College of Naturopaths of Ontario	Policy Type REGISTRATION	PROGRAM POLICIES
	Title Alternative Documentation	Policy No. R08.01
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Intent/Purpose	To establish a policy governing the requirements for acceptance of alternative documentation by the College of Naturopaths of Ontario (the College).	
Definitions	Act	Means the Naturopathy Act, 2007, S.O.2007, Chapter 10, Schedule P, as amended from time to time.
	Applicant	Means an individual who has made a formal application to the College for a certificate of registration.
	Affidavit	Means a written statement of fact that is sworn under oath or affirmed to be true. An affidavit must be signed before a Commissioner of Oaths or Notary Public.
	Certified Copy	Means a photocopied document that has been certified and signed by a Notary Public or Commissioner of Oaths to verify that the document is a true copy of the original document.
	Chief Executive Officer (CEO)	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 *Regulated Health Professions Act, 1991* and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	Code	Means the Health Professions Procedural Code, which is schedule 2 to the *Regulated Health Professions Act, 1991.*
	College	Means the College of Naturopaths of Ontario as established under the *Naturopathy Act, 2007* and governed by the *Regulated Health Professions Act, 1991*.
	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.
	Commissioner of Oaths	Means an individual as defined under *the Commissioners for Taking Affidavits Act, 1990*
	Notary Public	Means an individual as defined under the *Notaries Act, 1990*.
	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 program.

	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.
	Registrant	Means an individual, as defined in section 1(1) of the Health Profession Procedural Code.
	Registration Committee	Means the statutory committee of the College responsible for all registration matters referred to it by the CEO. Panel(s) of this statutory committee are responsible for all registration matters as set out in the Code.
	RHPA	Means the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18, as amended from time to time.
General Policy	Criteria	Any applicant or PLAR applicant who can provide persuasive evidence to demonstrate that it is extremely difficult or impossible to obtain original documentation, due to exceptional circumstances beyond their control, may request to have alternative documentation considered in support of meeting requirements for registration. or assessment through the PLAR program. Requests for consideration of alternative documentation for substantiating language proficiency are handled in accordance with the College's Language Proficiency Policy.
	Exceptional Circumstances	Exceptional circumstances which will be considered in requests for acceptance of alternative documentation include, but are not limited to: • An inability to obtain one's records due to war or civil unrest. • Loss of documentation due to natural disaster. • An inability to obtain one's records as a result of political, ethnic or religious persecution. • The issuing body/institution no longer existing.
	Translation of Materials	All materials provided to the College to support a request for the acceptance of alternative documentation must be in either English or French. Applicants and PLAR applicants are required to provide certified translations of all materials not written in either official language, at their own expense. To ensure that translations have not been modified in any way, translations must be sent directly from the certified translator to the College. Translations must be performed by qualified professionals who are certified by a government organization, such as Association of Translators and Interpreters of Ontario or a

		translator who has been certified by a Member organization of the Internal Federation of Translators (http://www.fit-ift.org/).
	Alternative evidence	Alternative evidence that may be considered includes: • Certified copies of documents from the applicant, PLAR applicant or other available resources. • Signed affidavits. • Documentary evidence from an instructor(s), supervisor(s), or employer(s). • Educational reference(s) and/or academic referees.
Request for Acceptance of Alternative Evidence	Review of Requests	All requests made for acceptance of alternative documentation, with the exception of documents submitted to support a PLAR applicant's Document of Education and Experience in Stage 1 of the PLAR program, will be reviewed by a Panel of the Registration Committee. PLAR applicant requests for acceptance of alternative documentation to support Stage 1 of the PLAR program will be reviewed by the PLAR Committee.
Outcomes	Request Approved	A request may be approved if the Panel or Committee is satisfied that: • original documentation could not be obtained due to exceptional circumstances, and; • the applicant or PLAR applicant has met the requirement(s) that would otherwise be demonstrated by the original documentation which could not be obtained.
	Request Denied	A request may be denied if the Panel or Committee is not satisfied that an applicant or PLAR applicant has made efforts to provide persuasive evidence that required documentation cannot be obtained due to exceptional circumstances. In instances where exceptional circumstances can be substantiated but the alternative evidence does not satisfy the Panel or Committee that the requirement has been met, the applicant or PLAR applicant may be requested to provide additional information or evidence as directed by the Panel or Committee.