

## Policy

<b>Type:</b>	Registration		
<b>Number:</b>			
<b>Name:</b>	Expiration of 1-year period for Registration following notification of eligibility		
<b>Status:</b>	Final	<b>Version:</b>	1
<b>Date Approved:</b>	September 26, 2017	<b>Date Revised:</b>	

### Background

Under the College's General Regulation, s. 5 (2) once an applicant has successfully completed the examination, the applicant must complete registration within 12 months (one (1) year) of being notified of their examination results. The purpose of the examination is to determine whether the applicant has achieved the minimum competencies required at the entry level, to practise kinesiology safely, competently, and ethically. Successful completion of the examination is a mandatory part of the registration process. By requiring applicants to complete their registration within this 1 year period, the College ensures applicants are current in their knowledge, skills and judgment, which supports the delivery of safe and ethical kinesiology services to the public.

The purpose of this policy is to outline the conditions upon which an applicant may be granted a certificate of registration after this 1-year period has lapsed. An applicant may have the requirement in s.5 (2) exempted upon evidence that the applicant has retained current knowledge, skill and judgement.

### Exemption of the 1-year clause

#### **Applicants wishing to register within 2 years of passing the Examination**

If an applicant wishes to register after 1 year of passing the examination, their application will be referred to a panel of the Registration Committee for review.

Upon review of an application from an applicant who currently meets all other requirements except the requirement stated in s.5.(2), and who has submitted a request for exemption from s.5.(2) within two years of successfully completing the examination set by the College, the applicant shall be exempted from the requirement and be granted the right to complete registration within 30 days.

This exemption is based on the Registration Committee's determination that the additional time of 12 months elapsed, is not sufficient to raise concerns about the applicant's current knowledge, skill

and judgement such that terms, conditions or limitations should be imposed on a certificate of registration to protect the public.

### **Applicants wishing to register after 2 years of passing the Examination**

Applicants, who wish to complete registration after 2 years of passing the examination, will be given notice of the referral to a panel of the Registration Committee and provided at least 30 days to make a submission requesting an exemption along with all the supporting documentation to support their request.

### **Registration Committee Review Process**

In reviewing the exemption request, the Panel will consider the following:

1) Length of time since the applicant passed the exam.

2) Applicant's skill:

The Panel will take into account if the applicant provides verifiable information:

- i) Work or volunteer experience under the scope of the profession, e.g. in an assistant role
- ii) Work outside of Ontario as a kinesiologist
- iii) Related education and research undertaken since the exam.

3) Applicant's knowledge:

The Panel will take into account, if the applicant provides verifiable information:

- i) Continuing education or professional development activities
- ii) Participation in a mentorship program/partnership

4) Any other relevant factors

The Panel will take into account, if the applicant provides verifiable information:

- i) Extenuating circumstances beyond the control of the applicant, such as illness, provided that such circumstances do not impact other considerations and requirements such as good conduct.

The following are possible outcomes from the Panel's review:

- The Panel may direct that a Certificate of Registration in the General Class be issued where the Panel is satisfied that the information the applicant has provided is sufficient to demonstrate currency of knowledge, skills and judgement, and where the applicant has provided an up-to-date police criminal record check report, and paid the required fees;
- An applicant may be required to successfully complete a refresher/retraining program prior to registration where the additional information the applicant has provided is insufficient for the Panel to demonstrate currency of competencies to allow completion of registration;

- The Panel may direct that specific terms, conditions and limitations being imposed on the applicant's Certificate of Registration in the General Class in order to address the concerns regarding the applicant's current knowledge, skills and judgement;
- The panel may direct that the applicant take the College examination or any other set of examinations approved by the Registration Committee where the panel considers terms, conditions and limitations not sufficient to address the concerns regarding the applicant's current knowledge, skill and judgement;
- The panel may refuse the applicant's application.

Where the panel makes any other decision other than to grant the applicant a certificate of registration, the applicant will be provided with the written decision and reasons. The applicant will have 30 days to request a review of the decision from the Health Professions Appeal and Review Board (HPARB).