



	A	B
1	1. Contact Information - PLAR Applicant	
2	Name (first and last)	Jane Smith
3	Mailing Address	111 Del Street, London, 2456987 UK
4	E-mail	js@yahoo.com
5	Telephone	999-777 7777
6		
7		
8	1. Other Information - CONO	
9	Applicant ID	Do not complete
10	Principal Assessor	
11	Secondary Assessor	

Section 2 – Overview of Education

Fill out all the requested information in the "2. Overview of Education" tab. Input your information in columns B-F. Use column G (Comments and Clarifications) to add any explanations, as necessary.

Note: the information provided in the Example, Overview of Education, is only a sample. This is to provide you with the type of information we need to see in the completed DEE form. The names of institutions, course titles, and credentials indicated in the example are not real. The syllabus you provide must match the dates of course completion noted on Tab 2. Full course syllabi from the years you completed your education needs to be included to demonstrate the course curriculum for each course cited in your DEE. If you are unable to obtain a syllabus from the year you completed your training, we would accept a syllabus from a different year, provided it's accompanied with a letter from the educational institution(s) as evidence that the program's curriculum/syllabi has not changed in the time since you completed the program. These letters should be e-mailed to us directly at applications@collegeofnaturopaths.on.ca.

Section 2 – Example: Overview of Education

2. Overview of Education *(List all university and/or other post secondary education (including any formal education in Naturopathy) in the following table*

	Name of educational institution	Country of educational institution	Dates of attendance: Start Date	Dates of attendance: Completion Date	Outcome (i.e., degree, diploma, certificate)	Comments and Clarifications
1.	DFG University	UK	Sep-05	Jun-09	Bachelor of Science in Kinesiology	See assessment agency certificate
2.	ABC College of Osteopathic Medicine	UK	Sep-12	Jun-15	Diploma in Naturopathy	See assessment agency certificate
3.	College of XYZ	China	Nov-15	Apr-15	3 Certificates in Botanical Medicine	Some of the content covered is relevant - see supporting evidence
4.						
5.						
6.						
7.						
8.						
9.						
10.						

You may add more rows if necessary

1. Contact Information | 2. Overview of Education | 3. Mapping Content ...

Ready 71%

Section 3 – Content Areas

In this section, we ask you to identify the courses, training, and/or experience that you have completed as related to the required content areas. This will help us assess how similar the content of your education and experience is to the required academic and clinical content. We recommend that you use Appendix B (Detailed Description of Content Areas) as a reference document to help you better understand the meaning of each of the content areas.

Fill out all the requested information in the "3. Mapping Content Areas" tab as follows:

- Input your information in columns B-G and K by entering "X".
- Enter all other information in columns H-J.
- Use column L (Comments and Clarifications) to add any explanations as needed.

Please see Appendix B on page 20 for detailed descriptions of each content areas.
Note: the number of hours per content area listed in Appendix B is a recommended benchmark based on educational requirements in Ontario. Though these are not "hard numbers" you must meet, significant deviation from these benchmarks will be noted by the assessor as a deficiency.

Following, you will find a few examples of a filled form.

Section 3 – Mapping Content Areas Example 1: When courses (or parts of courses) are well aligned with content areas

A4 | 1. Body Systems and their interactions (Mandatory Content Area) | Content Area 1 must have been acquired through formal education, not

3. Mapping Content Areas Against PLAR Applicant's Education and Experience

Content Area	Source of Evidence – Type X for all that apply						Course Code (if exists in documents)	Course Title AND/OR Description of Field Placement / Work Experience	Page number in Reference Document	Type X if evidence is unavailable	Comments and Clarifications
	(1) Course: ND program	(2) Course: Similar to ND program	(3) Course: Other program	(4) Live/simulated patient interaction (e.g., work, internship, simulations)	(5) Other source	6) N/A (did not address)					
1. Body Systems and their interactions (Mandatory Content Area)	*Content Area 1 must have been acquired through formal education, not through work experience*										
1.1. Biochemistry			x	N/A			DFG200	Biological Sciences II	1-10		
1.2. Anatomy			x	N/A			DFG100	Introduction to Biological Sciences	3-16		
1.3. Gross Anatomy			x	N/A			DFG100	Introduction to Biological Sciences	17-24		
1.4 Microbiology			x	N/A			DFG102	Microbiology/Pathology	1-13		
1.5 Pathology			x	N/A			DFG102	Microbiology/Pathology	14-22		
1.6 Physiology			x	N/A			DFG101	Biological Sciences I	3-21		
1.7 Embryology			x	N/A			DFG101	Biological Sciences I	82-84		
1.8 Histology			x	N/A			DFG101	Biological Sciences I	42-46		
1.9 Genetics			x	N/A			DFG400	Health Sciences	15-23		
2. Patient Assessment (Mandatory Content Area)											

1. Contact Information | 2. Overview of Education | 3. Mapping Content Areas | 4. Mapp ...

We have included several options to allow you to demonstrate how you met a required content area. For each content area, select one or more of the options noted. For example, tell us if that content area was covered during your formal naturopathic education, during a program similar to naturopathy, during another education program such as a Doctor of Medicine program, as part of your field placement/clinical training, or during your work experience. You can select more than one option if applicable.

Section 3 – Mapping Content Areas Example 2: When a single content area was addressed through multiple courses/activities

A14 | 2. Patient Assessment (Mandatory Content Area)

3. Mapping Content Areas Against PLAR Applicant's Education and Experience

Content Area	Source of Evidence – Type X for all that apply						Course Code (if exists in documents)	Course Title AND/OR Description of Field Placement / Work Experience	Page number in Reference Document	Type X if evidence is unavailable	Comments and Clarifications
	(1) Course: ND program	(2) Course: Similar to ND program	(3) Course: Other program	(4) Live/simulated patient interaction (e.g., work, internship, simulations)	(5) Other source	6) N/A (did not address)					
2.2 Differential Diagnosis (must provide evidence of interaction with patients, either live or simulated)											
2.3 Patient Charting & Record Keeping	x		x	x	x		1) GU103 2)TMAdvanced 4) Clin Ed 5)Work	1) Patient Charting - Introduction 3) Clin Ed supervised 4) Clinical workshop in China - one course certificate 5) employment at CU Hospital	1) 111-118; 3) Workshop outline pp 6-8; 4) Clin Ed		I did not submit evidence re #5. If you need, I can provide an official letter of reference
2.4 Physical Exam (must provide evidence of interaction with patients, either live or simulated)											
2.5 Psychological Assessment (must provide evidence of interaction with patients, either live or simulated)											

... | 2. Overview of Education | 3. Mapping Content Areas | 4. Mapping Medical Sub ...

One listed content area may have been covered by more than one course. If you completed several courses that included one listed content area, make sure to provide the list of all courses that you feel covered that content area. For example, let us assume that you completed two courses related to Anatomy. You would then record both courses for the anatomy content area, including the titles of the courses and the course codes if available.

Some of your courses, training and/or experience may have covered more than one listed content area. In

these instances, you may list each of your courses/training/experience more than once (i.e., you can match the same course to several content areas).

Important: Course names and training titles vary from country to country, therefore the areas we have listed in this tab describe course/training content, not course titles. Focus on what you have learned in your courses, not the specific words used in the titles.

When filling out the spreadsheet, we ask that you make every effort to identify content from every available source, such as your education, training and work experience.

Section 3 – Mapping Content Areas Example 3: When content areas require ND or similar education or When a content area requires interaction with patients

A1 | 3. Mapping Content Areas Against PLAR Applicant's Education and Experience

Content Area	Source of Evidence - Type X for all that apply						Course Code (if exists in documents)	Course Title AND/OR Description of Field Placement / Work Experience	Page number in Reference Document	Type X if evidence is unavailable	Comments and Clarifications
	(1) Course: ND program	(2) Course: Similar to ND program	(3) Course: Other program	(4) Live/simulated patient interaction (e.g., work, internship, simulations)	(5) Other source	6) N/A (did not address)					
3.1 Acupuncture & principles of traditional Chinese medicine (TCM) (must provide evidence of interaction with patients, either live or simulated)		x	N/A	1. Field placement 2. course with lab component including simulated patients	N/A		1. CLFAC 142 2. COM 400	1. Clinic - Fundamentals of Acupuncture 2. Chinese and Oriental Medicine Principles and Applications	1. pp 12-18 2. pp 129 - 136		
3.2 Western Botanical Medicine		x	N/A	N/A	N/A		1. HM100, HM202, HM308	1. Principles of Western Herbal Medicine 2. Botany and herbal manufacturing 3. Advanced Western Herbal	1. pp 23 - 28; 90 - 94; 204 - 210		This subject was incorporated into 3 courses from intoduction to advanced
3.3 Clinical Nutrition			N/A	N/A	N/A	x					No formal education in this area.
3.4 Counselling (must provide evidence of interaction with patients, either live or simulated)	x		N/A		N/A		ND100, 200	1. Naturopathic Counselling 2.Naturopathic counselling - Advanced			Although I was taught all the skills required for counselling in these two courses, my courses were theoretical in nature and did not include practising the skill by interacting with patients. I did however practiced counselling as part of the assignments in my ND education because our courses included many case studies that I had to review and provide counselling in writing.
3.5 Classical Homeopathy				N/A							
3.6 Art and Practice of Naturopathic Medicine			N/A	N/A	N/A						

3. Mapping Content Areas | 4. Mapping Medical Subjects | 5. Mapping Sources of Education | 6A. Clinical placem...

We have provided fewer options for some of the required content areas (section 3 - Treatment and section 4 – Prognosis), having determined that education related to some of these content areas must have been acquired through an ND program or similar education with a holistic approach to evaluation and treatment. In the example above, you will notice that for content areas 3.2, 3.3, and 3.6, the "Other options" (columns D, E and F) are greyed out and N/A is recorded in advance. This means you cannot select these options for this content area to meet the requirement.

If you have not studied/experienced a content area, enter N/A in columns G [N/A (did not address)]. Do not fill in other columns except for Column L if you need to provide an explanation. See content area 3.3 (Clinical Nutrition) in the above example. If you have studied/experienced a content area by completing more than one course, enter all the relevant information. See content areas 3.1 and 3.2 in the above example.

In some content areas, we have determined that to meet these requirements, you must provide evidence of interaction with either live or simulated patients. See content areas 3.1 and 3.4 in the above example. As noted on the DEE Form tab "3. Mapping Content Areas", applicants must provide evidence of interaction with patients, either live or simulated, for several content areas. Assessors will be looking at supporting documentation in the asterisked competency areas for evidence (either within your educational program or outside e.g., in a field placement). Without this evidence, a gap in education/experience will be noted. The

greater the number of competency gaps, the greater the likelihood of your education/experience being deemed insufficient, and you not being eligible to proceed to the next stage of the PLAR program. Note that in the above example, the applicant indicated that while they had interacted with patients as part of their field placement and had completed a course with a lab component for content area 3.1 (Acupuncture and principles of traditional Chinese medicine), the courses they completed for 3.4 (Naturopathic Counselling) did not include any live or simulated patient interactions.

Look at the sample of information recorded in Row 24, Column L "Comments and Clarifications" section of example 3 in section 3. Here, the applicant noted that they practiced counselling using case studies incorporated in the courses. This type of information is critical when the assessor is reviewing your application.

This will allow the assessor to ask further questions and/or to clarify information before making a decision.

Section 4 – General Medical Subjects

Fill out all the information requested in the "4. Mapping General Medical Subjects" tab of the DEE. Input your information in columns B-G and K by recording "X". Enter all other information in columns H-J. Use column L (Comments and Clarifications) to add any explanations as needed.

Note: In some educational programs, clinical courses are offered in an integrated format with no specification of any medical subjects in the syllabus. In these cases, you might not have direct evidence on the related general medical subjects covered in your studies or the hours dedicated to each of these. If this is your case, please contact the Entry to Practise team at applications@collegeofnaturopaths.on.ca. You will be provided with a form that you will send to your educational institution(s), requesting them to complete the missing information. You will then submit the completed form to the College to supplement your DEE.

Below is a sample of a filled form.

Section 4 – Mapping General Medical Subjects Example 1: When courses are well aligned with general medical subjects

4. Mapping Medical Subject Matter Against PLAR Applicant's Education and Experience

Content Area	Source of Evidence - Type X for all that apply						Course Code (if exists in documents)	Course Title AND/OR Description of Field Placement / Work Experience	Page number in Reference Document	Type X if evidence is unavailable	Comments and Clarifications
	(1) Course: ND program	(2) Course: Similar to ND program	(3) Course: Other program	(4) Live/simulated patient interaction (e.g., work	(5) Other source	6) N/A (did not address)					
General Medical Subject Matter (Required Content Areas) Must provide evidence of at least 14 out of the 20 content areas. The 10 highlighted subjects that are marked with * are mandatory											
1. Cardiology*	x						ABC209	Cardiology & Pulmonology	2-11		As part of my Diploma in ND program
2. Dermatology											
3. EENT (Eye, Ear, Nose and Throat)											
4. Endocrinology*	x			x			ABC209	Gastro & Endo		x	As part of my Diploma in ND program but I could not find my course descriptions. I have asked my program to provide
5. Gastroenterology*				x			ABC303	Gastro & Endo		x	As part of my Diploma in ND program but I could not find my course descriptions. I have asked my program to provide
6. Geriatrics	x			x			ABC100	Pediatrics and Geriatrics	1-18		As part of my Diploma in ND
7. Gynecology*				x	x		ABC300	Gyne-OBGYN	3-17		As part of my Diploma in ND program
8. Hematology*	x						ABC500	ND-501	200-224		As part of my Diploma in ND program
9. Neurology*	x			x			ABC500	ND-501	119-129		As part of my Diploma in ND program
10. Obstetrics											
11. Oncology											
12. Orthopedics			x	x			DFG204	Orthopaedics		x	

You will see that this section includes 20 general medical subjects. You must provide proof that you have received formal education in at least 14 of these 20 areas. 10 out of these 14 areas are considered critical subjects and are mandatory areas.

While the general medical subjects have no allocation of hours, you must show evidence of a minimum of **1,000 hours in total for the 14 subjects**.

Mapping Medical Subjects, Section 4 – Example 2:
When one of the mandatory subjects was not addressed through formal education.

A1 | 4. Mapping Medical Subject Matter Against PLAR Applicant's Education and Experience

4. Mapping Medical Subject Matter Against PLAR Applicant's Education and Experience

Content Area	Source of Evidence - Type X for all that apply						Course Code (if exists in documents)	Course Title AND/OR Description of Field Placement / Work Experience	Page number in Reference Document	Type X if evidence is unavailable	Comments and Clarifications
	(1) Course: ND program	(2) Course: Similar to ND program	(3) Course: Other program	(4) Live/simulated patient interaction (e.g., work	(5) Other source	6) N/A (did not address)					
13. Pediatrics*	x			x			ABC100	Pediatrics and Geriatrics	18-27		As part of my Diploma in ND program
14. Pharmacology*	x			x			ABC302	Pharmacotherapy	4-11		As part of my Diploma in ND program
15. Proctology	x						N/A	Botanical Medicine - Intro	5		As part of my 1st certificiate at the College of XYZ
16. Psychology*						x					Psychology was not included in my program but I did work in mental health department at CU hospital. I have submitted a formal letter of reference
17. Pulmonology	x						ABC209	Cardiology & Pulmonology	2-11		As part of my Diploma in ND program
18. Rheumatology											
19. Urology											
20. Immunology*	x			x			ABC309	Clincial Placement 3	3-19		Diploma in ND - Clinical Placement 3 - Guidelines

2. Overview of Education | 3. Mapping Content Areas | 4. Mapping Medical Subjects

Ready

If you did not have formal education in one of the mandatory general medical subjects but you had some form of experience in the field, please fill out a description in column L (see example entry for Psychology above).

Section 5 – Mapping Sources of Education

The purpose of this section is to help us determine whether a single course or training was "overused" as evidence for multiple content areas and medical subjects. For example, if a single course of 40 hours is used as the only evidence for 10 different content areas, that could pose a problem as no single course can realistically cover so much ground.

Fill out all the requested information in the "5. Mapping Sources of Education" tab. Refer back to previous tabs where you have already listed each of the courses, and reverse-map all of the courses you identified against content areas. You may wish to use the "search" function on Excel to make it faster and easier.

You are also advised to record the number of hours per type of evidence (e.g., lab, placement or work) in this tab, as much as possible. Record your information in this tab in columns A-C.

Section 5 – Example: Mapping Sources of Education

B19

	A	B	C
1	4. Mapping Sources of Education		
2	Use the following table to provide us an overview of which areas of content and medical expertise were covered through each of your courses and/or practical experience. Use section #3 and #4 of this document to help you map out each of your sources of education.		
3	*If an area of content was covered through a course, include course title and code (if available).* *If an area of content was covered through work experience, provide a short description of the workplace (e.g., name of the organization/institution, city, country)*		
4	Course, Field Placement or Work Experience (List all reference education sources by their order in your documents)	List of Content Areas (as listed in section 3) that were covered through the Course, Field Placement or Work Experience	List of Medical Subjects (as listed in Section 4) that were covered through the Course, Field Placement or Work Experience
5	DFG200	1.1. Biochemistry	
6	DFG100	1.2. Anatomy, 1.3. Gross Anatomy	
7	DFG102	1.4 Microbiology, 1.5 Pathology	
8	DFG101	1.6 Physiology, 1.7 Embryology, 1.8 Histology	
9	DFG400	1.9 Genetics	
10	1) GU189 3)TMAdvanced 4) Clin Ed 5)Work	2.3 Patient Charting & Record Keeping	
11	1) ABC303 2) CU Hospital	4.1 Disease Prevention	
12	ABC209		1. Cardiology*, 4. Endocrinology*, 17. Pulmonology
13	ABC303		5. Gastroenterology*
14	ABC100		6. Geriatrics, 13. Pediatrics*
15	ABC300		7. Gynecology*
16	ABC500		8. Hematology*, 9. Neurology*
17	DFG204		12. Orthopedics
18	ABC302		14. Pharmacology*
19	ABC209		17. Pulmonology
20			
21			
22			
23			

... 4. Mapping Medical Subjects | 5. Mapping Sources of Education | 6A. Clinical placemer ...

Section 6 – Formal Field Placement / Clinical Placement

Tab 6A – Clinical Placement – List

Fill out all the requested information about your clinical placements, such as country of placements, dates, approximate total hours, and other general information in tab 6A - Clinical Placement List.

We have included 10 rows for clinical/field placements. You may add rows as needed.

Section 6A – Example: Clinical Placement List

A2 | PLACEMENTS

6A. Clinical / Field Placement *Do not include work experience (employment hours) in this section*

Provide detailed information about your clinical training / field placement experience. We have included space for 10 placements but you can add moreif you have completed more.

PLACEMENTS	Country of clinical placement	Date of clinical placement (start date)	Date of clinical placement (completion date)	Approximate total hours	I completed this placement as part of my formal Naturopathic Medicine Education (Yes/No)	I completed this placement as part of my other education (indicate Yes/No in column F below) *(If YES, provide information on other education in column G below)*		Name of Facility or Organization where the clinical placement took place	Type of organization: e.g., Hospital, School clinic, School satellite clinic, External clinic approved by school, Other (if Other, provide information)	I was not supervised (type X to indicate this choice)	I was directly supervised by a ND (indicate Yes/No in column K below) (If Yes, input the % or total hours in clumn L)		I was indirectly supervised by a ND (indicate Yes/No in column M below) (If Yes, input the % or total hours in clumn N)		I was supervised by another professional (indicate Yes/No in column O below) (If Yes, specify the title of the professional - for example physician, nurse, etc., in column P)	
	A	B	C		E	F	G	H	I	J	K	L	M	N	O	P
Placement 1	UK	June-14	August-14	300	Yes			ABC Hospital	School Clinic		x	70%				
Placement 2	UK	August-14	November-14	500	Yes			ABC Hospital	School Clinic		x	70				
Placement 3	China	February-16	February-16	90	No	Yes	As part of my 3rd certificate in Botanical medicine	Chengpu Hospital	Hospital	x					x	Dr. of Traditional Chinese Medicine
Placement 4																
Placement 5																

3. Mapping Content Areas | 4. Mapping Medical Subjects | 5. Mapping Sources of Education | 6A. Clinical placement List | 6B. Clinical place ...

Tab 6B – Clinical Placement – Details

Fill out all the requested information in the 6B – Clinical Placement – Details tab. Input your information by recording "X" in rows 10 to 41 to identify the content of your clinical placements.

IMPORTANT: Rows 3-7 are filled out based on the information you recorded in section 6A. This means that the information you recorded in tab 6A will be automatically transferred to the associated fields in tabs 6B and 6C. Do not make changes to these rows. If you need to make any changes, go back to tab 6A and revise the information you provided there. Then, click on tabs 6B and 6C to verify if your changes show up on the correct rows in these two tabs.

If you did not record information in all the columns in tab 6A, rows of these empty fields will indicate "January-00" for dates and "0" for other information. Do not make any changes to these fields.
NOTE: Evidence provided to support clinical placements and work experience should clearly state the responsibilities included in that position (i.e., what did your role require you to do, and what modalities did you perform).

Submitting letters of recommendation are beneficial, however may be insufficient for allowing the assessors to determine your role in the position noted.

Tab 6C – Clinical Placement – Modalities

In tab 6C, input the information about the modalities you covered in your clinical placements identified in tab 6A.

- Indicate the client groups you observed.
- Record your information in rows 9 to 25.
- If you have any comments, enter it in row 26.

Below is a sample of a filled-out form.

Section 6C – Example: Clinical Placement Modalities

B27

	A	B	C	D	E
1	6C. Details of Clinical / field placement - Modalities and Other Information				
2		Placement 1	Placement 2	Placement 3	Placement 4
3	Country of Placement (clinical training)	UK	UK	China	0
4	Dates of clinical training (start date)	June-14	August-14	February-16	January-00
5	Dates of clinical training (completion date)	August-14	November-14	February-16	January-00
6	Name of Facility or Organization	ABC Hospital	ABC Hospital	Chengzu Hospital	0
7	Approximate Total Hours	300	500	90	0
8	I practiced the following modalities during my clinical / field placement (colour all that apply)	↓ TYPE IN YES or NO FOR EACH ROW AND FOR EACH PLACEMENT ↓			
9	1. Acupuncture & principles of traditional Chinese medicine (TCM)	x	x		
10	2. Western Botanical Medicine			x	
11	3. Clinical Nutrition			x	
12	4. Counselling	x	x		
13	5. Classical Homeopathy	x	x	x	
14	6. Physical Medicine (including naturopathic manipulation)	x	x		
15	7. Other:				
16	7. Other:				
17	7. Other:				
18	8. Hours I practiced as a primary care giver during my clinical training →	0	0	70	
19	9. I was personally responsible for hands-on assessment and treatment of patients (Type in X if yes)	x	x	x	
20	10. Total hours I was personally responsible for this hands-on assessment and treatment	10	10		
21	11. My placement was observation-based; did not include hands-on assessment and treatment of patients (Type in X if applicable)				
22	12. Client-groups I was responsible for or I observed:				
23	12a. Children			x	
24	12b. Adults	x			
25	12c. Geriatric	x	x	x	
26		↓Other Information: In this section you			
27					
28					
29					

Section 7 – Professional Practice / Employment

Similar to tabs 6A to 6C, there are three tabs for section 7 (Professional Practice). Input general information such as country/province you worked in and dates of employment in the first tab (7A).

We used the term "Professional Practice/Employment" to describe any hands-on experience, including self-employment, paid and non-paid work.

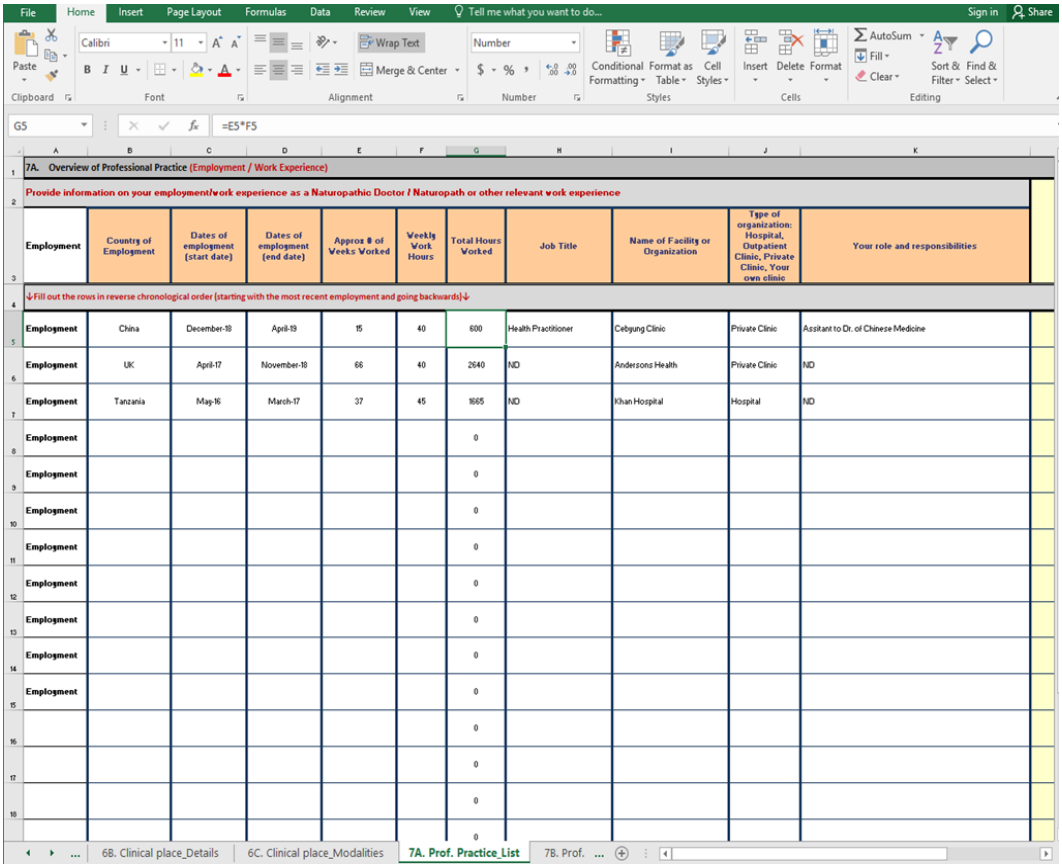
Remember that the general information you entered in tab 7A will be automatically transferred to the top section of tabs 7B and 7C. Do not make changes to these rows. If you need to make a change, go back to the first tab (7A), make your changes, and verify that your changes show up on tabs 7B and 7C.
Record information on your professional practice as a Naturopathic Doctor or other relevant employment, filling out the rows in reverse chronological order starting with the most recent employment and going backwards.

Do not enter any information in column G: Total Work hours. The total hours will be automatically calculated based on the information you enter in columns E and F. Record details of your professional practice in tab 7B and modalities in tab 7C.

Tab 7A – Professional Practice - List

Fill out the requested information in tab "7A Professional Practice-List". Input your information in columns B to F then H to L for each of your workplaces. You may add rows as needed.

Section 7A – Example: Prof. Practice List



7A. Overview of Professional Practice (Employment / Work Experience)

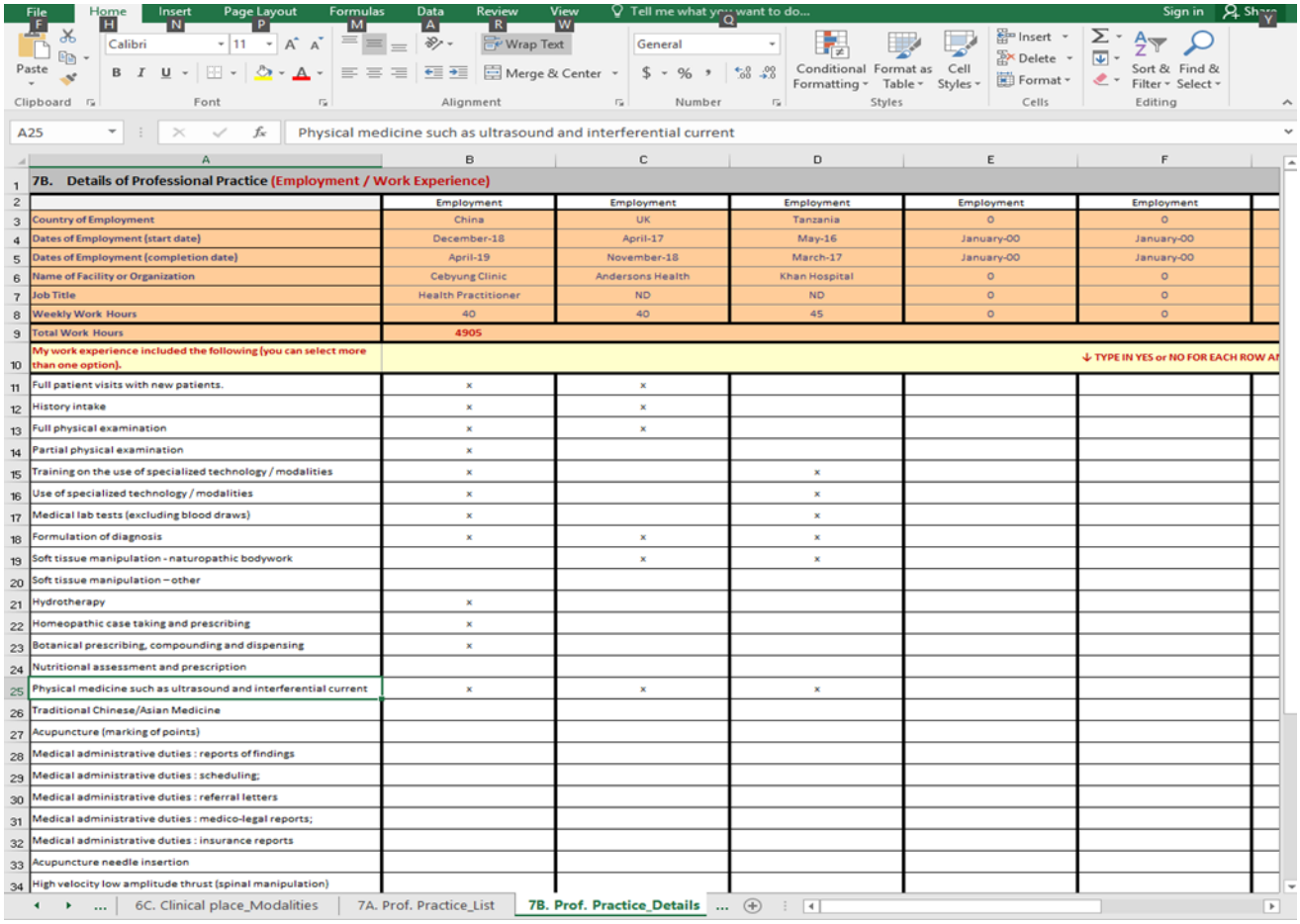
Provide information on your employment/work experience as a Naturopathic Doctor / Naturopath or other relevant work experience

Employment	Country of Employment	Dates of employment (start date)	Dates of employment (end date)	Approx # of Weeks Worked	Weekly Work Hours	Total Hours Worked	Job Title	Name of Facility or Organization	Type of organization: Hospital, Outpatient Clinic, Private Clinic, Your own clinic	Your role and responsibilities
↓Fill out the rows in reverse chronological order (starting with the most recent employment and going backwards)↓										
Employment	China	December-18	April-19	15	40	600	Health Practitioner	Cebgung Clinic	Private Clinic	Assitant to Dr. of Chinese Medicine
Employment	UK	April-17	November-18	66	40	2640	ND	Andersons Health	Private Clinic	ND
Employment	Tanzania	May-16	March-17	37	45	1665	ND	Khan Hospital	Hospital	ND
Employment						0				
Employment						0				
Employment						0				
Employment						0				
Employment						0				
Employment						0				
Employment						0				
Employment						0				
						0				
						0				
						0				
						0				

Tab 7B – Professional Practice - Details

Fill out all the requested information in the DEE- Professional Practice.
Input your information by recording “X” in rows 11-42 for each of your workplaces. Indicate what was included in your work/professional practice. You can select more than one option. Below is a sample of a filled form.

Section 7B – Example: Prof. Practice - Details



A25 | Physical medicine such as ultrasound and interferential current

	A	B	C	D	E	F
1	7B. Details of Professional Practice (Employment / Work Experience)					
2		Employment	Employment	Employment	Employment	Employment
3	Country of Employment	China	UK	Tanzania	0	0
4	Dates of Employment (start date)	December-18	April-17	May-16	January-00	January-00
5	Dates of Employment (completion date)	April-19	November-18	March-17	January-00	January-00
6	Name of Facility or Organization	Cebyung Clinic	Andersons Health	Khan Hospital	0	0
7	Job Title	Health Practitioner	ND	ND	0	0
8	Weekly Work Hours	40	40	45	0	0
9	Total Work Hours	4905				
10	My work experience included the following (you can select more than one option).					↓ TYPE IN YES or NO FOR EACH ROW A
11	Full patient visits with new patients.	x	x			
12	History intake	x	x			
13	Full physical examination	x	x			
14	Partial physical examination	x				
15	Training on the use of specialized technology / modalities	x		x		
16	Use of specialized technology / modalities	x		x		
17	Medical lab tests (excluding blood draws)	x		x		
18	Formulation of diagnosis	x	x	x		
19	Soft tissue manipulation - naturopathic bodywork		x	x		
20	Soft tissue manipulation – other					
21	Hydrotherapy	x				
22	Homeopathic case taking and prescribing	x				
23	Botanical prescribing, compounding and dispensing	x				
24	Nutritional assessment and prescription					
25	Physical medicine such as ultrasound and interferential current	x	x	x		
26	Traditional Chinese/Asian Medicine					
27	Acupuncture (marking of points)					
28	Medical administrative duties : reports of findings					
29	Medical administrative duties : scheduling;					
30	Medical administrative duties : referral letters					
31	Medical administrative duties : medico-legal reports;					
32	Medical administrative duties : insurance reports					
33	Acupuncture needle insertion					
34	High velocity low amplitude thrust (spinal manipulation)					

6C. Clinical place_Modalities | 7A. Prof. Practice_List | 7B. Prof. Practice_Details

Tab 7C – Professional Practice - Modalities

Input your information by recording "X" in rows 10-26 in tab 7C for each of your workplaces. Indicate all the modalities that you covered during your work / professional practice. You can select more than one option. Indicate the client groups that you assessed and treated and describe diagnosis.

Section 7C – Example: Prof. Practice – Modalities

AB26

	A	B	C	D	E
3	Country of Employment	China	UK	Tanzania	0
4	Dates of Employment (start date)	December-18	April-17	May-16	January-
5	Dates of Employment (completion date)	April-19	November-18	March-17	January-
6	Name of Facility or Organization	Cebyung Clinic	Andersons Health	Khan Hospital	0
7	Job Title	Health Practitioner	ND	ND	0
8	Weekly Work Hours	40	40	45	0
9	My work experience included the following (you can select more than one option).				
10	1. Acupuncture & principles of traditional Chinese medicine (TCM)	x	x	x	
11	2. Western Botanical Medicine	x	x	x	
12	3. Clinical Nutrition				
13	4. Counselling	x	x	x	
14	5. Classical Homeopathy	x		x	
15	6. Physical Medicine (including naturopathic manipulation)		x	x	
16	7. Other :				
17	7. Other :				
18	7. Other :				
19	8. Total Hours I practiced as a primary care giver during my employment	600	2640	800	
20	9. During work, I was personally responsible for hands-on assessment / treatment of patients (Yes/No)	Yes	Yes	Yes	
21	10 Total hours I was personally responsible for this hands-on assessment / treatment (approx hours)	600	2640	800	
22	11. Other : Please explain				
23	12. Client Groups - Select all that apply and describe diagnoses				
24	12a. Children	Diagnosis xyz		Diagnosis mmn	
25	12b. Adults	Diagnosis abc	Diagnosis ghh		
26	12c. Geriatric	Diagnosis DFG	Diagnosis lkj		
27	↓Other Information: In this section you may inlcude any other informatio about				
28					

7C. Prof. Practice_Modalities | Principal Assessor_Checkli: ...

IMPORTANT: The DEE includes additional tabs for the PLAR Assessor and PLAR Committee. Do not attempt to use these tabs.

If you did not record information in all the columns in tab 7A, rows of these empty fields will indicate "January-00" for dates and "0" for other information. Do not make any changes to these fields. See Section 7B – Example: Prof. Practice – Details, columns E and F (rows 3 and 4).

Next Steps

Submitting the DEE and supporting documents

As a fillable Excel file, the DEE form must be submitted by email to the Entry to Practise team at applications@collegeofnaturopaths.on.ca.

Once received, the form will be saved to your applicant file, and staff will await receipt of the supporting documents. It is recommended that all documents being used to support your DEE form be sent as one submission to ensure review of your DEE can be completed in a timely manner.

The submission of DEE supporting documents should be mailed to:

THE COLLEGE OF NATUROPATHS OF ONTARIO
ATTN: ENTRY TO PRACTISE DEPT
10 KING STREET EAST, SUITE 1001
TORONTO, ON M5C 1C3

Please be aware that, the College's office is closed to the public and visits are by appointment only. Documents may be sent to the College by regular mail, registered mail or courier. If wishing to drop items off in-person, please contact Entry-to-Practise team at applications@collegeofnaturopaths.on.ca to book an appointment.

Paying the paper-based assessment fee

Once the DEE form and the supporting documents have been received by the College, the paper-based assessment fee of $300 + HST ($339) will be billed to you. This fee is payable online by credit card (MASTERCARD or VISA only; American Express and debit credit cards cannot be accepted) or by mailing in a cheque or money order made payable to The College of Naturopaths of Ontario. Please do not use abbreviations or acronyms as this will result in your payment being returned to you.

Timelines for Review & Decision

Following receipt of the fee, your file will be assigned to a PLAR assessor for review. Based on the information provided, the PLAR assessor will make recommendations regarding whether you have satisfied all, most or not enough of the required content areas and general medical subject matter areas to move forward in the PLAR process. This review typically takes 2-3 weeks to complete. In instances where supplementary evidence is required the timeline will vary at which time applicants will be apprised. It's important to remember that this Stage of the PLAR program is to assess what education and experience you have obtained and whether or not such education and experience is approved as being substantially equivalent to ensure you can be successful in the PLAR program. These determinations are made based on what is submitted by you.

When the assessor has completed their review, the file and the assessor's recommendations are then provided to the PLAR Committee. The PLAR Committee is tasked with making a decision on whether you are eligible to move to Stage 2 (PLAR Examination #1), whether some identified gaps in your knowledge or experience need to be remedied with additional training or education before being eligible to move onto Stage 2, or whether your education and experience has too many gaps in which case you will be notified of your inability to move forward in the process and may wish to seek enrolment in an accredited program or registration in a profession that more closely matches your education and experience. The average time for a decision to be rendered by the PLAR Committee is 4-8 weeks.

The average time for receipt of a decision on Stage 1 of the PLAR program is 2-3 months following the College's receipt of all documents and the fee.

Appendix A: Self-Assessment Checklist

Review Appendix B for a detailed list of content areas then fill out the last two columns of Appendix A (yes/no) to assess the compatibility of your education and experience with the educational requirements of naturopathic doctors in Ontario, as well as your readiness/ability to complete the PLAR program. This can also be used as a checklist to help you ensure you have provided sufficient evidence for each criterion.

Note:

1) All the listed content areas (1-4) are mandatory.

2) In the General Medical Subjects, you will need to provide evidence on 14 out of the 20 subjects, with 10 of them being mandatory. A minimum of 1000 hours of learning are required over 14 General Medical Subject Matter Areas.

3) A minimum of 960 hours of **clinical experience** is required.

Supporting Content Area	Required education and/or experience	Minimum Hours	I meet requirements	I'm ready to write an exam
1. Body Systems and Their Interactions				
1.1 Biochemistry	Formal education[1]	35		
1.2 Anatomy	Formal education	140		
1.3 Gross Anatomy	Formal education	60		
1.4 Microbiology	Formal education	50		
1.5 Pathology	Formal education	25		
1.6 Physiology	Formal education	20		
1.7 Embryology	Formal education	20		
1.8 Histology	Formal education	25		
1.9 Genetics	Formal education	25		
2. Patient Assessment				
2.1 Diagnostic Assessment	Either formal or informal[2] education; must have evidence of interaction with patients[3]	200		
2.2 Differential Diagnosis	Either formal or informal education; must have evidence of interaction with patients	200		
2.3 Patient Charting & Record Keeping	Either formal or informal education	15		
2.4 Physical Exam	Either formal or informal education; must have evidence of interaction with patients (see content area description, appendix B)	200		
2.5 Psychological Assessment	Either formal or informal education; must have evidence of interaction with patients	20		
3. Treatment – Naturopathic				

[1] Formal education may include courses, seminars, workshops, etc. that have a formal structure, predefined curriculum, and performance evaluation.
[2] Informal education may include supervised placement or work experience.
[3] Interaction with patients may be either live or simulated.

Supporting Content Area	Required education and/or experience	Minimum Hours	I meet requirements	I'm ready to write an exam
3.1 Acupuncture & principles of traditional Chinese medicine	Formal or informal education obtained within naturopathic or related context; must have evidence of interaction with patients	220 + Min. 30 hours practical/ hands-on		
3.2 Western Botanicals	Formal education obtained within naturopathic or related context	220		
3.3 Clinical Nutrition	Formal education obtained within naturopathic or related context	220		
3.4 Counselling	Formal or informal education obtained within naturopathic or related context; must have evidence of interaction with patients	50		
3.5 Classical Homeopathy	Formal education	220		
3.6 Naturopathic Principles & Theory	Formal education obtained within naturopathic or related context	25		
3.7 Physical Therapies (including naturopathic manipulation and exercise therapy)	Formal or informal education obtained within naturopathic or related context; must have evidence of interaction with patients (see content area description appendix B)	120		
4. Prognosis & Management				
4.1 Disease Prevention	Formal or informal education obtained within naturopathic or related context	960 (as part of clinical experience)		
4.2 Health Education & Promotion	Formal or informal education obtained within naturopathic or related context	960 (as part of clinical experience)		
4.3 Inter-professional Collaboration	Formal or informal education	960 (as part of clinical experience)		
4.4 Therapeutic - emergency	Formal or informal education; must have evidence of interaction with patients	960 (as part of clinical experience)		

5. General Medical Subjects (minimum required hours: 1,000 for a minimum of 14 subjects; 10 of the subjects are mandatory)

Subject Matter Area	Mandatory or required but not mandatory	I meet requirements	I'm ready to write an exam
Cardiology	Mandatory subject		
Dermatology			
EENT (Eye, Ear, Nose and Throat)			
Endocrinology	Mandatory subject		
Gastroenterology	Mandatory subject		
Geriatrics			
Gynecology	Mandatory subject		
Hematology	Mandatory subject		
Immunology	Mandatory subject		
Neurology	Mandatory subject		
Obstetrics (excluding childbirth)			
Oncology			
Orthopedics			
Pediatrics	Mandatory subject		
Pharmacology	Mandatory subject		
Proctology			
Psychology	Mandatory subject		
Pulmonology			
Rheumatology			
Urology			

Appendix B: Detailed Description of Content Areas

Content Area 1: Body Systems and their Interactions

Mandatory Content Area

Naturopathy views the ten body systems (circulatory, respiratory, nervous, muscular, skeletal, digestive, endocrine, immune, reproductive, and integumentary) as an interconnected web of systems which are vital for the healthy function of the human body. Naturopathy considers the interaction of physical, mental, emotional, genetic, environmental, and social factors in determining the possible underlying causes of illness in patient care, and places emphasis on the well-balanced functioning of all aspects of the individual to both prevent disease and aid in recovery from disease.

Example: In the case of gallstones, a Naturopathic Doctor would not focus solely on gallbladder function but would also consider the role of the liver, diet, digestive system health, as well as the patient's emotional state and lifestyle habits in determining the possible underlying causes and an appropriate treatment plan.

Supporting content areas to verify knowledge of Body Systems and their interactions:

Supporting Content Area	Description
1.1 Biochemistry **Range of hours:** 35-45	An understanding of the biochemical principles of metabolism as they apply to health and disease. Knowledge and understanding of: • biochemical pathways and homeostasis in relation to clinical applications

	• biochemical principles as they relate to the assessment and management of patients • the following knowledge areas: carbohydrates, proteins, lipids, digestion and metabolism, the Kreb's cycle, glycolysis and gluconeogenesis
1.2 Anatomy **Range of hours:** 140-150	Knowledge and understanding of: • principal anatomical features of the respiratory, cardiovascular, digestive, urinary and nervous systems • principal anatomical features of cranial, thoracic, abdominal and pelvic regions • the biomechanics of the joints of the human body • the principles of myology (muscular origins, insertions, actions and innervations) • roles of a single muscle, muscle group or muscle layer • innervation, both motor and sensory • the roles of the spinal cord and spinal nerves for innervation of locomotor system structures • the developmental anatomy of the human embryo/fetus • the identification of anatomical congenital anomalies
1.3 Gross Anatomy **Range of hours:** 60-70	Identification of the larger structures of the body that are visible without magnification, either through dissection or the study of dissected human cadavers. Knowledge and understanding of: • the organ systems of the body: skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems • origins of muscles, muscle groups or muscle layers as well as their innervations • the spinal cord and spinal nerve pathways for innervation of locomotor system structures • the pathways of the circulatory system, both venous and arterial
1.4 Microbiology **Range of hours:** 50-60	Knowledge and understanding of: • how to identify and differentiate the major groups of bacteria, viruses, parasites, and fungi • the pathogenesis, epidemiology, and syndromes caused by disease-causing microorganisms • basic pathological and physiological changes that may occur in a patient during an infectious disease process • the relationship of medical microbiology to other health related issues • how to correlate clinical assessment information with laboratory information to establish a naturopathic diagnosis
1.5 Pathology **Range of hours:** 25-35	Knowledge and understanding of: • the basis of disease, cellular and tissue responses to injury, inflammation, healing and repair and neoplasia

	• common diseases of the various organs and organ systems of the body • pathophysiology of local and systemic changes occurring in the body during illness
1.6 Physiology **Range of hours:** 65-75	Knowledge and understanding of: • basic principles of physiology and homeostasis • the integration of organ systems • basic metabolism, immunology, bone, joint and muscle physiology • links between structure and function of respiratory, gastrointestinal, endocrine, cardiovascular, and renal physiology • male and female reproductive physiology • the relationships between pathogenic processes and altered physiological responses
1.7 Embryology **Range of hours:** 20-25	Knowledge and understanding of: • developmental mechanisms and early development of human embryos, including cellular and molecular events • gametogenesis, fertilization and implantation • development of the embryo from zygote to neural tube formation • development of organ systems in the human body

1.8 Histology **Range of hours:** 25-35	Knowledge and understanding of: • the structural and functional organization of the human body at the cellular and subcellular levels, studied microscopically • how groups of cells associate to form organs with specialized functions • the four basic types of tissues: epithelial, connective, muscular and nervous, and how they associate to form the organs of the body
1.9 Genetics **Range of hours:** 25-35	Knowledge and understanding of: • the structure and function of the DNA molecule to its functional role in encoding genetic material • principles of inheritance as formulated by Mendel • normal chromosome number, structure, and behaviour in human cells, including the effects of alterations in chromosome number and/or structure • epigenetics in human health and disease, and the interaction of the genome with environmental exposures

Content Area 2: Patient Assessment

Mandatory Content Area

A naturopathic assessment works on two key principles: the importance of risk factors and viewing the person as a whole system. Naturopathic assessments evaluate the underlying causes of illness on all levels (e.g., physical, mental, emotional, genetic, environmental and social factors), to appropriately direct treatment and, using a variety of diagnostic tools, seek to uncover early signs of illness.

Example: A condition, such as eczema, could be viewed by a Naturopathic Doctor as a potential symptom of an immune system imbalance, and therefore, the ND will consider the areas of the body that can affect the immune system, including the lymphatic system, the digestive tract, stress hormones and food triggers.

Supporting content areas to verify knowledge of Patient Assessment:

Supporting Content Area	Description
2.1 Diagnostic Assessment Must provide evidence of interaction with patients, either live or simulated. **Range of hours:** 200-250 (clinical experience required as part of the 960 hours)	Knowledge and understanding of: • how to identify and interpret clinical indicators of common diseases • signs of life-threatening disorders including the need for urgent and emergent health care • information gathering techniques for formulating a naturopathic diagnosis • history taking, appropriate physical and laboratory diagnostic examinations and procedures to establish a full assessment • management goals and monitoring methods for individual conditions based on knowledge of the disease process

2.2 Differential Diagnosis Must provide evidence of interaction with patients, either live or simulated. **Range of hours:** 200-250 (clinical experience required as part of the required 960 hours)	Knowledge and understanding of: • how to interpret and evaluate information derived from patient history, physical exam, and laboratory investigations to formulate preliminary differential diagnoses • how to integrate new information into clinical reasoning to develop a working diagnosis. • how to formulate an accurate naturopathic diagnosis • how to rule differentials in or out based on subsequent clinical evaluation
2.3 Patient Charting & Record Keeping **Range of hours:** 15-20 hours (clinical experience required as part of the 960 hours)	Knowledge and understanding of: • the need for documentation of patient information, including obtaining informed consent • the ability to record a full medical history and physical examination findings • defining the S (subjective), O (objective), A (assessment) and P (plan) sections of a medical record and how they relate to each other • how to acquire, synthesize and record clinical information when managing the health issues of patients • appropriate medical acronyms, patient file notations and billing records
2.4 Physical Exam Must provide evidence of interaction with patients, either live or simulated, including evidence of having performed the following exams: • Female pelvic exams: minimum number of 2 • Digital rectal exams: minimum number of 2 • Breast exams: minimum number of 2 • General screening exams: minimum number of 12 **Range of hours:** 50-60 (clinical experience required as part of the 960 hours)	Knowledge and understanding of: • proper techniques for taking vitals and for performing a full patient assessment, including the following systems: cardiovascular, respiratory, abdominal, neurological, ears, eyes, nose, and throat (EENT), musculoskeletal and reproductive (male and female) • how to identify normal and abnormal findings during the physical examination that require referral to an emergency health care provider or require a specialist evaluation • appropriate sanitation procedures, instrument sterilization, aseptic techniques, and infection control protocol • requirements around obtaining informed consent • how to interpret the obtained results of inspection, palpation, percussion, auscultation • special assessment techniques (pelvic, rectal, genital)
2.5 Psychological Assessment – Must provide evidence of interaction with patients, either live or simulated.	Knowledge and understanding of: • the basic principles of counselling psychology and intentional interviewing

Range of hours: 20-30 (clinical experience required as part of the 960 hours)	• assessment techniques for eliciting and evaluating relevant information to properly assess mental health issues • common psychiatric disorders seen at a primary care level • how to assess a patient for mental and emotional disorders as they are found in the Diagnostic and Statistical Manual of Mental Disorders (DSM) • how to develop rapport and establish a positive therapeutic alliance

Content Area 3: Patient Assessment

Mandatory Content Area: Education must have been acquired through a naturopathic program or similar education with a holistic approach to assessment and treatment

Naturopathy treats diseases, disorders and dysfunctions using naturopathic techniques to promote, maintain or restore health. Naturopathic treatments are diverse by nature, working on the principle of treating the body as a whole, engaging patient participation in lifestyle modifications and health promotion, and placing a strong emphasis on restoring balance and health even in the absence of disease. Where possible, the end goal of a naturopathic treatment is to restore complete health. For example, to treat hypertension, a Naturopathic Doctor may use acupuncture, botanical medicine, homeopathic remedies, diet and lifestyle counselling.

Supporting content areas to verify knowledge of Naturopathic Treatment:

Supporting Content Area	Description
Acupuncture & principles of Asian Medicine Must provide evidence of interaction with patients, either live or simulated. **Range of hours:** 220 plus at least 30 hours practical/hands-on, based on World Health Organization *Standard for Performance of Acupuncture*	Knowledge and understanding of: • traditional Chinese medicine pattern identification and terminology • Qi and Blood diagnostic system • tongue and pulse diagnosis, including the 12 qualities of traditional Chinese medicine pulses • Zang-fu diagnoses • traditional Chinese medicine organ system, including 6 pathogen factors • acupuncture point location, safe and clean needling technique • indications (Western and Asian), contraindications, safety concerns of acupuncture and adjunct therapies • how to evaluate the patient's response to treatment Practical performance of Western and Asian (traditional Chinese medicine principle-based) acupuncture including: • clean and safe needling technique • appropriate point selection, needle depth and needle angulation • proper disposal of used needles
Botanicals (Western) **Range of hours:** 220–230	Knowledge and understanding of: • evidence-based, medicinal uses of botanicals • the traditional uses of and pharmacological aspects of herbs • therapeutic actions, categories and indications of specific herbs including clinical effects on different body systems • dosage strategies, contraindications, interactions, and safety issues • formulating single and 3-herb combination botanical prescriptions

3.3 Clinical Nutrition **Range of hours:** 220-230	Knowledge and understanding of: • the relationship between nutrition, health, and disease • the function of macro and micronutrients required for human health • vitamin and mineral requirements and Reference Daily Intake (RDI) • the clinical application of nutrients including therapeutic dosages and adverse effects • laboratory methods for assessing nutritional status • the relation of clinical nutrition to health promotion, disease prevention and disease treatment - including diet, lifestyle, and evidence-based intervention plans • assessing macro and micronutrients status • prescribing nutritional supplements and dietary recommendations specific to diagnosis and treatment plan
3.4 Counselling Must provide evidence of interaction with patients, either live or simulated **Range of hours:** 50-60	Knowledge and understanding of: • the fundamental counselling skills to promote psychological health • appropriate therapeutic intervention to meet the needs of the patient • techniques to accommodate special requirements (e.g., acute care, mental illness, and crisis situations) • how to manage emergent and co-morbid conditions Case management that applies counselling techniques for: • communication of naturopathic diagnosis • eliciting critical information relating to the health of the patient • expected outcomes and recommendations for frequency of follow-up care • managing elements of a therapeutic relationship that may include projection, transference, and countertransference • making appropriate referrals and providing options for collaborative care
3.5 Classical Homeopathy **Range of hours**: 220-230	Knowledge and understanding of: • the core principles of homeopathic medicine as described by Samuel Hahnemann, including Hahnemann's 5 defining principles of homeopathic medicine (The Law of Similars, The Totality of Symptoms, The Single Remedy, The Minimum Dose, and Provings) • how to elicit and record essential patient information through effective listening, observing, examining and/or questioning, specifically as it applies to homeopathic case taking • how to effectively and efficiently use the homeopathic repertory to translate a patient's symptom descriptions into repertory rubrics • how to analyse homeopathic cases using multiple analysis tools including repertorization and possibly with the use of the identification of kingdom, miasm and/or plant families • how to utilize appropriate materia medica to research and identify the indicated homeopathic remedy and determine the appropriate posology for individual patients

3.6 Naturopathic Principles and Theory **Range of hours:** 25-30	Knowledge and understanding of: • the historical foundation and philosophy that serve as the basis for the modern profession of naturopathy • the meaning and implications of the Naturopathic Doctor's Oath • the practical application of naturopathic philosophy when treating patients
3.7 Physical Therapies (including naturopathic manipulation and exercise therapy) **Range of hours:** 120-130 Must provide evidence of interaction with patients, either live or simulated. Must also provide evidence of having performed the following **naturopathic manipulation adjustments (minimum):** Cervical manipulations – 4 Thoracic manipulations – 4 Lumbar/SI manipulations - 4	Knowledge and understanding of: • musculoskeletal disease and injury, and the appropriate management of these conditions using naturopathic modalities • appropriate treatment based on the disease, or the stage of healing and body part injured, using patient education, hydrotherapy, exercise, soft tissue techniques, and physical modalities including naturopathic manipulation **Physical Medicine** • range of motion (ROM): Active, Passive and Resisted ROM for shoulder, elbow, wrist and hand, lumbar and thoracic spine, hip and pelvis, knee, ankle, foot • neurological: dermatome, myotome, and reflex • orthopedic tests (Adson's, Costoclavicular test, thoracic outlet syndrome, Yergason's, Speed's, Napoleon Sign, Liftoff Test, Finkelstein's, Phalen's, Tinel's, Ely's, Clark's, Apley's, McMurray's, Homan's, Anterior drawer) • manual treatment (stretching, trigger points, exercise prescription, and massage) • hydrotherapy (sauna, salt baths, brushing, contrast showers, constitutional hydrotherapy, castor oil) • physical modality indications, contraindications, and techniques for performing and the mechanism of operation for ultrasound, electric current, electromagnetic radiation, laser, diathermy, ultraviolet radiation • the design of a rehabilitation plan, applying findings of physical assessment and treatment modalities in office and for the patient to continue at home **Naturopathic Manipulation** • spinal assessment and adjustment: sacroiliac joint, lumbar spine (flexion and extension), thoracic spine (flexion, extension, and rotation), cervical spine (flexion and extension), upper cervical spine (flexion, extension, rotation) • peripheral joint assessment and adjustment: ribs (costal sternal, costal vertebral, first rib), glenohumeral joint, scapular joint, elbow joint, wrist joint, hip joint, knee joint, ankle joint • using motion and static palpation to assess for subluxations • knowledge of contraindications, both relative and absolute, to naturopathic manipulation

Content Area 4: Prognosis & Management

Mandatory Content Area

Naturopathic medicine is adaptive, with the intention of moving a patient from a state of disease or imbalance towards health and self-sufficiency. Management is typically highly patient-centred with a strong belief in the body's inherent ability to self-regulate and heal when given the right tools. Prognosis takes into consideration patient participation in their treatment plan rather than just the efficacy of a supplement or drug. For example, the prognosis for a patient with diabetes is impacted by the patient's participation in diet modifications, along with a combination of other therapies, to aid in managing a chronic disease.

Supporting content areas to verify knowledge of Prognosis & Management:

Supporting Content Area	Description
4.1 Disease Prevention Naturopathics or a similar education only **Range of hours:** completed within the 960 hours (minimum) of clinical experience	Knowledge and understanding of: • the health effects of environmental exposures from air, water, food, medication, activities, work, and home environments • the cause and contribution of food and diet, including allergies and other diet-related health issues • the cause and contribution of stress and emotional factors on health and disease
4.2 Health Education & Promotion Naturopathic or a similar education only **Range of hours:** completed within the 960 hours (minimum) of clinical experience	Knowledge and understanding of: • the principle of doctor as teacher in patient interactions to promote health and well-being • the need to explain the importance of the recommended treatments or lifestyle changes and why they are important in treating disease and maintaining health • the patient's compliance as being vital to achieving the desired outcomes
4.3 Inter-professional Collaboration **Range of hours:** completed within the 960 hours (minimum) of clinical experience	Knowledge and understanding of: • conventional medical treatments for common primary care conditions • patient referral indicators • professional responsibilities for developing and maintaining relationships • communicating with other health care providers in the care of one's patient
4.4 Therapeutic - emergency Must provide evidence of interaction with patients, either live or simulated	Knowledge and understanding of: • how to identify and assess life-threatening conditions (cardiorespiratory arrest, dysrhythmias, shock, respiratory distress, and altered levels of consciousness)

Range of hours: completed within 960 hours (minimum) of clinical experience	• how to initiate basic life support (CPR) • CPR for adults and children

General Medical Subjects

Mandatory Subject Matter

Subject Matter Area	Description
Cardiology	History taking, physical examination, laboratory, and diagnostic evaluation, pathophysiology, diagnosis, referral indicators, treatment and management of conditions affecting the cardiovascular system.
Dermatology	History taking, presentation, diagnostic evaluation, pathophysiology, referral indicators, diagnosis, and treatment of common skin conditions.
EENT (Ears, Eyes, Nose & Throat)	History taking, physical examination specific to ophthalmologic and otolaryngologic conditions, laboratory, and diagnostic evaluation, pathophysiology, referral indicators, diagnosis and treatment of conditions affecting the eyes, ears, nose, and throat.
Endocrinology	History taking, physical examination, laboratory, and diagnostic evaluation, pathophysiology, referral indicators, diagnosis, treatment, and management of common endocrine disorders.
Gastroenterology	History taking, physical examination, laboratory, and diagnostic evaluation, pathophysiology, referral indicators, diagnosis, treatment and management of gastrointestinal disorders and diseases.
Geriatrics	History taking and physical examination specific to geriatric patients, laboratory and diagnostic evaluation, pathophysiology, and non-pathological abnormalities, referral indicators, diagnosis, treatment and management of age-related degenerative changes and conditions.
Gynecology	History taking, physical examination specific to female reproductive health, laboratory and diagnostic evaluation, pathophysiology and non-pathological abnormalities, referral indicators, diagnosis, treatment, and management of common gynaecological conditions.
Hematology	History taking, physical examination, laboratory, and diagnostic evaluation, specific to assessing normal blood parameters and cells, referral indicators, diagnosis, treatment, and management of common hematological disorders.

Immunology	History taking specific to immunological concerns and allergies, laboratory and diagnostic evaluation, referral indicators, pathophysiology, diagnosis, treatment, and management of immune system health and autoimmune conditions and disorders.
Neurology	History taking, physical examination specific to neurological health, laboratory and diagnostic evaluation, referral indicators, diagnosis, treatment and management of common neurological disorders.
Obstetrics (excluding childbirth)	History taking, physical examination specific to pregnancy-related physiological processes, laboratory and diagnostic evaluation, referral indicators, diagnosis, treatment, and management of common issues related to pregnancy and postpartum.
Oncology	Diagnostic (identification), etiologic (causation), prognostic, preventive, and epidemiologic (disease pattern) information for cancers of common sites.
Orthopedics	History taking, physical examination specific to orthopedic concerns, laboratory and diagnostic evaluation, pathophysiology, diagnosis, treatment, and management of common issues affecting the joints and soft tissue.
Pediatrics	History taking and communication with parents and other caregivers, physical examination specific to pediatric patients, laboratory and diagnostic evaluation, pathophysiology, referral indicators, diagnosis, treatment, and management of common pediatric conditions.
Pharmacology	Indications, mechanisms of action, safety concerns, adverse effects and interactions of common pharmaceutical drugs in western medicine, and the general principles behind the administration, metabolism, withdrawal, and excretion of pharmaceutical agents.
Proctology	History taking, physical examination specific to the sigmoid colon, rectum, and anus, laboratory and diagnostic evaluation, pathophysiology, referral indicators, diagnosis, treatment, and management of common colorectal issues.
Psychology	History taking, factors relating to psychopathology, common categories of psychopathology, basic principles of counselling, intentional interviewing and communication methods, referral indicators and case management skills.
Pulmonology	History taking, physical examination specific to the lungs, laboratory and diagnostic evaluation, pathophysiology, referral indicators, diagnosis, treatment and management of common respiratory issues.
Rheumatology	History taking, physical examination, laboratory, and diagnostic evaluation, specific to rheumatic conditions, pathophysiology, referral indicators, diagnosis, treatment, and management of common rheumatic issues.
Urology	History taking, physical examination, laboratory, and diagnostic evaluation, specific to renal function, referral indicators, diagnosis and treatment of common urinary tract issues and management of renal conditions.