

# #11

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## Q1

Please indicate which regulator you are and your main point of contact should we require follow up.

College of Respiratory Therapists of Ontario (CRTO)  
Lisa Ng, Manager of Registration  
ng@crto.on.ca

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## Q2

Section 1 - During the reporting period (January 1st–December 31st, 2022), please indicate if your organization has introduced any changes in the following areas impacting your registration processes by clicking on each of the appropriate boxes below. Registration requirements either through regulation, by-law or policy.

Yes,

Description of change/improvement that would impact fair registration outcomes:

In the Spring of 2021, the CRTO (College of Respiratory Therapists of Ontario) established a new Policy Framework, which led to a comprehensive review of the CRTO's policies and related documents. The following registration-related documents underwent review and updates during the reporting period: - Unauthorized Use of Title and Holding Out Prior to Registration Policy – This policy has been reviewed and updated to align with the new template established under the Policy Framework. The revisions ensure the policy remains current and serves the public interest. The intent and direction of the policy have not changed. The updated policy now includes applicants for registration, inactive members, and suspended members who are using the title and/or practicing before their registration. As the Inquiries, Complaints, and Reports Committee (ICRC) plays a vital role in enforcing this policy, it has been reclassified as a Complaints and Discipline policy. However, the Registration Committee can still rely on and enforce this policy. - Graduate Certificate of Registration Policy – This policy has been revised to the new format and template while maintaining its original intent and direction. The updates ensure its relevance to existing registration practices, legislation, and readability. Gender-neutral language has also been incorporated. There have been no significant changes to the policy. - Approval of Canadian Education Programs Policy – This policy has undergone revisions to align with the new format and template while preserving its intent and direction. The updates ensure its relevance to existing registration practices, legislation, and readability. Gender-neutral language has been incorporated, and no significant changes have been made to the policy. - Application for Registration Document Requirements Policy - This policy has been revised to adhere to the new format and template, with no significant changes to its intent and direction. The updates ensure its relevance to existing registration practices, legislation, and readability. Gender-neutral language has been incorporated. The only substantive change in this policy is in section 4.0 (Documentation). CRTO staff consulted with other health regulatory bodies and found that they also accept credential evaluations verified by members of the Alliance of Credential Evaluation Services of Canada (ACESC). Therefore, this policy has been amended to include members of the ACESC. - File Closure Policy - This policy has been revised to the new format and template, and its intent and direction have not changed. This policy has been updated to ensure its relevance to existing registration

updated to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. There have been no significant changes to the policy. Information about application closure has been added to the policy under section 3.0 to illustrate the procedures for notifying applicants and then closing an application.

- Entry-to-Practice Competency Assessment Policy – This policy has been revised to the new format and template, and its intent and direction have not changed. This policy has been updated to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. There have been no significant changes to the policy.
- Entry-to-Practice Competency Assessment Appeal Policy – This policy has been revised to the new format and template, and its intent and direction have not changed. This policy has been updated to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. There have been no significant changes to the policy.
- Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy – This policy has been revised to the new format and template, and its intent and direction have not changed. This policy has been updated to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. There have been no significant changes to the policy.
- Registration Currency Policy - This policy has been revised to the new format and template, and its intent and direction have not changed. The policy has been updated to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. Specific changes have been made to the descriptions of the terms, conditions, and limitations that can be imposed on a certificate of registration. The changes were made to provide clarity on the interpretation of the Certification Programs for Advanced Prescribed Procedures Below the Dermis Professional Practice Guideline.
- Revised Language Proficiency Requirements Policy – Under section 3 of the new Registration Requirements Regulation (O. Reg. 508/22), Ontario health regulatory Colleges must accept the same tests approved by the Immigration, Refugees and Citizenship Canada (IRCC) to assess language proficiency. As such, in early November 2022, the CRTO retained consultants to review the Language Proficiency Requirements Policy and align it with the new requirements. In addition to the language proficiency assessments approved by the IRCC, the CRTO policy continues to include several other third-party language tests. CanTEST (English) and TestCan (French) were removed as the services have been discontinued. The consultants also

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recommended that the Test de français international (TFI) be removed as its scoring does not allow for alignment with the RT Canadian Language Benchmarks/Niveau de compétence linguistique canadiens (CLB/NCLC). Lastly, the policy was amended to clarify that for language test results to be accepted by the CRTO, all four domains (listening, speaking, reading, and writing) must have been tested in a single testing session. Overall scores alone are not accepted. Language test results will be considered valid for two years. Results that are valid at the point of submission with an application for registration will be considered valid for the duration of the registration processing time. The following registration-related policies were rescinded: - Professional Liability Insurance Policy - This policy was merged with the recently revised By-Laws with an enhanced section on Professional Liability Insurance (By-Law 3: Membership, Section 6 Professional Liability Insurance). Therefore, the information contained in this policy was redundant. A new Professional Liability Insurance (PLI) Fact Sheet has been created. CRTO By-laws – as part of the new Policy Framework, the CRTO Council reviewed draft revisions to the CRTO By-law. The draft revised By-laws were approved for consultation in December 2021 and came to effect in 2022. Although the By-law revisions do not have a direct impact on the CRTO registration processes, it is important to note that they align with the principles of “right touch regulation”, and the expectations outlined in the College Performance Measurement Framework. The goal of these revisions was to enable operational processes that are public-focused, transparent, objective, and adaptive.

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**Q3**

**No**

Assessment of qualifications

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**Q4**

**No**

Timelines for registration, decisions and/or responses

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**Q5**

**No**

Registration and assessment fees

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**Q6**

Resources for applicants

**Yes,**

Description of change/improvement that would impact fair registration outcomes:

In the reported year, staff conducted a thorough review of the CRTO website to ensure registration-related web pages were updated with the policy changes noted above. In addition to the website review, the following factsheets were created: Name Changes Fact Sheet – Previously a Policy (Change of Name Requests Policy) was rescinded and moved to a fact sheet. The authority of the policy is stated in multiple places in the Regulated Health Professions Act, 1991, under section 23(2)(1), and in the By-Law 3: Membership Section 3 Duty to Provide Information. Instead of a policy, this document has been changed to a fact sheet under the guidance of the new Policy Framework. This new Fact Sheet outlines the CRTO's requirements and process when considering a name change request by members/applicants. Professional Liability Insurance Fact Sheet – Initially a Policy, the policy was merged with the revised By-Laws with an enhanced section on Professional Liability Insurance (By-Law 3: Membership, Section 6 Professional Liability Insurance). Therefore, the information contained in the policy is redundant. To provide resources to applicants/members, a fact sheet has been created.

**Q7**

Changes to internal review or appeal process

**No**

**Q8**

Access by applicants to their records

**No**

**Q9**

Mutual recognition agreements

**No**

**Q10**

Training and resources for staff regarding registration

**Yes,**

Description of change/improvement that would impact fair registration outcomes:

The CRTO's Legal Counsel conducted a training session specifically for the Registration Committee and Registration staff. The training session covered various important topics, including decision-making processes, assessing qualifications, and making registration and review decisions. It also addressed any special considerations that may arise during the assessment of applicants and explained the procedures for applying those considerations. Additionally, the session delved into issues related to human rights and anti-discrimination, emphasizing the CRTO's duty to provide transparent, objective, impartial, and fair registration practices. On September 2022, the CRTO hosted an education day. On that day it addressed the issues of cybersecurity risks in Canada's healthcare sector and provided privacy training for staff and board members.

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**Q11**

Relationship with third party service provider(s)

**No,**

Description of change/improvement that would impact fair registration outcomes:

To receive a General Certificate of Registration (RRT), a Graduate Member must pass the Health Professionals Testing Canada (HPTC) exam. The HPTC changed its name from the Canadian Board for Respiratory Care (CBRC). Other than a change of name for the organization, there has been no change related to any registration-related third-party service providers.

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**Q12**

Accreditation of educational programs

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

Accreditation Canada and their subsidiary, the Health Standards Organization (HSO), administer the accreditation of RT educational programs. In February 2022, the CRTO Council approved the Respiratory Therapy Programs for 2022 based on their accreditation status with Accreditation Canada. The CRTO website was updated accordingly.

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**Q13**

Technological or digital improvements

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

In the Spring of 2022, the CRTO embarked on a project to convert all paper documents, including applications and membership files, into electronic storage of member records. This transition to electronic storage offers several advantages, including enhanced accessibility for staff to retrieve and review files, resulting in more timely responses to applicants and members. Additionally, digitalizing paper documents allows the CRTO to conduct efficient record audits and safeguard membership files through its internal database. To align with the technological advancements and digital transformation in storing and accessing membership records, the CRTO updated its Privacy Policy in December 2022. This policy serves as a framework to ensure that the CRTO can provide individuals involved in its regulatory functions and operational activities with appropriate privacy rights. It also enables the CRTO to fulfill its statutory obligations under the Regulated Health Professions Act (RHPA) and the Respiratory Therapy Act, 1991. These efforts reflect the CRTO's commitment to modernizing its record-keeping practices, ensuring data security, and upholding privacy rights. By embracing digitalization and updating its Privacy Policy, the CRTO strives to enhance operational efficiency, transparency, and compliance with regulatory requirements.

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**Q14**

Anti-racism and inclusion-based policies and practices

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

The CRTO 2021 - 2025 Strategic Direction & Key Priorities (approved at the December 2021 Council meeting) articulates the CRTO's commitment to embedding the principles of diversity, equity, and inclusion in our processes through Diversity, Equity & Inclusion (DEI) training for Council, Committee & staff members (Core Business Practices). Internally, the CRTO's Patient Relations Committee and staff began work related to diversity, equity and inclusion; this work continued in 2022. In the March 2022 meeting, Council approved the DEI strategic plan. The plan is comprised of three key goals and identifies the priorities and actions that will take place over the next three years. The plan also outlines key roles, responsibilities and how the CRTO will track progress to measure success. In August 2022, the CRTO contracted Canadian Equality Consulting (CEC) to support its DEI efforts at the staff, council/committees, and membership levels. CEC was retained to conduct a DEI assessment and develop a framework and strategic plan, with measurable goals and objectives. In December 2022, CEC presented and shared a detailed staff and Council/Committee DEI report. The report is found here: <https://www.crto.on.ca/pdf/DEI/CRTO-DEI-Summary-Report-2022.pdf>

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**Q15**

Organizational structure

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

As outlined in the CRTO 2021-2025 Strategic Direction & Key Priorities, which was approved during the December 2021 Council meeting, the organization recognized the necessity of establishing a comprehensive Risk Management Framework that includes a well-defined succession plan for senior leadership. While the direct impact on Fair Registration Outcomes may be limited, having a solid succession plan is crucial for ensuring business continuity in the face of unforeseen changes in organizational leadership. In cases where the Registrar is absent or unable to fulfill their duties, the Deputy Registrar assumes the role of Acting Registrar. To address a vacancy in the Deputy Registrar position, the role was posted in 2022, and Shaf Raman was promoted to the position in March 2022. This appointment ensures that there is a capable individual ready to step into the Acting Registrar role should the need arise, enabling the organization to maintain its operations and fulfill its responsibilities effectively.

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**Q16**

Contingency or continuity of operations plans

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

The Succession Plan for Senior Leadership Policy was created to address the critical aspects of succession planning and the development of current employees to assume key leadership positions seamlessly within the organization. This policy aims to ensure that the organization can fulfill its obligations even in the event of a loss of senior leadership. The Council approved the Succession Plan for Senior Leadership Policy during its September 2022 meeting, recognizing the importance of effective succession planning. To complement the policy, the Succession Plan for Senior Leadership Procedure was developed in 2022. This detailed document outlines the specific processes and steps involved in appointing or selecting a Registrar/Acting Registrar and choosing a Deputy Registrar. While the policy and procedure may not directly impact Fair Registration Outcomes, they play a crucial role in maintaining business continuity in case of sudden changes in organizational leadership. By implementing a robust succession plan, the organization ensures that there are qualified individuals prepared to assume senior leadership roles when necessary. This proactive approach minimizes disruptions and ensures the smooth continuation of operations and the fulfillment of the organization's responsibilities. - The following policies were reviewed and updated to ensure safe and continuity of operations at the CRTO: Office Security Policy – The purpose of the policy is to describe the protective measures put in place to ensure the security of the CRTO office, its staff and visitors against potential threats such as unauthorized access Records Management and Retention Policy – This is a new policy developed to ensure that the CRTO's record-keeping practices comply with the legislative requirements, privacy and confidentiality obligations and has a mechanism in place to ensure proper record retention, storage, and disposal. In addition to the mentioned policies, staff has been completing cyber security training modules. The training is an ongoing security awareness program to influence behaviour among users to be security conscious and aware of cybersecurity risks. The program includes: - New hire training - General security awareness training - Phishing campaign - Remediation training

**Q17**

Documentation requirements for registration

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

During the reported period, the Application for Registration Document Requirement Policy was amended. This policy informs applicants on the types of documentation required to support their application for registration to the CRTO. CRTO staff have consulted with other health regulatory bodies to see if they accept service providers other than World Education Services (WES). Most confirmed that they also accept credential evaluations verified by a member of the Alliance of Credential Evaluation Services of Canada (ACESC). As such, the policy has been amended to include members of the ACESC.

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**Q18**

English / French language proficiency testing

**Yes,**

Description of Change/Improvement that would impact Fair Registration Outcomes:

Due to recent amendments to the Regulated Health Professions Act (s. 3. (1) and (2) O. Reg. 508/22), Ontario regulators, including the CRTO, are now legally obligated to accept language proficiency tests that have been approved by Immigration, Refugees and Citizenship Canada (IRCC). In response to this change, the CRTO took the initiative to align its Language Proficiency Requirements Policy with the approved tests recognized by the IRCC. In November 2022, the CRTO engaged consultants to conduct a comprehensive review of the policy and ensure its alignment with the IRCC-approved assessments. While the CRTO is permitted to accept other third-party language tests in addition to those approved by the IRCC, the policy now explicitly includes the IRCC-approved assessments as well as some additional tests. The previously accepted Michener English Language Assessment (MELA), Test of English as a Foreign Language (TOEFL) iBT, and Canadian Academic English Language Test (CAEL) remain in use. However, CanTEST (English) and TestCan (French) have been removed from the list due to their discontinuation. The Consultants also recommended the removal of the Test de français international (TFI) due to scoring incompatibility with the RT Canadian Language Benchmarks/Niveau de compétence linguistique canadiens (CLB/NCLC). Furthermore, the policy has been amended to clarify that language test results must assess all four language domains (listening, speaking, reading, and writing) within a single testing session for them to be accepted by the CRTO. Solely providing an overall score is not sufficient. Valid language test results will be considered for two years. Results that are valid at the time of submission with an application for registration will remain valid throughout the registration processing period. The revised policy underwent a thorough review and was approved by the CRTO Council during its meeting on December 13, 2022.

**Q19**

Section 2 – If applicable, please list your organization’s top three accomplishments during the reporting period that relate to fair registration practices.

1

**Records Management – During the reporting cycle, the CRTO initiated a project aimed at converting all paper documents, such as applications and membership files, into electronic format for the storage of member records. The adoption of electronic data storage has significantly enhanced the CRTO's file organization, providing improved accessibility for staff members to retrieve records and enabling more prompt responses to applicants and members. Moreover, besides the enhanced accessibility, electronic storage facilitates integration with the database, allowing staff members to remotely access documents and cross-reference them with the database. To align with this change in the records management process, the CRTO created a Records Management and Retention Policy. The policy establishes clear organizational standards for the management of records from creation, retention to disposal.**

2

Diversity, Equity and Inclusion (DEI) Strategic Plan – In August 2022, the CRTO contracted Canadian Equality Consulting (CEC) to support its diversity, equity, and inclusion (DEI) efforts. CEC was retained to conduct a DEI assessment and develop a DEI framework and strategic plan, with measurable goals and objectives. To fulfill this requirement, the Patient Relations Committee has devised a comprehensive DEI strategic plan that encompasses monitoring, and reporting progress, status, and timelines for each department. Quarterly reports to the Council ensure accountability and adherence to the plan. This three-year plan serves as a guiding document, outlining the CRTO's direction and commitment to foster a respectful and inclusive environment, where diversity is valued and our stakeholders' rights are upheld. The plan consists of three primary goals, accompanied by identified priorities, actions, roles, responsibilities, and mechanisms for tracking progress and measuring success. Three main goals of the DEI strategic plan are as follows: a. DEI Audit – identify blind spots and processes that perpetuate systemic injustice and identify current successes and areas for improvements within our policies, practices, communications, and culture. b. DEI Framework – develop a DEI framework to embed diversity and inclusion in policies, practices, communications, and culture of the CRTO. c. Sustainability and accountability – identify and break down systemic barriers to equip staff Council members, and Committee members with the ability to navigate diversity and be accountable.

3

Risk Management – Council approved a comprehensive risk management framework in December 2022. As part of the framework, the CRTO developed a document that articulates the CRTO's commitment to embedding the principles of diversity, equity, and inclusion in our processes. Additionally, this document underscores the CRTO's commitment to establishing a comprehensive Risk Management Framework, designed to identify and monitor both internal and external risks. To consolidate the risks identified during the assessment phase, a Risk Register is being developed by the staff. This ongoing work aims to compile all identified risks into a centralized document. The finalized Risk Register is scheduled to be presented to the Council 2023. Once completed, the Registrar will utilize the Risk Register to provide quarterly reports to the Council, ensuring that risk management remains an integral part of the CRTO's governance and decision-making processes.

**Q20**

Section 3 – If applicable, please list the top three risks that impacted your organization’s ability to achieve better registration outcomes for applicants during the reporting period. Please also indicate the measures you have taken to mitigate the impacts of these risks.

- 1 **IT and Records Management – The CRTO maintains all membership records and data in electronic form. To address potential risks such as IT infrastructure disruptions, data integrity compromises, and unauthorized access to records (e.g., cyber-attacks), the CRTO has engaged the services of a cybersecurity company (ISA). ISA conducted a comprehensive assessment of the CRTO's IT security architecture to identify vulnerabilities and provide recommendations for remedial actions. The CRTO has begun implementing the recommended measures to ensure the security of its data. Additionally, the CRTO has implemented a comprehensive staff training program focused on cybersecurity to enhance awareness and preparedness.**
  
  - 2 **Legal and Compliance Risks – To ensure continued compliance with the privacy requirements the CRTO has revised its Privacy Policy. The revised policy, which was approved by the Council in December 2022, outlines the measures and mechanisms in place to safeguard the collection, use, and disclosure of personal information by the CRTO during its regulatory activities. These revisions help ensure compliance with legal requirements and maintain the privacy and confidentiality of individuals' personal information.**
  
  - 3 **Availability of Committee Members – The CRTO relies on the participation of professional and public members in the Registration Committee Panels. However, a significant challenge to timely registration decisions arises from a shortage of available public members to serve on the Registration Committee and panels. To address this issue, the CRTO has revised its By-Laws (approved for circulation on December 2, 2022) to grant the Registrar the authority to directly appoint public members to fill vacant spots on Committees. This change aims to facilitate a more efficient and timely registration process by ensuring adequate representation of public members on the Committees.**
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**Q21**

**No**

Section 4 – Do you believe that you have a Canadian Experience Requirement (CER)? If so, please describe the applicant competencies that you seek to develop through this requirement in the comment box below CER: work experience or experiential training obtained in Canada.

**Q22**

**English ,  
French**

QUANTITATIVE SECTION The following quantitative information is collected for the purpose of discerning statistical changes and trends related to a regulator’s membership, application volumes, licensure/certification results, and appeals year over year. Languages Indicate the languages in which you make available application materials and information about the application process.

**Q23**

Total Male	<b>1027</b>
Total Female	<b>2931</b>
Overall Total	<b>3958</b>

Membership Data Demographics Data As of December 31, 2022, please indicate the number of members in each gender category identified below and the number of total members.

**Q24**

**No**

In relation to your members: Do you collect race-based data?

**Q25**

**No**

Do you collect other identity-based or demographics data?

**Q26**

**Yes,**  
If yes, please indicate the type::  
In August 2022, the CRTO contracted Canadian Equality Consulting (CEC) to support its diversity, equity, and inclusion (DEI) efforts at the staff, Council, Committees, and membership levels. Once all the membership survey data is received and analyzed, the CEC will identify the type of race and other identity-based data that would be most useful for the CRTO to collect to ensure that its registration practices are as fair and equitable as possible.



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<b>Q27</b>		
Class of License/Certificate Data As of December 31, of the reporting year, please indicate the number of members under each class or license category as applicable.	Full/Independent Practice	<b>3612</b>
	Provisional/Limited License/Certificate	<b>53</b>
	Emergency License/Certificate	<b>0</b>
	All other classes	<b>293</b>
	Overall Total	<b>3958</b>

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**Q28**  
 Jurisdiction where members were initially trainedAs of December 31, of the reporting year, please indicate the membership type and total number of registered members for each category listed below.

Ontario		<b>3687</b>
Other Canadian Provinces and Territories		<b>201</b>
USA		<b>59</b>
Other Countries		<b>11</b>
Multiple and/or Unspecified Jurisdiction		<b>0</b>
Total		<b>3958</b>

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**Q29**  
 Please indicate the total number of registered members for the top 12 international countries or jurisdictions where these individuals obtained their initial education in the profession or trade.

1		<b>USA 59</b>
2		<b>India 5</b>
3		<b>China 1</b>
4		<b>Iran 1</b>
5		<b>Philippines 1</b>
6		<b>Ukraine 1</b>
7		<b>Venezuela 1</b>
8		<b>Qatar 1</b>

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<b>Q30</b>		
Applications Data Demographics Data Indicate the number of applicants who filed an application between January 1 and December 31 of the reporting year, in each applicable category.	Total Male	<b>52</b>
	Total Female	<b>169</b>
	Total Non-binary	<b>0</b>
	Gender not provided	<b>0</b>
	Overall Total	<b>221</b>

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## 2022 Fair Registration Practices Report

**Q31**

**No**

In relation to the applications, you received: Do you collect race-based data?

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**Q32**

**No**

Do you collect other identity-based or demographics data?

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**Q33**

Category of Applicants Number of applicants who voluntarily or involuntarily (through inactive and lapsed applications) withdrew from the application process between January 1 and December 31, 2022:

3

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**Q34**

Please indicate the total number of applicants from Ontario who filed an application between January 1 and December 31, 2022 for the following categories as applicable.

Number of Applicants	<b>181</b>
Number of Applicants Licensed/Certified	<b>168</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>4</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>1</b>

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**Q35**

Please indicate the total number of applicants from Canadian provinces and territories (excluding Ontario) who filed an application between January 1 and December 31, 2022 for each of the following categories as applicable.

Number of applicants	<b>18</b>
Number of applicants fully licensed/certified	<b>7</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>4</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>1</b>

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## 2022 Fair Registration Practices Report

### Q36

Please indicate the total number of certificate-to-certificate (labour mobility) applicants who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	<b>23</b>
Number of applicants fully licensed/certified	<b>15</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>3</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>1</b>

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### Q37

Please indicate the total number of applicants from international jurisdictions (not including USA) who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	<b>14</b>
Number of applicants fully licensed/certified	<b>1</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>15</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>1</b>

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### Q38

Please indicate the total number of applicants from multiple and/or jurisdictions not specified who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	<b>0</b>
Number of applicants fully licensed/certified	<b>0</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>0</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>0</b>

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## 2022 Fair Registration Practices Report

### Q39

Please indicate the total number of applicants from accredited Canadian post-secondary institutions who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	<b>200</b>
Number of applicants fully licensed/certified	<b>129</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>4</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>1</b>

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### Q40

Please indicate the total number of applicants who re-registered after withdrawing from the application process between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	<b>0</b>
Number of applicants fully licensed/certified	<b>0</b>
Average Time to Process Application in Weeks from First Point of Applicant Contact	<b>0</b>
Average Time to Process Application in Weeks from Receipt of all Required Documents	<b>0</b>

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### Q41

Please provide any additional comments you may have for questions 33-41.

For question 36, the average time to process an application in weeks from the first point of applicant contact is based on the application received date to the application approved date.

For question 37, the average time to process an application in weeks from the first point of applicant contact is based on the application received date to the application being referred to the entry-to-practice assessment process or referral to the Registration Committee date.

For the average time to process an application in weeks from receipt of all required documents, data are based on the last document received from the applicant date to the application referred to the entry-to-practice assessment process or registration committee referral date.

The above questions 33-41 did not include applications that are pending, incomplete or withdrawn applications.

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**Q42**

Jurisdiction where applicants obtained their initial education Please indicate the total number of applicants for the top 12 international countries or jurisdiction where applicants obtained their initial education in the profession or trade.

1	<b>United States 8</b>
2	<b>Philippines 6</b>
3	<b>India 5</b>
4	<b>China 1</b>
5	<b>Qatar 1</b>
6	<b>Pakistan 1</b>

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**Q43**

Processing Time As of December 31, 2022, how many full licenses/certificates did your organization issue?

131 General Certificates

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**Q44**

Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31, 2022, according to the following timelines.

0 – less than 3 months	<b>127</b>
3 months – less than 6 months	<b>4</b>
6 months – less than 12 months	<b>0</b>
12 months – less than 18 months	<b>0</b>
18 months – less than 24 months	<b>0</b>
24 months and greater	<b>0</b>

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**Q45**

Age of Active Applications As of December 31, 2022 what were the total number of active applications in your case inventory?

34

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## 2022 Fair Registration Practices Report

<b>Q46</b>	0 – less than 3 months	<b>14</b>
Please provide a breakdown (and total) of active applications according to the length of time (age) that they have been open.	3 months – less than 6 months	<b>7</b>
	6 months – less than 12 months	<b>13</b>
	12 months – less than 18 months	<b>0</b>
	18 months – less than 24 months	<b>0</b>
	24 months and greater	<b>0</b>
	TOTAL	<b>34</b>

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<b>Q47</b>	Ontario	<b>49</b>
Other Licenses/Certificates of Registration ProcessedPlease indicate the number of applicants who were issued an alternative class of license* that your organization processed in the reporting year (January 1-December 31, 2022).Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.* An alternative class of license/certificate enables the holder to practice with limitations, but additional requirements must be met for the member to be fully licensed/certified.	Other Canadian Provinces and Territories	<b>0</b>
	Certificate to Certificate (Labour Mobility)	<b>0</b>
	USA	<b>0</b>
	Other International	<b>0</b>
	Multiple and/or Unspecified Jurisdictions	<b>0</b>
	TOTAL	<b>49</b>

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<b>Q48</b>	Ontario	<b>0</b>
Other Licenses/Certificates of Registration ProcessedPlease indicate the number of applications, If applicable, who were issued an emergency license/certificate that your organization processed in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Other Canadian Provinces and Territories	<b>0</b>
	Certificate to Certificate (Labour Mobility)	<b>0</b>
	USA	<b>0</b>
	Other International	<b>0</b>
	Multiple and/or Unspecified Jurisdictions	<b>0</b>
	TOTAL	<b>0</b>

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<b>Q49</b>	Ontario	<b>47</b>
Other Licenses/Certificates of Registration ProcessedPlease indicate the number of Provisional license/certificate or alternative class of license/certificate holders who were fully licensed/certified by your organization which were processed in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Other Canadian Provinces and Territories	<b>0</b>
	Certificate to Certificate (Labour Mobility)	<b>0</b>
	USA	<b>0</b>
	Other International	<b>0</b>
	Multiple and/or Unspecified Jurisdictions	<b>0</b>
	TOTAL	<b>0</b>

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## 2022 Fair Registration Practices Report

<b>Q50</b>		<b>9</b>
Number of Reviews and Appeals Processed State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). For applicants who were subject to an internal review or who were referred to a statutory committee of your governing council, such as a Registration Committee. Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Ontario	<b>9</b>
	Other Canadian Provinces	<b>1</b>
	USA	<b>0</b>
	OtherCountries	<b>1</b>
	Multiple and/or Unspecified Countries	<b>0</b>
	<b>TOTAL</b>	<b>11</b>

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<b>Q51</b>		<b>0</b>
State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). For applicants who initiated an appeal of a registration decision. Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Ontario	<b>0</b>
	Other Canadian Provinces	<b>0</b>
	USA	<b>0</b>
	OtherCountries	<b>0</b>
	Multiple and/or Unspecified Countries	<b>0</b>
	<b>TOTAL</b>	<b>0</b>

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<b>Q52</b>		<b>0</b>
State the number of reviews and appeals heard in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Ontario	<b>0</b>
	Other Canadian Provinces	<b>0</b>
	USA	<b>0</b>
	OtherCountries	<b>0</b>
	Multiple and/or Unspecified Countries	<b>0</b>
	<b>TOTAL</b>	<b>0</b>

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<b>Q53</b>		<b>0</b>
State the number of registration decisions changed following an appeal and/or review that your organization processed in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Ontario	<b>0</b>
	Other Canadian Provinces	<b>0</b>
	USA	<b>0</b>
	OtherCountries	<b>0</b>
	Multiple and/or Unspecified Countries	<b>0</b>
	<b>TOTAL</b>	<b>0</b>

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**Q54**  
List the top three reason for appeals (by percentage) of a registration decision

1		<b>0</b>
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**Q55**

List the top five reasons (by percentage) for not Issuing a License/Certification to Internationally Trained Individuals

1 0

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**Q56**

List the top Five Reasons (by percentage) for not Issuing a License/Certification to Canadian Graduates

1 0

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**Q57**

Please provide any additional comments you may have:

For question 50, 11 files were referred to the Registration Committee for consideration. For questions 51 to 56, we did not have any appeals of a registration decision.

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