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	Act	Means the *Naturopathy Act, 2007*.
	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.
	By-laws	Means the by-laws of the College approved by the Council under the authority of section 94 of the Code.
	Chief Executive Officer	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Code 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 RHPA.
	College	Means the College of Naturopaths of Ontario as established under the Act and governed by the RHPA.
	CNME	Means the Council on Naturopathic Medical Education. The North American accrediting agency for naturopathic educational programs that is recognized by the College.
	Environmental Irregularity	Means an unexpected adverse occurrence or condition in the environment in which the assessment was completed.
	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 deviation from the established rules, granted accommodations or procedures governing the assessment process.

	RHPA	Means the *Regulated Health Professions Act, 1991.*
	Undue Bias	Means an unfair judgement or opinion of a PLAR applicant based on, but not limited to, gender, creed, ethnicity or disability by a College representative. .
General	Guiding Legislation	All aspects of this policy will be managed in accordance with the RHPA, the Act, the Registration Regulation, the Ontario Human Rights Code and the PLAR Program Policy. 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.
	Grounds for an Appeal	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.
PLAR Appeal Submission	Incident Reporting – Demonstration-based Assessments	PLAR applicants who feel that a procedural or environmental irregularity or incident related to undue bias occurred and may have affected the results of their assessment, must fill out and submit an Incident Reporting form to the College, within 48 hours following the completion of the demonstration-based assessment. 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. Incident Reporting forms will be kept on file by the College for reference in case of an appeal.
	PLAR Appeal Request	An appeal letter must be submitted to the College and must: • 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 Reporting form was completed, signed, and submitted to the College within 48 hours of the assessment. • Provide facts which demonstrate that the cited procedural or environmental irregularities and/or undue bias had an adverse impact on the assessment result.
	Timeframes for Submissions	PLAR appeals must be received within 30 calendar days following the release of assessment results. The 30-day period runs from the date noted on the results notice. Appeals received after this period cannot be considered.
	Supporting Documentation	Any supporting documentation a PLAR applicant wishes to have reviewed must be submitted at the time of submission of the PLAR

appeal request.

	Appeal Fee	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-laws.
PLAR Appeal Review Program	Initial Review	PLAR appeal requests which, at face value, meet the appeal criteria (grounds and supporting documentation) will be submitted by the CEO or their delegate 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 business days of the College's receipt of a PLAR appeal request, the CEO or their delegate 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 or their delegate, 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 or their delegate 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.

Appeal Outcomes	General	In no instance will a PLAR applicant, who has failed a PLAR assessment component, be deemed to have passed.
	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 Granted	If the PLAR Appeals Panel decision is to grant the PLAR appeal, the Panel has the authority to make the following decisions: Stage 1 Appeals – Paper-based assessment: • To grant an administrative reconsideration. • To grant an administrative reconsideration at an adjusted fee. Stages 4 & 5 Appeals – Demonstration – based assessments: • 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.