Fair Registration Practices Report

Chiropodists (2010)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- 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.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

The College's website contains up-to-date information about registration practices. We receive many phone calls from people interested in practising in Ontario. We also communicate by e-mail and in paper copy. In order to explain the registration process in greater detail, we usually speak with people directly. Given the nature of footcare, there are very few countries outside of Canada that actually have trained chiropodists or podiatrists. We are somewhat unique in that regard. In many countries that do not have these professions, people's foot ailments are treated by a doctor. International candidates applying to the College come from English speaking countries - the U.K., Australia, [South] Africa and the United States. There is no problem communicating directly with these individuals. For students attending the Michener program, we attend the Michener in person and provide the application forms and accompanying information. Students are able to ask questions in this face-to-face meeting or similarly follow up by e-mail or phone. Once the initial contact has been made, we provide a registration package that includes an application form and numerous supporting documents that must be filled out prior to processing the application.

b) requirements for registration

The information is made available as listed in a) above. When the registration package of information is provided to the applicant, there is a covering letter that accompanies the materials that explains the steps in the registration process and the requirements for registraion that are found in the College's Registration Regulation. The Regulation is included in the package with the pertinent sections highlighted and noted.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Please see a and b above. Once again, we spend a great deal of time dealing directly with the actual applicants themselves

or individuals who are simply inquiring about practising in Ontario. There are some situations where responses to the above noted examples in this question are easy to respond to and others which are not. We speak with applicants by telephone many, many times and by e-mail. Not only does the covering letter with the application package contain a general explanation, but we directly deal with specifics of a person's case . Staff at the College cannot, nor should not, predict the outcome of an application before it has been properly reviewed. However, we are able to provide the applicant with information about past experiences and use examples of what the College has determined in the past based on a comparable program or practise experience. However, until the Registrar has had the opportunity to closely review a person's application, we are only able to provide general information based on past experiences, the RHPA and decisions made by College Council that are in the public domain. This is usually done on an individual basis by telephone or in person. If we take as an example the number of years of schooling required for a degree to be deemed equivalent, the answer to the question noted above will probably not simply lie in 'years.' The answer to the response will depend on the competencies of the educational program and the applicant themself and its equivalency to Ontario. If the person applying is coming from a program that is on our approved list of programs , then there is a very good chance that the Registrar will be able to deal with the application and will not have to send it to the Registration Committee. However, if the member is coming from a program that is not on the College's approved list, the member's application would have to be reviewed by a panel of the Registration Committee. It will be up to the Committee to address the variables on an individual basis based on past decisions and current legislation. The committee will make a determination and will provide a copy of their decision to the applicant. The Registrar will then work directly with the individual to put the decision 'into action.'

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

These types of variables again would be reviewed by the Registrar and then the Registration Committee, if need be. The process for registration and the referral to the Registration Committee is all explained in detail to the candidate by way of letters, e-mail and personal telephone conversations. The applicant understands when the Registrar is able to make a decision on 'the face of the application' and when a referral may need to be made to a panel of the Registration Committee. The process for doing so is as explained in the above noted responses. Once again, it is made available to our applicants directly and personally by telephone, e-mail, where appropriate and letter.

e) requirements that may be satisfied through acceptable alternatives

This information, which would come from the Registration Committee, would be communicated in written reasons with an accompanying letter. The Registrar then deals directly with the applicant by following up and explaining in greater detail what the acceptable alternative means and directing the person to how and where it can be put into action. Whenever the College is responsible for dealing with and helping to implement some aspects of the 'acceptable alternative' (e.g. arranging with the educational institution a follow up process), that information is communicated directly to the applicant either by telephone or e-mail or letter, depending on the required timing of the response. The College works with the applicant and the third party which will be putting into action the required acceptable alternative.

We also provide examples of other acceptable alternatives that have been used and these are communicated to the applicants. The proviso always is that each case is determined on its own merits.

f) the steps in the assessment process

*** SAME AS LAST YEAR ***

Once a completed application package is received at the College which includes all the required documentation, the Registrar reviews the application. If the person does not meet all the requirements of the College's Registration Regulation, then the process outlined in ss. 15 - 18 of the RHPA is followed. A letter is sent to the applicant explaining in detail the reason for the referral to the Committee and the fact that the person is allowed to provide further information within the specified time. The sections of the RHPA are explained in every day language. The specific section in the College's Registration Regulation is also referred to and an explanation provided as to why the individual does not meet a specific criteria. The section is explained in every day language. The applicant is provided with an exact copy of the materials that are provided to the Registration Committee. When a decision is reached by the Registration Committee, a written copy of the decision and covering letter is sent to the applicant either by mail or e-mail within days of its receipt. The Registrar follows up with a call shortly thereafter to find out if there are any questions or anything the applicant does not

understand in the decision.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

The same documentation of qualifications are required from all applicants whether from Ontario, other provinces within Canada or international candidates. These include an application form, certification of three month clinical experience or an internship form, official transcripts from both a chiropody/podiatry program and other academic programs, official evidence of registration with another licensing body, a resume, photocopy of the graduation diploma from the chiropody/podiatry program, photocopy of a birth certificate or equivalent document and any applicable immigration papers or proof of Canadian citizenship. These forms are enclosed in the initial package with a checklist and covering letter explaining how they need to be completed. If an applicant has any questions, they normally contact the College directly either by phone or e-mail.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

All of our candidates have completed their studies in either Canada, the United States, Scotland, South Africa, Australia, Ireland and Great Britain. Given the nature of foot care, chiropody and podiatry is non-existent, for the most part, in countries other than those listed above. Similarly, the education is only centered in the above noted countries. We have not had any problems with people not being able to supply the documentation. If there was a problem, we would work with the applicant to determine if there was an alternative document that could be provided that would be sufficient for our proposed purposes. It would also depend on what documents were missing. If the missing document was critical to the application and we could not proceed without it, the matter would be referred to the Registration Committee for their input and guidance. The Committee would have the discretion to waive the document or to provide an alternative. The applicant would be intimately involved throughout the process .

i) how applicants can contact your organization

They contact our organization by e-mail, mail, fax or telephone.

j) how, why and how often your organization initiates communication with applicants about their applications

We initiate communication with the applicant from the very moment they inquire about registering in Ontario. The Registrar has the initial conversation with the potential applicant and verbally explains the process and the required documentation that needs to be provided. An application package is sent out to the person and thereafter we contact applicants if they have not sent us all the required documentation to process their application, if something is unclear in their application, if the matter is being referred to Committee, when the Committee is meeting, the results of the Committee meeting and next steps, to name but a few. One of the advantages of a smaller College is that you are able to personally deal with applicants and respond to their inquiries on a very individualized basis. We have very close contact with our applicants. They are kept up-to-date at all times about the process and where we are in the process. Communication would be initiated when documentation is missing, if further information was required and at each new step in the process.

k) the process for dealing with documents provided in languages other than English or French

This situation is not applicable at our College since all of our applicants come from and have been educated in either Canada, United States, United Kingdom, Scotland, Ireland, South Africa or Australia.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

The only organization that this College deals with in terms of third-party organizations is the Michener Institute. The Michener has assisted the College in the past with bridging programs and currentlyhas oversight for our registration examination, including both the clinical and didactic components. The College has not required the assistance of another organization to conduct bridging programs during this reporting year.

In terms of the registration examination, for example, the College arranges the date of the examination with the Michener. We provide the details to our applicants including time, place etc. The Michener conducts the actual examination which occurs over a 2 day period. The results of the examinations are provided to the College and we communicate the results directly with the applicant. All information and details about the registration examination are dealt with through the College.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

The College communicates information about timelines, deadlines or time limits in written correspondence. All information is reiterated in oral conversations that take place regularly between the College and applicant. For example, the RHPA, section 18, allows an applicant to make written submissions to the registration panel within 30 days after receiving notice that the matter is being referred to the Committee. This 30 days can be extended by the Registrar or waived by the applicant. The information would be provided in writing to the applicant in the letter advising him or her that their matter is being referred to the Registration Committee.

n) the amount of time that the registration process usually takes

We provide the applicant with an outline of the process and general indications of time in our initial written communications with them and they are reminded throughout the process. We do so either by mail, e-mail or telephone. In fact, in the Registrar's initial telephone conversation with the applicant, she reviews timelines. From the outset, we also advise any applicant that we cannot fully review their application nor consider it complete until such time as we have received all the required documentation. The review of the application does not begin until an applicant has sent all the documentation we require or contacted the College to explain if they are unable to provide a particular document (although the latter situation has not occurred). If the Registrar is able to make the decision about registration without input from the Committee, it can literally only take a few days from receipt of an complete application to decision. The Registrar notifies the candidate by telephone and immediately follows up in writing. If it goes to the Committee, we advise the applicant of these timelines.

If a panel of the Registration Committee is involved, a meeting is usually set up within weeks of the referral to the committee. The Committee makes their decision, the written decision is prepared and normally ready to go out to the applicant within 7-10 days of their meeting.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

*** SAME AS LAST YEAR ***

We advise applicants about this at the time of first contact with the College and this is re-iterated by e-mail or letter. Quite honestly, this is often one of the first questions potential members ask. We advise them of the application fee and the cost to write the registration examination.

p) accommodation of applicants with special needs, such as visual impairment

This type of issue did not arise in the reporting year. In the past, the College worked with the Michener to accommodate an applicant and the information was provided to the applicant. The applicant was satisfied with the accommodation made during the registration examination. Once again the information would be communicated by telephone and written correspondence.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes.

BACK TO INDEX

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

The fees are the same for all applicants. International candidates are not treated differently.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes.

BACK TO INDEX

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

Once the candidate has submitted all the required documentation and the application is considered complete, a decision that is made solely by the Registrar can be completed within 5-7 days. If the matter is referred to the Registration Committee, the applicant must be given a minimum of 30 days to make written submissions. The 30 days can be extended or waived by the applicant. Once this time period has passed, the Committee will meet within 1-2 weeks thereafter. If an applicant advises us that time is of the essence (e.g. they have a job waiting for them) and they waive the required 30 day notice period, the Committee will meet with 1 -2 weeks of the Registrar referring the matter to them. This latter time period will be shortened if all members of the Committee are able to meet sooner. We try our best to accommodate the applicant's time lines if they are extremely short . Unfortunately, many applicants accept a position of employment before they even contact the College and so they are completely unaware of the registration process. These timelines prove challenging.

b) What are your timelines for responding to applicants in writing?

We often respond by e-mail and this is done within 24 - 36 hours of when a reply is received. The majority of e-mails are replied to the same day they are received. Many times responses back are immediate. Alternatively we telephone the applicant and then follow up with a letter within 2-3 business days.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

A letter is sent to the applicants immediately after the Registrar has made her decision and no more than 5-7 days thereafter. If the application is decided by a panel of the Registration Committee, once the Registrar is informed of the decision (usually same day) she immediately phones the applicant with the Committee's decision. A letter and/or e-mail is sent to the applicant as soon as the written decision is finalized but usually no more than 5-7 days thereafter. The letter includes the Committee's written decision and explains to the applicant their right of appeal.

d) Explain how your organization ensures that it adheres to these timelines.

Due to the fact that the College has a very small staff compliment, we work in tandem and we are very hands on with all matters. For this reason, the Registrar responds to all matters relating to registration once the applicant has provided the College with all required documentation. The Registrar also personally responds to questions from potential applicants. It is therefore easier to ensure timelines are met. For obvious reasons, the Registrar does not attend the Registration Committee meetings. The target timelines have been set and anyone who works on registration matters is very aware of the expectation that matters will be dealt with as described herein.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes.

BACK TO INDEX

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

*** SAME AS LAST YEAR ***

When a matter is referred to the Registration Committee, we simultaneously provide the applicant with a duplicate copy of all the materials that the Committee receives. If at anytime during the process an applicant requests a copy of a document from their file, we will provide it to them without charge.

b) Explain why access to applicants' own records would be limited or refused.

*** SAME AS LAST YEAR ***

The College never had a situation where we refused or limited access to an applicant's own records. The only way the College might conceivably limit access to other records in the file is if someone provided information about an applicant that was unfavourable and there was a concern for the safety of that individual or the applicant. This same concern could extend to a safety issue concerning any College staff or Registration Committee members.

c) State how and when you give applicants estimates of the fees for making records available.

*** SAME AS LAST YEAR ***

The College does not charge the applicants for making records available.

d) List the fees for making records available.

*** SAME AS LAST YEAR ***

There are no fees as explained in part c above.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

*** SAME AS LAST YEAR ***

This question is not applicable to the College.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

*** SAME AS LAST YEAR ***

There were no changes.

BACK TO INDEX

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

We provide a letter to the applicant that outlines our process and the requirements of the Registration Regulation and the RHPA. We include a copy of our Registration Regulation and Examination Regulation with the initial information letter and explain it in everyday language. We provide an examination guide as well as our Profile of Competencies document which the examination is based upon. We also explain the components of the registration examination, what each component

consists of and the time lines for completing each aspect of the examination.

b) Describe how your organization provides information to applicants about these resources.

*** SAME AS LAST YEAR ***

We provide information directly to our applicants who are interested in pursuing registration with the College. We do so by telephone, mail, e-mail or seomtimes in person.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes over the year.

BACK TO INDEX

Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

Once the candidate has submitted all the required documentation and the application is considered complete, a decision that is made solely by the Registrar can be completed within 5-7 days. If the matter is referred to the Registration Committee, the applicant must be given a minimum of 30 days to make written submissions. The 30 days can be extended or waived by the applicant. Once this time period has passed, the Committee will meet within 1-2 weeks thereafter. If an applicant advises the College that time is of the essence (e.g. they have a job waiting for them) and they waive the required 30 day notice period, the Committee will meet with 1 -2 weeks of the Registrar referring the matter to them. This latter time period will be shortened if all members of the Committee are able to meet sooner. We try our best to accommodate the applicant's time lines if they are extremely short. Unfortunately, many applicants accept a position of employment before they even contact the College and so they are completely unaware of the registration process.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

There were no matters that exceeded our timelines.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

There were none in this reporting year.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

*** SAME AS LAST YEAR ***

As mentioned earlier, once the application is referred by the Registrar to the Registration Committee, pursuant to s. 18(1) the applicant is provided a minimum of 30 days to provide further written submissions. We often encourage the individuals to address the area in their application that is the reason for the referral. The applicant can waive or extend this time period.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Please see part (b) above. We advise them that the submissions must be in writing pursuant to s. 18(1) of the RHPA. We advise them of this fact in the written correspondence that advises them that their matter is being referred to the Registration Committee.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

The RHPA outlines a very specific process for registration matters. Once the Registrar determines under s.15 (1) that the matter must be referred to the Registration Committee and the applicant is notified, the Registrar does not participate further. In other words, the Chair of the Registration Committee selects the panel and the meeting is arranged. The Registrar does not participate in the Registration Committee meetings. The College's legal counsel is present when the panel meets.

e) Describe your internal review or appeal process.

The College is guided by ss. 15 -22 of the RHPA for their internal review process. The information provided in question 3 and above also outlines the process. Once the Registration Committee renders their written decision, it is immediately provided to the applicant. The Registrar also phones the candidate to ensure that the person fully understands the decision.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

As per s. 17 of the RHPA, a panel of the Registration Committee consists of 3 members, one of whom must be a person appointed to the Council by the Lieutenant Governor in Council.

The College's by-law specifies that the Registration Committee consists at least two elected or selected councilors and at

least one public member. Therefore there are at least two professional members on the Committee.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes.

BACK TO INDEX

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

In our letter to the applicant enclosing the decision of a panel of the Registration Committee, we advise the applicant of their right of appeal. Clearly if the decision of the Registrar is favourable it is not necessary. However, if the Registrar is not able to make a decision due to restrictions in the RHPA, the matter is referred to the Committee.

The letter that provides the decision of the panel of the Registration Committee says as follows: "Please take notice that pursuant to section 21 of the Procedural Code of the Regulated Health Professions Act, 1991, you may make a request for a review of this decision by the Health Professions Appeal and Review Board. I am enclosing for your information the relevant sections of the Code.

A request for a review should be forwarded to the Registrar of the Board as follows:
Persons Name
Registrar
Health Professions Appeal and Review Board
151 Bloor Street West, 9th Floor
Toronto, ON, M5S 2T5

Tel: 416 327-8512
Fax: 416 327-8524

Please note that any such request must be made in writing to the Board within thirty (30) days of receipt of this notice.

Thank you for your cooperation with the registration process. If you require further clarification, please call me at the College...

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes in the reporting year.

BACK TO INDEX

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

The Registration Regulation, ss 3 and 4 specifies as follows:
1. The applicant must be able to speak and write either English or French with reasonable fluency.

2. The applicant must not have been found guilty of a criminal offence, an offence under the Narcotic Control Act (Canada) or the Food and Drugs Act (Canada), or any other offence relevant to suitability to practise chiropody.

3. Where the applicant has been registered or licensed in Ontario in another health profession or has been registered or licensed in another jurisdiction in chiropody or another health profession, the applicant has not been the subject of a finding of professional misconduct, incompetence or incapacity.

4. Where the applicant is registered in Ontario in another health profession or is registered or licensed in another jurisdiction in chiropody or another health profession, the applicant is not the subject of any current professional misconduct, incompetence or incapacity proceeding. O. Reg. 830/93, s. 3 (1).

4. (1) The following are specific requirements for a General certificate of registration:

1. The applicant must have successfully completed a post-secondary program approved by the Council whose curriculum includes courses in health sciences, chiropodial sciences, humanities and clinical education that, in the opinion of the Council, are relevant to the scope of practice of the profession.

2. The applicant must have successfully completed the examinations set or approved by the Council.

3. The applicant must have engaged in clinical practice for a total of at least three months during the two years immediately preceding the date of the application.

4. Where, in the opinion of the Registration Committee, the program that the applicant completed is deficient in one or more aspects, the applicant must give a written undertaking to the College whereby he or she agrees to abide by any terms, conditions and limitations imposed by the Registration Committee on his or her certificate of registration until the applicant meets the educational requirements set by the Registration Committee.

5. The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the Immigration Act (Canada) to practise the profession in Canada. O. Reg. 830/93, s. 4 (1).

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

The College Council has a list of approved schools outside of Canada. If an applicant applies from a school that is on the list of approved school, there is not a problem since the College has already determined that it meets the educational

requirements for registration.

If an applicant applies from a program that is not on our approved list then the matter relating to the program is referred to the College's Education Committee which conducts a thorough review of the program including reviewing the applicant's materials, contacting the program directly, contacting the Health Professions Council (for those from the UK) and retains an expert to evaluate the documentation provided and determine equivalency. The basis for comparison for the program outside Canada is the Michener Institutes' program in Ontario. The expert prepares a report which is provided to the Education Committee and then onto the Registration Committee. The Chair of the Registration brings the report forward to College Council for approval of the program.

c) Explain how work experience in the profession is assessed.

As part of the application process, an applicant must ensure that a form is completed by an applicable third party that verifies that the person has experienced 3 months clinical experience in the two years immediately preceding the date of the application. The person must also have demonstrated competent practice in chiropody/podiatry. The 3 month in two year requirement is an exemptible requirement under our Registration Regulation by the Registration Committee. The form that is completed by the third party explains the work experience in the profession.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

The Education Committee and/or the third party expert that is conducting the assessment contacts the program directly to verify information and to gain more information and insight. Any additional or required information is sent directly to the College. We refer to the program's web site and also speak directly to the school. Our applicant also will provide valuable information that is exceedingly helpful. The academic programs are reviewed on a periodic basis.

The College had amended their Registration Regulation and in the next reporting year, hiring a third party consultant to review the Michener program as well as all international programs in preparation for of an HPRAC review scheduled in 204.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The Committee refers to previous decisions and processes. The College's legal counsel participates in all the meetings of both the Education and Registration Committees so there is consistency and legal guidance throughout.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

*** SAME AS LAST YEAR ***

The status of an institution in the home country has little affect on the recognition of the credentials. The College goes through the same process described above no matter what the status might be or which school may be under review in order to ensure fairness to the process and applicant. The College is not interested in the status of a school but rather its program and what that specifically entails. Once again, status is subjective and we utilize objective measures in our deliberations about schools/programs so that our conclusions are fair and equitable.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

The College has only encountered one situation where an applicant required accommodations when completing the written portion of the registration examination. The accommodation was granted once medical information was supplied by the applicant to support the request. The College would do whatever it could to accommodate any applicant with special needs. This matter did not arise in the reporting year.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

*** SAME AS LAST YEAR ***

The process is deemed to officially begin when the applicant has supplied all the documentation required for review. If the Registrar is solely able to deal with the application, it can be completed within 5-7 days. If the matter is referred to the Registration Committee, the applicant must be given a minimum of 30 days to make written submissions from the time the applicant is notified of the referral. The time period may be lengthened or shortened or waived entirely. Assuming that the referral is made to the Registration Committee and the applicant requires 30 days, it will take between 37-51 days (including the 30 days) until the decision is issued. The decision is sent to the applicant immediately thereafter with a covering letter that outlines the rights of appeal.

i. State whether the average time differs for internationally trained individuals.

The average time applies equally to all applicants as long as the international program is on the College's approved list of schools. However, if the Registration Committee is dealing with an international candidate whose program is not on the College's approved list, the process will obviously be longer as the program will need to be researched and approved by Council. The applicant would be kept informed of time lines as we moved through the process.

Sometimes applicants from Ontario are able to provide the documentation very quickly so there is less time from the initial contact to the actual registration. They often bring the application to the office in person which also expedites matters.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

*** SAME AS LAST YEAR ***

The time would be greater for the reasons explained in part (i) above.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master’s, Ph.D.) of the credential presented for assessment.

*** SAME AS LAST YEAR ***

Our organization does not conduct this.

ii. Describe the criteria that are applied to determine equivalency.

*** SAME AS LAST YEAR ***

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

Our organization does not conduct this.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

iii. Explain how work experience is used in the assessment of competency.

*** SAME AS LAST YEAR ***

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The College does not conduct prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

iii. Explain how work experience is used in the assessment of prior learning.

*** SAME AS LAST YEAR ***

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The Michener currently administers the College's registration examination. The exam consists of:

Part A Written Examination

This examination is comprised of a number of different sections. All sections are comprised of a combination of Multiple Choice, Short Answer and Essay questions

Section A - Comprehensive Podiatric Medicine (including but not limited to biomechanics, sports medicine, high risk foot, anatomy, pathophysiology, dermatology, local anaesthesia / soft tissue surgery, pharmacology, diagnostic imagining and laboratory testing, emergency medicine) -- 3.5 hours (all one examination)

Section B - Jurisprudence - 1.5 hours (administered by the College of Chiropodists of Ontario)

Part B Objective Structural Clinical Evaluation (OSCE)

This is a standardized patient clinical evaluation. This evaluation will test a wide variety of elements of clinical practice, and will be composed of a number of stations at which the candidate will have a specified time to complete a task and/or answer questions.

Part C Clinical Examination

This part consists of a three-hour clinical examination involving patient treatment and an oral examination based on the presenting patient. This part of the exam is a stand alone component.

Pursuant to our Examination Regulation, a person is able to write a supplemental examination if they fail the initial examination (s. 6(1) If the person fails the supplemental examination, he or she is not entitled to try further supplemental examinations but is eligible to try the examinations the following year s. 6(2).

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The College is currently in the process of creating its own registration examination. The written component of the examination is to be completed by 2011 and will be first launched for graduates/applicants of 2011. The College has hired Dr. Dwight Harley, Adjunct Associate Professor and Director of Psychometrics from the University of Alberta, Division of Studies in Medical Education from the Faculty of Medicine and Dentistry. All validity and reliability testing will be conducted and ensured through this department.

The validity and reliability testing is currently completed by the Michener Institute.

iii. State how often exam questions are updated and the process for doing so.

The exam questions currently are continually updated using a databank of questions. When the College has completed its own written component of the registration examination, the College will continually be reviewing questions and updating the exam for reliability, currency and validity. The details of this will be discussed with our third party expert on an ongoing basis.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

BACK TO INDEX

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

*** SAME AS LAST YEAR ***

The Michener currently administers and marks both the written and clinical aspects of the registration examination.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

*** SAME AS LAST YEAR ***

The College receives the information from the Michener Institute and passes it along to the applicants. We would review the information with the Michener Institute prior to it being sent to the candidate.

ii. utilizes current and accurate information about qualifications from outside Canada

*** SAME AS LAST YEAR ***

Not applicable in terms of what the third party assists the College with.

iii. provides timely decisions, responses and reasons to applicants

The College follows up with the Michener and if the information is not forthcoming in a timely manner, we lipase with the institution. This has never been an issue. The College deals directly with the Michener.

iv. provides training to individuals assessing qualifications

*** SAME AS LAST YEAR ***

The Michener Institute is not only experts in examinations but are educators as well. In order to be in the

business they are in, and by that very nature, they themselves ensure currency and accuracy. They are the the trainers in this type of situation.

v. provides access to records related to the assessment to applicants

*** SAME AS LAST YEAR ***

If required, the College requests the record from the Michener and passes it on to the applicant.

vi. accommodates applicants with special needs, such as visual impairment

The College liaises with the Michener Institute to ensure accommodations are made.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

*** SAME AS LAST YEAR ***

This is not applicable currently but will be in the near future.

ii. Describe the criteria that are applied to determine equivalency.

*** SAME AS LAST YEAR ***

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

As part of the registration examination that is undertaken by applicants, there are two components that test competency:

Part B Objective Structural Clinical Evaluation

This is a standardized patient clinical evaluation. This evaluation will test a wide variety of elements of clinical practice, and will be composed of a number of stations at which the candidate will have a specified time to complete a task and/or answer questions.

Part C Clinical Examination

This part consists of a three-hour clinical examination involving patient treatment and an oral examination based on the presenting patient.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

It is validated on a yearly basis at the Michener Institute.

iii. Explain how work experience is used in the assessment of competency.

Work experience becomes a factor in both parts of the competency/clinical testing. Clearly the person who has work experience, as opposed to a recent graduate, may find the testing easier. However, work experience, per se, is not tested as a separate variable.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

Not applicable.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

iii. Explain how work experience is used in the assessment of prior learning.

*** SAME AS LAST YEAR ***

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The Michener currently administers the College's registration examination. The exam consists of:

Part A Written Examination

This examination is comprised of a number of different sections. All sections are comprised of a combination of Multiple Choice, Short Answer and Essay questions

Section A - Comprehensive Podiatric Medicine (including but not limited to biomechanics, sports medicine, high risk foot, anatomy, pathophysiology, dermatology, local anaesthesia / soft tissue surgery, pharmacology, diagnostic imagining and laboratory testing, emergency medicine) -- 3.5 hours (all one examination)

Section B - Jurisprudence - 1.5 hours (administered by the College of Chiropodists of Ontario)

Part B Objective Structural Clinical Evaluation

This is a standardized patient clinical evaluation. This evaluation will test a wide variety of elements of clinical practice, and will be composed of a number of stations at which the candidate will have a specified time to complete a task and/or answer questions.

Part C Clinical Examination

This part consists of a three-hour clinical examination involving patient treatment and an oral examination based on the presenting patient.

Pursuant to our Examination Regulation, a person is able to write a supplemental examination if they fail the initial examination (s.6 (1) If the person fails the supplemental examination, he or she is not entitled to try further supplemental examinations but is eligible to try the examinations the following year s.6 (2).

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The College is currently in the process of creating its own registration examination. It is to be completed by the end of 2010 and to be first launched for graduates/applicants of 2011. The College has hired Dr. Dwight Harley, Adjunct Associate Professor and Director of Psychometrics from the University of Alberta, Division of Studies in Medical Education from the Faculty of Medicine and Dentistry. All validity and reliability testing will be conducted and ensured through this department.

The validity and reliability testing is currently completed by the Michener Institute.

iii. State how often exam questions are updated and the process for doing so.

The exam questions currently are continually updated using a databank of questions. When the College has completed its own written component of the registration examination, the College will continually be reviewing questions and updating the exam for reliability, currency and validity. The details of this will be discussed with the expert on an ongoing basis.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

BACK TO INDEX

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

*** SAME AS LAST YEAR ***

The individuals who assess qualifications and how they compare to the Registration Regulation are either the Registrar or members of the Registration Committee. The Registrar, in conjunction with the College's legal counsel, train the members of the Registration Committee. A member of this Committee is also an instructor at the Michener Institute. The College's legal counsel is present at all panel meetings of the Registration Committee since interpretation of legislation is very important.

Third party organizations who maybe hired would be trained by the Registrar and legal counsel.

ii. individuals who make registration decisions

*** SAME AS LAST YEAR ***

Please see i above.

iii. individuals who make internal review or appeal decisions

*** SAME AS LAST YEAR ***

The individuals who assess qualifications are either the Registrar or members of the Registration Committee. The Registrar, in conjunction with the College's legal counsel, train the members of the Registration Committee. A member of this Committee is also an instructor at the Michener Institute. The College's legal counsel is present at all panel meetings of the registration committee.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes in the reporting year.

BACK TO INDEX

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

*** SAME AS LAST YEAR ***

Not applicable.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

*** SAME AS LAST YEAR ***

Not applicable.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

*** SAME AS LAST YEAR ***

BACK TO INDEX

Data Collection (12 / 13)

Languages in which application information materials are available

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

Language	Yes/No
English	Yes
French	No
Other (please specify)	

Paid staff employed by your organization

b) 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, 1 full-time employee and 1 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	2
Staff involved in appeals process	1
Staff involved in registration process	1

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants[1] were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
U.K.	9
U.S.	3
France	1
n/a	
n/a	
n/a	
n/a	
n/a	

n/a	
n/a	

[1]Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members[2] were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	**Other Canadian Provinces**	**USA**	**Other International**	**Unknown**	**Total**
Members on December 31st of the reporting year	425	0	82	39	0	**546**

[2] Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications 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 1st to December 31st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	26	1	3	10		**40**
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	26		2	9		**37**
Inactive applicants (applicants who had no contact with your organization in the reporting year)		1	1			**2**
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	**0**
Applicants who became FULLY registered members	26			1		**27**
Applicants who were authorized to receive an alternative class of licence[3] but were not issued a licence	0	0	0	0	0	**0**
Applicants who were issued an alternative class of licence[3]	0	0	0	0	0	**0**

[3] An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

N/A

	Class of licence	Description
a)		
b)		
c)		
d)		
e)		
f)		
g)		
h)		
i)		
j)		

Reviews and appeals your organization processed in the past year

f) 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 1st to December 31st 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	0	1	0	0	0	**1**
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**

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes.

BACK TO INDEX

Certification (13 / 13)

I hereby certify that:

i. I have reviewed the information submitted in this Fair Registration Practices Report (the"Report").
ii. To the best of my knowledge:
    - all information required to be provided in the Report is included; and
    - the information contained in the Report is accurate.

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

Title: Registrar & CEO

Date: February 21, 2010

BACK TO INDEX