

Fair Registration Practices Report

Kinesiologists (2018)

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.

No changes this year

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

No changes this year

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

No changes this year

c) Provision of timely decisions, responses, and reasons

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

No changes this year

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

No changes this year

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

No changes this year

d) Fees

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

No changes this year

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

No changes this year

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

No changes this year

e) Timelines

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

No changes this year

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

No changes this year

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

No changes this year

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

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

The College developed two new registration policies this year:

1. 'Assessment of Education' policy:

The purpose of this policy is to explain the minimum kinesiology-related core course requirements which must be satisfied in order for a university program to be deemed substantially equivalent to a four-or five-year bachelor's degree in kinesiology from an Ontario university, and to describe the evaluation process. The College has identified only those courses which are relevant to the practice of kinesiology. The College understands that in order for an individual to graduate with a bachelor's degree at the honours level (four years); additional courses are required by

the educational institution.

Under the College's General Regulation, an applicant for registration as a member of the College must either i. have graduated from a program in kinesiology that was offered at the bachelor level at an Ontario university and which was at least four years in duration, or ii. have successfully completed a program which a panel of the Registration Committee considers to be substantially equivalent to a program referred to in (i).

2. 'Exceptional Circumstances Relevant to Examination Timelines' policy:

The purpose of this policy is to outline the process for receiving and considering an applicant's request to write the registration examination outside of the required time period.

Under the College's General Regulation, an applicant for registration must successfully complete the registration examination within a set time period.

An applicant must make their first attempt at the examination within one year of submitting their completed application. The College considers an application complete when the applicant has submitted all required documents to write the examination and has paid both the application fee and the examination fee. Applicants who request a deferral of their first attempt at the examination and/or a refund after paying the examination fee are considered to have an incomplete application.

An applicant is permitted a total of three attempts to successfully complete the examination. All three attempts must be made within four years of the date of submitting their initial application. The Registration Committee may permit an applicant to attempt the examination outside of the required time period where the Committee is satisfied that exceptional circumstances prevented the applicant from attempting the examination within this period.

By requiring applicants to complete the examination within the required time period, the College ensures that applicants are current in their knowledge, skills and judgment, which supports the delivery of safe and ethical kinesiology services to the public.

Both these policies are posted on the College website:

https://coko.ca/CKO_Public/Public_Content_Records/Registered/Subcontent2/Registration_Policies.aspx

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

1. 'Assessment of Education' policy:

The Assessment of Education Policy provides applicants to the College who do not have a four or five-year degree in kinesiology from an Ontario university with a clear understanding of the education evaluation process, and the referral process to the Registration Committee.

This policy has assisted applicants in the timely completion and submission of their applications and in their awareness of the information and supporting documentation which is required by the College for education evaluation referrals to the Registration Committee.

2. 'Exceptional Circumstances Relevant to Examination Timelines' policy:

The 'Exceptional Circumstances Relevant to Examination Timeliness' policy provides applicants with exceptional circumstances that prevented them from challenging the entry-to-practice examination within the required period, with a fair and transparent process of how the College receives and considers requests for exemption from the requirement.

The policy has raised awareness of applicants in these unique circumstances that there is a process established by the College whereby they may request an exemption from the requirement.

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

The 'Exceptional Circumstances Relevant to Examination Timelines' policy, and the 'Assessment of Education' policy, in conjunction with the Academic Assessment Form (which is one of the tools used by the College in its determination of education equivalency) are benchmarks for the Registration Committee in providing fair, consistent and transparent decisions.

These policies have also assisted in decreasing the amount of inquiries the College receives regarding these specific requirements as applicants are better informed.

g) Resources for applicants

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

The College launched its new website in March 2018. Improvements were made to the information made available to applicants seeking to challenge the College's entry-to-practice examination and registration with the College. The website offers all application and registration material, and general navigation elements in both English and French.

A designated section of the website was developed for applicants, titled "Apply to the College". Applicants are categorized by their educational background in order to provide specific instructions on the registration requirements they need to fulfill. This section also provides a checklist to assist applicants with submission of their supporting documents; registration FAQ's; the fees required for application and registration; and the College's registration policies.

An all-encompassing handbook for the entry-to-practice examination was also removed from the website. The information contained in the handbook was then deconstructed and made available on the College website for the purpose of increasing accessibility of the College's examination information to applicants. The College now provides detailed information on the entry-to-practice examination on our website, such as: a general overview of the process; study resources; pre-examination and post-examination procedures; and the process for requesting an accommodation.

An additional section of the website was also developed which outlines the requirements for becoming registered after successful completion of the entry-to-practice examination.

Becoming Registered: https://coko.ca/CKO_Public/Public_Content_Records/Registered/Subcontent2/Becoming_Registered.aspx

Examination Information: https://www.coko.ca/CKO_Public/Apply_to_College/Preparing_for_the_Exam/CKO_Public/Public_Content_Records/Apply_/About_the_Exam.aspx?hkey=39ee1abe-7629-45f5-9f5b-c3928941d999

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

The improvements to the application process have assisted applicants in the timely submission and completion accuracy of their applications, which decreases processing delays. The readily available application information also serves as a useful resource for applicants seeking information regarding the application process outside of the College's scheduled business hours.

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

The College is committed to continuing improvements, accessibility and transparency of our publicly available

application and registration processes. The changes made have assisted us in reaching this goal and have had significant impact on the efficiency of our application review process, and reduction in number of enquiries received, as our applicants are more informed of the application and registration requirements.

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 obligations, and post-secondary credentialing. 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 members 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 the applicant is 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

l) Other (include as many items as applicable)

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

No changes this year

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

No changes this year

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

No changes this year

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

No changes this year

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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	165
Female	240
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	1081
Female	2007
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
447	19	2	Croatia 1 Spain 1 Total 2	0	470

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
209	13	2	n/a 0 Total 0	0	224

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
			Australia 3		
			Brazil 1		
			Chile 1		
			China 2		
			Cuba 1		
			Estonia 1		
			Iran 1		
			Korea 1		
2867	161	35	Latvia 1	0	3088
			Philippines 1		
			Poland 4		
			Romania 1		
			Ukraine 2		
			U.K. 4		
			Uzbekistan 1		
			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	384	17	2	2	0	405
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	111	1	0	0	0	112
Inactive applicants (applicants who had no contact with your organization in the reporting year)	22	1	0	1	0	24
Applicants who met all requirements and were authorized to become members but did not become members	105	4	0	1	0	110
Applicants who became FULLY registered members	209	13	2	0	0	224
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	16	0	0	1	0	17
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	1	0	0	0	0	1
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	10.5
Staff involved in appeals process	2
Staff involved in registration process	3.5

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

Date:

2019/03/04

