

# Fair Registration Practices Report

## Psychologists, Psychological Associates (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 primary source of information for individuals intending to apply for registration as psychologists or psychological associates is the College's web site. On this site is a questionnaire to assist in selecting the appropriate application form. All required forms (the application form, reference forms, and supervisors' agreement forms) may be downloaded from the web site. The links to the web sites of appropriate credential evaluation services (WES, CES) are included. The College publishes comprehensive Registration Guidelines for the assistance of applicants. College staff members are trained and able to update guidelines and forms on the web site very shortly after they receive approval. The College registration staff is available by e-mail, telephone, or in person at the College office, to assist applicants.

#### b) requirements for registration

The requirements for registration as a psychologist or a psychological associate are described in the comprehensive Registration Guidelines, and in the application forms. The College registration staff is available by e-mail, telephone, or in person at the College office, to assist applicants to obtain the appropriate information. The College's web site provides a link to the Ministry of Citizenship and Immigration where a "career map" describes the requirements for registration.

#### 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 is a detailed section in the Registration Guidelines about the academic credentials that are required (a masters degree in psychology for a psychological associate, a doctoral degree in psychology for a psychologist). The Registration Guidelines explain what is expected for the four years of post masters degree work experience which psychological associate applicants must present.

#### 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

Both psychologists and psychological associates are required to practise psychology under supervision in

Ontario for a period of up to two years while holding a certificate authorizing supervised practice. The College's web site has both the supervisors' agreement forms as well as the Registration Guidelines which explain the requirements for supervised practice. The College registration staff is available by e-mail, telephone, or in person at the College office, to assist applicants who require information about making arrangements for supervision.

**e) requirements that may be satisfied through acceptable alternatives**

The College's web site has the Registration Guidelines which outline in detail the requirements for academic credentials, work experience, supervised practice and examinations. The College registration staff is available by e-mail, telephone, or in person at the College office, to assist applicants.

**f) the steps in the assessment process**

The steps in the assessment of academic credentials are described in the Registration Guidelines, available on the web site. The College registration staff is available by e-mail, telephone, or in person at the College office, to provide further information to applicants about the status of their application.

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

The Registration Guidelines advise applicants that they must request a transcript for each degree they have received to be sent directly to the College by the university. Applicants with degrees granted by universities outside Canada or the U.S. must arrange for these degrees to be evaluated by either World Education Services or Comparative Education Services. The College's web site has a specific section designed for prospective members. The College registration staff is available by e-mail, telephone, or in person at the College office, to provide further information to applicants about required documentation.

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

The Registration Guidelines advise about alternatives if a university outside Canada or the U.S. is unable to send a transcript directly to the College. The College registration staff is available by e-mail, telephone, or in person at the College office, to provide further information to applicants

**i) how applicants can contact your organization**

The College's web site and the Registration Guidelines provide the College's address, telephone number and e-mail address.

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

The College registration staff monitors the progress of applications and contacts applicants who are missing parts of the required documentation. Contact may be made by e-mail, telephone or mail.

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

If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have these documents translated by an official translator. This is described in the Registration Guidelines which appear on the College's web site, both in the prospective members' and the supervised members' section.

**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 Registration Guidelines provide contact information for both of the credential evaluation services. Only one of the required examinations is administered by a third party. The College mails written instructions about the method of signing up to take the examination, and gives a web site address where there is extensive information about the construction and content domains of the examination.

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

General timelines are provided within the Registration Guidelines. Specific individual timelines are sent in a personal letter to the applicant. Examination dates for the examinations the College administers are posted on the College's web site. In addition, a memo is mailed to each applicant in advance of the examination date.

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

For psychologists, supervised practice takes place over not less than one year or more than two years. For psychological associates, four years (6000 hours) of post masters work experience is required, following which the supervised practice takes place over not less than one year or more than two 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

All fees are listed in the Registration Guidelines which are available on the College's web site.

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

Accommodation is described in the Registration Guidelines in the examination section. The College registration staff is available by e-mail, telephone, or in person at the College office, to provide further information to applicants about accommodation.

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.

Any of the fees the College charges are the same for all applicants. However, applicants who present degrees obtained outside Canada or the U.S. must have these degrees evaluated by a credential evaluation service and pay the associated fee. If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have the documents translated by an official translator and pay the associated fee.

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?

Initial review of applications by the College registration staff takes place within 3 to 6 weeks after the receipt of all required documents. If the application is referred to the Registration Committee for further review, the Registration Committee meets approximately every 8 weeks.

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

Applicants receive a written response within one week following the initial review. If the application has been referred to the Registration Committee, the applicant will receive a written response 3 to 4 weeks after the Committee's review.

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

Applicants receive a written response within one week following the initial review. If the application has been referred to the Registration Committee for further review, the applicant is advised in writing of the reasons for the referral and given a period of 30 days in which to make a written submission. Once the Registration Committee has carried out its review, the applicant will receive the written decision and reasons within 3 to 4 weeks after the review. If a Registration Committee decision is appealed to the Health Professions Appeal and Review Board (HPARB), an external appeal body, the College is unable to set timelines for the HPARB written response.

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

The College registration staff uses a database to track the progress of application reviews and referrals to the Registration Committee. The application files are centrally stored and can readily be monitored. Files referred to the Registration Committee are charted.

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.

Section 16.(1) of the Regulated Health Professions Act Procedural Code specifies "The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College

has that is relevant to the application." Applicants may make a request for this information by mail, e-mail, telephone, or in person at the College office.

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

Section 16.(2) of the Regulated Health Professions Act Procedural Code specifies "The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person." Other than this, the applicants' requests for their own records are not limited or refused.

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

Upon request, registration staff will determine how many pages are in the record that is being requested.

d) List the fees for making records available.

There is a charge of .20 cents per page for the copies of the information.

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

For 10 pages or less, there is no charge.

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.

1) The web site of the Association of State and Provincial Psychology Boards (ASPPB) provides information about the Examination for Professional Practice in Psychology, including preparatory materials, subject content areas, examination format, accommodation, and procedure for applying to take the examination. 2) The Registration Guidelines provide information about the College's Jurisprudence & Ethics Examination, including the examination blue print, the pass point, accommodation, sample questions, and number of attempts. 3) The Registration Guidelines provide information about the College's Oral Examination, including the purpose, content, format, possible outcomes, and number of attempts.

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

1) The Registration Guidelines describe this examination, applicants are mailed information about how to enrol, and the link to the ASPPB is available both on the College's web site and in the Registration Guidelines. 2) and 3) The Registration Guidelines are available on the College's web site and are mailed at the time the application is accepted. In addition, applicants receive an information memo sent by mail 60 days in advance of each of these examination dates.

Please identify and explain the changes in your registration practices relevant to this section that

occurred during the reporting year.

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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.

For internal review by the Registration Committee, according to Section 18.(1) of RHPA "An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15(3) or within any longer period the Registrar may specify in the notice". The application is reviewed by the Registration Committee at the first available meeting after the thirty day notice period. Once the Registration Committee has reached a decision to refuse to register an applicant, written notice of the right to appeal is given to the applicant within three to four weeks of the Committee's meeting. The applicant then has thirty days in which to seek a review or a hearing by the Health Professions Appeal and Review Board. The College is unable to set timelines for completion of HPARB reviews or appeals.

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

All internal reviews by the Registration Committee took place at the first available meeting after the thirty day notice period.

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

All internal reviews of internationally trained applicants by the Registration Committee took place at the first available meeting after the thirty day notice period.

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

For internal review by the Registration Committee, according to Section 18.(1) of RHPA "An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15(3) or within any longer period the Registrar may specify in the notice". If the applicant is unable to make submissions within this time period, any longer period of time that is necessary may be requested. For reviews or appeals before the Health Professions Appeal and Review Board, the published HPARB Rules of Practice contain rules about submissions. Applicants are provided with HPARB contact 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.

Section 15.(3) of the RHPA Procedural Code indicates "If the Registrar refers an application to the Registration Committee, he or she shall give the applicant notice of the statutory grounds for the referral and of the applicant's right to make written submissions under subsection 18(1)". Applicants are so advised in a written notice letter sent by mail. For appeals to HPARB, applicants are provided, in a written notice letter, with

HPARB contact information so they may receive guidance directly from HPARB.

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.

Initial review of applications is carried out by the College registration staff. The application may be referred for further review by the Registration Committee who are members of the profession and public members of the Council. Registration staff may not be appointed to the Registration Committee. An applicant may appeal a Registration Committee decision to the Health Professions Appeal and Review Board (HAPRB). Members of an HPARB panel must not ever have been a member of a health care profession or College.

e) Describe your internal review or appeal process.

Initial review of the completed application file is carried out by the College registration staff. If there are doubts about whether the applicant meets the registration requirements, the applicant is given written notice of the referral of the application to the Registration Committee, and the reasons for the referral. The applicant then has thirty days in which to make a written submission. The Registration Committee reviews all available documents and reaches a decision. The applicant is informed in writing of the decision, and of appeal rights. If the applicant wishes to appeal the Registration Committee decision, there is a period of thirty days in which the applicant may submit a request for a review or hearing to the Health Professions Appeal and Review Board.

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.

By-Law 21: Committee Composition indicates " the Registration Committee shall be composed of, (a) at least three members of the Council who are members of the College, (b) at least two members of the Council appointed to the Council by the Lieutenant Governor in Council; and (c) at least two members of the College who are not members of Council." No Committee members are internationally trained members of the profession in Ontario.

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.

After an internal review of an application by the Registration Committee, the applicant is advised in writing of the decision and the reasons. This letter also provides notice of the thirty day period in which the applicant may seek a review or hearing by the Health Professions Appeal and Review Board.

Please identify and explain the changes in your registration practices relevant to this section that

occurred during the reporting year.

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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.

For the title psychologist, an applicant must "i. have obtained a doctoral degree from a program of study with content that is primarily psychological in nature as required in the guidelines published by the College, ii. have completed a period of post-doctoral supervised practice as required in the guidelines published by the College, iii. have passed the written and oral examinations that the College requires, and iv. have completed all further professional training or experience that the College requires if the College is of the opinion that the applicant's training and experience are insufficient to qualify the applicant for autonomous practice as a psychologist." For the title psychological associate, an applicant "must i. have obtained a master's degree from a program of study with content that is primarily psychological in nature as required in the guidelines published by the College, ii. have completed four or more years of experience as required in the guidelines published by the College, iii. have completed a period of supervised practice as required in the guidelines published by the College, iv. have passed the written and oral examinations that the College requires, and v. have completed all further professional training or experience that the College requires if the College is of the opinion that the applicant's training and experience are insufficient to qualify the applicant for autonomous practice as a psychological associate."

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

For any academic degree completed outside Canada or the U.S., the applicant is required to have the degree evaluated by a credential evaluation service (WES, CES). This evaluation indicates the academic level of the degree, e.g. masters level, doctoral level. The College's registration staff, using the transcripts and documentation from the university as well as the information in the application form, carries out a comparison of the degree with the 12 criteria published in the Registration Guidelines: Academic Credentials in order to determine whether the degree is a psychology degree. If there are doubts whether the degree meets the published criteria, the application is referred to the Registration Committee for further review. The Registration Committee has at least one member who is a member of Council appointed by the psychology training programs of Ontario universities. The applicant is given notice of the referral to the Committee, and the reasons. The applicant then has a period of thirty days in which to make a written submission with any further information about the academic degree. Using all available information, the Registration Committee carries out a comparison of the degree with the 12 criteria published in the Registration Guidelines: Academic Credentials in order to determine whether the degree is a psychology degree, and whether it is at the required academic level.

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

Psychological associate applicants require four or more years (6000 hours) of post masters degree work experience in providing psychological services, two years of which must be completed under the supervision of a regulated member of the profession of psychology. This work experience does not need to take place in Ontario. The Registration Guidelines for Acceptable Experience outline the work experience requirements. The registration staff compares the work experience with what is described in the Guidelines. Psychologist



applicants do not require work experience. Both psychological associate and psychologists require a minimum of one year (1500 hours) of supervised practice which must take place in Ontario while holding a certificate authorizing supervised practice. The Registration Guidelines for Supervised Practice describe the requirements for supervised practice in detail. The registration staff compares the proposed supervised practice arrangements with what is described in the Guidelines.

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

The College uses reputable, approved credential evaluation services such as World Educational Services or Comparative Educational Service of the University of Toronto.

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

Database tracking enables registration staff to identify applications where there are academic credentials from the same university or jurisdiction so that applications can be compared. Using the same tracking, decisions of the Registration Committee can also be compared.

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

The evaluation from the credential evaluation service confirms whether the degree has been issued by a recognized university in a foreign country. If the degree has not been issued by a recognized university, it will not be accepted. The Registration Guidelines for Academic Credentials specify that "the degree must be issued through a program of studies at a recognized degree-granting institution in Canada, or a recognized university in a foreign country."

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

Accommodations for writing the College's Jurisprudence & Ethics Examination include the use of additional time to write the examination, a large print examination, the use of an approved scribe during the examination, or the use of an approved reader and scribe during the examination. Documentation from a regulated health care professional must be submitted in support of the accommodation requested.

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 average length of time for a psychologist to complete the entire registration process once a certificate for supervised practice has been issued is one to two years. The average length of time for a psychological associate to complete the entire registration process, including the four years of work experience, is five to six years.

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

The average time does not appear to differ for internationally trained individuals.

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.

Not applicable because the average time does not appear to differ for internationally trained individuals.

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 uses reputable, approved credential evaluation services such as World Educational Services or Comparative Educational Service of the University of Toronto to determine the academic level of all degrees obtained outside Canada or the U.S.

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

The College's Registration Guidelines for Academic Credentials contain the 12 criteria used to determine if a degree is a psychology degree. The Registration Regulation does not make any provision for accepting anything other than a psychology degree.

iii. Explain how work experience is taken into account.

Work experience does not substitute for a masters degree or a doctoral degree in psychology. Work experience for psychological associate applicants is a requirement separate from the academic degree requirement.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

Not applicable because the College does not conduct competency assessments.

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

Not applicable because the College does not conduct competency assessments.

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

Not applicable because the College does not conduct competency assessments.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

Not applicable because the College does not conduct prior learning assessments.

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

Not applicable because the College does not conduct prior learning assessments.

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

Not applicable because the College does not conduct prior learning assessments.

l) If your organization administers examinations:

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

1) The Examination for Professional Practice in Psychology (EPPP) is owned and administered by the Association of State and Provincial Psychology Boards (ASPPB) for psychology regulators throughout Canada and the U.S. The EPPP consists of 225 multiple choice questions which are computer administered. The score is presented as a scaled score which is an arithmetic conversion of the raw score to a scale that ranges from

200 to 800. To ensure that scores on different forms of the examination have the same meaning, raw scores on different forms are equated and then converted to scaled scores that represent equivalent levels of achievement regardless of the exam form taken. The passing score is 500, which is the recommended minimum standard for the independent practice of psychology. The College will permit a maximum of four attempts of this examination. 2) The Jurisprudence & Ethics Examination (JEE) is a 60 question, pencil and paper, multiple choice examination. The JEE is a criterion-referenced examination. The pass point is established as the Angoff score plus one Standard Error of Measurement, and is set for each administration of the examination. The College will permit a maximum of four attempts of this examination. 3) The Oral Examination, the final step of the registration process, is a spoken examination conducted by a team of three members of the profession. The possible outcomes are pass, pass with a term, condition or limitation, or fail. The College will permit a maximum of three attempts of this examination.

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

1) ASPPB has conducted four sets of investigations that form the basis of the content validity of the EPPP, and a fifth study is underway. The investigations included a content validation study, a job analysis, a practice analysis, and a targeted update practice analysis. The current 24 month study, An Analysis of Professional Practice with a Focus on the Validation and Assessment of Competencies, is scheduled for completion in 2010. 2) A practice analysis of the JEE was completed in 2007 - 2008. A new blueprint was created based on the analysis results. For each administration of the exam a Key Validation Committee reviews the results and considers the Hofstee parameters as well as the reliability at the cut score. 3) The Oral Examination uses a semi-structured format. Examiners are currently practising members of the profession who receive training in conducting the examination. In addition, the chairs of the examining teams receive further training in the standard examining procedure. For quality assurance, public members of Council serve as observers at the Oral Examinations.

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

1) Four versions of the EPPP are in use throughout the year at the computer testing centres. Each year four new versions of the examination are produced. The ASPPB Examination Committee is responsible for the construction of the EPPP. Examination items are created by Item Development Workshops held throughout the U.S. and Canada and are attended by subject-matter experts. Professional Examination Service staff with expertise in item development provides training and guides the development and validation of new items. A draft examination is constructed on the basis of the content outline derived from the job analysis and role delineation study. This is supplemented with 25 randomly distributed items for pre-testing. 2) The Jurisprudence Exam Development Committee is responsible for creating and maintaining the examination items. Creation of new items and review of existing items is carried out through annual item-writing workshops with Committee members and other subject-matter experts. The workshops are led by an examination contractor with expertise in item development. A new form of the examination is constructed according to the examination blueprint for each administration of the examination. 3) The questions posed during an Oral Examination are generated by oral examiners and are tailored to match the practice areas and client groups of each candidate.

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

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

1) World Education Services 2) Comparative Education Services, University of Toronto 3) Association of State and Provincial Psychology Boards (ASPPB)/Professional Examination Service (PES)

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

1) & 2) These credential evaluation services are selected as recognized, reputable credential evaluation organizations which have been shown to provide quality service to applicants. 3) The Ontario College (Board) is a founding member of ASPPB (1960) which has a long-standing, collaborative relationship with PES. Members of the College serve on various ASPPB committees involved with the creation, maintenance and information provision for the Examination for Professional Practice in Psychology.

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

1) & 2) These credential evaluation services have extensive resource materials, and consult educational experts, ministries of education of various countries, other government agencies, and embassies and consulates world-wide. They conduct research and make every effort to keep abreast of changes to educational systems within Canada and the rest of the world.

iii. provides timely decisions, responses and reasons to applicants

1) & 2) These credential evaluation services are selected as recognized, reputable credential evaluation organizations which have been shown to provide quality service to applicants. 3) Registration staff worked with ASPPB/PES in a pilot test of an on-line enrolment system for the EPPP. Registration staff, in conjunction with PES systems, create reliable, timely reports of EPPP scores for candidates; scores are mailed to candidates twice per month; a candidate receives the examination score within three weeks of the date of writing.

iv. provides training to individuals assessing qualifications

1) & 2) The College relies upon these reputable organizations to continue to provide appropriate training to their staff; the quality of the reports the College receives is evidence of effective training. 3) ASPPB/PES administers examinations rather than assesses qualifications.

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

1) & 2) As reputable credential evaluation organizations, the College relies upon these organizations to release information in accordance with statutory requirements. 3) It is a long-standing practice that role feedback on examination performance is available to candidates through the Association of State and Provincial Psychology Boards/Professional Examination Service.

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

1) & 2) It is not known what accommodations are available through these credential evaluation organizations. 3) For examination takers, ASPPB/PES has extensive accommodations for a variety of special needs, consistent with U.S. legislation and Canadian requirements.

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.

WES and CES do not make the specific methodology of credential assessment available in their web site

information or reports, however they are recognized by the Canadian Information Centre for International Credentials as abiding by the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials.

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

The General Guiding Principles for Good Practice in the Assessment of Foreign Credentials include Guidelines for Assessment Procedures and Criteria.

iii. Explain how work experience is taken into account.

There is no indication in the information from the credential evaluation organizations that work experience is taken into account in evaluating academic credentials.

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

i. Describe the methodology used to evaluate competency.

Not applicable because the College does not utilize competency assessments.

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

Not applicable because the College does not utilize competency assessments.

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

Not applicable because the College does not utilize competency assessments.

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

i. Describe the methodology used to evaluate prior learning.

Not applicable because the College does not utilize prior learning assessment.

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

Not applicable because the College does not utilize prior learning assessment.

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

Not applicable because the College does not utilize prior learning assessment.

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 Examination for Professional Practice in Psychology (EPPP) consists of 225 multiple choice questions which are computer administered. The score is presented as a scaled score which is an arithmetic conversion of the raw score to a scale score that ranges from 200 to 800. To ensure that scores on different forms of the examination have the same meaning, raw scores on different forms are equated and then converted to scaled scores that represent equivalent levels of achievement regardless of the exam form taken. The passing score is 500, which is the recommended minimum standard for the independent practice of psychology. The College will permit a maximum of four attempts of this examination.

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

ASPPB has conducted four sets of investigations that form the basis of the content validity of the EPPP, and a fifth study is underway. The investigations included a content validation study, a job analysis, a practice analysis, and a targeted update practice analysis. The current 24 month study, An Analysis of Professional Practice with a Focus on the Validation and Assessment of Competencies is scheduled for completion in 2010.

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

Four versions of the EPPP are in use throughout the year at the computer testing centres. Each year four new versions of the examination are produced. The ASPPB Examination Committee is responsible for the construction of the EPPP. Exam items are created by Item Development Workshops held throughout the U.S. and Canada and are attended by subject-matter experts. Professional Examination Service staff with expertise in item development provides training and guides the development and validation of new items. A draft examination is constructed on the basis of the content outline derived from the job analysis and role delineation study. This is supplemented with 25 randomly distributed items for pre-testing.

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

Registration staff members who review academic credentials receive training from senior staff members, attend workshops presented by credential evaluation organizations, attend workshops on fair registration practices and procedures offered by a legal firm, attend workshops on managing cultural differences, and attend meetings of the Registration Committee where reviews are carried out.

ii. individuals who make registration decisions

The Registration Committee members receive an orientation session at the beginning of each term of office, attend workshops on fair registration practices and procedures offered by a legal firm, and attend workshops on managing cultural differences.

iii. individuals who make internal review or appeal decisions

It is the Registration Committee members who conduct the internal reviews. Their training is described above. Appeal decisions are made by the Health Professions Appeal and Review Board. The College is not privy to the training received by HPARB panel members.

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

### 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.

1) the Mutual Recognition Agreement signed by all the provinces and territories of Canada through the Agreement on Internal Trade; 2) the Association of State and Provincial Psychology Boards (ASPPB) Agreement of Reciprocity.

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

1) The purpose of the Mutual Recognition Agreement is to establish the conditions under which a psychologist who is licensed/registered to practise without supervision in one Canadian jurisdiction will have his/her qualifications recognized in another jurisdiction that is a Party to the Agreement. Applicants licensed in a participating jurisdiction may receive an Ontario certificate authorizing interim autonomous practice and qualify for full autonomous practice through a much shorter process. 2) ASPPB Agreement of Reciprocity is a co-operative agreement between ASPPB member states and provinces whereby any individual holding a license in one ASPPB Agreement of Reciprocity member jurisdiction may obtain a license in another ASPPB Agreement of Reciprocity member jurisdiction. Entrance into the Agreement of Reciprocity is dependent on a state or province demonstrating that their requirements for licensure meet the standards required by other participating jurisdictions. Applicants licensed in a participating jurisdiction may receive an Ontario certificate authorizing interim autonomous practice and qualify for full autonomous practice through a much shorter process.

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

### 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

<b>French</b>	Yes
<b>Other (please specify)</b>	

**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
<b>Total staff employed by the regulatory body</b>	15
<b>Staff involved in appeals process</b>	2
<b>Staff involved in registration process</b>	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
U.S.	44
S. Africa	3
U.K.	3
Iran	2



[India, Chile, Moldova, Spain, Netherland, Bosnia, Australia]	1

<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>	2136	360	434	123	0	<b>3053</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>	69	32	44	15	0	<b>160</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Applicants who became FULLY registered members</b>	64	15	33	2	0	<b>114</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	53	24	27	5	0	<b>109</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:

	Class of licence	Description
<b>a)</b>	Certificate for Supervised Practice	Enables the holder to provide psychological services under supervision for a period of up to two years
<b>b)</b>	Certificate for Interim Autonomous Practice	Enables the holder to provide psychological services without supervision for a six month period only
<b>c)</b>		<input type="text"/>
<b>d)</b>		<input type="text"/>
<b>e)</b>		<input type="text"/>
<b>f)</b>		<input type="text"/>
<b>g)</b>		<input type="text"/>
<b>h)</b>		<input type="text"/>
<b>i)</b>		<input type="text"/>

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 review or that were referred to a statutory committee of your governing council, such as a Registration Committee	12	3	3	4	0	22
Applicants who initiated an appeal of a registration decision	3	0	0	0	0	3
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

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

Additional comments:

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

**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: Connie Learn

Title: Director: Registration & Administration

Date: February 23, 2009