

Fair Registration Practices Report

Kinesiologists (2014)

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 and Compulsory Trades Act (FARPACKTA) s. 20 and 23 (1), for regulated professions named in Schedule 1 of FARPACKTA
- 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

There are several ways the College makes information about the registration process available to applicants. The primary method is through the College website at www.coko.ca and by corresponding directly with individuals, either by telephone or email.

The website allows applicants to access the information from anywhere, at any time, and because the website is managed in-house it is a tool that can be updated immediately if information changes. Applicants may also obtain hard copies of the registration guides and application by contacting the College or arranging a personal meeting.

There are two places on the home page where applicants will find registration information: one is through "Registration" under the menu bar and the other is under the "Registration and Renewal" heading on the home page. Regardless of the entry point selected, the browser lands on the registration page. The webpage for registration provides an overview of the Registration process which summarizes the requirements and key steps. The registration process varies depending on the applicant's education at the time of their application (e.g. a graduate educated in Ontario, outside Ontario and a section developed specifically for internationally educated individuals). Information is presented under different headings and therefore applicants are able to select the status which matches their own situation so that they have access to the information most relevant to them. From the registration overview page applicants can also access all registration policies, fee schedule and Frequently Ask Questions related to registration.

Our Registration Regulation specifies two pathways of entry into the College: (1) Grandparenting and (2) Examination Route. Comprehensive registration guides for each route of entry have been developed and are posted on the website. The guides provide information on the application process, the amount of time an application normally takes, the documents needed, and the applicable fees. The Guides are available in English and French. Both the application form and registration guides include checklists for candidates to use to ensure they are providing all required documentation.

On request, College staff visit Ontario universities and colleges offering degree programs whose graduates may apply to the College. Staff present to faculty and students regarding the application process and

registration requirements.

The College's registration staff who provide information and guidance to prospective applicants on registration requirements, policies and procedures. Staff are responsible for updating and maintaining the registration portion of the website and all registration documents (guides, application forms etc.) to ensure that the information is current, complete, clear and easy to find.

At any time, users of the website can ask questions by emailing the College at registration@coko.ca or by accessing the Contact tab and sending an email or by phoning the College. There is also a "Have a Question?" link to help users direct their questions to the most appropriate department. Registration staff are available on-site to meet with individuals for walk-in or scheduled appointments at the College office. All non-administrative staff are trained to address questions about the registration requirements and processes, or to process submitted documentation. Our website provides contact information for all staff including the Registrar.

b) requirements for registration

As with information on the initial registration steps for either Grandparenting or Examination route, information on registration requirements is readily available to individuals from the College's website and by corresponding directly with Registration staff, either by telephone or email.

Most of the College's registration requirements, particularly the grandparenting and examinations required for registration, are set out in Regulation 401/12 under the *Kinesiology Act*. Other documents are contained in various registration policies, many of which offer options for meeting the regulatory requirements.

The list of requirements that is provided in the registration guides for either Grandparenting or Examination is the best source for complete and detailed information. The application package includes checklists of the requirements and the necessary documentation.

A summary of the requirements can be accessed through "Registration" under the menu bar or under the "Registration and Renewal" heading on the main menu. As stated above, the summary of requirements which are provided under the Registration menu or the Registration and Renewal heading are listed according to different categories of applicants. This streaming of information is intended to avoid confusion for applicants and allows the College to present only the necessary information for that applicant category.

The website is managed in-house which allows changes to be made immediately. Registration staff ensure the information is current and accurate. Updates are made when staff becomes aware of any lack of clarity or conflict in information on requirements or process. Questions and comments received by the College through any mechanism (e.g. calls, emails, feedback at presentations), and practices of other health regulator, and reports from the OFC are monitored and used to help assess the need for changes on the website.

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

The CKO's Registration Regulation lists the requirements for registration in Ontario, they include:

- Education (non-exemptible)
- Entry-to-Practice Examination (non-exemptible)
- Jurisprudence (non-exemptible)
- Work Experience & Currency (for grandparenting applicants)
- Good Character

- Language Proficiency
- Professional Liability Insurance

Applying to the College requires applicants to submit a number of documents and provide proof of meeting the College's registration requirements. The list of requirements that is provided in the registration guides for Grandparenting, Entry-to-Practice Examination and Internationally Educated is a succinct source for complete and detailed information. In addition, the College has a Required Documents Policy that outlines how applicants can meet each requirement and also provides acceptable alternatives.

Information about how to meet the requirements for registration is presented on the website according to where the applicant was educated, so that they are provided with information specific to their needs. On the Registration overview page, applicants can click on one of the following choices:

- Educated in Ontario
- Educated outside Ontario within Canada
- Internationally Educated

The registration requirements are further broken down depending if the applicant is applying through the grandparenting or through the entry-to-practice examination route.

For example, applicants must have successfully completed a four-year program in kinesiology offered at the bachelor's level at an Ontario university. Applicants who have not graduated from an Ontario kinesiology program must have their academic program assessed by the College. The College conducts an academic assessment review by comparing course descriptions or other evidence submitted and transcripts with courses linked to the Kinesiologist Core Competency Profile. This is accomplished using an Academic Assessment Form. The requirements for educational equivalency and the template course descriptions outline the nature and scope of the courses required to demonstrate the knowledge, skills and judgement generally acquired in a four-year degree program in kinesiology at an Ontario university. Therefore, Ontario graduates are identified as one category of applicant and the information provided under that heading is specific to them.

International graduates are directed to first have their international degree(s) assessed by one of the College-approved credential agencies. Links to the websites of these organizations are provided to enable applicants to access current information about the credential evaluation.

Likewise, the requirements for demonstration of language proficiency and education requirements varies for the different applicant groups, so each group is provided with the information and any appropriate links to outside resources that apply specifically to their situation.

Information that is consistent for all applicant types, such as jurisprudence, police background checks, and required fees, is provided by directing them to a common page on the website. This approach helps to simplify the information that applicants need and ensures consistency across applicant groups.

Section 6 of Regulation 401/12 made under the Kinesiology Act, which deals with registration, defines alternative registration requirements for those already practising the profession. These provisions are generally termed "grandparenting" provisions and allow the College to exempt otherwise qualified applicants with considerable experience and current knowledge from writing the entry-to-practice examination in the 36 months following the April 1, 2013 date of proclamation.

There are three (3) requirements applicants need to satisfy if they intend to apply under grandparenting.

1. Practice in each of any three years prior to April 1, 2013
2. Within those three years prior to April 1, 2013 they must accumulate 2000 hours of practice
3. In the three years immediately prior to the date of application have practice 1500 hours.

The registration regulation also specifies that to apply under the grandparenting provisions the experience and hours requirements must be completed in Canada. Ontario is the first jurisdiction in the world to regulate the profession of kinesiology. The practice of kinesiology across Canada is well understood. The practice of

kinesiotherapy in the United States is also understood. However, other countries may differ significantly in what they may call kinesiology. For example a graduate from a kinesiology degree in South Africa may have focused primarily on ergonomics and would not necessarily have the competency to practice as a kinesiologist in Ontario.

The registration guide for those applicants to the grandparenting route specifies what documentation is required to demonstrate experience in the field and currency of knowledge, skills and judgment. Evidence of practice is required and this includes letters of reference from qualified referees and verification from employers that type of work, locations and hours worked in each location. The Registration Guide for Grandparenting also lists acceptable alternative documentation for applicants who are self-employed. The grandparenting route of entry into the College is a transitional provision which is available until April 1, 2016 after which date all applicants must successfully complete the entry-to-practice examinations required by the College.

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

*** SAME AS LAST YEAR ***

Applicants must have successfully completed a four-year program in kinesiology offered at the bachelor's level at an Ontario university. Applicants who have not graduated from an Ontario kinesiology program must have their academic program assessed by the College. The College conducts an academic assessment review by comparing course descriptions or other evidence submitted and transcripts with courses linked to the Kinesiologist Core Competency Profile. This is accomplished using an Academic Assessment Form. The requirements for educational equivalency and the template course descriptions outline the nature and scope of the courses required to demonstrate the knowledge, skills and judgement generally acquired in a four-year degree program in kinesiology at an Ontario university.

There is no requirement for supervised practice prior to becoming a registered kinesiologist. An applicant applies through either the grandparenting or entry-to-practice examination route.

However, Section 6 of Regulation 401/12 made under the *Kinesiology Act*, which deals with registration, defines transitional registration requirements for those already practising the profession prior to the date of proclamation. These provisions are generally termed "grandparenting" provisions and allow the College to exempt otherwise qualified applicants with considerable experience and current knowledge from writing the entry-to-practice examination in the 36 months following the April 1, 2013 date of proclamation.

There are three (3) requirements applicants need to satisfy if they intend to apply under grandparenting.

1. Practice in each of any three years prior to April 1, 2013
2. Within those three years prior to April 1, 2013 they must accumulate 2000 hours of practice
3. In the three years immediately prior to the date of application have practiced 1500 hours.

The registration regulation also specifies that to apply under the grandparenting provisions the experience and hours requirements must be completed in Canada as practice of kinesiology as a profession is not yet defined in any other jurisdiction. Ontario is the only jurisdiction in the world which is regulating the profession of kinesiology. Hence it is only in Ontario that the practice of kinesiology is defined. The College and the profession in Ontario have recognized that kinesiology has considerable homogeneity across Canada and that those who have practiced or are practicing elsewhere in Canada, who meet all other registration requirements, would be practicing within the scope of practice defined for the profession.

The registration guide specific to applicants for grandparenting, available in both official languages, specify how applicants are to meet the experience and currency requirements. Evidence of practice is required and this includes letters of references and verification from employers that confirm the practice of kinesiology, locations of work and hours worked in each location. The Registration Guide for Grandparenting also lists

acceptable alternative documentation for applicants who are self-employed.

The transitional provision allowing grandparenting entry into the College will end on April 1, 2016. After that all applicants will pass the entry-to-practice examinations required by the College.

e) requirements that may be satisfied through acceptable alternatives

Registration requirements are determined by legislation and those considered non-exemptible, such as education, entry-to-practice examination, and jurisprudence have no alternative. The language good character and grandparenting requirements are exemptible.

The College provides on its website information on acceptable alternatives in the College's Required Documents Policy and notes that this will be considered on a case-by-case basis. For example, international applicants must have their academic qualifications verified by a College-approved credential agency that will attest to the authenticity of the transcripts and documents reviewed and prepare a course-by-course evaluation report as required. Evaluation reports prepared by other organizations not approved by the College may be accepted as an alternative if approved by the Registrar. In addition, the policy includes a provision for alternative documentation in exceptional circumstances where it may not be possible for the applicant to obtain the required documentation.

f) the steps in the assessment process

*** SAME AS LAST YEAR ***

Information about the steps in the assessment process is available on the College's website. There are two places on the home page through which applicants may access detailed information regarding the steps in the assessment process; one is through "Registration" under the menu bar and the other is under "Registration and Renewal" heading on the main menu. Regardless of the entry point selected, the information provided is exactly the same.

Information provided in the Registration Guides for Grandparenting, Entry-to-Practice Examination and Internationally Educated is extensive. If requested the College will send out information. Prior to the date of proclamation, the College did a number of webinars describing the registration requirements and assessment processes. Presentations at universities and colleges also included this information.

The College reviews all published information regularly to ensure that it is accurate and current. Changes to update or clarify the assessment portion of the website and Registration Guides are made by Registration staff.

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

All Registration Guides include a checklist of documentation that must be submitted. Applicants must submit police check documentation by mail, and must ask their university to submit an authorized transcript. Other documentation that is required may be mailed or uploaded to their electronic application.

The Registration Guide for Internationally Educated applicants describes the additional requirement that they must have their educational credentials assessed and must ask the assessment agency to submit the assessment report directly to the College.

Among the registration policies the College has posted is the Required Documents Policy that outlines how

applicants can meet each requirement and also provides acceptable alternatives.

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

The College posts on our website information on acceptable alternatives which are described in the College's Required Documents Policy. In addition, the policy includes a provision for alternative documentation in exceptional circumstances where it may not be possible for the applicant to obtain the required documentation.

Applicants are directed to contact the College if they have difficulty in obtaining the necessary documentation.

i) how applicants can contact your organization

The College website has contact information for all registration staff and the Registrar. Telephone and fax numbers are provided as well as email addresses. It is posted on the "Contact Us" which is located on the home page. The College has also created a central number and email address for all registration enquiries. Many Ontario universities with kinesiology programs provide direct links to the College website as does the Ontario Kinesiology Association and the Federation of Health Regulatory Colleges of Ontario.

The College encourages applicants to contact the College in the way that they are most comfortable; whether by phone, email, fax or mail. Applicants can also visit or make an appointment to meet with a Registration staff member at the College office during regular business hours.

Contact information is provided in all registration guides and communications material.

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

*** SAME AS LAST YEAR ***

The College uses an online application process. Applicants using the online registration service are able to receive automated email notifications when they submit their completed online application and a receipt for payment of the application fee.

The College communicates with applicants throughout the registration process to notify them when aspects of their application have been accepted or when there are any outstanding documents or issues need to be resolved. If it is determined that certain documents remain outstanding, the applicant is advised by either email or phone.

Once all required documentation is submitted, the application is processed and the next communication initiated by the College informs the applicant whether their application is approved for grandparenting or they are eligible to write the entry-to-practice examination.

Approved applicants are informed that they must pay the required registration fee to complete the process. Approved applicants are listed on the College registry with their registration number. Certificates of registration are mailed at a later date.

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

Applicants are informed that documents in languages other than English or French must be supported by certified English or French translations. This requirement is clearly set out in all registration guides and in the College's Translation Policy posted online.

The certification of a translated document must be done by a Canadian embassy overseas, an applicant's own embassy or consular office in Canada, or a certified member of the Association of Translators and Interpreters of Ontario.

Applicants requiring clarification about the College's translation requirements or experiencing difficulty obtaining a required translation may call the College to discuss their situation.

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

*** SAME AS LAST YEAR ***

For prospective applicants, basic information on the role of these third-party organizations and links to their websites are available on the College's website and all registration guides.

Applicants who have graduated from a kinesiology program or equivalent outside of Canada must submit with their application, a comprehensive credential report from one of the specified credentialing agencies (World Education Services, International Credential Assessment Service of Canada or International Credential Evaluation Services) to enable the College to assess equivalency with an Ontario university degree.

The College also uses reports from specified third-party organizations to assess applicants' language proficiency. The College has approved a number of organizations and this information is available on the College's registration policies for language proficiency.

The College relies on each of the third-party organizations to update their own information and therefore uses links to their websites rather than posting the information directly on the College website; this ensures the information is up-to-date and accurate. Registration staff are responsible for ensuring the information and links about the third parties on any registration pages of the website are accurate.

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

*** SAME AS LAST YEAR ***

All important timelines, deadlines, and time limits are clearly communicated to all applicants on our website and in all Registration and Examination Guides.

The written instructions accompanying the online application form set out the key points in this area. These timelines and deadlines are later reinforced through telephone and email contacts that occur between applicants and registration staff throughout the process.

Certain time limits are dependent on whether an applicant applies through either the grandparenting or through the entry-to-practice examination.

Applicants applying through grandparenting provisions and allow the College to exempt otherwise qualified applicants with considerable experience and current knowledge from writing the entry-to-practice examination have until April 1, 2016 to become registered through this route.

Applicants deemed eligible to participate in the qualifying examination are advised in writing of the next examination dates.

An applicant has four (4) years or three (3) opportunities, whichever comes first, to successfully pass the examination. Applicants applying through the entry-to-practice examination must make their first attempt of the examination within twelve (12) months of becoming eligible to write.

From the date of successfully completing the examination, an applicant has twelve (12) months to complete all other requirements of registration including provision of insurance and payment of registration fee. A registrant who does not complete the remaining requirements within the twelve (12) months is required to successfully pass the examination again.

An applicant who fails the registration examination may appeal the results of the examination to the College's Examination Appeals Committee within 30 days of receiving their examination results.

Other key timelines and deadlines that are applicable for all applicants regardless of which route they are applying through include:

- An original or a notarized police check that is dated no earlier than six (6) months before the date on which the application is submitted.
- International applicants who are required to demonstrate language proficiency must submit valid language test results. The test scores are valid for two (2) years from the date of the applicant passing the test.
- No earlier than twelve (12) months prior to the date of their application, all applicants must have successfully completed the jurisprudence e-learning module.

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

*** SAME AS LAST YEAR ***

The timelines are calculated from the time that all required documents are received at the College until the application has been reviewed by the Registrar and a decision has been issued. The College publishes on its website and registration guides that completed applications for registration will be processed within 10-15 days.

It is repeated and clarified as necessary throughout the registration process via updates that applicants obtain on the status and progress of their applications. Registration staff monitors and reviews information for currency and accuracy on a regular basis. In addition information regarding timelines is communicated to the applicants during the registration process.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Information on the fees required for College registration is readily available on the College's website, in all registration guides, College by-laws and by corresponding directly with the College, either by telephone or email. Fee amounts and methods of payment are detailed in the list of requirements that accompany the online application form.

Fees required by the College's third-party organizations are available on their websites and the College provides links from the website to these organizations.

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

*** SAME AS LAST YEAR ***

The College is committed to assuring that all persons interacting with the College are able to obtain, use and benefit fairly and equitably from its programs and resources. The College provides reasonable accommodations where requested during the registration process. The College's Accommodation Policy can be accessed under the Registration tab> Registration Policies.

Policies and procedures regarding requests for accommodations to write the examination are described on the website. The accommodations policy for the examination is listed in our Examination Handbook and addresses accommodation for a variety of special needs due to visual, hearing, motor and learning disabilities, and limited physical tolerance.

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.

*** SAME AS LAST YEAR ***

Fees for internationally educated applicants are the same as for all other applicants.

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

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Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

Within ten (10) to fifteen (15) days from receipt of an online application, staff reviews the applicant's file to ensure that it has all the required documents. Those documents include those submitted by the applicant and those sent directly to the College by the educational institution. If the file is incomplete, the timeline for the registration decision is considerably longer. The College communicates with the applicant, regarding outstanding documents by email.

The College recommends that applicants required to write the entry-to-practice examination, apply with ample time for processing prior to the expected qualifying examination dates. A request for deferral of the examination due to extenuating circumstances will prolong the application process.

Applicants who write the examination are provided the results within six (6) weeks of writing the examination. Unsuccessful applicants are given thirty (30) days to request an appeal to the Examination Appeals Committee. The Director of Registration will acknowledge receipt of a applicant's Request for an Appeal Form, in writing, within fourteen (14) days of receiving the request.

Once the Examination Appeals Committee renders a decision, the decision is emailed to the applicant within sixty (60) days of receipt of the appeal from the applicant.

Once the file is complete for grandparenting or entry-to-practice examination applicants, College staff will review the file within one (1) to three (3) weeks to ensure that all requirements for registration are met. When all registration requirements have been met, the Registrar will approve the application for registration. Once approved, the applicant will be notified by email. To complete the registration process, the applicant is asked to submit the registration fee. Applicants who have not previously submitted proof of liability insurance must provide such proof within thirty (30) days of registration. The Registrar will issue a Certificate of Registration following receipt of the registration fee.

If the registration or application criteria are not met, the College sends a letter from the Registrar to the applicant referring the application to a Panel of the Registration Committee. The letter explains reasons for the referral.

It may take up to eight (8) weeks for the Registration Committee to review an application for registration and issue an Order and Reasons. Decisions made by the Registration Committee are sent to the applicant two (2) to four (4) weeks following the review.

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

*** SAME AS LAST YEAR ***

Applicants submitting routine registration inquiries in writing are usually provided with a written response by Registration staff within one (1) business day. This covers the vast majority of the written inquiries dealt with by Registration staff.

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

*** SAME AS LAST YEAR ***

Applicants who write the examination are provided the results within six (6) weeks from the date of the examination.

Unsuccessful applicants are given an additional thirty (30) days to request an appeal to the Examination Appeals Committee. The Director of Registration will acknowledge receipt of a applicant's Request for an Appeal, in writing, within fourteen (14) days of receiving the request.

Once the Examination Appeals Committee renders a decision, the decision is emailed to the applicant within sixty (60) days of receipt of the appeal from the applicant.

If an application for registration is referred to a Panel of the Registration Committee, the applicant is notified by letter of the referral to the Panel. The letter of notice of the referral informs the applicant of the statutory grounds for the referral and the applicant's right to make written submissions to the Panel for a period of thirty (30) business days after receiving the notice. The applicant may request additional time to make a submission or choose to waive the thirty (30) business day period to make a written submission.

After the Panel of the Registration Committee meets, Registration staff will advise the applicant of the Panel's decision by email within ten (10) business days of the meeting. If it is necessary or desired for the applicant to receive a formal Panel Order with written reasons for the decision, this will be sent to the applicant within twenty (20) business days.

These Panel orders are accompanied by a letter advising the applicant of their right to appeal the Registration Committee's decision to the Health Professions Appeal and Review Board (HPARB). The applicant may request either a review or a hearing. The timelines for release of HPARB's decision on the appeal differ depending on whether the applicant requested a review or a hearing.

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

*** SAME AS LAST YEAR ***

Internal protocols are built in to our database system to ensure that the College adheres to timelines. Staff goals for providing reasonable processing turnaround times are monitored. Staff and Registration Committee members are sensitive to applicants' needs for decisions in a timely manner, and strive to be as efficient as possible.

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

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Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

*** SAME AS LAST YEAR ***

Upon written request and at no charge the College will provide an applicant with information and/or copies of documentation relevant to their registration file. Requests for access to documents will be processed within 30 days, failing which the applicant will be notified of the delay and the reason for it. Applicants may submit written requests by mail, fax or email.

Occasionally, an applicant's request that certain documents in their file be forwarded to an employer or to another licensing body and responses to those requests are done within one to two business days.

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

*** SAME AS LAST YEAR ***

Under certain circumstances, the College will not provide the information or part of the information. These circumstances are in keeping with the College's privacy policy where the safety of an applicant or another person is jeopardized.

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

*** SAME AS LAST YEAR ***

The College does not charge fees for this service.

d) List the fees for making records available.

*** SAME AS LAST YEAR ***

The College does not charge fees for this service.

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

*** SAME AS LAST YEAR ***

The College does not charge fees for this service.

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.

*** SAME AS LAST YEAR ***

1. Applicants are encouraged to consult the website to retrieve the appropriate forms and checklists for application. Registration staff provide information and guidance to prospective applicants on registration requirements, policies and procedures. Staff are responsible for updating and maintaining the registration portion of the website and all registration documents (guides, application forms etc.) to ensure that the information is current, complete, clear and easy to find.

2. Our website includes a listing of all registration policies, and Frequently Asked Questions related to registration. Our website also contains links to external resources that an applicant may need to access in order to apply to the College, for example approved credential assessment agencies.

3. Application checklists have been developed to help applicants ensure that all required documents have been included in their application. The checklists are available in all registration guides and are available in our online application form.

4. Applicants going through jurisprudence have access to our Jurisprudence Handbook for Kinesiologists in Ontario, which includes information on the laws and ethics that affect kinesiology practice in Ontario. The Jurisprudence Handbook and related materials are available online and used as a resource for education as well as for new members of the profession.

5. An Entry-to-Practice Examination Guide and Practice Test is provided in both official languages to assist applicants who intend to write the examination and to provide the public (e.g., educators, administrators) with practical information about the examination. This document is available in PDF format on the College website.

The Guide includes description of the purpose of the exam; general rules for writing the exam, process for requesting accommodations, the competencies on which the examination is based, and the examination blueprint. We have recently revised the Guide to include 102 sample questions selected to correspond with the Examination Blueprint. Rationales for the correct and incorrect answers and question-specific references are included to assist applicants in their preparation. A bibliography of references used in creating the questions, or which may assist applicants in preparing, is also included.

6. Applicants who are unsuccessful on the exam receive a performance profile report; this profile provides information on the applicant's examination performance.

The Applicant Performance Profile provides detailed information on the score broken down by different content categories from the examination. It is based on two different classifications of the content of the examination: (1) Competency Category (domain) and (2) Cognitive Level. For example, if applicants receive a score below 450 in any of the competency categories, they should increase their study efforts in that category while ensuring that they continue to prepare in the other areas of the Blueprint. Applicants can see how they performed in comparison to the average performance of the passing applicants (the reference group) for each of the content categories of the examination blueprint.

7. Applicants who become registered have access to the New Registrant Resource Guide available on our website that includes information about the profession and regulation in Ontario.

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

*** SAME AS LAST YEAR ***

The College website serves as the primary tool to provide information about the requirements for registration. In addition, College staff attend university and College career fairs, speaking engagements with faculty and students and provide printed information to universities for inclusion in kinesiology program newsletters and career counselling offices.

Applying to the College requires applicants to submit a number of documents and provide proof of meeting the College's registration requirements. The list of requirements and appropriate checklists are provided in the registration guides for Grandparenting, Entry-to-Practice Examination and Internationally Educated are an excellent source for complete and detailed information. The College has also published on its website a Required Documents Policy that outlines how applicants can meet each requirement and also provides acceptable alternatives.

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.

Registration Committee:

Once the file is complete for either grandparenting or entry-to-practice examination applicants, College staff review the file within one (1) to three (3) weeks to ensure that all requirements for registration are met. When all of the registration requirements have been met, the Registrar approves the application for registration. Once approved, the applicant will be notified by email. To complete the registration process, the applicant will be asked to submit the registration fee. The Registrar registers the applicant following receipt of the registration fee and a certificate of Registration is mailed at a later date.

If an applicant (grandparenting or examination) is referred to the Registration Committee, the applicant is notified by letter of the referral to the Panel. The letter of notice of the referral informs the applicant of the statutory grounds for the referral and the applicant's right to make written submissions to the Panel for a period of thirty (30) business days after receiving the notice. The applicant can request additional time to make a submission or choose to waive the thirty (30) business days period to make a written submission.

Once any documents or information being provided by the applicant are received an application is referred to the next available Registration Committee meeting.

After the Panel of the Registration Committee meets, the applicant will receive a copy of the Panel's decision in writing within four (4) weeks of the meeting.

These Panel orders are accompanied by a letter advising the applicant of their right to appeal the Registration Committee's decision to the Health Professions Appeal and Review Board (HPARB) and will be provided with HPARB's contact information. The applicant will have 30 days to submit their appeal to HPARB. The applicant may request either a review or a hearing. The timelines for release of HPARB's decision on the appeal differ depending on whether the applicant requested a review or a hearing.

Examination Appeals Committee:

Applicants who write the examination are provided the results by email within six (6) weeks from the date of the examination.

Unsuccessful applicants are given an additional thirty (30) days from the day they are notified to submit an appeal to the Examination Appeals Committee. The Director of Registration will acknowledge receipt of a applicant's Request for an Appeal, in writing, within fourteen (14) days of receiving the request.

Once the Request for an Appeal and supporting documentation being provided by the applicant are received an application is referred to the next available Examination Appeals Committee meeting. Committee meetings are held approximately twice a year, usually within six (6) weeks from the day applicants are notified of their examination result, although a teleconference can be scheduled in the interim if a matter requires a timely decision.

Once the Examination Appeals Committee renders a decision, the decision is emailed to the applicant within sixty (60) days of receipt of the appeal from the applicant.

Internal protocols ensure that the College adheres to these timelines. Staff goals for providing reasonable processing turn-around times are monitored. Staff and Registration Committee members are sensitive to applicants' needs for decisions in a timely manner, and strive to be as efficient as possible.

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

*** SAME AS LAST YEAR ***

There were no files for which timelines were exceeded.

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

*** SAME AS LAST YEAR ***

There were no files for which timelines were exceeded from internationally trained applicants.

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

Staff Review:

If discrepancies in an application are identified during the review process, the Registration staff will contact the applicant by phone or email to describe the discrepancy and request clarification. If the discrepancy is corrected, the file review continues. If the discrepancy is not corrected, the application is referred to the Registration Committee.

Registration Committee:

If an application is referred to the Registration Committee, the applicant is first notified by email and then in writing with a letter of notification of the referral. The letter of notice of the referral informs the applicant of the statutory grounds for the referral and the applicant's right to make written submissions to the Registration Committee up to 30 business days after receiving the notice. The applicant is invited to submit additional written information and asked to sign a waiver of the 30 business day notice period if he/she wishes the application to be considered by the earliest available Registration Committee meeting.

Director of Registration reviews the submissions made by applicants to consider if there is any additional information that the applicant may be advised to provide in order to assist the panel in their consideration of the referral.

Examination Appeals:

Approximately five (5) weeks before the date of the examination, all exam applicants are provided with the specific details of the exam location and are also provided with a copy of the College's Examination Appeals Policy.

Applicants are provided the results by email within six (6) weeks from the date of the examination. Unsuccessful applicants are also provided with a performance profile report along with the thirty (30) days deadline to appeal their examination result. All unsuccessful examination applicants may request a hand-scoring of their answer sheet and are also provided with thirty (30) days of making such request.

The Director of Registration will acknowledge receipt of a applicant's Request for an Appeal, in writing, within fourteen (14) days of receiving the request.

An appeal will be considered by the Examination Appeals Committee only if the applicant claims that a failing result is based on one or more of the following circumstances; illness, personal emergency, and procedural irregularities. Where a applicant believes that a failing examination result was due to one or more circumstances and the applicant files an appeal, the Examination Appeals Committee will review the applicant's circumstances to determine whether to grant or deny the appeal.

Once the Request for an Appeal and supporting documentation being provided by the applicant are received, an application is referred to the next available Examination Appeals Committee meeting. Committee meetings are held approximately twice a year, usually within six (6) weeks from the day applicants are notified of their examination result, although a teleconference can be scheduled in the interim if a matter requires an urgent decision.

The Director of Registration is responsible for overseeing and managing the administration of the examination appeals process, including monitoring the progress of appeals and ensuring adherence to timeframes. Once the Examination Appeals Committee renders a decision, the decision is emailed to the applicant within sixty (60) days of receipt of the appeal from the applicant.

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.

*** SAME AS LAST YEAR ***

The College gives written notice to applicants of the referral of their application to the Registration Committee or their opportunity to appeal their Examination result.

General information about the referral to registration committee process is posted on the College website, accessed under the Registration tab> Registration Policies. Information about the examination appeal process is posted on the College website, accessed under the Registration tab> Examination> Examination Appeals Policy. Registration staff provide applicants with information about how to submit materials for both Committees.

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.

*** SAME AS LAST YEAR ***

Applications and submitted documentation are processed by Registration staff on behalf of the Registrar to ensure that initial decisions about the eligibility of the application are made according to the requirements established in regulation, by-law and/or policy. The Registration Committee is not involved in the initial decision of the Registrar.

When there is any doubt whether the applicant meets the registration requirements, the Registrar refers the application to the Registration Committee. Registration staff provide the application and all supporting documentation to the Registration Committee but they do not participate in making the decision so that the decisions made by the Committee are not influenced by individuals who otherwise serve as decision-makers for eligibility of registration purposes.

Impartiality of the Examination Appeals Committee (EAC) is maintained by ensuring that the Registration Committee members are not members of the EAC, nor have been members in the previous twelve (12) months of the Registration or Examination Committee.

Members in either Committee are also not involved in evaluating the applicants' performance on the qualifying examination.

e) Describe your internal review or appeal process.

Once the file is complete for either grandparenting or entry-to-practice examination applicants, College staff will review the file within one (1) to (3) three weeks to ensure that all requirements for registration are met. Applications and submitted documentation are processed by Registration staff on behalf of the Registrar to ensure that initial decisions about the eligibility of the application are made according to the requirements established in regulation, by-law and/or policy. The Registration Committee is not involved in the initial decision of the Registrar.

When all of the registration requirements have been met, the Registrar will approve the application for registration. Once approved, the applicant will be notified by email. To complete the registration process, the applicant will be asked to submit the registration fee and submit professional liability insurance within 30 days. The Registrar will issue a Certificate of Registration following receipt of the registration fee.

If discrepancies in an application are identified during the review process, the Registration staff will contact the applicant by phone or email to describe the discrepancy and request clarification. If the discrepancy is corrected, the file review continues. If the discrepancy is not corrected, the Registrar will referred the application to the Registration Committee.

Where the Registrar has doubts about whether an applicant meets the registration requirements, is of the

opinion that terms, conditions and limitations should be imposed, or proposes to refuse the application, the application will be referred to the Registration Committee for consideration. The applicant will be notified in writing and will have 30 business days to submit additional information to the Registration Committee in support of the application.

The Registration Committee will review the application for registration and any additional documentation submitted by the applicant may:

- Direct the Registrar to issue a certificate of registration
- Direct the Registrar to issue a certificate of registration with terms, conditions and limitations
- Direct the Registrar to refuse to issue a certificate of registration
- Direct the Registrar to issue a certificate of registration if the applicant successfully completes additional training.

A copy of the Committee's Orders and Reasons will be provided to the applicant within four (4) weeks. If the applicant is not satisfied with the decision they can appeal the Committee's decision to the Health Professions Appeal and Review Board (HPRAB), an independent review board established under the Regulated Health Professions Act. The applicant will be notified in writing of the right to appeal and will be provided with HPRAB's contact information. The applicant would have 30 days to submit their appeal to HPRAB.

General information about the review board and the ability to make submissions is also posted on the College website, accessed under the Registration tab > Registration Policies > Registration Appeals Policy. Registration staff is able to provide applicants with information about how to submit materials and is available to answer questions if necessary.

Examination Appeals Committee:

When applicants are first confirmed where they will write the examination they are also provided with a copy of the College's Examination Appeals Policy.

Applicants are notified of their examination results by email within six (6) weeks from the date of the examination. Unsuccessful applicants are also provided with a performance profile report along with reminding them they have thirty (30) days to appeal their examination result.

Examination applicants who fail the examination and who meet specific criteria and requirements have the right to appeal their results to the Examination Appeals Committee. An applicant must submit a written request, "Request for an Appeal Form," if they wish the Examination Appeals Committee to review the specified circumstances that, in the applicant's opinion, have affected their examination performance. If an applicant believes that a failing examination result was due to one or more circumstances (illness, personal emergency, or procedural irregularities) and the applicant files an appeal, the Examination Appeals Committee will review the applicant's circumstances to grant the appeal. The content of the exam is not appealable. The specific procedures for each circumstance are outlined in the Examination Appeals Policy. If the procedures and requirements are not followed, the Request for an Appeal may not be considered by the Committee.

Prior to the final result being released to the applicant, the answer sheet for all applicants with borderline results—a total number of correct answers within three (3) marks below and one (1) mark above the pass mark—are hand-scored to confirm the test score.

The Director of Registration is responsible for overseeing and managing the administration of the examination appeals process, including monitoring the progress of appeals and ensuring adherence to timeframes. All applicant requests for examination appeals are treated impartially and confidentially.

The applicant must either mail or email to the Director of Registration a completed Request for an Appeal Form within thirty (30) calendar days of the release of the examination results. The applicant's Request for an Appeal must outline the grounds or circumstances on which the request is based. If the request is not based on one of the three circumstances listed, the Request for an Appeal will not be considered. The applicant is permitted to appeal under more than one ground and must provide the necessary documentation. The

Request for an Appeal must include all of the information, facts, and supporting documents upon which the applicant intends to rely.

The Director of Registration will acknowledge receipt of a applicant's Request for an Appeal Form, in writing, within fourteen (14) days of receiving the form. If the Request for an Appeal meets the criteria it will be forwarded to the Examination Appeals Committee for consideration. If a Request for an Appeal does not meet the procedures and requirements outlined above, the Director of Registration will send to the applicant an email indicating that the Request for an Appeal will not be considered by the Examination Appeals Committee and indicate the circumstances why.

When the Examination Appeals Committee meets they review the following documentation:

- The Applicant Incident Report
- The applicant's completed Request for an Appeal Form and all supporting documentation
- A statement from the College concerning the examination process relevant to each case and applicant data
- The Invigilator's Report
- Any other material, documentation or information which the Committee determines necessary, relevant and appropriate.

Once the Committee has rendered a decision, the decision will be sent to the applicant via mail only. No appeal results will be communicated verbally. Subject to rare exceptions, a decision will be mailed to the applicant within sixty (60) business days of receipt of the appeal from the applicant.

After reviewing all material provided by the applicant, and the Invigilator's Report, the Examination Appeals Committee will make one of the following determinations:

1. Deny the appeal

Should the Committee's decision be to deny the applicant's appeal, the Committee will take no further action on the matter.

2. Grant the appeal

Should the Committee's decision be to grant the applicant's appeal, the Committee has the authority to:

- Allow the applicant to re-sit the examination without the appealed attempt being counted as one of the three permitted attempts; and/or
- Allow the applicant to re-sit the examination at an adjusted fee; and/or
- Any other remedy the Committee deems necessary

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.

*** SAME AS LAST YEAR ***

Registration Committee:

Total Members: 10

Professional Members: 7

Public Members (appointed by the government): 3

Internationally Trained Members: 1

According to the College by-laws, the Registration Committee is composed of:

At least two (2) members of Council who are members of the College; at least one (1) member of Council appointed to the Council by the Lieutenant-Governor-in-Council; and one or more members of the College who are not members of Council.

Examination Appeals Committee:

Total Members: 3

Professional Members: 1

Public Members (appointed by the government): 2

Internationally Trained Profession Members: 0

According to the Terms of Reference of the Examination Appeals Committee no member of the Examination Appeals Committee shall be, or within the previous twelve (12) months, have been a member of the Registration Committee and/or Examination Committee.

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.

Information about the Registration and Examination Appeals Committee is available on the College website.

When a Panel of the Registration Committee refuses to issue a certificate of registration or issues terms, conditions and limitations on a certificate of registration, the applicant is sent a copy of the Registration Committee Panel's Order and Reasons. If the applicant is not satisfied with the decision he/she may appeal the Panel's decision to the Health Professions Appeal and Review Board (HPARB), an independent review board established under the Regulated Health Professions Act (RHPA). The applicant is notified by the Registrar of the right to appeal and is provided with HPARB's contact information.

Applicants required to write the examination are informed in the Examination Guide of the right to appeal, the circumstances that may be appealed and the timelines. At the examination centre examinees are informed that they are to bring any special circumstances to the attention of the invigilators. Applicants going through the examination are provided the results by email within six (6) weeks from the date of the examination. Unsuccessful applicants are also provided with a performance profile report along with a thirty (30) days deadline to appeal their examination result. The email also lets unsuccessful applicants request a hand-scoring of their answer sheet and are also provided with the same thirty (30) days deadline to appeal their score by requesting hand-scoring.

When an examination applicant appeals their results on one or more of the permitted grounds, their appeal

and relevant documentation are reviewed by the Examination Appeals Committee. If the appeal is denied by the Committee, the applicant is sent a formal letter detailing the decision and reasons. The applicant must wait until she/he has received the results of the appeal from the Examination Appeals Committee before she/he will be allowed to register for another attempt at the examination.

Where the Registrar determines that an applicant does not meet the requirements for registration, or that terms and conditions should be imposed upon an applicant in order to be registered, the application is referred to the Registration Committee. The applicant is notified by email of the referral to the Registration Committee and provided with an opportunity to submit further documentation or information for consideration by the Committee. The applicant may request additional time to prepare such information. The Registration Committee reviews all information and makes a decision and the College gives written notice to the applicant of the Committee's decision and reason(s). The applicant is advised if she/he is not satisfied with the decision they can appeal the Committee's decision to HPARB. The applicant has 30 days to submit an appeal to HPRAB.

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.

The College website serves as the primary tool to provide information about the requirements for registration.

Applying to the College requires applicants to submit a number of documents and provide proof of meeting the College's registration requirements. The list of requirements that is provided in the registration guides for Grandparenting, Entry-to-Practice Examination and Internationally Educated is the best source for complete and detailed information but the College has also published on the website a Required Documents Policy that outlines how applicants can meet each requirement and also provides acceptable alternatives.

The registration requirements are further broken down depending if the applicant is applying through the grandparenting or through the entry-to-practice examination route.

Information about what documentation must be provided to demonstrate proof of meeting the registration requirements, is described on the College website under the Registration tabs and in the Guides which are found under the tab. In summary, to qualify for registration as a kinesiologist in Ontario, an applicant must meet the following core requirements:

Education (non-exemptible)

An applicant for registration must have successfully completed at least a four-year program in kinesiology offered at the bachelor level at an Ontario university or possess academic qualifications considered to be substantially equivalent by the Registration Committee.

Assessment of education qualifications of applicants educated with a non-Ontario kinesiology degree

Applicants without a four-year degree in kinesiology from an Ontario university, including those with international degrees, must have their academic program assessed by the College. The College conducts an academic assessment review by comparing course descriptions or other evidence submitted and transcripts with courses linked to the Kinesiologist Core Competency Profile. The applicant is required to complete an Academic Assessment Form and to provide additional course information to enable the College to assess equivalency.

Jurisprudence (non-exemptible)

All applicants are required to demonstrate familiarity with the laws, regulations and standards that relate to the practice of kinesiology in Ontario by successfully completing the Jurisprudence e-Learning Module. The module may be completed up to one year prior to application.

Entry-to-Practice Examination (non-exemptible)

All applicants, except those who qualify to enter under grandparenting provisions, must successfully complete the College's Entry-to-Practice Examination.

Language Proficiency (exemptible)

All applicants must possess sufficient language proficiency, in either English or French, to be able to communicate and comprehend effectively, both orally and in writing. If the applicant's first language is neither English nor French and their kinesiology education (or related) was not in English or French, the applicant must submit documentation demonstrating fluency in either official language.

Good Character (exemptible)

All applicants are required to provide the original of a recent name-based Canadian Police Information Centre Criminal Records Synopsis or CPIC Check. The police check is valid for six months from the date of issue. In addition, all applicants must answer mandatory questions and, where they answer yes to any of the questions must provide further information to the College. The mandatory declaration questions require applicants to respond to the following issues:

- Conviction for a criminal offence or any offence resulting in a fine greater than \$1,000 or any type of incarceration.
- Finding of professional misconduct, incompetence or incapacity in any jurisdiction
- Any current proceeding for professional misconduct, incompetence or incapacity in any jurisdiction
- Any refusal by another health regulator in any jurisdiction.
- Any other event that would provide reasonable grounds that the applicant's past and present conduct will allow them to practice in a safe and professional manner

Professional Liability Insurance (exemptible)

All registrants must provide evidence that they have the required amount and in the form as required by the College's by-laws. Once an individual has been registered by the College they have 30 days in which to submit proof of insurance.

Entry-to-Practice Examination (non-exemptible)

An applicant for a General Certificate of Registration must have successfully completed the examination approved by the Council of the College.

Work Experience (exemptible)

Section 6 of Regulation 401/12 made under the *Kinesiology Act*, defines alternative registration requirements for those already practising the profession. These provisions are generally termed “grandparenting” provisions and allow the College to exempt otherwise qualified applicants with considerable experience and current knowledge from writing the entry-to-practice examination in the 36 months following the April 1, 2013 date of proclamation.

In addition to the requirements described above, there are three requirements applicants need to satisfy if they intend to apply under grandparenting.

1. Practice the profession in Canada in each of any three years prior to April 1, 2013
2. Within those three years prior to April 1, 2013 they must accumulate 2000 hours of practice
3. In the three years immediately prior to the date of application have practiced 1500 hours.

This demonstration of Canadian experience is a requirement because Ontario is the only jurisdiction currently regulating kinesiology and because the scope of practice of kinesiology outside of Canada may differ significantly from Canada.

All grandparenting applicants must provide verifiable resumes, job descriptions, letters of references, and verification of hours worked to demonstrate work within the scope of practice. The registration guide for Grandparenting also lists acceptable alternative documentation for applicants who are self-employed.

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

Applicants who hold a degree from a university program outside of Canada are required to have their academic credentials evaluated by one of the College-approved credential assessment agencies who will assess the applicants' credential to determine level of equivalency to Canadian degree programs. Only those degrees that are assessed to be equivalent to a university level (bachelor's degree or higher) will be considered by the College.

Applicants without a four-year degree in kinesiology from an Ontario University, including those with international degrees, must have their academic program assessed by the College. The College conducts an academic assessment review by comparing course descriptions or other evidence submitted and transcripts with courses linked to the Kinesiologist Core Competency Profile. The applicant is required to complete an Academic Assessment Form and to provide additional course information to enable the College to assess equivalency.

The requirements for educational equivalency and the template course descriptions outline the nature and scope of the courses required to demonstrate the knowledge, skills and judgement generally acquired in a four-year degree program in kinesiology at an Ontario university. Those documents are available on our website and any applicant can see the required points needed to satisfy educational equivalency.

Applicants are required, in completing the Academic Assessment Form to describe the courses which they took and are presenting for evaluation, and how these courses correspond to the topics the College is looking for. Scoring is on a points system. For each area, point values are awarded based on the extent to which the documentation submitted addresses the courses the College is looking for. Point values range from 0 to 2 as follows:

- 2 – The submitted evidence suggests that the applicant's education addressed all content in the course template
- 1 – The evidence suggests that the applicant's education addressed some content in the course template

0 – The evidence suggests that the applicant’s education addressed none of the content in the course template.

Council determined the following points scheme:

- Human Anatomy, Human Physiology, Human Biomechanics, Human Psychomotor Learning and Exercise are essential required courses (2 points per course were allocated for these five courses for a total of **10 points**);
- A minimum of two courses are required which address Assessment and Exercise Prescription (**3 points**);
- Among five courses in Health or Sports Psychology, Pathology, Ergonomics, Nutrition and Research Design, Methodology and/or Statistics, (**4 points** are required among this group).
- A total of (**10 points**) must be achieved from elective courses which are identified.
- An applicant’s education program to be considered substantially equivalent to an Ontario kinesiology program, an applicant would have to obtain a minimum score of **27 points**.

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

Only those practising professionals applying to be grandparented during the transitional period are required to provide evidence of work experience. Section 6 of Regulation 401/12 made under the *Kinesiology Act*, is a transitional provision which allows the College to exempt qualified practitioners who had been working in the profession prior to the date of proclamation to be exempted from writing the College’s entry-to-practice examination. Such practitioners must provide proof of experience. There are three work experience requirements which applicants need to satisfy if they intend to apply under this provision (grandparenting).

1. Practise of the profession in each of any three years prior to April 1, 2013
2. Within those three years prior to April 1, 2013 they must accumulate 2000 hours of practice
3. In the three years immediately prior to the date of application have practiced 1500 hours.

The registration regulation also specifies that to apply under the grandparenting provisions the experience and hours requirements must be completed in Canada. Ontario is the only jurisdiction in the world which is regulating the profession of kinesiology. Hence it is only in Ontario that the practice of kinesiology is defined. The College and the profession in Ontario have recognized that kinesiology has considerable homogeneity across Canada and that those who have practiced or are practicing elsewhere in Canada, who meet all other registration requirements, would be practicing within the scope of practice defined for the profession.

All grandparenting applicants must provide verifiable resumes, job descriptions, letters of reference, and verification of hours worked to demonstrate work within the scope of practice. The Registration Guide for Grandparenting lists acceptable alternative documentation for applicants who are self-employed.

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.

*** SAME AS LAST YEAR ***

The College does not assess the transcripts of internationally educated applicants to determine if they are equivalent to a Canadian degree program. The applicant, whose education is from outside of Canada, must submit the results of such an assessment completed by a College-approved credential agency.

The College assesses educational content which has been determined to be equivalent to a four-year university degree, to determine whether it meets the substantial equivalency requirement described elsewhere. The College reviews the syllabus/course descriptions of each course to ensure that the subject

matter from the required courses is covered.

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

*** SAME AS LAST YEAR ***

The College has a small number of applicants at this point who have not graduated with a degree in kinesiology from an Ontario University. Because such applicants may have selected different courses among their electives each application is assessed individually.

As registrations continue, the College will develop a resource binder for all programs from which graduates apply, so that the assessment process can be more efficient and consistency assured in assessing the equivalency of academic degrees.

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

*** SAME AS LAST YEAR ***

The College considers the content of completed courses from university level institutions in Canada and other countries. We rely on the expertise of credential agencies like WES to assess whether an applicant's education is at a level equivalent to a university level in Canada. The credential evaluation process includes validation that the credential has been received from a bona fide educational institution in the country of origin, at the time the credential was awarded.

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

The College provides reasonable accommodations where requested by applicants. Special needs applicants identify their needs through their responses to the relevant questions in the College's application form, or they can contact the Registration staff for information and guidance before they apply. The policy is available at the College website.

The College is also committed to ensuring that reasonable accommodation is made for those applicants requiring it in relation to the examination. The procedures for requesting accommodation are described in the Examination Handbook available on our website. Requests for accommodations are reviewed on a case-by-case basis. Some examples of possible accommodations include:

- Additional time to complete the examination
- Private room
- Food/drink in exam room
- Reader
- Large print

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 required to complete the entire registration process can vary greatly from applicant to applicant and whether they are applying through grandparenting or through the entry-to-practice examination route.

For a grandparenting applicant who completed an Ontario kinesiology degree, has obtained the required police check document, is proactive in completing the requirements for proof of practice, the process can be completed in as little as ten (10) days. On the other hand, an applicant who initiates the application process for grandparenting who is missing documentation and has many requirements to complete, the registration process could take considerably longer.

Applicants who do not meet education equivalency requirements will require additional time in the registration process as they address education gaps. If small gaps exist, the length of time to fill the gaps will vary based on how the applicant decides to fill the gaps. For example, they may take a course that is self-study and completed on their own timelines or they may choose to take a formal course that lasts one or more semesters. An applicant required to write the entry-to-practice examination that has an Ontario degree in kinesiology can be approved to write the examination within ten (10) days of submitting all required documentation. The College's entry-to-practice examination is offered twice a year and an applicant has one year to make their first attempt of the examination. Results of the examination are usually released within six (6) weeks after the examination took place.

Once an applicant meets all the registration requirements, the application for registration is processed within ten (10) days of completion.

Where the Registrar determines that an applicant does not meet all requirements, or where the Registrar proposes that terms and conditions should be applied to the registration, the application is referred to the Registration Committee for review. Applicants are given thirty (30) business days to make submissions and the application is reviewed by the Registration Committee at the next available opportunity and a formal decision is issued within four (4) weeks.

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

The College does not assess the transcripts of internationally educated applicants to determine if they are equivalent to a Canadian degree program. Only internationally educated applicants need to complete the credential review process. The Registration Guide for Internationally Educated applicants advises that they have academic credentials assessed before beginning the registration process.

Individuals who do not meet the language requirements may require English or French language training. If they have already began the registration process this will add to the length of time required to complete all requirements.

All timelines and processes are the same for both Ontario and international graduates who meet all requirements.

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.

It is likely that average times for internationally graduates would be higher than those for Ontario or Canadian educated applicants due to the difference in credential review and language proficiency. However, this is not always the case due to some of the variables discussed in the process, for example, a decision on when to write the entry-to-practice examination, success on passing the examination, whether a referral to the Registration Committee is needed, etc.

At this point the College has had only a few internationally trained applicants. All potential applicants are advised in our Registration Guides to gather required documentation prior to initiating the application process. However, we understand that not all applicants will adhere to this advice and so the time for completion of the application and registration processes may exceed the average times described above.

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.

*** SAME AS LAST YEAR ***

The College does not determine the level of the credential presented. The College relies on the expertise of the three College-approved credential agencies.

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

Applicants who have not graduated from an Ontario kinesiology program at the four-year bachelor's level must have their academic program assessed by the College. The College conducts an academic assessment review by comparing course descriptions or other evidence submitted and transcripts with courses linked to the Kinesiologist Core Competency Profile. This is accomplished using an Academic Assessment Form.

The requirements for educational equivalency and the template course descriptions outline the nature and scope of the courses required to demonstrate the knowledge, skills and judgement generally acquired in a four-year degree program in kinesiology at an Ontario university. Those documents are available on our website and any applicant can see the required points needed to satisfy educational equivalency.

Applicants are required to fill out the Academic Assessment Form telling us the courses they took and how they match the topics the College is looking for. Scoring is done on a points system. For each area, point values are awarded based on the extent to which the documentation submitted addresses the courses the College is looking for. Point values range from 0 to 2 as follows:

- 2 – The submitted evidence suggests that the applicant's education addressed all content in the course template
- 1 – The evidence suggests that the applicant's education addressed some content in the course template
- 0 – The evidence suggests that the applicant's education addressed none of the content in the course template.

Council determined the following points scheme:

- Human Anatomy, Human Physiology, Human Biomechanics, Human Psychomotor Learning and Exercise are essential required courses (2 points per course were allocated for these five courses for a total of **10 points**);
- A minimum of two courses are required which address Assessment and Exercise Prescription (**3 points**);
- Among five courses in Health or Sports Psychology, Pathology, Ergonomics, Nutrition and Research Design, Methodology and/or Statistics, (**4 points** are required among this group).
- A total of (**10 points**) must be achieved from elective courses which are identified.
- An applicant's education program to be considered substantially equivalent to an Ontario kinesiology

program, an applicant would have to obtain a minimum score of **27 points**.

iii. Explain how work experience is taken into account.

Work experience is only considered for those applying to be grandparented during the transitional period. Section 6 of Regulation 401/12 made under the *Kinesiology Act*, is a transitional provision which allows the College to exempt qualified practitioners who had been working in the profession to be exempted from writing the College's entry-to-practice examination. Such practitioners must provide proof of experience and proof of current experience. There are three work experience requirements which applicants need to satisfy if they intend to apply under this provision (grandparenting).

1. Practice of the profession in each of any three years prior to April 1, 2013
2. Within those three years prior to April 1, 2013 they must accumulate 2000 hours of practice
3. In the three years immediately prior to the date of application have practiced 1500 hours.

The registration regulation also specifies that to apply under the grandparenting provisions the experience and hours requirements must be completed in Canada. Ontario is the only jurisdiction in the world which is regulating the profession of kinesiology. Hence it is only in Ontario that the practice of kinesiology is defined. The College and the profession in Ontario have recognized that kinesiology has considerable homogeneity across Canada and that those who have practised or are practising elsewhere in Canada, who meet all other registration requirements, would be practising within the scope of practice defined for the profession.

Evidence of practice is required and this includes three (3) letters of references and verification from employer (s) that confirm the places and hours worked in each location. The Registration Guide for Grandparenting also lists acceptable alternative documentation for applicants who are self-employed.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

The College does not conduct assessments to determine competency other than through the entry-to-practice examination.

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

*** SAME AS LAST YEAR ***

The College does not conduct assessments to determine competency other than through the entry-to-practice examination.

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

*** SAME AS LAST YEAR ***

Not applicable.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

The College does not conduct prior learning assessments.

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

*** SAME AS LAST YEAR ***

Not applicable.

l) If your organization administers examinations:

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

The College owns and maintains the examination and uses a third party to deliver the exam in sites across Ontario, and to mark answer sheets and carry out a psychometric evaluation of results. The examination is a multiple-choice exam consisting of approximately 170 to 185 questions. The multiple-choice questions are presented either as case-based or independent questions. Case-based questions may include approximately three (3) to five (5) questions associated with a brief case scenario. The applicant is required to read the case scenario carefully and use the content to assist in answering all the associated questions. Independent questions contain the information necessary to answer the question. Every question will consist of four (4) possible options and there is only one correct or best answer.

Applicants complete the exam by filling bubble cards. Answer sheets are electronically scanned and scored. Applicants who are unsuccessful on the examination receive a performance profile which provides information on the applicant's examination performance using scaled scores. The scaled score is a conversion of an applicant's raw score on the examination to a common measurement score. The passing score is 450 on a scale ranging from a minimum of 100 to a maximum of 700. If the applicant's score on this common scale is at or higher than the passing score, the applicant will receive a "pass" result on the exam, subsequently, if the score is lower than the passing score, the applicant receives a "fail" result on the examination.

An applicant who fails the examination receives a performance profile that describes their performance in each of the categories defined in the examination blueprint. Applicants can also see how they performed in comparison to the average performance of the passing applicants (the reference group) for each of the content categories of the examination blueprint. An applicant does not have to pass each category to pass

the exam. It is the total score that determines whether the result is a pass or fail.

Applicants have four (4) years or three (3) opportunities, whichever comes first, to pass the examination. The first attempt must be made within one (1) year of receiving confirmation from the College of their eligibility to write the examination. An applicant who fails the examination on the first attempt may write it a second time. After a second failure, the applicant is required to satisfy the Registration Committee that they have successfully completed any remediation that may have been required by the Committee before making a third attempt. An applicant who fails on the third attempt is not eligible to continue the examination process without further education and training and a new application to the College.

Finally, any applicant who fails the examination and who meets specific criteria and requirements has the right to appeal their results to the Examination Appeals Committee for consideration.

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

The College administers the Entry-to-Practice Examination in Ontario. The College relies on a third party with expertise on exam development and administration to help develop the examination and to determine the appropriate tests for validity and reliability. The third party is Assessment Strategies Inc. (ASI) and the lead consultant is a psychometrician specialists in high stakes examinations.

The passing score of the examination is set by the Examination Committee, a standing Committee appointed by Council, using the modified Angoff method. The modified Angoff method is one of the most widely used and accepted methods for establishing the passing score in high stake examinations.

In addition, a variety of relevant data is carefully considered to ensure that the standard that examinees will be required to achieve is valid and fair.

Our examination blueprint was developed using subject matter experts including practitioners and academics from across Ontario. The blueprint which is included in the examination guide provides information on the percentage of questions per competency categories and weighting per competency domain. The purposes of the examination blueprint is to ensure the same sets of competencies are being tested, to the same level of competence, even though exam questions change from one sitting to another.

Each question on every exam is subjected to psychometric testing. All questions are developed by subject matter experts (SMEs) and reviewed by SME sub-committees. If a question does not perform well in a test sitting, it is removed from the examination and does not count in the scoring. The question is then modified before it goes into the item bank or is removed from the bank altogether.

Prior to the final result being published, the answer sheet of any exam applicant with borderline results—a total number of correct answers within three (3) marks below and one (1) mark above the pass mark is hand-scored to confirm the test score.

We administered two examinations in 2014 and the examination results have been at the desired levels and were considered adequate for the purposes of the examination by the Examination Committee.

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

*** SAME AS LAST YEAR ***

Examination questions are continuously developed, validated and added to the item bank. Exam questions are updated every year by the Item Writing Committee. This Committee is responsible for the development of

examination questions which correspond to the approved Examination Blueprint and reviewing items for accuracy, appropriate level of difficulty, currency with practice, relevancy and relation to the specified competency and are integrated into the exam in the form of pretest questions. Up to 30% of questions are replaced on each test form. Likewise, questions may be included on test forms as items for future use depending upon performance of the items. Such items would not be included in the scoring of the test form.

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

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Third-Party Organizations (9 / 13)

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

The College relies on the following third-party organizations:

1. Credential assessment and authentication services

The College requires a course-by-course assessment conducted by one of the following three College approved credential agencies:

- World Education Services
- International Credentials Assessment Service of Canada
- International Credential Evaluation Service

The course-by-course assessment provides an accurate and objective representation of the academic history of an international applicant. Based on the documents that have been checked for validity and accuracy, they offer an analysis of an individual's degree(s) and transcripts provide Canadian equivalents for each credential in a clear and consistent manner. Evaluation reports prepared by other organizations not approved by the College may be reviewed on an individual basis and may be accepted as an alternative if approved by the Registrar. The links to all three credential assessment agencies are available on our website under [Registration > Internationally Educated](#).

2. Language assessment agencies to evaluate English or French proficiency of applicants

Where the applicant's first language is not English or French, and their relevant education was not completed in English or French, the applicant must demonstrate fluency in either language. An applicant's language proficiency is assessed by means of standardized tests. College-approved tests include:

- Test of English as a Foreign Language (TOEFL)
- International English Language Testing System (IELTS)
- Canadian Language Benchmark Assessment (CLBA)
- Michigan English Language Assessment Battery (MELAB)
- CANTest
- TESTCan (French proficiency)

The language proficiency requirements and their minimum acceptable scores are listed on the website under Registration>Registration Policies>Language Proficiency Policy.

3. Administration of the Entry-to-Practice Examination in Ontario.

The College relies on a third party to help develop and administer the examination and to perform appropriate tests for validity and reliability. The third party is Assessment Strategies Inc. (ASI) and the lead consultant is a psychometrician specialists in high stakes examinations.

Information about the College's entry-to-practice examination, its policies and important deadlines, along with the Examination Guide and Handbook are available on the College website under Registration>Examination.

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. The College website contains links to some of the third parties upon which it relies (i.e. credential agencies). These websites are reviewed regularly to ensure that applicants are able to find information about their services and fees, documentation requirements, and the application process. All three credential agencies follow the quality assurance guidelines of the Alliance of Credential Evaluation Services of Canada. With respect to information about their assessment practices the College is assured that all three organizations provide ample information of this nature and do so in an open and transparent manner.

2. Each of the language tests approved by the College is administered by an organization with a demonstrated history of valid and reliable language proficiency tests. Their tests include fundamental elements of fairness such as standardized formats, reliance on experts for exam content, access to score results and profiles, and test guides and practice tests. Links to all approved language tests are available on the registration guide for international applicants where applicants can find more information about services, fees and the frequency these tests are administered.

3. The College has a signed agreement with ASI for the development and administration of the examination. The agreement also covers security measures, provision of information to applicants, and fairness requirements. Information about the examination is provided directly by the College through the Examination Guide and Handbook available on the website under Registration>Examination.

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

This section applies to third-party organizations that provide the credential assessment and language proficiency tests which the College will accept.

The College is assured that all the third-party organizations from which it accepts results utilize current and accurate information about qualifications outside Canada. We gain this assurance through our many contacts and discussions with staff and by our review of all our third-party website content.

iii. provides timely decisions, responses and reasons to applicants

*** SAME AS LAST YEAR ***

The College is assured that our third-party organizations provide timely decisions, responses and reasons to all our international applicants. We gain this assurance through our many contacts and discussions with staff at these third-party organizations and by feedback we receive from applicants who have previously used their services. The currently accepted credential agencies and language tests can usually provide results to applicants within two (2) weeks to four (4) weeks.

Our agreement with our examination provider stipulates that examination applicants will receive their results in a timely manner, within four (4) to six (6) weeks from the examination date. An applicant who fails the examination receives a performance profile that describes their performance in each of the categories defined in the examination blueprint. Applicants can also see how they performed in comparison to the average performance of the passing applicants (the reference group) for each of the content categories of the examination blueprint.

iv. provides training to individuals assessing qualifications

The College is assured that the third-party organizations from which we accept results, provide training to individuals assessing qualifications. We gain this assurance through our many contacts with staff at the third-party organizations.

The College has a signed agreement with ASI for the development and administration of the examination. The College reviews the qualifications of the psychometrician. The agreement details the services to be provided and includes education and training of those involved in the development of the examination questions.

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

The College is assured that the third-party organizations from which it accepts results will provide reasonable access to their clients records related to their assessment. Each party provides feedback to applicants on the assessment results and offers an appeal process.

In reviewing the practises of language testing providers, testing papers are not shared. Their clients may request that their tests be re-scored or they may request a review, reconsideration or appeal of their results.

In order to maintain the examination integrity, our entry-to-practice examination is not shared with applicants. Applicants who are unsuccessful on the examination are provided with a performance profile along with their options to request hand-scoring or appeal their examination results.

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

The College is assured that the third-party organizations from which it will accepts results, provide accommodations to applicants with special needs.

Accommodations for special needs is not only one of the industry standards but in many cases is also governed by legislation. Information about accommodations is readily available on the websites for each testing agency.

The College's website contains information acknowledging applicants with special needs and the availability of accommodations to write the entry-to-practice examination. The College's accommodations policy is available on our website and in both the Examination Guide and Handbook.

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.

*** SAME AS LAST YEAR ***

The College uses the credentialing agencies of either World Education Services (WES), International Credentials Assessment Service of Canada (ICASC) or International Credential Evaluation Service (ICES) to determine the level of the credential presented for assessment based on the college or university transcripts provided.

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

*** SAME AS LAST YEAR ***

To ensure that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate, the College relies on the expertise of WES, ICASC or ICES. All three College-approved credential agencies are members of the Alliance of Credential Evaluation Services of Canada, which ensures that individuals have access to fair and credible credential assessment services. Members of the Alliance follow principles of good practice that are consistent with international standards.

All three credential agencies' evaluation methodology is based on the level, scope and intent of the program completed. They consider the admission requirement to the program, the length of the program, the depth and breadth of the curriculum covered, and the options for further study of the degree holder, when formulating equivalencies. In addition, they examine the official status of the degree-granting institution and the program in the home country's education system, as well as any official ratings, when establishing equivalency. These criteria combine and measure credential and educational systemic features to identify if similarities are adequately substantial to grant a Canadian equivalency.

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

While some college or university programs may require clinical placements or internships, this would be considered as part of the academic program. Work experience outside of the post-secondary academic program is not part of the credential assessment process.

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

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

Not applicable. The College does not rely on a third party to conduct competency assessments.

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

The College does not rely on a third party to conduct competency assessments.

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

The College does not rely on a third party to conduct 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.

The College does not rely on a third party to conduct prior learning assessments.

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

*** SAME AS LAST YEAR ***

Not applicable. The College does not rely on a third party to conduct prior learning assessments.

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

*** SAME AS LAST YEAR ***

Not applicable. The College does not rely on a third party to conduct prior learning assessments.

f) If your organization relies on a third party to administer examinations:

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

Format

The examination consists of approximately 170 to 185 multiple-choice questions. The examination is designed to enable the College to make both reliable and valid decisions about an applicant's readiness to practise safely and ethically in Ontario.

The multiple-choice questions are presented either as case-based or independent questions. Case-based questions may include a set of approximately three to five questions associated with a brief case scenario. The candidate is required to read the case scenario carefully and use the content to assist in answering all the associated questions. Independent questions will contain the information necessary to answer the question. Every question will consist of a stem (question) and four possible options. There is only ONE correct or best answer for each question.

The examination blueprint provides information on examination structure (length and format), question type

(independent and situation-based), percentage of questions per competency categories and weighting per competency domain. The purpose of the examination blueprint is to ensure that the same sets of competencies are being tested, to the same level of competence, even though exam questions change from one sitting to another.

Scoring Method

The answer sheets are electronically scanned and scored. It is very important that these answer sheets are filled out correctly. Only answers recorded on the answer sheet are scanned and scored. A candidate will not receive any credit for questions that are answered in the test booklet but not on the answer sheet. Likewise, no credit will be given where a candidate selected more than one answer to a single question. Quality control reports and checks are done during and after marking to ensure accuracy. The answer sheet of a candidate with a “borderline” result—those with a score very close to the pass mark is hand-scored to confirm the number of correct answers BEFORE the candidate’s result is released.

The passing score for the exam is set by the Examination Committee using the modified Angoff method. The modified Angoff method is one of the most widely used and accepted methods for establishing the passing score in high stake exams. The modified Angoff method requires each member of the committee to independently rate each question on the examination in terms of the minimally competent candidate. The minimally competent candidate can be conceptualized as the candidate possessing the minimum level of knowledge and skills necessary to perform at a registration/licensure level.

In addition to the committee members’ ratings, a variety of relevant data is carefully considered to ensure that the standard that examinees will be required to achieve is valid and fair. This can include information on the preparation of new graduates and statistical data for the individual exam questions. The ratings from all members are then collated and tabulated to achieve the average rating per item. These ratings are then averaged to obtain the passing score for the total exam. The passing score reflects the consistent standard of performance for this examination that was determined through a systematic standard-setting process conducted by subject matter experts.

The College reports the examination result as “pass” or “fail.” Candidates will not receive a percentage or numerical mark. The College sets the pass mark for each examination using the modified Angoff method. As the number of examination questions may vary from one exam sitting to the next, the passing criteria are different for each examination. An applicant who fails the examination will receive a Candidate Performance Profile that describes performance in each of the categories defined in the examination blueprint. This profile provides information using scaled scores. The scaled score is a conversion of the raw score on the examination to a common measurement scale. The passing score is 450 on a scale ranging from a minimum of 100 to a maximum of 700. If the candidate’s score on this common scale is at or higher than the passing score, the candidate will receive a “pass” result on the examination. If the candidate’s score is lower than the passing score, the candidate will receive a “fail” result on the examination. It is the total score that determines whether the result is a “pass” or “fail.” A pass may be achieved even if a candidate has not passed in one of the categories.

The Candidate Performance Profile provides detailed information on the score, in content categories, based on two different classifications: (1) Competency Category (domain) and (2) Cognitive Level. Candidates can also see how they performed in comparison to the average performance of the passing candidates (the reference group) for each of the content categories of the examination blueprint.

Number of Attempts allowed of Examination

An applicant may attempt the exam three times over a period of four years. The first attempt must be made within one year of becoming eligible to write the exam.

An applicant who fails a first attempt of the examination will be entitled to a second attempt of the examination. An applicant who has failed the second attempt of the examination is not entitled to make a third and final attempt without the permission of the Registration Committee. Before the third attempt, the applicant must apply in writing to the Registration Committee. The written request must outline measures the applicant

has taken to rectify the reason for the first two examination failures.

The Registration Committee review of the request may have one of two outcomes:

1. If the Registration Committee is convinced that the measures the candidate has taken are sufficient to give him/her the knowledge and skills needed to improve the chances of success in the examination, they may allow the candidate a third attempt at the examination.
2. If the Registration Committee is not convinced that the measures that the candidate has taken are sufficient to give him/her the knowledge and skills needed to improve the chances of success in the examination, the Committee may require the applicant to undertake a further program of remediation.

An applicant who fails on the third attempt is not eligible to continue in the examination process without further education and training and a new application to the College.

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

The College administers the Entry-to-Practice Examination in Ontario. The College relies on a third party with expertise on exam development and administration to help develop the examination and to determine the appropriate tests for validity and reliability. The third party is Assessment Strategies Inc. (ASI) and the lead consultant is a psychometrician specialists in high stakes examinations.

The passing score of the examination is set by the Examination Committee, a standing Committee appointed by Council, using the modified Angoff method. The modified Angoff method is one of the most widely used and accepted methods for establishing the passing score in high stake examinations.

In addition, a variety of relevant data is carefully considered to ensure that the standard that examinees will be required to achieve is valid and fair.

Our examination blueprint was developed using subject matter experts including practitioners and academics from across Ontario. The blueprint which is included in the examination guide provides information on the percentage of questions per competency categories and weighting per competency domain. The purposes of the examination blueprint is to ensure the same sets of competencies are being tested, to the same level of competence, even though exam questions change from one sitting to another.

Each question on every exam is subjected to psychometric testing. All questions are developed by subject matter experts (SMEs) and reviewed by SME sub-committees. If a question does not perform well in a test sitting, it is removed from the examination and does not count in the scoring. The question is then modified before it goes into the item bank or is removed from the bank altogether.

Prior to the final result being published, the answer sheet of any exam applicant with borderline results—a total number of correct answers within three (3) marks below and one (1) mark above the pass mark is hand-scored to confirm the test score.

We administered two examinations in 2014 and the examination results have been at the desired levels and were considered adequate for the purposes of the examination by the Examination Committee.

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

Examination questions are continuously developed, validated and added to the item bank. Exam questions are updated every year by the Item Writing Committee. This Committee is responsible for the development of examination questions which correspond to the approved Examination Blueprint and reviewing items for accuracy, appropriate level of difficulty, currency with practice, relevancy and relation to the specified competency and are integrated into the exam in the form of pretest questions. Up to 30% of questions are

replaced on each test form. Likewise, questions may be included on test forms as items for future use depending upon performance of the items. Such items would not be included in the scoring of the test form.

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

An orientation session for new Registration Committee and Examination Appeals Committee, registration staff and new employees is held when the new Committee has been appointed. Legal Counsel and senior staff conduct the orientation, including a review of the legislative obligations for the College registration practices in the Regulated Health Professions Act (including the Fair Access to Regulated Professions, and Ontario Labour Mobility Act), the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and the Kinesiology Act and related regulations. The orientation session also covers topics related to accommodations, anti-discrimination and cultural sensitivity training.

Staff and Council members have attended a number of conferences and other events related to registration and credential assessment. Specific events include:

- Registration Committee orientation
- Presentations and webinars by organizations such as CLEAR
- CNNAR Conference
- CLEAR Conference
- OPRPN Conference

In addition, Registration staff maintains a resource binder that has all the registration policies and procedures. This binder is used as a reference by the Registration Committee and staff.

ii. individuals who make registration decisions

*** SAME AS LAST YEAR ***

Registration staff bring applications that meet all requirements to the Registrar for approval and are trained according to the College's registration policies and procedures.

As noted above, an orientation session for the new Registration Committee and Examination Appeals members and staff involved in the registration decisions is held annually. In addition the College provides orientation to new staff as necessary throughout the year.

iii. individuals who make internal review or appeal decisions

*** SAME AS LAST YEAR ***

Registration Committee members are provided with annual orientation and training. As well, ongoing training is provided at Council meetings and as educational opportunities arise throughout the year. It also receives legal advice on a case-by-case basis.

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

In 2014, registration staff attended the Ontario Regulators for Access Consortium sessions on Managing Cultural Differences. Members of the Registration Committee will be encouraged to also attend these sessions in 2015.

All existing and any new Committee member were given a Registration Committee Policy Manual. The Policy Manual outlines the legislation and regulations guiding registration in the profession and provides policy guidelines outlined in the Policy Manual. The Policy Manual is regularly used by the Committee to guide their practices, and is updated on a regular basis.

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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.

*** SAME AS LAST YEAR ***

Ontario is the first jurisdiction in the world that regulates the kinesiology profession. At this time there are no agreements on mutual recognition, or labour mobility agreements with any jurisdiction or regulatory body.

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

*** SAME AS LAST YEAR ***

Not applicable.

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

occurred during the reporting year.

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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
French	Yes
Other (please specify)	

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
Total staff employed by the regulatory body	8.5
Staff involved in appeals process	2
Staff involved in registration process	2.5

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ 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.	5
Ukraine	3
China	1
Cuba	1
Netherlands	1
n/a	
n/a	
n/a	
n/a	
n/a	

¹Persons 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 members² 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 31st 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 31st 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)
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	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	1410	36	11	21	0	1478

² 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).

	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 1st to December 31st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	499	18	2	3	2	524
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	427	18	2	3	0	450
Inactive applicants (applicants who had no contact with your organization in the reporting year)	72	1	0	0	2	75
Applicants who met all requirements and were						

authorized to become members but did not become members	115	3	0	0	0	118
Applicants who became FULLY registered members	317	13	0	2	0	332
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	0	0	0	0	0	0

³ 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
a)	Inactive Class	<p>The following are conditions of a Certificate of Registration in the Inactive Class. The member shall not:</p> <ul style="list-style-type: none"> • engage in providing direct patient care; • use any title or designation other than what is specified for an Inactive Certificate of Registration set out in the regulation (i.e., R. Kin (Inactive)); • supervise the practise of the profession; or <ul style="list-style-type: none"> • make any claim or representation to having any competence in the profession

b)		<input type="text"/>
c)		<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

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).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)
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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	1	0	0	0	0	1
Applicants who initiated an appeal of a registration decision	14	0	0	0	0	14
Appeals heard	13	0	0	0	0	13
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:

- There was one examination applicant who initiated an appeal to the Examination Appeals Committee but later withdrew.
- There was thirteen examination applicants who requested a hand-score of their examination results. All requests were granted and the evaluation was done by the examination provider. The hand-score confirmed the original mark of each applicant and no marks were changed.

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

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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: Brenda Kritzer

Title: Registrar and CEO

Date: 03/01/2015

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