

Fair Registration Practices Report

Kinesiologists (2017)

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

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

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

No changes this year

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

No changes this year

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

No changes this year

b) Assessment of qualifications

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

The College updated its scoring for course assessments.

0.5 points- Evidence suggests that the applicant's education addressed a limited amount of what is required and described in the course description template.

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

This change should increase applicants' understanding of the circumstances under which only partial marks may be scored by courses which they have taken and where they would be required to take extra College courses or a University course to meet the required course/s the College has considered lacking in their application.

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

The update to the scoring schedule has assisted the College (CKO) to better ensure consistency and also has helped the College in ensuring that applicants understand how their specific courses in non-kinesiology programs at the College of Applied Arts and Sciences (CAAT) level will be scored.

c) Provision of timely decisions, responses, and reasons

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

No changes this year

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

No changes this year

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

No changes this year

d) Fees

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

No changes this year

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

No changes this year

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

No changes this year

e) Timelines

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

No changes this year

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

No changes this year

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

No changes this year

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

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

The College developed, updated and approved a number of registration policies.

Updated policy, Good Conduct (formerly Police Background Check) - The purpose of the Good Conduct Policy is to protect the public by maintaining high ethical standards, and consequent public confidence in the Kinesiology profession. The existence of previous conduct concerns is not an automatic bar for those applying to gain entry to the profession, but allows the Registration Committee to make a careful assessment of the information to determine whether an applicant should be registered; registered with terms, conditions and/or limitations; or have their application refused. http://coko.ca/application/files/7414/9978/5242/Good_Conduct_Policy_formerly_known_as_Police_Background_Check_Policy.pdf

The updated Professional Liability Insurance Policy addresses employer-provided insurance and the requirements applicants have to meet to be able to use employer's insurance. http://coko.ca/application/files/3515/0117/8103/Professional_Liability_Insurance_Policy-_Revised_June_2017.pdf

Under the College's General Regulation, once an applicant has successfully completed the examination; the applicant must complete registration within 12 months (one (1) year) of being notified of their eligibility to register. A policy was implemented which addresses the conditions upon which an applicant may be granted a certificate of registration after this 1-year period has lapsed. An applicant may have the requirement exempted upon evidence that the applicant has retained current knowledge, skill and judgement. http://coko.ca/application/files/5015/0696/8133/Policy_-_Expiration_of_1-year_period_for_Registration_following_notification_of_eligibility.pdf

The College provides a guide to the Development of a Remediation Plan. Applicants who have failed the examination twice, must submit a remediation plan to the Registration committee prior to being approved to write the examination for the third and final time. Over this past year the College updated the Guide and the Remediation Plan's requirements, to include a requirement that an applicant who is working or volunteering, provide a letter from the employer/supervisor. If the applicant is working with a mentor who is registered with the College, the mentor is expected to submit a letter detailing the training program. This required letter should include the supervisor's or mentor's name, registration number, contact information and date of registration with the College. The College believes that applicants would do better at examination if they gain some practical experience. Applicants preparing for the examination are expected to consult the College's resources list; applicants should also use other resources which would help them to develop and test their competencies. Applicants who are required to submit a Remediation Plan are expected to provide specific information about study materials reviewed, mentoring and coaching, work experience, and other activities undertaken to prepare for their third and final attempt at the examination.

Exam Appeals Policy - This policy states the limited circumstances under which an applicant may appeal an examination. One of those circumstances is illness on the day of the examination that impacted performance on the examination. The policy has stated clearly that the applicant who is making such an appeal must see a physician within 9 days of the examination. The College updated its exam policy to include that an applicant not examined by a physician or medical professional within nine (9) days is expected to submit a letter to the Manager, Registration Services stating reasons for not meeting this requirement. The applicant must give written consent, permitting the College to obtain such additional records and/or other information from the medical professional as deemed necessary to assist the Examination Appeals Committee in its review. The applicant would sign the Consent to Provide Personal Health Information Form from the College prior to submitting the appeal.

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

Good Conduct policy - applicants are to provide full and accurate details of the conduct and to offer as much relevant information as possible on subsequent events. A member who makes a false or misleading statement on their initial application can have their registration revoked by the Registrar.

Professional Liability Insurance Policy (Updated) -applicants who are approved for registration must provide a declaration that he/she is eligible for professional liability insurance coverage and that he/she will submit the insurance policy to the Registrar within 30 days after his/her registration is approved. The *Health Professions Procedural Code* requires that members practising a health profession be "personally insured". This means that an

applicant must ensure that their employer's insurance policy covers not just the organization, but also the applicant when registered by the College. The employer's liability insurance policy must specify that it covers the "employees" of the organization as "added insureds". If the employer does not insure the member to the minimum requirements outlined in the professional liability insurance policy, the newly registered member is required to get additional 'top up' insurance.

Expiration of 1-year period for Registration following notification of eligibility - If an applicant wishes to register after 1 year of passing the examination, their application will be referred to a panel of the Registration Committee for review. Applicants, who wish to complete registration after 2 years of passing the examination, will be given notice of the referral to a panel of the Registration Committee and provided at least 30 days to make a submission requesting an exemption along with all the supporting documentation to support their request.

The remediation plan guide change should aid the applicant in making his/her submission of a complete Remediation Plan, and reduce the number of iterations to respond to questions or concerns of the Registration Committee. In addition, the change makes it clear that the Registration Committee is looking for evidence that the applicant has used more than a literature review to practise and test his/her competencies in preparing to write the examination for a third and final time. The examination is largely competency-based and the Registration Committee encourages applicants in this type of scenario, to take time to ensure they have made every possible effort to understand and be minimally competent in the practice of kinesiology.

The exam appeals policy update gives applicants enough time to be examined by a physician or medical professional and the 'Consent to Provide Personal Health Information Form' is for applicants to understand that in some instances, the Examination Appeals Committee or College (CKO) may want more information to confirm that the applicant's state of health impacted performance on the examination. Consent would be required before the Committee could proceed.

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

These changes enable the College to provide consistent advice to applicants, and has reduced certain types of inquiries. The College strives to provide as much support as possible to applicants preparing to write the examination for the third and final time. The additions clarify that the Registration Committee is looking for evidence of thorough and varied efforts to prepare for the examination including finding opportunities to practise and to test one's competencies. The College has always encouraged applicants from the very beginning to extend their exam preparation efforts well beyond a literature review to include mentoring, and supervised practise. Discussion of mentoring, and the requirement that a Remediation Plan include confirmation from a mentor or supervisor, of the details of study and practise, confirms that the Registration Committee is directing applicants to expand their remediation and preparation efforts, beyond a literature review and beyond their level of preparation for their two previous attempts.

g) Resources for applicants

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

No changes this year

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

No changes this year

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

No changes this year

h) Review or appeal processes

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

No changes this year

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

No changes this year

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

No changes this year

i) Access to applicant records

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

No changes this year

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

No changes this year

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

No changes this year

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

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

All new and existing Registration Committee members took part in the annual Registration Committee training. Training included information about fairness legislation, bias and human rights obligation.

Assistance from Legal Counsel was provided in more refined training to help the Committee better understand where terms and conditions can be applied

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

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

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

This ensures that all registration staff and the Registration Committee are well versed in fairness principles, understand the obligations of the College and are aware of and avoid making registration decisions that may be consciously or unconsciously biased, discriminatory or violate an applicant's human rights. This applies to the consideration of all applications, whether domestically or internationally educated.

k) Mutual recognition agreements

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

No changes this year

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

No changes this year

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

No changes this year

I) Other (include as many items as applicable)

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

No changes this year

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

No changes this year

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

No changes this year

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

No changes this year

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2. Quantitative Information

a) Languages

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

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	221

Female 289
None of the above 0

Additional comments:

c) Gender of members

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

Gender **Number of Members**
Male 984
Female 1754
None of the above 0

Additional comments:

d) Jurisdiction where applicants obtained their initial education

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

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
496	9	6	Poland 1 Total 1	0	512

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

Additional comments:

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

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

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
324	12	3	Poland 1 Total 1	0	340

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

Additional comments:

f) Jurisdiction where members were initially trained

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

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
2531	149	33	Australia 3	0	2738
			Brazil 1		
			Ukraine 2		
			China 2		
			Poland 4		
			Iran 1		
			Cuba 1		
			Chile 1		
			Estonia 1		
			Korea 1		
			Latvia 1		
			Philippines 1		
			Romania 1		
			Uzbekistan 1		
			U.K. 4		
Total 25					

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

Additional comments:

g) Applications processed

Indicate the number of applications your organization processed in the reporting year:

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

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	494	9	6	1	0	510
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	496	9	6	1	0	512
Inactive applicants (applicants who had no contact with your organization in the reporting year)	28	3	0	0	0	31
Applicants who met all requirements and were authorized to become members but did not become members	171	1	3	0	0	175
Applicants who became FULLY registered members	324	12	3	1	0	340
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

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h) Classes of certificate/license

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

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

#	Certification	Description
a)	General Class	<p style="text-align: center;">Description (a)</p> <p>A General Certificate of Registration is issued to an individual who has met all the registration requirements. If a member holds a General Certificate of Registration, he/she must use the designation R.KIN and may use "Registered Kinesiologist" or "Kinesiologist Registered in the General Class" as his/her professional title.</p>
b)	Inactive Class	<p style="text-align: center;">Description (b)</p> <p>A member registered with a General Certificate may apply for an Inactive Certificate of Registration. The following are conditions of a Certificate of Registration in the Inactive Class: The member shall not, (a) engage in providing direct patient care; (b) use his or her professional Kinesiologist title or designation; (c) supervise the practice of the profession; or (d) make any claim or representation to having any competence in the profession.</p>

Additional comments:

i) Reviews and appeals processed

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

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

from January 1st to December 31st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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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	42	0	1	0	0	43
Applicants who initiated an appeal of a registration decision	1	0	0	0	0	1
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

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

Category	Staff
Total staff employed by the regulatory body	9.5
Staff involved in appeals process	2
Staff involved in registration process	2.4

Additional comments:

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3. Submission

I hereby certify that:

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

Brenda Kritzer

Title:

Registrar and CEO

Date:

2018/03/01

