

Fair Registration Practices Report

Paralegals (2008)

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 Law Society's information on registration practices for individuals applying or intending to apply for the Licensing Process is available on the Law Society's website. The website links individuals to the paralegal Licensing Process and provides a formal online application, with instructions for completion, to all potential candidates planning to apply and register into the Licensing Process. The application must be completed online, downloaded and returned along with an application fee and all required documents provided in the instructions. The information outlined in this report does not address the grandparent process for paralegals undertaken in 2007/08 as this was a one-time specialized process of entry for pre-existing paralegals as required by Government under Bill 14.

b) requirements for registration

Academic requirements for applying to and entering the Licensing Process are as follows: • Up until June 2010, completion of an Approved Legal Services Program from a college (private or public) approved by the Ministry of Training, Colleges and Universities and approved by the Law Society as fulfilling the required competencies for entry into the Licensing Process. After June 2010, graduation from a Law Society accredited educational institution. Requirements for registration: • Complete the online application, download the completed version of the application and submit it to the Office of the Registrar with all required documents, duly commissioned or notarized. • Pay the applicable application fee. • Register for the Licensing Examination and pay the applicable fee by the specified deadline. Requirements for licensing: • Successfully complete all components of the Licensing Process; • Pay all fees; • File all required documents; • Be of good character as required by the Law Society Act.

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

There are no other or further requirements for application into the Law Society Licensing Process that must be met other than as set out in (B) above.

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

Paralegal candidates are required to have a Legal Services diploma from an Ontario college approved by the Ministry of Training, Colleges and Universities and approved by the Law Society as fulfilling the required competencies for entry into the Licensing Process.

e) requirements that may be satisfied through acceptable alternatives

There are no alternatives to the requirement of a diploma for entry into the Licensing Process.

f) the steps in the assessment process

Candidates must write and pass one licensing examination and be of good character. Candidates submit, with their application, information pertaining to their good character. If issues are raised in the good character review, the candidate will be investigated further. If the investigation determines that good character may be at issue, the candidate will be provided with a good character hearing before a Hearing Panel for purposes of providing information and response to the good character issues. The Hearing Panel will determine the candidate's fitness for entry into the profession.

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

Candidates must request the Ontario college to submit directly to the Law Society an official transcript that confirms the date the diploma was issued to the candidate. No further or other information is required from internationally trained candidates.

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

There are no alternatives as these documents are always available through the requisite Ontario college.

i) how applicants can contact your organization

By phone, letter, email or fax.

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

Applicants will be contacted immediately if their application is not accompanied by all required documentation for registration. Applicants will be contacted when their application is complete and they are registered into the Licensing Process. Following registration, applicants are issued a personal email to be used specifically for their interactions with the Law Society. The Society communicates regularly with candidates throughout the Licensing Process on all matters including: Licensing Examination dates and locations, reference materials matters and updates, fee payments, the P1Licence process and other items.

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

Documents would be translated.

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

No third party organizations are utilized to support the paralegal Licensing Process.

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

process

Upon registration into the Licensing Process, a candidate has three years from the date of registration (June 1 of the year in question) to complete all components of the process and be licensed.

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

The registration/licensing process takes, on average, less than one full year to complete but the process is flexible and candidates may choose their preferred timeline, ensuring that they complete all components within three years.

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

Fees associated with registration and subject to GST: • The application fee - \$500.00 • Late filing of the application - \$75.00 • Licensing Examination Fee (materials included) - \$1,075.00 • Rewrite of a Licensing Examination (materials provided on a CD) - \$925.00 • Request for a hardcopy of materials for rewrites - \$150.00 • Application fee for the Licensee Certificate for Legal Services - \$125.00

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

The Law Society's policy regarding accommodation for the Licensing Process is available to candidates on the Law Society's website. The online Licensing Process application asks candidates to indicate whether they wish to receive a "Request for Accommodation" package for the purpose of applying for special needs accommodation. Upon request, a hard copy of the Request for Accommodation package is sent to the candidate in confidence, and must be completed and returned by the stated deadline. Candidates may also receive a PDF electronic copy, if required, and may request information about special accommodation at anytime by emailing a designated special needs account or by calling Support Services staff through our general enquiry line. Calls and emails are returned within one business day. All information provided by a candidate or a supporting third party is held in strict confidence and separate to a candidate's Licensing Process registration and records file.

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

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Amount of Fees (2 / 13)

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

The fees for the Licensing Process are identical for all candidates.

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

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

a) What are your timelines for making registration decisions?

The timing of the final decision for licensing a candidate is dependent on successful completion of the components of the process.

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

Applicants can expect a written response within 40 to 72 hours pending the type of enquiry and the review required for the response.

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

Written responses to applicants about registration decisions, internal reviews and appeal decisions are provided within one week following review and decision respecting application or registration issues (includes requests for exemptions from articling); Hearing Panel decisions respecting good character are public and published immediately after the Hearing Panel issues its order

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

Response protocols have been established for each respective department overseeing the various components of the registration process.

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

Access to Records (4 / 13)

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

The application form is an electronic online form and process. The applicant controls all aspects of the completion of that document online. Candidates can physically access their Licensing Process records file online or request to view the hardcopy of their records file.

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

There are no circumstances under which access to an applicant's original application and the documents submitted would be limited or refused.

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

The fees for extra or other documents such as transcripts of Licensing Process results, not related to the applicant's personal original documents, are posted on the fee schedule and available online and by phone request. There are no other fees charged for making records available in the Licensing Process other than those listed on the fee schedule.

d) List the fees for making records available.

Request for an official copy of a Licensing Process transcript which must be mailed directly to a third party: \$25.00 plus GST; request for unofficial copy of licensing transcript - \$15.00 plus GST; replacement of a Licensee Certificate - \$75.00 plus GST; replacement of a candidate's Licensing Process photo identification card - \$15.00 plus GST.

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

No waiver available for the above fees unless a misprinted document was issued originally.

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

List of resources: • Career Map posted on the Ministry of Citizenship and Immigration with a link on the Law Society website. • The Law Society's website links to the lawyer Licensing Process webpage, which provides a complete set of documentation and guidelines for completing the entire process from application to certification. • Licensing Examination competency profiles, guidelines, study guide and practice questions are available on the website. • Reference materials for study for the Licensing Examinations are provided to candidates upon being fully registered, which includes payment of the required fees.

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

Ontario private and public colleges, the entry points for Ontario's paralegal Licensing Process, communicate regularly with the Law Society and provide information on their paralegal program websites about paralegal licensing requirements. The Law Society's website contains all information in addition to contact information for potential applicants wishing to contact the Society and obtain more or further information.

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

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.

Internal reviews of registration deal with good character consideration and are conducted and completed within the same licensing year as the applicant is registered unless the issues involved in the good character assessment require more time due to the complexity of the issues and/or candidate's requests for adjournments of process

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

Not applicable because the first annual paralegal licensing period has not yet been completed

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

N/A.

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

If applicants are denied entry to the profession based on a failure to exhibit good character / conduct, they have the right to appeal to the Law Society's Hearing and Appeals Panels. The applicants can choose to be represented by counsel at the hearing and the hearings are public. As part of the hearing process, applicants can request that the Law Society investigation office disclose information that was used to deny their entry to the profession and the applicant may make submissions personally or through counsel to respond to this information.

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.

Information about the Law Society hearing and appeals processes is available on the Law Society website. Applicants may also contact the Law Society for an oral or written explanation.

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 relationship of the appeal / review bodies to the assessment and decision-making bodies in the registration process is arm's length. The Hearing and Appeals Panels is privy only to the issues related to good character/conduct and is not privy to any information respecting the completion of other components of the registration process and whether or not they have or have not been completed. Decision-makers, who deal with the completion of the registration components not including good character, do not sit on Hearing Panels as they are not qualified to do so.

e) Describe your internal review or appeal process.

Licensing Process applications, in which good character issues have been listed by the candidate, are sent to the Administrative Complaints Unit where the issue is reviewed and Administrative Counsel determines if the issue requires further investigation. If it is decided that there is no issue of good character the decision is communicated to the Office of the Registrar and the candidate's record file is marked "cleared". If it is determined an issue exists, the candidate's file is submitted to the Intake unit of the Professional Regulation Department and an investigator is assigned to the file. Investigation takes place and involves the candidate throughout the process. The assigned investigator may determine, based on the findings of the investigation that no further issue of good character exists and the file is returned to the Office of the Registrar to be marked as "cleared". If the investigator's process determines that there is a good character issue, the file is forwarded to Discipline Counsel and the Proceeding Authorization Committee (PAC) in the Professional Regulation Department. Counsel and PAC review the candidate's issue and determine if it will proceed to a Hearing Panel. If it is determined that a hearing is required, a public Admissions Hearing is held. A candidate is permitted to appear before the Hearing Panel with counsel, if desired, and make submissions. If they determine that there is no issue warranting a hearing, the candidate's file is returned to the Office of the Registrar to be entered as "cleared" on the candidate's registration file.

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.

A Hearing Panel must be composed of at least three persons appointed by the Law Society's Governing Board, of whom: at least one shall be a person who is not a licensee; and one must be a bencher (governor of the Law Society), a licensee or a person approved by the Attorney General for Ontario to be appointed to a Hearing Panel. As at December 2008, the Hearing and Appeals Panel was composed of 77 members: 69 were lawyer benchers, 2 were paralegal benchers, 3 were paralegals approved by the Attorney General, and 3 were non-lawyers approved by the Attorney General. During the reporting period, none were internationally trained as lawyers.

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

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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.

The applicant receives a copy of the order of the Hearing Panel and can refer to the Law Society Act and Rules of Practice and Procedure for the Tribunal of the Law Society (Hearing Panel) outlining the avenues of appeal. The legislation and Rules of Practice and Procedure are available on the Law Society's website.

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

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.

Criteria to be met for an applicant's qualifications to satisfy entry requirements: • Diploma from Ministry of Training, Colleges and Universities approved college and approved by the Law Society as fulfilling the required competencies for entry into the licensing process. • Write and pass one licensing examination; • Be of good character.

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

Programs completed outside of Ontario are not eligible for consideration. All applicants must have an approved Legal Services program diploma from an approved Ontario college to enter the Licensing Process.

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

Work experience is not assessed for purposes of entering into the paralegal Licensing Process.

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.

N/A – see (B) above.

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

N/A – see (B) above.

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

N/A – see (B) above.

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

The applicant submits a Request for Accommodation which must include adequate supporting documentation that supports the need for accommodations. In the event of accommodation pursuant to a disability or impairment, medical documentation must be provided. The documentation must be current and must confirm that (1) there exists a disability or impairment; (2) how the disability adversely affects the applicant's ability to participate in the Licensing Process; (3) provide the recommendation for accommodation and how the recommended accommodation will negate the adverse affect of the disability while writing the exam and provide a rationale that relates to those adverse effects. Once the request and documentation have been reviewed and approved, appropriate steps and mechanisms are put in place to provide the approved accommodation. This may entail the booking of a private room, additional proctors or providing the exam in an electronic format for those with visual impairments who have been granted permission to use adaptive

technology.

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.

Average length of time is approximately one year.

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

The average does not differ for internationally trained candidates;

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.

The average does not differ for internationally trained candidates who must complete the diploma requirements as stated in part 8A.

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 Law Society does not conduct credential assessments.

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

N/A

iii. Explain how work experience is taken into account.

N/A

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

The Law Society assesses competency as follows: • Requirement to write and pass one licensing examination;

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

The licensing examination has been developed through a rigorous blueprinting and competency profile process; the competencies are focused on professional responsibility and practice management and are validated as necessary and on an ongoing basis as the knowledge and skills requirements in practice change;

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

Previous work experience is not used to assess competency for the Law Society's Licensing Process.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The Law Society does not conduct prior learning assessments

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

N/A

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

N/A

l) If your organization administers examinations:

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

The Law Society administers examinations in multiple choice format with computerized scoring and the possibility of 3 rewrites should a candidate require the full 3 years to complete the Licensing Process

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

Blueprint process that tests the reliability of every question held in the Law Society's secured Licensing Examination question databank. Every question used on an examination is assessed both pre- and post the writing of the examination and passing scores are adjusted if required and in accordance with the blueprint specifications;

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

The Law Society develops new examination questions on an ongoing, regularized basis with examination question development taking place once per annum and thereby continues to review, update and add to its secure databank of questions.

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

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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 Law Society does not rely on any third party organizations in the paralegal Licensing Process.

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

N/A – see (A) above.

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

N/A – see (A) above.

iii. provides timely decisions, responses and reasons to applicants

N/A – see (A) above.

iv. provides training to individuals assessing qualifications

N/A – see (A) above.

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

N/A – see (A) above.

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

N/A – see (A) above.

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.

N/A – see (A) above.

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

N/A – see (A) above.

iii. Explain how work experience is taken into account.

N/A – see (A) above.

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

i. Describe the methodology used to evaluate competency.

N/A – see (A) above.

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

N/A – see (A) above.

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

N/A – see (A) above.

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

i. Describe the methodology used to evaluate prior learning.

N/A – see (A) above.

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

validated.

N/A – see (A) above.

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

N/A – see (A) above.

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

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

N/A – see (A) above.

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

N/A – see (A) above.

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

N/A – see (A) above.

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

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Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

N/A

ii. individuals who make registration decisions

Registration staff decisions are based on receipt of the candidates' official transcripts submitted by the law schools and the Certificate of Qualification submitted by the National Committee on Accreditation. Staff members are trained to ensure that all other required documents are filed by the candidates. The Law Society provides training on an ongoing basis to all internal staff, benchers, governors and adjudicators on their respective roles in the registration and internal review and appeals processes. That training includes ongoing external education, education programs offered internally to address specific Law Society needs and requirements, and ongoing improvement of process and procedures to ensure efficient and effective application of the Rules of Practice and Procedure.

iii. individuals who make internal review or appeal decisions

N/A

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

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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.

None

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

N/A – See (A) above.

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

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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	470
Staff involved in appeals process	140
Staff involved in registration process	32

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ 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
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a

¹Persons 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 members² 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	n/a	n/a	n/a	n/a	n/a	0

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 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	333	n/a	n/a	n/a	n/a	333
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	290	n/a	n/a	n/a	n/a	290
Inactive applicants (applicants who had no contact with your organization in the reporting year)	43	n/a	n/a	n/a	n/a	43
Applicants who met all requirements and were authorized to become members but did not become members	3	n/a	n/a	n/a	n/a	3
Applicants who became FULLY registered members	192	n/a	n/a	n/a	n/a	192
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	n/a	n/a	n/a	n/a	n/a	0
Applicants who were issued an alternative class of licence³	n/a	n/a	n/a	n/a	n/a	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:

	Class of licence	Description
a)	n/a	<input type="text"/>
b)	n/a	<input type="text"/>
c)	n/a	<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

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 st to December 31 st 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 review or that were referred to a statutory committee of your governing council, such as a Registration Committee	0	n/a	n/a	n/a	n/a	0
Applicants who initiated an appeal of a registration decision	0	n/a	n/a	n/a	n/a	0
Appeals heard	0	n/a	n/a	n/a	n/a	0
Registration decisions changed following an appeal	0	n/a	n/a	n/a	n/a	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.

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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: Diana Miles

Title: Director, Professional Development and Competence

Date: February 27, 2009

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