Policy

Type:	Registration		
Number:			
Name:	Registration Timeline Policy		
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Background

Registration timelines balances the need for ensuring fair access to the profession for those with the required knowledge, skill and judgement while upholding the requirements for entry to the profession. Fair, consistent, equitable and transparent timelines are a key component of effective public protection through professional regulation.

Principles

The principles that underpin this policy include:
1. Transparency – Processes are clear, information is readily available, and College staff and the Registration Committee exercise honesty and openness in carrying out their duties.
2. Fairness, Objectivity, and Impartiality – Processes and procedures exist, address bias, and are reasonable. The College staff and Registration Committee review registration applications and make decisions that are fair and objective.
3. Focus on risk of harm - Review processes include a risk-management, evidence-informed accountability approach to address and reduce the potential of risk of harm to patients/clients by registrants or future registrants.

Applicable Legislation and Regulation

Under the *Regulated Health Professions Act*, 1991, The Health Professions Procedural Code ("The Code") indicates that:

- *Fair registration practices: general duty*

    22.2 The College has a duty to provide registration practices that are transparent, objective, impartial and fair.

- *Information*

    22. 3 The College shall provide information on its website with respect to the requirements for registration, the procedures for applying for registration and the amount of time that the registration process usually takes.

- *Qualifications*

22. 4 (1) The College shall make information publicly available on what documentation of qualifications must accompany an application and what alternatives may be acceptable to the College if an applicant cannot obtain the required documentation for reasons beyond his or her control.

Policy

General

1. An individual may open an application at any time.

2. An individual is considered an applicant upon submission of a completed application form and upon payment of the application fee.

3. Applicants have 1 year from the date of submission of their application form and payment of the application fee to submit a completed application unless an extension has been granted by the College.

   Applications not completed within 1 year of being initiated are closed and the applicant must re-start the application process, including re-submitting all supporting documents if required and payment of the application fee.

4. All applications are assessed individually to ensure fairness and equity in the review process.

5. Assessment processes may vary from one applicant to the next resulting in processing delays. Failure to submit required supporting documents or information may cause processing delays. The College has no control over delays caused by third parties in issuing required supporting application documents.

6. It is the applicant's responsibility to ensure timely delivery of all supporting documents and information.

7. Delays in submission of requested application, payment or information may increase processing timelines.

8. The processing timelines in this policy may change due to circumstances outside of the College control. The College may adjust timelines within reasonable limits if circumstances necessities such adjustments and where governing legislation allows.

Supporting Documentation - General

9. The College acknowledges receipt of a completed application within 2 weeks

10. The College does not send notification of supporting document receipt prior to submission of a completed application form and payment of the application fee though the College may, if the applicant inquires, confirm document receipt verbally, in writing or by email.

11. The College process applications in priority sequence based on the date all application requirements are met. Application processing generally requires 2 to 3 weeks dependant on volumes and receipt of applicable supporting documents.

12. Any supporting documents or materials received prior to an application being opened are kept for 1 year.

>a. Once an application is opened, all documents associated with that application are maintained for up to 1 year, pending completion of the application.

>b. After 1 year, all documents that do not pertain to a valid and active application are destroyed.

>c. The College does not send notice of pending expiry of supporting documents that are not associated with an open and valid application prior to the end of the 1-year period.

Supporting Documentation –

Education Verification

13. All applicants are required to submit documents verifying their education. Adequate time should be allocated to ensure that documents can be received by the College within application process timelines.

>a. Official transcripts must be submitted by all applicants and will be reviewed within 5 business days of receipt.

>b. Academic Assessment Forms and course outlines, which are required of applicants who have graduated from non-kinesiology programs in Ontario, and applicants who have graduated from degree programs (including kinesiology programs) in Canada or outside Canada will be reviewed by the College within approximately 10 days of receipt provided all supporting documents have also been submitted (e.g., official transcripts and course outlines/course descriptions).

>c. Course-by-course evaluations, required of internationally educated applicants, (which is estimated to take 1 to 10 weeks). will be reviewed by the College within 10 business days of receipt.

Supporting Documentation – Language Proficiency

14. applicants whose first language is neither English or French <u>must</u> submit proof of satisfactory completion of a language proficiency test, which will be reviewed by the College within 5 business days of receipt. As per the Language Proficiency Policy.

Supporting Documentation – Jurisprudence e-Learning module

15. The Jurisprudence e-Learning module may be initiated at any time and typically requires 4 total hours to complete and is accepted by the College immediately upon completion.

>a. Once initiated, an applicant or prospective applicant has 1-year to complete the Jurisprudence e-Learning module.

>b. If the Jurisprudence e-Learning module is not completed within 1-year from being initiated, the applicant or prospective applicant must re-complete the entire module. This includes modules previously completed or those in progress.

Supporting Documentation – Letter of Standing

16. An original letter of standing from any regulator in any jurisdiction where an applicant has been or was registered to practise any profession.

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18. Eligibility to write the examination depends upon the satisfaction of eligibility criteria as set by the College, as well as the applicant meeting the following timelines:

a. Completed application form must be submitted and application fee must be paid no later than 3 months before the date of the exam.

b. Supporting documents associated with the application must be received no later than 3 months before the date of the exam.

c. Completion of the Jurisprudence e-Learning Module no later than 3 months before the date of the exam.

Examination registration and writing timelines upon receipt and evaluation of an application

19. Eligible exam applicants must make their first attempt[1] at the exam within 1-year of meeting all application requirements and of payment of the exam fee.

20. The following timelines apply to the examination registration process:

a. Requests for testing accommodation, including any required documentation, must be received by the College no later than 3 months before the exam date.

b. Completed exam form must be submitted, and exam fee must be paid no later than 2 months before the date of the exam.

c. Eligible exam applicants must register for the online exam with the service provider no later than 1 month before the date of the exam.

d. Language change requests (the exam may be written in English or French) must be received no later than 1 month and 3 weeks before the exam date.

e. Candidates may defer writing the exam (to the next available date) no later than 1 week before the exam date.

f. Candidates withdrawing (without deferring to the next available exam date) from the exam will receive a 50% refund of the examination fee if they withdraw at least 15 calendar days before the exam date. Candidates who withdraw less than 15 calendar days before the exam date will not receive a refund, except for on compassionate grounds or due to illness, in keeping with the Fee Refund Policy.

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[1] An applicant is considered to have tried at the exam if they have sat the exam either virtually or in person.

Exam Completion Timelines	21. If the first attempt at writing the exam is not made within 1 year, barring extenuating circumstances approved by the Registration Committee, the application is closed and the applicant must re-start the application process, including re-submitting all supporting documents if required and pay all applicable fees.

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22. If the applicant did not pay the examination fee within 1 year of receiving notification from the College confirming their eligibility to take the exam, the College will close the application. These applicants must re-start the application process, including re-submitting all supporting documents if required and pay all applicable fees.

23. Requests for extension of the 1-year period must be received no later than the exam deferral deadline of the last exam for which the applicant is eligible (at the end of the 1-year period).

24. The exam must be successfully completed within 3 attempts or 4 years, whichever comes first. If the exam is failed 3 times, or the exam is not successfully completed within 4 years, the application is closed, and the applicant must re-apply to the College.

25. The College will notify applicants (by email) of their exam results approximately 6 weeks after the exam date.

> a. Applicants who pass the exam will be given information regarding the next steps in the registration process.

Registration Completion Timelines

26. Applicants who pass the exam have 1 year from the date they receive their exam result to complete their registration with the College, including payment of the registration fee.

> a. An applicant who has not completed their registration within 1 year of being notified may be referred to the Registration Committee for assessment of currency of knowledge and skills.

27. An applicant who does not have Professional Liability Insurance (PLI) must sign an Undertaking Declaration not the practise kinesiology and must submit proof of having PLI within 30 days of becoming registered.

28. An applicant must provide the College with a name-based police information check issued no more than 1 year from the date of their application for registration.

> a. Police information checks dating more than 6 months from the date the application for registration is received must be accompanied by a signed conduct declaration.

> b. A new police information check is required where it is dated more than 1 year from the date the application for registration is received.

29. Approximately 4 months after becoming registered, the printed Certificate of Registration will be mailed to the registrant.

Exceptions – Delays in Processing	30. In the event of extenuating circumstances that will affect any of the College's timelines, applicants will be notified of the delay via email as early as possible, but no later than the end of the timeline affected by any delay.
	31. Upon notification of an evaluation or processing delay, the College will provide the applicant(s) with a revised application evaluation timeframe, and update applicants of any changes to other timelines that may be associated with the delay in evaluation.
Referral to Registration Committee	32. In the event that an application is referred to the Registration Committee, the following timelines apply:
	a. The Chair of the Registration Committee will be notified of the referral within 1 business day.
	b. The applicant who has been referred to the Registration Committee will be notified within 14 business days of the referral.
	c. The applicant who has been referred to the Registration Committee may make a written submission to the Panel of the Registration Committee within 30 business days.
	d. The applicant may notify the College, in writing, if an extension beyond the 30-day period for written submissions to the Panel of the Registration Committee is required.
	e. Should the applicant choose to waive the 30 business days notice period, the Chair of the Registration Committee will convene a properly constituted Panel to review the referral as soon as possible within 30 days.
Appeal of Registration Decisions	33. Registration decisions may be appealed to the Health Professions Appeal and Review Board (HPARB), within 35 days of issuance. The College of Kinesiologists of Ontario does not control HPARB processes or timelines.
Note re: Accessibility, Equity, Diversity, Inclusion and anti-Bias	34. The College of Kinesiologists is committed to the principles of accessibility, reasonable accommodation, equity, diversity, inclusion and anti-bias. Requests for accommodation, such as modification or extension of any of the timelines described in this Policy on these grounds will be considered by the College on a case-by-case basis and in accordance with all applicable legislation.
Note:	As per the By-Laws of the College of Kinesiologists, the following definitions apply:
	1.05: Calculating Time: A reference to the number of days between two events means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.
	1.06: Holidays: A time limit that would otherwise expire on a holiday or a weekend is extended to include the next day that is not a holiday or a weekend.