

# Fair Registration Practices Report

## Physiotherapists (2013)

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 provides a number of resources to assist individuals who are initiating the registration process. These include:

- one-on-one consultation with an Entry to Practice staff member either face-to face, over the phone or via email
- an application for registration guide that provides detailed information on the application process
- a career map posted on the government of Ontario website ([ontarioimmigration.ca](http://ontarioimmigration.ca)) that outlines the steps to initiate the registration process.
- The College website provides the following information:
  - Frequently Asked Questions related to Registration Committee referrals
  - A section for internationally educated physiotherapists that provides information on:
    - An overview on how to become a physiotherapist in Ontario
    - Registration process flow charts; one for internationally educated applicants and one for Canadian educated applicants
      - A document that outlines the timelines associated with the registration process for internationally educated physiotherapists Language requirements
        - Educational credentials and language requirements
        - Helpful links for living and working in Canada
        - Information on preparatory tools such as the Exam Skills Preparation Workshop and the Ontario Internationally Educated Physiotherapists Bridging Program
      - Information for Canadian graduates and those moving from other Canadian jurisdictions which includes information on the Agreement on Internal Trade (AIT) and OLMA (Ontario Labour Mobility Act) – this section of the website provides a brief history of Canadian labour mobility and how it applies to applicants.

The College reviews all published information annually to ensure that it is accurate and current.

#### b) requirements for registration

The College has a number of resources available that provide the requirements for registration. These include:

- one-on-one consultation with an Entry to Practice staff member either face-to-face, over the phone or via email
- an application for registration guide that provides clear information on the requirements for registration
- the College's registration regulation is posted on the College website
- an Applying to the College section of the website
- a career map posted on the government of Ontario website ([ontarioimmigration.ca](http://ontarioimmigration.ca)) that outlines the requirements for registration.
- Annual presentations with consistent content are conducted at Ontario universities and at Health Force Ontario. The Health Force Ontario presentations are conducted collaboratively with The Canadian Alliance of Physiotherapy Regulators and the Ontario Internationally Educated Physical Therapy Bridging program, allowing internationally educated physiotherapists to receive a complete overview of the entire credentialling, examination and registration processes.
- The website includes information on the registration requirements for those applying from another regulated Canadian jurisdiction under the Agreement on Internal Trade (AIT) and OLMA (Ontario Labour Mobility Act).

The College reviews all published information annually to ensure that it is accurate and current.

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

The Canadian Alliance of Physiotherapy Regulators (The Alliance) conducts the educational credential reviews on behalf of most physiotherapy regulators in Canada (the exception is Quebec). The Alliance provides information about the education requirements in the credentialling application package. The credentialling standards changed in 2013. The credentialling standards and policies are clearly posted on The Alliance's website to ensure applicants are aware of how they will be assessed. The Alliance has a client services team to work directly with internationally educated physiotherapists (IEPTs) and guide them through the process.

A career map posted on the government of Ontario website ([ontarioimmigration.ca](http://ontarioimmigration.ca)) outlines how registration requirements can be met.

The College's website includes a link to The Alliance website to ensure applicants can access all available resources. Alliance resources are updated regularly.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not have a requirement for any education or practical experience that must be completed in Ontario. There is no requirement for supervised practice prior to registration.

e) requirements that may be satisfied through acceptable alternatives

The Alliance will consider accepting alternative documents in cases of refugees, etc. when an individual is unable to obtain official documentation. The Credentialling team and Client Services Team will work with any applicant who needs assistance with this type of issue.

Applications to the College that do not meet the requirements as laid out in the Registration Regulation will be referred to the Registration Committee for review. The Registration Committee would determine if an acceptable alternative to a registration requirement has been met. The College has a Registration Committee Fact Sheet that provides this information to applicants. College staff will assist applicants in meeting the requirements.

Alternative documents are acceptable when an individual is unable to provide the appropriate documentation. For example, statutory declarations are acceptable when an individual cannot get a letter of professional standing from a previous regulator.

#### f) the steps in the assessment process

The College has a number of resources available that describe the steps in the assessment process. These include:

- one-on-one consultation with an Entry to Practice staff member either face-to face, over the phone or via email
- an application for registration guide that provides clear information on the steps in the assessment process
- information on the College's website that helps an international applicant identify their next steps in the application process, including a flow chart and a checklist
- A career map posted on the government of Ontario website ([ontarioimmigration.ca](http://ontarioimmigration.ca)) that clearly outlines the steps involved in the registration process.
- presentations at Ontario universities and Health Force Ontario. The Health Force Ontario presentations are conducted collaboratively with The Canadian Alliance of Physiotherapy Regulators and the Ontario Internationally Educated Physical Therapy Bridging program, allowing internationally educated physiotherapists to receive a complete overview of the entire credentialling and registration processes.

The College reviews all published information annually to ensure that it is accurate and current.

The Alliance provides detailed information about the credential review process and the examination process on its website, [www.alliancept.org](http://www.alliancept.org). These documents are updated regularly.

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

The College has a number of resources available that list the documentation that must accompany all applications. These include:

- one-on-one consultation with an Entry to Practice staff member either face-to face, over the phone or via email
- an application for registration guide that provides a checklist on the documentation that must be submitted.
- an applying to the College section of the website.

The College requires the same documentation from all applicants regardless of where they were educated.

The Alliance provides a detailed list of all documentation that must be submitted in the Credentialling

Application Process Guide. Only internationally educated applicants need to undergo the credentialling process to determine if their education is substantially equivalent to an accredited Canadian physiotherapy program.

The Alliance uses a Declaration of Identity document to simplify requirements for identification. This document makes it easier for internationally educated individuals who have difficulty in providing a birth certificate from their home country to create one document for the credentialling and examination process.

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

The Alliance has a policy that allows for the acceptance of sworn statements before a legal authority in lieu of full documentation when an individual is truly unable to access the required documentation. For example, this may apply in the case of a refugee. The College would also accept alternative documentation when an applicant is unable to provide the required information. College staff will assist applicants during this process.

i) how applicants can contact your organization

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College encourages applicants to contact the College in the way that they are most comfortable; whether it is in person, by phone, by email, fax or mail. There is a staff contact list available on the College website. The College created a central registration extension and email address which goes to two staff members and increases the likelihood that one individual will be available to take a call or more quickly return an email.

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

The College will email an applicant to indicate that their application for registration has been received. The email will also indicate whether the application is complete. Applicants with incomplete applications will be notified of what documentation is missing from their application. Where an applicant does not have an email address, applicants will be contacted by telephone to discuss any issues with the application. Applicants who have submitted a complete application will be notified that it may take up to ten business days from the date of receipt to process their application.

Where an application needs to be referred to the Registration Committee for review, an applicant will be contacted to discuss the referral, explain the process and answer any questions that the applicant may have. A formal Committee referral letter will then follow by email and courier if desired for Canadian addresses and by email and mail if desired for international addresses.

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

The College and The Alliance require documents to be translated by a certified translator. The Alliance Credentialling Application Process Guide includes information about translated documents.

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 College's website provides information about the role of the Canadian Alliance of Physiotherapy Regulators which conducts the credentialling and examination processes. The website also provides links to The Alliance website and contact information for The Alliance. As well, the physiotherapy career map and the registration flow charts indicate which steps in the assessment process will be conducted by The Alliance. The College website also provides information about the Ontario Internationally Educated Physiotherapist Bridging Program and the Exam Skills Preparation Program which applicants may choose to become involved with. The College regularly answers requests from applicants in person, by phone and by email on the role of third-party organizations. The website has a list of links for internationally educated physiotherapists, such as physiotherapy organizations across Canada, language test providers and government services.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College publishes on its website and in the application guide that completed applications for registration will be processed within ten business days. Timelines at The Alliance are also clearly published in The Alliance's credentialling and examination information and on their website. These timelines, deadlines and time limits include: time limits for validity of credentialling results, deadlines to apply for each administration of the Physiotherapy Competency Examination and the amount of time it takes to complete the credentialling process.

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

The College publishes on its website and in the application guide that completed applications for registration will be processed within ten business days. A document posted on the College's website visually displays the timelines for international applicants. The Alliance publishes in its materials and on its website the current timelines for completion of the credentialling process for both precedent and non-precedent files. Each week, The Alliance provides updated information about how long it takes to complete the credentialling process. The Alliance also publishes detailed information on timelines for the written and clinical examination.

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 \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College publishes all fees in relevant application materials and on our website. As well, the College's fee by-law which lists all fees charged by the College is posted on the website. The Alliance fees are all published in relevant materials and on their website.

The Career Map, posted on the Government of Ontario website (ontarioimmigration.ca) also contains a list of relevant fees.

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

The College provides reasonable accommodations where requested on a case-by-case basis. The Registration Committee would review these requests. An Accessibility Policy exists that aligns with the Accessibility for Ontarians with Disabilities Act (AODA).

The Alliance provides accommodations for examination candidates with special needs. The Exam Policies document which appears on the Alliance's website includes a section providing information on how to request accommodations for the Physiotherapy Competency Exam.

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

The credentialling process at The Alliance underwent a significant change in April 2013. This change has resulted in reduced processing times for candidates. Alliance informational materials have been updated to reflect these process and policy changes.

Some documentation at the College and The Alliance has been updated or undergone name changes.

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## Amount of Fees (2 / 13)

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

Internationally educated applicants are required to have their education reviewed to ensure that the education that they have completed is not substantially different from an accredited Canadian physiotherapy education program. Applicants from accredited Canadian education programs would not pay the credentialling fees. All other fees are the same for Canadian and International applicants.

The current fees are:

Credentialling Fee - \$960

Physiotherapy Competency Exam Fee - \$2270

College Application Fee - \$100

Provisional Practice - \$75

Independent Practice - \$635 for full year (April 1 – March 31) or pro-rated based on number of days remaining in the registration year

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

Alliance credentialling and examination fees have increased in the last year to better reflect the costs involved with these processes. Due to the changes in the credentialling process, there is no longer a prior learning assessment process and therefore the fees for that process have been eliminated.

The College eliminated the four-month Independent Practice certificate option and moved to a model of pro-rating fees based on the number of days remaining in the registration year.

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

#### a) What are your timelines for making registration decisions?

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Applications that meet all registration requirements are processed within ten business days of receipt of the application. Applications that do not meet the registration requirements as described in the College's registration regulation are referred to the Registration Committee for review. Decisions are issued within 45 days of the date when the applicant indicated that they do not wish to make any further submissions for the Committee to review.

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

Requests for information generally receive a response within two business days. Where an application meets all of the registration requirements, applicants are provided with a written confirmation of their registration within ten business days. Registration Committee decisions are sent to applicants within 45 days of the date that the applicant indicated that they do not wish to make any further submissions to the Committee.

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

Where an application meets all of the registration requirements applicants are provided with a written confirmation of their registration within ten business days. Registration Committee decisions are sent to applicants within 45 days of the date that the applicant indicated that they did not wish to make any further submissions to Committee.

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

Timelines associated with case disposition are monitored by senior staff.

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

Adherence to timelines for decision is not reported on the new Dashboard for Council. The current focus is whether appropriate notice periods of referrals and notice of appeals have been provided. However, information about adherence to timelines is reviewed by senior staff at least quarterly.

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### 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 \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College has a policy related to applicant's access to their registration file. All information in the applicant's file is usually submitted by the applicant. Therefore, the applicant would generally have knowledge of all information contained in the application. Upon receiving a request, the College would provide a copy of all of the information to the applicant so that they had access to all relevant information contained in their file.

If the College had information about an applicant that had not been submitted by that individual it would be provided to the individual. The applicant would be asked to comment on the information in any submissions it makes to the Registration Committee.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Access to records would rarely be limited or refused. This may only occur when something in the record posed a risk to the applicant or another person. As well, legal advice related to a specific application is privileged and would likely not be released to the applicant.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College has a policy related to applicant's access to their registration file. The College does not charge fees for providing access to or a photocopy of information contained in applicant files.

d) List the fees for making records available.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not charge fees for making records available.

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 \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not charge fees for making records available.

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

There have been no changes to these practices in the last year.

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## 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.

The College and The Alliance provide many resources to assist applicants. The College resources include:

- An application guide which outlines the process to apply for registration and provides a checklist of documentation that must be submitted to the College
- The College's website provides information about:
  - The Ontario Regulators for Access Consortium online orientation module (including a link to the module) introducing internationally educated professionals to the structure, function, and context of regulation in Ontario. This orientation helps in creating an action plan for becoming licensed/registered
  - Frequently Asked Questions related to Registration Committee referrals

- A section for internationally educated physiotherapists that provides the following information:
  - An overview on how to become a physiotherapist in Ontario, including a registration process flow chart and timeline.
  - Access to the career map that clearly describes the process for applying for registration with the College, including all fees and contact information for third parties (The Alliance and language tests)
  - A check list to determine if an individual is ready to apply for registration and identify his or her next steps in the registration process
    - Language requirements
    - Educational credentials
    - Helpful links for living and working in Canada
- Annual presentations with consistent content are conducted at Ontario universities and at Health Force Ontario. The Health Force Ontario presentations are conducted collaboratively with The Canadian Alliance of Physiotherapy Regulators and the Ontario Internationally Educated Physical Therapy Bridging program, allowing internationally educated physiotherapists to receive a complete overview of the entire credentialing and registration processes.

The Alliance resources include:

- The Alliance encourages applicants to contact The Alliance in the way that they are most comfortable; whether it is in person, by phone, by email, fax or mail. The Alliance has added additional client services staff to enhance its customer service via all of these means.
  - Website Resources. The Alliance website contains a significant amount of information that applicants can access.
    - o The Physiotherapy Competency Exam Policies Booklet and Exam Registration Guide describe the process of applying for the examinations, lists fees and provides other relevant policies. The Alliance has included a section on the role of the regulator with a flow chart on the licensing/registration process to assist applicants in understanding the regulatory process.
    - o The Essential Guide to the Physiotherapy Competency Exam describes the examination, provides sample questions and explains what type of information is included on the examination and how to prepare to take the exam
      - o Exam Blueprint which outlines what information will be tested in the exam
      - o Examination Reference List which assists applicants by providing a list of references and a Lexicon that should be reviewed when studying for the examination.
      - o Credentialing Application Process Guide and Credentialing Policies describes how applicants can have their education reviewed, what type of information they need to provide and the forms that they must submit.
      - o A webpage for individuals attempting the examination process for a second time called “repeating the exam”. This section contains guidelines for preparing for a second attempt and assists individuals to reflect on their performance.
- The Exam Skills Preparation Workshops and the Ontario Internationally Educated Physical Therapy Bridging Program are both external resources for internationally educated physiotherapists hosted at the University of Toronto. The College provides links to these programs from its website.

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

All of the above resources are posted on the College’s website or The Alliance’s website and can be accessed by anyone. The Career Map is available through the Ontario government website and can be reached through a link on the College website. Health Force Ontario presentation dates are posted on the College website. The College will direct individuals to these resources when requests for information are received at the College. As well, the College will mail out the application guide and forms to interested individuals.

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

There have not been any significant changes to practices in the last year. Some materials have been revised

by both the College and The Alliance.

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### 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.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Upon receipt of an application that does not meet the registration requirements as described by the Registration Regulation, an applicant receives notice of his or her referral to the Registration Committee. The Regulated Health Professions Act requires that applicants be given 30 days notice to make any submissions to support their application. An applicant may waive the 30 day period in order to have his or her application reviewed at an earlier Registration Committee meeting. An internal review by the Registration Committee is completed and the formal decision and reasons are released within 45 days of the expiry of the 30 day period or the date when the applicant has waived the 30 day period and indicated that they do not wish to make any further submissions for the Committee to review. The College does not conduct appeals. Appeals are conducted by the Health Professions Appeal and Review Board.

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

In 2013, one decision exceeded the length of time that the review process normally takes.

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

The one case that extended beyond published timelines was from an internationally educated individual.

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

The Regulated Health Professions Act specifies that applicants are provided with 30 days to make written submissions to be reviewed by the Registration Committee. When an application is received that does not

appear to meet the registration requirements, the application is referred to the Registration Committee for review. The applicant would then be contacted to discuss the referral and ensure that they understand the reason for referral. A formal letter would be sent to the applicant outlining the statutory reason for the referral and indicating that he or she has 30 days to make submissions. Applicants are provided with the opportunity to waive their 30 days if they wish their application to be reviewed at a meeting date prior to the 30 day submission period being complete.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The letter that is sent to applicants indicates that submissions should be made in writing. These written submissions can be sent via fax, mail or email. This information is also provided in telephone discussions or email correspondence with applicants. The Registration Committee Fact Sheet also includes this information.

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.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Applications are initially reviewed by staff. If all requirements for registration as described in the College's Registration Regulation are met, staff can then process the application and issue a certificate of registration. When staff have doubts about whether the registration requirements have been met, the application is referred to the Registration Committee to make a decision about whether to issue a certificate of registration. The composition of the Registration Committee is outlined in the College by-laws and includes four Council members (two physiotherapists and two public appointees) and an additional physiotherapist who is not a member of Council. Staff are not members of the Registration Committee and this ensures that two different groups have reviewed the application.

e) Describe your internal review or appeal process.

An application is referred to the Registration Committee when it does not meet the requirements as they are laid out in the College's Registration Regulation. The applicant is then sent a referral letter and contacted via telephone or email to ensure that they understand the process. The applicant is provided with 30 days to make written submissions. The application and accompanying documentation is then provided to the Registration Committee for review at the next Committee meeting. The Registration Committee reviews applications for registration, along with any written submissions the applicant has made. The Committee makes a decision about the application. Staff then contact the applicant to provide the decision of the Committee. A formal written decision and reasons are then provided to the applicant.

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.

The Registration Committee has five members. The composition of the Registration Committee is outlined in the College by-laws and includes four Council members (two physiotherapists and two public appointees) and an additional physiotherapist who is not a member of Council. The by-law does not require an internationally educated member of the profession to be on the Committee, however, any of the physiotherapists who are on the Committee could be internationally educated depending on who is nominated or elected by peers. As well, the public members appointed to the Committee may have received their education outside of Canada. In 2013, one member of the Registration Committee was an internationally educated physiotherapist.

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

There have been no significant changes to these processes in 2013.

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### 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.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

When an application has been refused by the Registration Committee or the Committee proposes to place terms, conditions and limitations upon the certificate of registration, the applicant is sent a formal letter along with the decision and reasons. The formal letter outlines the applicant's right to appeal to the Health Professions Appeal and Review Board and indicates the timelines in which the request for appeal must be made. A fact sheet, which has been provided to the College by the Health Professions Appeal and Review Board, is also sent to the applicant.

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

There have been no changes to these practices in 2013.

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## 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 Agreement on Internal Trade (AIT) between the federal, provincial and territorial governments in Canada requires the College to consider all applications foremost under the Ontario Labour Mobility Act (OLMA). When the College receives an application from a physiotherapist who is currently registered with a similar certificate/license in another Canadian jurisdiction the application is considered under OLMA as follows:

- Where the registration categories are similar, no new requirements are expected with the exception of a review of previous discipline history and other administrative matters (e.g. fees, form, liability insurance)
- Where the categories of registration are not similar, the College's existing registration requirements apply.

Applicants that OLMA does not apply to must meet the following registration requirements:

- An applicant must have completed a degree in physiotherapy from an accredited school in Canada or have their education assessed and be deemed to not be substantially different from an accredited Canadian physiotherapy education program by the Canadian Alliance of Physiotherapy Regulators
- The applicant must successfully complete the Physiotherapy Competency Examination
- The applicant must be reasonably fluent in French or English. If they were not educated in either French or English, then they must successfully complete one of the designated language tests.
- The applicant's past and present conduct must afford reasonable grounds that the applicant will practice physiotherapy with decency, integrity and in accordance with the law.

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

The Canadian Alliance of Physiotherapy Regulators assesses the international qualifications to ensure they are not substantially different from an accredited Canadian physiotherapy program. The credentialing standards changed in 2013.

The Alliance will determine if all of the criteria below have been met to determine if an applicant's education is not substantially different from an accredited Canadian physiotherapy education:

- The documentation submitted is valid and authentic
- The applicant completed a university level, entry to practice degree in physiotherapy
- The applicant successfully completed a minimum of 1025 hours of supervised, clinical education
- Fluency in French or English
- Knowledge of practice of physiotherapy in the Canadian healthcare system (completion of a course is required)

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

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not have a work experience requirement. However, 1025 supervised clinical practice hours are required as a part of a physiotherapy education program.

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.

College and Alliance staff take courses and attend educational conferences to understand educational systems. As well, the College and The Alliance rely upon third-party experts in educational systems to assist by providing additional information when needed.

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

Applications from the same institution are used by The Alliance when assessing future files. These precedent cases are reviewed to ensure that consistent decisions are made over time.

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 \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

A physiotherapy program needs to be recognized by the appropriate authority in the home country. Where mandatory accreditation of physiotherapy program exists, the program must be accredited.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College provides reasonable accommodations where requested by applicants. For example, College staff can complete an application for an applicant or in the case of a visually impaired applicant, an application form may be created in Braille to aid the individual. The College has an Accessibility Policy to ensure reasonable accommodations are provided. This policy aligns with the requirements outlined in the Accessibility for Ontarians with Disabilities Act (AODA).

The Alliance is committed to offering the examination so that it is accessible to applicants with special needs. Requests for accommodation on the Physiotherapy Competency Examination are reviewed on a case-by-case basis. Some examples of possible accommodations include:

- additional time to complete the examination
- services of a reader or recorder
- services of a sign language interpreter

- modification of room arrangements to allow physical access

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.

The length of time differs based on a number of variables. For example, an applicant would submit a credentialing application to The Alliance for review.

The first variable encountered is whether the application submitted is complete, or whether The Alliance will need to follow up with the individual to get complete information. The Alliance will then receive verification that the educational information submitted is authentic and accurate with the institution that granted the credential. Sometimes the responses from the institutions are very fast, sometimes this process takes much longer. The timelines for completing the credential review differ for precedent and non-precedent files. This means that institutions that have been reviewed previously will have reduced timelines for completion when someone from the same year of graduation applies. The Alliance publishes the current timelines for completion on their website each week. Processing times are currently less than the published timelines of 12-14 weeks for precedent files and 20-22 weeks for non-precedent files.

Upon completion of the process, an applicant will either be deemed to be not substantially different from a Canadian education program, have minor gaps in supervised clinical practice hours which may be addressed through work experience or be substantially different and not eligible to apply for the PCE.

Once the applicant has successfully completed the credentialing process they must register for the written component of the Physiotherapy Competency Examination. The written component is offered every two months and applicants can decide to sit any administration of the written component that they choose within two years of the issuance of the credentialing results. Results for the written component will be released within 6 weeks after the exam took place. Unsuccessful applicants must register to take the written component again.

Upon successful completion of the written component an applicant must register for and attempt the clinical component of the Physiotherapy Competency Examination.

Upon successful completion of the written component and registration for the clinical component of the examination, the applicant can choose to apply for a Provisional Practice certificate, which allows them to practice as a Physiotherapy Resident while being monitored by an Independent Practice certificate holder. If the application meets all the registration requirements, the application for registration is processed within ten days of receipt of the completed application. Individuals who have pre-registered under the College's Transitioning to Professional Practice Program will have their application processed in five business days as the College will have created a record in its database system previously.

If there is doubt as to whether all of the registration requirements are met, the application is referred to the Registration Committee for review. Applicants are given 30 days to make submissions to the Committee. Upon indication that no more submissions will be made to the Committee or expiry of the 30 day period, the application will be reviewed by the Registration Committee at the next available opportunity and a formal decision issued within 45 days.

The clinical component of the examination is offered twice per year. The results of the clinical component are released within 12 weeks after the exam took place. If unsuccessful, an applicant must register and complete the clinical exam again. Successful applicants can then apply to the College for an Independent Practice certificate. If the application meets all the registration requirements, it is processed within ten days of receipt of the completed application. If there is doubt as to whether all of the registration requirements are met, the application is referred to the Registration Committee for review. Applicants are given 30 days to make submissions to the Committee. Upon indication that no more submissions will be made to the Committee or expiry of the 30 day submission period, the application will be reviewed by Committee at the next available opportunity and a formal decision issued within 45 days.

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

Only internationally educated professionals need to complete the credential review process at The Alliance. Canadian graduates are verified that they in fact are graduating from an accredited Canadian program and then they are eligible to enter the examination process. Due to the difference in this procedure, timelines differ for these two groups. All other timelines and processes are the same for both Canadian and international graduates.

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.

It is likely that average times for Canadian graduates would be lower than those for internationally educated applicants due to the difference in credential review times. However, this is not always the case due to some of the other variables discussed in the process. For example, the decision on when to complete the examination, success on examination, whether a referral to Registration Committee is needed, etc. impacts the length of time to become registered.

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.

The College does not conduct credential assessments. Credential assessments are conducted by the Canadian Alliance of Physiotherapy Regulators (The Alliance) for Yukon Territory and all provincial physiotherapy regulatory authorities, except for Quebec. The Alliance revised the credentialing process in 2013. The Alliance process determines whether an education credential is an authentic, university level, entry-to-practice degree in physiotherapy. The Alliance has an understanding of educational systems around the world. This knowledge and the use of third party experts assists The Alliance to determine the level of education.

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

The Alliance revised the credentialing system in 2013.

The criteria now includes:

- Verification of identity through authentic and valid documentation
- Completion of a university-level, entry to practice degree in physiotherapy
- Successful completion of a minimum of 1025 hours of supervised clinical education
- Fluency in French or English
- Knowledge of the practice of physiotherapy within the Canadian healthcare system (by completion of a course)

iii. Explain how work experience is taken into account.

Work experience is not required for registration in Ontario. However, relevant work experience may be reviewed to fill minor gaps if the applicant does not meet the minimum hours of supervised clinical education.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Alliance conducts the Physiotherapy Competency Examination used by all provincial physiotherapy regulators (except Quebec). The examination contains a written component and clinical component to objectively evaluate applicant competency.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The examination is validated a number of ways. Firstly, the examination was built by psychometric experts who ensured that the examination is valid and reliable. Secondly, the examination blueprint is based on an analysis of practice which is conducted approximately every five years. This practice analysis ensures that the examination content is based on current practice and is used to update the examination blueprint. A practice analysis was completed in 2008. The Alliance also conducts or oversees other studies of the examination through an ongoing Monitoring and Evaluation Program. For example, studies completed include inter-rater reliability studies and an external study conducted by John Norcini. Finally, standard validity and reliability checks are carried out for each examination administration. The College receives reports about the validity of each administration of the exam.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Work experience is not reviewed in the Physiotherapy Competency Examination.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The Alliance no longer conducts prior learning assessments due to the changes in the credentialing process implemented in 2013.

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

The Alliance no longer conducts prior learning assessments due to the changes in the credentialing process implemented in 2013.

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

The Alliance no longer conducts prior learning assessments due to the changes in the credentialing process implemented in 2013.

l) If your organization administers examinations:

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

The Physiotherapy Competency Examination conducted by The Alliance is a two-part examination, which includes a written component and a clinical component. The passing score for the Written Component is a specific score on the Standard Score scale. The Alliance's Board of Examiners sets the passing score for the Written Component.

To pass the clinical component applicants must meet three criteria:

1. Achieve or exceed the minimum total score required;
2. Achieve a passing score on a minimum number of stations;
3. Demonstrate an overall level of safe, professional practice appropriate to physiotherapy.

Applicants can attempt both components of the examination up to three times.

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

The Alliance has a number of validity and reliability checks built into the examination process. The Alliance demonstrates that the exam questions are valid by:

- Completing a practice analysis and having an examination blueprint
- Extensive consultation on exam questions
- Standardized quality control methods
- Completion of a number of reports and studies on the examination
- Support by external testing and measurement consultants

Reliability at the cut score and the total station score of the clinical component are reviewed after each administration. After each exam administration, reports are provided to the College to demonstrate that each administration was valid and reliable. If concerns arise, the reports are shared with a third party testing expert who can help the College determine whether it is reasonable to rely on the results from that administration of the exam. If it was determined that validity or reliability has been compromised, the College will determine how to proceed on a case-by-case basis (depending upon the exact circumstances) with the help of legal counsel.

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

\*\*\* SAME AS LAST YEAR \*\*\*

Items are continually written by Item Generation Subcommittees across the country. The national test construction committees approve the items. All questions are reviewed regularly for currency against a national practice analysis.

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

The credentialing process was changed in 2013. Course-by-course review of international degrees no longer occurs. The Alliance now ensures that the applicant completed university-level, entry to practice physiotherapy education and that the documents and information provided is accurate. Prior learning assessment was removed because the process doesn't require specific educational components any more. The exam attempts policy was changed in 2013. Candidates now have 3 attempts to pass each component of the exam.

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### **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.

The College has a written agreement with The Canadian Alliance of Physiotherapy Regulators to utilize their expertise in credential review and conducting the Physiotherapy Competency Examination. Use of a national organization to conduct the assessments promotes national consistency of results and eases labour mobility. In December 2011, the College and The Alliance extended their current written agreement for an additional five years.

The College also relies upon the expertise of language testing services, such as TOEFL, IELTS, CanTEST and TESTCan to provide evidence of sufficient language fluency. The College does not have a formal relationship with any of the agencies that deliver these language tests.

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

The Alliance has many online resources that it provides to applicants about the assessment practices. The College and The Alliance have a written agreement on the utilization and role expectations of The Alliance's Evaluation Services. As well, the College has representation on The Alliance's Board of Directors. As a member of the Board, the College is able to ensure that appropriate practices are occurring at The Alliance.

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

As above, the agreement with The Alliance and the representation on The Alliance Board allow the College to impact operations in the Evaluation Services area of The Alliance. The College is also aware that The Alliance consults with external experts on credential evaluation and examination. As well, The Alliance regularly attends conferences and reviews journals, reports and other information to ensure they are current in all practices.

iii. provides timely decisions, responses and reasons to applicants

The agreement with The Alliance indicates that the Alliance will provide reports on their adherence to the timelines associated with credential evaluation. Due to the changes to the credentialing process in 2013 and continued operational efficiencies, The Alliance timelines have improved significantly in the last year. Credentialing timelines are now well below published timelines for precedent and non-precedent files.

Updates are posted on The Alliance website weekly so that applicants have an accurate idea of how long their assessment might take. The College continues to monitor this issue.

iv. provides training to individuals assessing qualifications

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Through the services agreement and the Board representation, the College is aware that Alliance staff are receiving appropriate training.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Alliance has a policy related to applicant's accessing their records. Applicant's may by appointment review The Alliance's file related to their assessments.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The Alliance provides accommodations for examination candidates with special needs. Through the services agreement and Board representation, the College can monitor this issue.

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.

Credential assessments are conducted by the Canadian Alliance of Physiotherapy Regulators (The Alliance) for Yukon Territory and all provincial physiotherapy regulatory authorities, except for Quebec. The Alliance revised the credentialing process in 2013. The Alliance process determines whether an education credential is an authentic, university level, entry-to-practice degree in physiotherapy.

The Alliance has an understanding of educational systems around the world. This knowledge and the use of third party experts assists The Alliance to determine the level of education.

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

The Alliance revised the credentialing system in 2013.

The criteria now includes:

- Verification of identity through authentic and valid documentation
- Completion of a university-level, entry to practice degree in physiotherapy
- Successful completion of a minimum of 1025 hours of supervised clinical education
- Fluency in French or English
- Knowledge of the practice of physiotherapy within the Canadian healthcare system (by completion of a course)

iii. Explain how work experience is taken into account.

Work experience is not required for registration in Ontario. However, relevant work experience may be reviewed to fill minor gaps if the applicant does not meet the minimum hours of supervised clinical education.

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

i. Describe the methodology used to evaluate competency.

The Physiotherapy Competency Examination is a two-part examination conducted by The Canadian Alliance of Physiotherapy Regulators. There is a written component and a clinical component. The written component is a multiple choice examination. The clinical component is an Objective Structured Clinical Examination (OSCE) which allows candidates to demonstrate their skills with standardized patients in front of a physiotherapist who has been trained to be an examiner.

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

The Alliance has a number of validity checks built into the examination process. The Alliance demonstrates that the exam questions are valid by:

- Completing a practice analysis and having an examination blueprint
- Extensive consultation on exam questions
- Standardized quality control methods

- Completion of a number of reports and studies on the examination
- Support by external testing and measurement consultants
- After each exam administration, reports are provided to the College to demonstrate that each administration was valid and reliable. If concerns arise, the reports are shared with a third party testing expert who can help the College determine whether it is reasonable to rely on the results from that administration of the exam.

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

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Work experience is not considered in the Physiotherapy Competency Examination.

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

i. Describe the methodology used to evaluate prior learning.

The Alliance no longer conducts prior learning assessments due to the changes in the credentialing process implemented in 2013. The credentialing process now only ensures that a university level, entry to practice degree in physiotherapy has been completed. Course by course content is no longer considered.

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

The Alliance no longer conducts prior learning assessments due to the changes in the credentialing process implemented in 2013.

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

The Alliance no longer conducts prior learning assessments due to the changes in the credentialing process implemented in 2013.

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 Physiotherapy Competency Examination conducted by The Alliance is a two-part examination, which includes a written component (multiple choice exam) and a clinical component (OSCE).

The passing score for the Written Component is a specific score on the Standard Score scale. The Alliance's Board of Examiners sets the passing score for the Written Component.

To pass the clinical component applicants must meet three criteria:

1. Achieve or exceed the minimum total score required;
2. Achieve a passing score on a minimum number of stations;
3. Demonstrate an overall level of safe, professional practice appropriate to physiotherapy.

Applicants can attempt both components of the examination up to three times.

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

The Alliance has a number of validity and reliability checks built into the examination process. The Alliance demonstrates that the exam questions are valid by:

- Completing a practice analysis and having an examination blueprint
- Extensive consultation on exam questions
- Standardized quality control methods
- Completion of a number of reports and studies on the examination
- Support by external testing and measurement consultants

Statistical methods are used to determine reliability at the cut score and the total station score of the clinical component after each exam administration.

After each exam administration, reports are provided to the College to demonstrate that each administration was valid and reliable. If concerns arise, the reports are shared with a third party testing expert who can help the College determine whether it is reasonable to rely on the results from that administration of the exam.

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

\*\*\* SAME AS LAST YEAR \*\*\*

Items are written by Item Generation Subcommittees across the country in an ongoing way. The national test construction committees approve the items. All questions are reviewed regularly against a national practice analysis.

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

The credentialing standards were revised by The Alliance in 2013. Course-by-course content review was eliminated. This change resulted in the elimination of the Prior Learning Assessment component of the credentialing program. These changes resulted in significant reductions in processing times for international applicants. Processing times are now below the published standards.

A change to the examination policies now limits exam attempts to three times for each component.

**Training (10 / 13)**

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

The College does not assess qualifications. The Alliance requires annual training for staff who assess qualifications.

ii. individuals who make registration decisions

College staff are provided with ongoing education in the areas of making fair decisions, human rights, cultural competence, writing decisions and reasons, etc. Each year Registration Committee members are provided with an orientation to their role and also the role of The Alliance. The annual education session includes information about making fair, consistent decisions, human rights and information about recent Health Professions Appeal and Review Board decisions.

iii. individuals who make internal review or appeal decisions

Registration Committee members are provided with annual orientation and training, this includes information on The Alliance credentialling and examination services. As well, ongoing training is provided on a quarterly basis at Council meetings and other educational opportunities that arise throughout the year.

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

The College updated the content of the annual education session for the Registration Committee.

**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 \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Effective December 2009, the Agreement on Internal Trade (AIT) between the federal, provincial and territorial governments in Canada requires the College to consider all applications foremost under the Ontario Labor Mobility Act (OLMA).

Physiotherapy regulators review applications from a permit-on-permit perspective to facilitate inter-jurisdictional movement. If an applicant is registered in a Canadian jurisdiction with a similar or category of registration, the College will register the individual with no additional testing or educational requirements.

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

Effective December 2009, the Agreement on Internal Trade (AIT) between the federal, provincial and territorial governments in Canada requires the College to consider all applications foremost under Ontario Labour Mobility Act (OLMA). When the College receives an application from a physiotherapist who is currently registered with a similar certificate/license in another Canadian jurisdiction the application is considered under OLMA as follows:

- Where the registration categories are similar, no new requirements are expected with the exception of a review of previous discipline history and other administrative matters (e.g. fees, form, liability insurance)
- Where the categories of registration are not similar, the College's existing registration requirements apply.

Applicants who do not meet the requirements of OLMA must meet the following registration requirements:

- An applicant must have completed a degree in physiotherapy from an accredited school in Canada or show that the education is not substantially different from a Canadian degree by successfully complete the credentialling process at the Canadian Alliance of Physiotherapy Regulators
- The applicant must successfully complete the Physiotherapy Competency Examination
- The applicant must be reasonably fluent in French or English. If they were not educated in either French or English, then they must successfully complete one of the designated language tests.
- The applicant's past and present conduct must afford reasonable grounds that the applicant will practice physiotherapy with decency, integrity and in accordance with the law.

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

No significant changes from our last report.

## 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	Yes
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	25
Staff involved in appeals process	0
Staff involved in registration process	4

### Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants<sup>1</sup> 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
India	93
U.S.	18
Philippines	17
U.K.	11
Australia	10
Iran	4
Pakistan	4
Brazil	3
Egypt	3
Ireland	3

<sup>1</sup>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<sup>2</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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
<b>Members on December 31<sup>st</sup> of the reporting year</b>	5486	754	231	1406	0	<b>7877</b>

<sup>2</sup> 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).

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of 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)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	258	24	18	159	0	<b>459</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	258	24	18	159	0	<b>459</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	2	1	0	0	0	<b>3</b>
<b>Applicants who became FULLY registered members</b>	47	17	7	28	0	<b>99</b>
<b>Applicants who were authorized to receive an alternative class of</b>	0	0	0	1	0	<b>1</b>

<b>licence<sup>3</sup> but were not issued a licence</b>						
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	209	6	11	130	0	<b>356</b>

<sup>3</sup> 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:

Alternative classes are Provisional Practice and Courtesy registration. Provisional Practice is an optional certificate of registration to allow individuals to begin to practice in Ontario as a Physiotherapy Resident while waiting to complete the clinical component of the Physiotherapy Competency Exam. Courtesy registration is a temporary certificate for regulated physiotherapists from other jurisdictions who need to use title in Ontario for a specific event less than 30 days long.

	<b>Class of licence</b>	<b>Description</b>
<b>a)</b>	Independent Practice	The College's general registration category.
<b>b)</b>	Provisional Practice	An individual has completed all educational requirements and passed the written component of the exam. They are registered to complete the next available clinical (practical) exam.
<b>c)</b>	Courtesy Registration	Short-term registration category for physiotherapists from another jurisdiction who will be in Ontario for less than 30 days to participate in a course, teach a course, participate in a research project or a specific event where they would need to use title

on Ontario.

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).

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of 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)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal						

<b>review or that were referred to a statutory committee of your governing council, such as a Registration Committee</b>	14	2	3	13	0	<b>32</b>
<b>Applicants who initiated an appeal of a registration decision</b>	0	0	0	1	0	<b>1</b>
<b>Appeals heard</b>	0	0	0	0	0	<b>0</b>
<b>Registration decisions changed following an appeal</b>	0	0	0	0	0	<b>0</b>

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:

One appeal was initiated. Additional information was provided to the College and the matter was reconsidered by the Registration Committee. The applicant became registered with terms, conditions and limitations and withdrew the appeal request.

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

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**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: Shenda Tanchak

Title: Registrar

Date: February 28, 2014

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