

Fair Registration Practices Report

Occupational Therapists (2019)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

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

Index

1. [Qualitative Information](#)
2. [Quantitative Information](#)
3. [Submission](#)

1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

b) Assessment of qualifications

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

c) Provision of timely decisions, responses, and reasons

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

d) Fees

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

e) Timelines

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

f) Policies, procedures and/or processes, including by-laws

i. Describe any improvements / changes implemented in the last year.

All policies are posted publicly on the College's website: <https://www.coto.org/memberservices/policies>. All registration policies are routinely reviewed to ensure currency and relevancy. The College is in the process of updating registration policies to incorporate plain language which strives to be easy to read, understand and use.

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

g) Resources for applicants

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

h) Review or appeal processes

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

i) Access to applicant records

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

j) Training and resources for registration staff, Council, and committee members

i. Describe any improvements / changes implemented in the last year.

As in the past, Registration Committee orientation included training from College legal counsel regarding fairness legislation, bias and human rights obligations. This is routinely included as part of the annual Registration Committee

orientation. Staff involved in the registration process also attend orientation. The College's Registration Committee completed the Office of the Fairness Commissioner's (OFC's) learning modules as part of their orientation.

ii. Describe the impact of the improvements / changes on applicants.

This ensures that all applicants experience a registration process that is transparent, objective, impartial and fair.

iii. Describe the impact of the improvements / changes on your organization.

This ensures that all registration staff and the Registration Committee are well versed in fairness principles and understand the obligations of the College. This increased knowledge and understanding ensures registration decisions are not consciously or unconsciously biased, discriminatory or in violation of an applicant's human rights. This applies to the consideration of all applications, whether domestically or internationally trained.

k) Mutual recognition agreements

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

l) Other (include as many items as applicable)

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

No changes this year

a) Languages

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

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	40
Female	511
None of the above	2

Additional comments:

c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	529
Female	5872
None of the above	2

Additional comments:

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
457	60	6	Australia 11	0	553
			India 4		
			Philippines 1		
			U.K. 10		
			Colombia 1		
			Hong Kong 1		
			Sweden 1		
			Taiwan, Province Of China 1		
			Total 30		

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

e) Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
422	60	4	Australia 9 India 3 Philippines 1 U.K. 11 Sweden 1 Total 25	0	511

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

f) Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
5225	603	182	Australia 41 Brazil 8 China 1 Colombia 5 France 1 Germany 7 Hong Kong 25 India 92 Iran 14 Ireland 5 Israel 7 Japan 1 Jordan 5	0	6403

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			New Zealand 5		
			Pakistan 11		
			Philippines 45		
			Portugal 1		
			Slovenia 1		
			S. Africa 17		
			Korea 1		
			Spain 1		
			Sri Lanka 1		
			Sweden 3		
			Taiwan, Province Of China 2		
			Thailand 1		
			U.K. 92		
			Total 393		

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

g) Applications processed

Indicate the number of applications your organization processed in 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)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	457	60	6	30	0	553
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	58	7	2	8	0	75
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants who became FULLY registered members	407	58	4	24	0	493
Applicants who were authorized to receive an alternative class of licence ³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence ³	15	2	0	1	0	18

¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h) Classes of certificate/license

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General practising certificate of registration	Description (a)
		General certificates are issued to individuals who meet all of the requirements. General members are able to practice without restriction.
b)	Provisional practising certificate of registration	Description (b)

Provisional certificates are issued to individuals who have not yet met the examination requirement or to individuals who have been found by the Registration Committee to require minimal education upgrading to achieve the equivalent of a Bachelor of Science degree or Master of Science degree in Occupational Therapy obtained in Ontario. To register in this category, applicants must meet all of the requirements, with the exception of the examination. In addition, provisional members must be registered to write the first available sitting of the exam, and have an offer of employment where they will be supervised by a member who has held a general certificate for at least one year.

Description (c)

This category of certificate is intended for those applicants who are registered in another jurisdiction but enter the province of Ontario to practice temporarily. To register in this category, applicants must have:

- a valid certificate of registration from another jurisdiction with education and clinical requirements equivalent to those of the College of Occupational Therapists of Ontario.
- Have an offer of employment or appointment that does not exceed four months within a twelve month period;
- Have a member who holds a general certificate agree to supervise and be responsible for ensuring the provision of appropriate care for clients attended by the applicant;
 - Have professional liability insurance that includes a sexual abuse therapy and counseling fund endorsement; and
 - Meet the suitability to practise requirement.

c) Temporary practising certificate of registration

Additional comments:

i) Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	5	1	1	3	0	10
Applicants who initiated an appeal of a registration decision	1	0	0	1	0	2
Appeals heard	1	0	0	1	0	2
Registration decisions changed following an appeal	0	0	0	0	0	0

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
---	---------	--------------------------	-----	---------------------	---------	-------

Additional comments:

j) Paid staff

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, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	24
Staff involved in appeals process	3
Staff involved in registration process	5

Additional comments:

[BACK TO INDEX](#)

3. Submission

I hereby certify that:

Name of individual with authority to sign on behalf of the organization:
 Clara Lau

Title:
 Manager, Registration

Date:
 2020/02/28

[BACK TO INDEX](#)