
 <p>The College of Naturopaths of Ontario</p>	Policy Type REGISTRATION	PROGRAM POLICIES
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Intent/Purpose	To establish a policy governing the handling of Prior Learning Assessment & Recognition (PLAR) program appeals filed with the College of Naturopaths of Ontario (the College).	
Definitions	Administrative Reconsideration	Means the re-assessment of a PLAR Applicant's Stage 1, paper-based assessment file, by a different assessor than the one who conducted the initial assessment.
	Chief Executive Officer	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Health Professions Procedural Code which is Schedule II of the <i>Regulated Health Professions Act, 1991</i> and who performs the duties assigned to the position of Registrar under the Act, the Code, the <i>Naturopathy Act, 2007</i> and the regulations made thereunder.
	College	Means the College of Naturopaths of Ontario as established under the <i>Naturopathy Act, 2007</i> and governed by the <i>Regulated Health Professions Act, 1991</i> .
	CNME	Means the Council on Naturopathic Medical Education. The North American accrediting agency for naturopathic educational programs that is recognized by the College of Naturopaths of Ontario.
	Environmental Irregularity	Means a substantial irregularity in the assessment environment in which the assessment was completed which has a material adverse impact on a PLAR applicant's assessment result.
	PLAR Appeals Panel	Means a panel of the PLAR Committee who are responsible for receiving, reviewing, and disposing of PLAR appeals.
	PLAR Applicant	Means an individual educated outside of a CNME-accredited program who is seeking eligibility for registration through the PLAR program.
	PLAR Committee	Means the non-statutory committee of the College responsible for making decisions on a PLAR applicant's eligibility to move forward at each stage of the PLAR process
	Prior Learning Assessment and Recognition (PLAR) program	Means a process used to determine the competency of individuals who do not have formal education from a CNME-accredited program in naturopathy.
	Procedural Irregularity	Means a substantial irregularity in the conducting or administration of an assessment which has a material adverse impact on a PLAR applicant's assessment result.

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General	Guiding Legislation	<p>All aspects of this policy will be managed in accordance with the <i>Regulated Health Professions Act, 1991</i>, the <i>Naturopathy Act, 2007</i>, the Registration Regulation, the Ontario Human Rights Code and the PLAR Program Policy.</p> <p>Appeals of a PLAR examination (Stages 2 and 3 of the PLAR program, as outlined in the PLAR Program Policy) will be handled in accordance with the College's Examination Appeals Policy.</p>
	Grounds for an Appeal	<p>PLAR appeals are limited solely to questions concerning procedural irregularities, environmental irregularities or undue bias which could have affected a PLAR applicant's ability to be successful.</p>
PLAR Appeal Submission	Incident Reporting – Demonstration-based Assessments	<p>Prior to leaving the assessment site, PLAR applicants who feel that a procedural or environmental irregularity, or incident related to undue bias could have affected the results of their assessment must fill out an Incident Reporting Form with a College representative.</p> <p>Assessors and/or College staff must also complete an Incident Reporting Form if they are witness to or feel that a procedural or environmental irregularity, or incident related to undue bias occurred during the assessment.</p> <p>Incident Reporting forms will be kept on file by the College for reference in case of an appeal.</p>
	Exam Appeal Request	<p>An appeal letter must be submitted to the College and must:</p> <ul style="list-style-type: none"> • Outline the procedural or environmental irregularities, or perceived undue bias at issue. • In the case of demonstration-based assessments, note the fact that an Incident Report Form was completed, signed, and submitted to a College representative. • Provide facts which demonstrate that the procedural or environmental irregularities and/or undue bias noted had an adverse impact on the PLAR applicant's assessment result.
	Timeframes for Submissions	<p>PLAR appeals must be received within 60-days following the formal receipt of results of the assessment. Appeals received after this period cannot be considered.</p>
	Supporting Documentation	<p>Any supporting documentation the candidate wishes to have reviewed must be submitted at the time of submission of the PLAR appeal request.</p>
	Appeal Fee	<p>A PLAR applicant seeking to appeal an assessment result shall be charged an appeal fee for review of the appeal by the PLAR Appeals Panel in accordance with Schedule 2 of the College By-</p>

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laws.

PLAR Appeal
Review Program

Initial Review

PLAR program appeal requests which, at face value, meet the appeal criteria (grounds and supporting documentation) will be submitted by the CEO or their designate to the PLAR Appeals Panel for review. PLAR appeal requests which do not meet the College's grounds for an appeal, and/or do not follow the procedures and/or requirements of this policy will not be considered by the PLAR Appeals Panel.

Notification of
Appeal Review

Within fourteen days of the College's receipt of a PLAR appeal request, the CEO or their designate will notify the PLAR applicant in writing with respect to the status of their appeal request.

If the appeal request is refused by the CEO, the PLAR applicant will be notified that the appeal will not be considered by the PLAR Appeals Panel for one of the following reasons:

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

If the appeal request is referred by the CEO to the PLAR Appeals Panel, the PLAR applicant will be notified of:


- The referral date of their appeal request to the PLAR Appeals Panel.
- The fact that the PLAR Appeals Panel possesses the authority to invite other persons to provide, to the Panel, relevant information concerning the circumstantial events and any other relevant information, including but not limited to submissions provided by the PLAR Applicant and any Incident Reports on file with the College.
- The procedures to be followed at the meeting of the PLAR Appeals Panel.
- The timeframe in which a decision will be rendered.

Panel Deliberation

The PLAR Appeals Panel will review the following documentation, where available/applicable, in deliberating a PLAR appeal request:

- The PLAR applicant's appeal letter.
- Statements from the College concerning the assessment process in question.
- Reports from assessors.
- Any other material, documentation, or information which the Panel determines necessary, relevant, and appropriate.

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Notification of Outcome

Decision outcomes made by the PLAR Appeals Panel will be sent to the PLAR applicant within 60 business days of receipt of the PLAR appeal request.

Appeal Outcomes	General	In no instance will a PLAR applicant, who has failed a PLAR assessment component, be deemed to have passed.
	Appeal Granted	<p>If the PLAR Appeals Panel decision is to grant the PLAR appeal, the Panel has the authority to make the following decisions:</p> <p>Stage 1 Appeals – Paper-based assessment:</p> <ul style="list-style-type: none"> To grant an administrative reconsideration. To grant an administrative reconsideration at an adjusted fee. <p>Stages 4 & 5 Appeals – Demonstration – based assessments:</p> <ul style="list-style-type: none"> to allow the PLAR applicant to re-attempt a failed assessment component, such as in instances where the PLAR applicant's assessment outcome does not grant a re-attempt option under the PLAR Program Policy; and/or, to allow the PLAR applicant to re-take an assessment component at an adjusted fee.
	Appeal Denied	If the PLAR Appeals Panel's decision is to deny the appeal, no further action will be taken by the Panel on the matter and the PLAR applicant will be notified.

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