

Fair Registration Practices Report

Naturopaths (2016)

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

This Fair Registration Practices Report was produced as required by:

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

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1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

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

No changes this year

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

No changes this year

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

No changes this year

b) Assessment of qualifications

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

No changes this year

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

No changes this year

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

No changes this year

c) Provision of timely decisions, responses, and reasons

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

No changes this year

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

No changes this year

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

No changes this year

d) Fees

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

Effective October 27, 2016 the following by-law fee schedule increases occurred with respect to entry-to-practise items:

Examinations (entry-to-practise):

- Initial Clinical Examinations: \$350 (previously \$305)
- Jurisprudence Examination: \$75 (previously \$50)
- Examination Deferral Fee: \$75 (addition to the by-laws)

Registration

- Annual Registration Fee - Clinical/General Class: \$1,495 (previously \$1,475)
pro-rated for initial registration in accordance with section 18.07 of the By-laws of the College of Naturopaths of Ontario

No increases occurred with respect to the following entry-to-practise related fees:

Examinations:

- Retake of any Clinical Examination (per exam) fee
- Examination Appeal fee

Registration

- Initial Registration Application fee
- Prior Learning Assessment Review (PLAR) - Paper Based Review
- Prior Learning Assessment Review (PLAR) - Demonstration Component
- Appeal of PLAR - Demonstration Component

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

No changes this year

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

No changes this year

e) Timelines

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

No changes this year

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

No changes this year

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

No changes this year

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

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

No changes this year

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

No changes this year

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

No changes this year

g) Resources for applicants

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

PLAR

The PLAR Document of Education and Experience Application Guide was updated to include a breakdown of each of the content areas being assessed as part of the paper-based assessment portion to detail the knowledge/skill expectations for each.

The link to review the PLAR DEE Application Guide is: http://www.collegeofnaturopaths.on.ca/CONO/Resource_Centre/Handbooks_and_Tools/Registration/CONO/Resources/Handbook_and_Tools/Registration.aspx?hkey=4ff8de01-cc37-4830-bf14-7ffffefa7e61 (see pages 5-11 for content additions)

The College will be looking to implement additional fair access components to the information provided to PLAR applicants going forward, including web content on items which may be completed by the applicant prior to their arrival in Ontario.

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

PLAR applicants now have additional information prior to initiating the Document of Education and Experience to allow them to gauge as to whether they possess the requisite knowledge and skill (obtained via a combination of

previous work experience and formal training) to be deemed substantially equivalent to move forward in the PLAR process, or whether additional training may be required prior to applying for PLAR.

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

The additional content area descriptions have also helped to assist the College's PLAR paper-based assessors in determining substantial equivalency when reviewing the Document of Education and Experience and supporting material submitted by PLAR applicants.

h) Review or appeal processes

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

No changes this year

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

No changes this year

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

No changes this year

i) Access to applicant records

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

No changes this year

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

No changes this year

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

No changes this year

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

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

AODA Training

As of December 1, 2016, Council, College staff and College Committee members (including those assisting the College in an ad hoc capacity such as examiners or assessors) completed online Accessibility for Ontarians with Disabilities Act (AODA) training to ensure all are appropriately educated on Ontario accessibility legislation and requirements; this training will continue to be implemented as an on-boarding tool going forward for all new Council and Committee members. Additionally, review and improvements will also continue to be implemented with respect to ensuring College information and resources (e.g. online forms, website information, e-bulletins) are available in alternate, accessible formats to ensure barrier-free access.

CNAR Conference

On November 2, 2016, Management Staff, the Registrar and Deputy Registrar of the College attended the Canadian Network of Agencies for Regulation (CNAR) Conference. Conference topics related to registration included improving information uptake by internationally educated professionals, Fair Registration Practices and processing labour mobility applicants.

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

No changes this year

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

The AODA training assisted in providing information on ways in which the College can further integrate accessibility into its operations, including onsite meetings.

The CNAR conference provided registration staff with additional information on best practices and highlighted areas where additional focus is needed moving forward to aid internationally trained applicants with understanding the College's PLAR process (e.g. examples and additional online resources such as which portions of the initial PLAR application an applicant may complete prior to emigrating to Ontario).

k) Mutual recognition agreements

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

No changes this year

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

No changes this year

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

No changes this year

l) Other (include as many items as applicable)

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

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

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

No changes this year

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2. Quantitative Information

a) Languages

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

| Language | Yes/No |
|----------|--------|
| English | Yes |
| French | No |

Other (please specify)

Additional comments:

No French materials were requested within this reporting period.

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

| Gender | Number of Applicants |
|-------------------|----------------------|
| Male | 19 |
| Female | 71 |
| 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 | 279 |
| Female | 1152 |
| None of the above | 0 |

Additional comments:

d) Jurisdiction where applicants obtained their initial education

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

trade.

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|---------------------|---------|-------|
| 90 | 0 | 0 | n/a 0 Total 0 | 0 | 90 |

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

Additional comments:

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

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

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|---------------------|---------|-------|
| 89 | 0 | 0 | n/a 0 Total 0 | 0 | 89 |

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

Additional comments:

f) Jurisdiction where members were initially trained

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

| Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---------|--------------------------|-----|---------------------|---------|-------|
| 1410 | 0 | 21 | n/a 0 Total 0 | 0 | 1431 |

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

Additional comments:

g) Applications processed

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

| from January 1 st to December 31 st of the reporting year | Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|--|---------|--------------------------|-----|---------------------|---------|-----------|
| New applications received | 90 | 0 | 0 | 0 | 0 | 90 |
| Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year) | 0 | 0 | 0 | 0 | 0 | 0 |
| Inactive applicants (applicants who had no contact with your organization in the reporting year) | 0 | 0 | 0 | 0 | 0 | 0 |
| Applicants who met all requirements and were authorized to become members but did not become members | 15 | 0 | 0 | 0 | 0 | 15 |
| Applicants who became FULLY registered members | 89 | 0 | 0 | 0 | 0 | 89 |
| Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence | 0 | 0 | 0 | 0 | 0 | 0 |
| Applicants who were issued an alternative class of licence³ | 0 | 0 | 0 | 0 | 0 | 0 |

¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

- "Number of applicants who met all requirements but did not become members" are those who were deemed eligible in 2016 but postponed their initial registration to 2017
- "Number of applicants who became fully registered members in 2016" includes individuals who submitted their Application for Registration in 2015 but completed the process in 2016.

h) Classes of certificate/license

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

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

| # | Certification | Description |
|----|--------------------------------------|---|
| a) | General Certificate of Registration | <p style="text-align: center;">Description (a)</p> <p>A certificate which grants the member the right to actively practise naturopathy in the capacity of a clinical practitioner, including but not limited to providing direct patient care within the scope of practice of the profession and the ability to perform controlled acts, as set out in section 4 of the <i>Naturopathy Act, 2007</i>, in accordance with the CONO Regulations, Standards of Practice, policies and guidelines.</p> <p>A member who holds a General certificate of registration may use one or more of the titles "Naturopath", "Naturopathic Doctor", "Naturopathe" and "Docteur en naturopathie", and may use the abbreviation "ND" for an English title and "DN" for a French title.</p> |
| b) | Inactive Certificate of Registration | <p style="text-align: center;">Description (b)</p> <p>A member who is not authorized to practise naturopathy and may not perform any controlled acts as set out in section 4 of the <i>Naturopathy Act, 2007</i>.</p> <p>A member who holds an Inactive Certificate of Registration may only use the titles Naturopath (Inactive) or ND (Inactive), or the French equivalents. Members in this class of registration may apply for a General certificate of registration and may move back to active practise (i.e. General class) having met the requirements outlined in section 10 of the Registration Regulation.</p> |
| c) | Life Member | <p style="text-align: center;">Description (c)</p> <p>A member who has retired from the practise of naturopathy and has been designated by the Registration Committee as having met the requirements for Life Membership as outlined in section 23 of the College by-laws.</p> |

Additional comments:

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

i) Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

| from January 1 st to December 31 st of the reporting year | Ontario | Other Canadian Provinces | USA | Other International | Unknown | Total |
|---|---------|--------------------------|-----|---------------------|---------|-------|
| Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee | 6 | 0 | 0 | 0 | 0 | 6 |
| Applicants who initiated an appeal of a registration decision | 0 | 0 | 0 | 0 | 0 | 0 |
| Appeals heard | 0 | 0 | 0 | 0 | 0 | 0 |
| Registration decisions changed following an appeal | 0 | 0 | 0 | 0 | 0 | 0 |

Additional comments:

j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

| Category | Staff |
|--|--------------|
| Total staff employed by the regulatory body | 13 |
| Staff involved in appeals process | 2 |
| Staff involved in registration process | 5 |

Additional comments:

The Registration department is divided between Entry-to-Practise and Membership (Post-Registration).

- Entry-to-Practise has two assigned staff: a manager who oversees examinations and entry-to-practise, and an examinations coordinator who is responsible for handling examination inquiries and issues, and on-site exam administration duties.
- Membership has two assigned staff: a manager who oversees post-registration membership issues (e.g. annual membership renewals, HFO reporting and class change applications) and a membership coordinator who is responsible for handling membership inquiries and issues.

An administrative assistant is shared between the two departments and handles the processing of initial applications for registration as well as initial registration inquiries.

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3. Submission

I hereby certify that:

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

Erica Laugalys

Title:

Manager, Examinations and Entry-to-Practise

Date:

2017/02/28

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