

Fair Registration Practices Report

Naturopaths (2019)

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.

No changes this year

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

No changes this year

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

No changes this year

e) Timelines

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

No changes this year

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

No changes this year

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

No changes this year

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

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

An **Ontario Clinical Sciences Examination policy** (http://collegeofnaturopaths.on.ca/CONO/Resourcea/College_Policies/College_Program_Policies/CONO/Resources/College_Policies/College_Program_Policies.aspx?hkey=0363a258-e0e2-4e29-9cb3-e18f90f02ba3) was created, preceding the College's launch of the new Ontario Clinical Sciences examination in June 2019, and an **Access to Application Registration File policy** (internal operating policy).

Information from the latter policy has been made available to applicants in the Application for Registration Handbook (http://collegeofnaturopaths.on.ca/CONO/Resourcea/Handbooks_and_Tools/Registration/CONO/Resources

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

Increased transparency on the rules and requirements of the Ontario Clinical Sciences examination and on the process for obtaining a copy of one's application file, or portions thereof.

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

Both policies provide additional guidance for staff in fielding applicant questions and requests for assistance.

g) Resources for applicants

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

In 2019, the College launched the first of two, new entry-to-practise examinations which will replace the Naturopathic Physicians Licensing Examinations (NPLEX) for those seeking registration in Ontario.

An **Ontario Clinical Sciences Exam Handbook** and a **Clinical Sciences Exam Study Reference Guide** (http://collegeofnaturopaths.on.ca/CONO/Become_an_ND/Entry_to_Practise_Examinations/New_Clinical_Sciences_Exam/CONO/Become_a_Naturopath/Examinations/New_Ontario_Clinical_Sciences_Exam.aspx?hkey=ee850c25-2360-4c5a-b873-07410da97256) were made available on the College website, preceding the launch of the exam in 2019.

Similar material for the Ontario Biomedical exam will be made available on the College website in 2020, preceding the launch of the exam in November 2020.

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

New exam reference material provides additional transparency to applicants (e.g., detailed lists of testable content, blueprints, sample questions, rules and requirements for the exam day), to allow them to adequately prepare to sit the exam.

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

The supplementary materials have assisted staff in addressing student, exam candidate and applicant questions..

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.

The College developed an **Access to Application for Registration File** operational policy to guide staff in the processing of applicant requests for copies of their applicant file, or portions thereof.

While the policy is internal, information has been made available to applicants on page 20 of the College's Application for Registration Handbook: http://www.collegeofnaturopaths.on.ca/CONO/Resourcea/Handbooks_and_Tools/Registration/CONO/Resources/Handbook_and_Tools/Registration.aspx?hkey=4ff8de01-cc37-4830-bf14-7ffffefa7e61

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

Improved transparency on an applicant's right to access their applicant file, as well on guidance on how to obtain a copy of their application documents.

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

Staff have clear guidelines for processing requests which ensures procedural consistency.

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

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

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	Yes

Other (please specify)

Additional comments:

French language documents are presently available on the College website, by clicking the 'français' option:
http://www.collegeofnaturopaths.on.ca/CONO/Fran_ais/CONO/Who_We_Are/En_Fran_ais_.aspx?hkey=68382ae4-2668-43e7-ab99-20cfc5c0847

Those documents not presently available in French on the website, e.g. those undergoing revisions, are made available upon request.

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	25
Female	87
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	288
Female	1297
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
106	4	2	n/a 0 Total 0	0	112

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
116	3	2	n/a 0 Total 0	0	121

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:

These stats includes those applicants who made their application for registration in 2018 but were granted a certificate of registration in the 2019 reporting year.

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
1592	19	79	n/a 0 Total 0	12	1702

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	106	4	2	0	0	112
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	124	4	2	0	0	130
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	2	0	0	0	0	2
Applicants who became FULLY registered members	116	3	2	0	0	121
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 actively pursuing licensing" includes applicants who submitted an application in 2018 but were still completing registration requirements in 2019, and individuals who submitted their application in 2019.
- "Number of applicants who met all requirements but did not become members" were those applicants who were deemed eligible for registration in 2019 but were not registered until 2020 (e.g. deferred initial registration outside of the reporting period, or had a fee or document that was pending receipt prior to issuance of a certificate of registration).
- "Number of applicants who became fully registered members in 2019" includes applicants who submitted their Application for Registration in 2018 but were not registered until 2019.

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 class which grants the Member the right to actively practise naturopathy in the capacity of a clinical practitioner, including but not limited to providing direct patient care within the scope of practise of the profession, and the ability to perform controlled acts as set out in section 4 of the <i>Naturopathy Act, 2007</i> in accordance with the College's regulations, standards of practice, policies and guidelines.</p> <p>A Member who holds a General certificate of registration may use one or more of the titles "Naturopath", "Naturopathic Doctor", "Naturopathe" and "Docteur en naturopathie", and may use the abbreviation "ND", or "DN" if using a French title</p>
b)	Inactive Certificate of Registration	<p style="text-align: center;">Description (b)</p> <p>A certificate class which does not authorize the Member to practise naturopathy nor perform any controlled acts (as set out in section 4 of the <i>Naturopathy Act, 2007</i>).</p> <p>A Member who holds an Inactive certificate of registration may only use the titles "Naturopath (Inactive)" or "ND (Inactive)" or the French equivalents. Members in this class of registration may apply for a General certificate of registration and may move back to active practise having met the requirements outlined in section 10 of the Registration Regulation.</p>
c)	Life Member	<p style="text-align: center;">Description (c)</p> <p>A certificate class for Members who have retired from the practise of naturopathy and have been designated by the Registration Committee to have met the requirements for Life Membership as outlined in section 23 of the College by-laws</p>

Additional comments:

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

i) Reviews and appeals processed

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

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

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	8	0	1	0	0	9
Applicants who initiated an appeal of a registration decision	1	0	0	0	0	1
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	18
Staff involved in appeals process	2
Staff involved in registration process	5

Additional comments:

The Registration & Examinations department is overseen by the Director, Registration & Examinations, under the guidance of the Registrar, and is comprised of a Senior Coordinator, Registration & Examinations, an Entry-to-Practise Coordinator, a Membership Coordinator and two Examinations Coordinators.

I hereby certify that:

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

Erica Laugalys

Title:

Director, Registration & Examinations

Date:

2020/02/27

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