

Fair Registration Practices Report

Kinesiologists (2019)

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.

The CKO conducted a review of application processes to achieve improved efficiency, and functionality in the administration of entry-to-practice requirements for registration, and to provide greater clarity for applicants and those contemplating applying for registration with the College.

The College identified that its requirement that applicants submit a name based criminal record police check prior to being approved to write the examination, created unnecessary delays in processing, and was an unnecessary cost if an applicant changed their mind concerning registration with the CKO. Furthermore, the criminal record check is used by the College as a measure of good character, which relates specifically to the approval to register, and not the examination.

As a result of this review, the CKO no longer requires applicants applying to challenge the entry-to-practice examination, to submit a name-based police information check at the time of their application. This document is now only required once an applicant has passed the exam and is applying for a certificate of registration with the CKO.

The CKO is now exploring additional ways for applicants to submit a name-based police information check, aside from mail, such as through direct electronic submission to the College from issuing bodies. This will save time for many applicants and speed the process of approval to register.

In addition to the above, the CKO is removing from the website a statement which allowed those applying to write the exam, who had not yet graduated from a degree program, to submit a letter from the educational institution indicating that they had met the requirements to graduate. This provision was confusing and led to some applicants who had not yet met the educational requirements, seeking such letters from their educational institution. This, in turn led to enquiries to the College, and frustration for all parties.

The College now requires applicants who are unable to submit an official transcript to the CKO, to provide a written request for approval to submit a letter from their educational institution confirming that they have met the requirements for graduation.

The CKO will be updating our website in the coming year to outline this process.

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

Name-Based Police Information Check:

By removing the requirement that examination applicants provide a name-based police information criminal record check, the time to process such applications has been significantly decreased. The simplified examination process is more straightforward for applicants and enables clear communication relating to the examination.

Provision of Official Transcript:

The change in language provides a clear outline to all applicants of the requirements that must be met to write the exam. The language is consistent with the Regulation and no longer suggests that anything other than proof of having attained the required degree, is an option. At the same time, the College has a clear process to address those situations where an applicant may be unable to provide the required proof in a timely manner. The College recognizes that there may be individual circumstances where an applicant cannot reach an educational institution or where an educational institution has not and will not provide the required transcript in a timely manner. The new provision allows for the College to consider such individual circumstances.

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

Name-Based Police Information Check:

This change has decreased processing timelines, as the CKO is no longer waiting on the submission of a name-based police information criminal record check to approve an applicant to write the exam. It also provides better communication to applicants of the requirements that must be met prior to writing the exam, and prior to registration. It clearly links the criminal record check to the requirement to demonstrate good character, and links this to approval to register.

Transcript:

The changes in language concerning the submission of an official transcript or official letter from an educational institution has reduced the number of enquiries from would-be applicants and applicants who have not yet graduated with the required education credentials. It is more transparent and fair and helps to ensure clarity regarding the requirements relating to education.

b) Assessment of qualifications

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

Updates to Assessment Documents:

The Academic Assessment Form, Requirements for Educational Equivalency, and Course Description documents were merged to make them more accessible and understandable to applicants. Improvements have been made to the layout and organization of information contained in the documents. No change has been made to the content of the documents. The modified form has been posted to the CKO website.

Updates to the Jurisprudence Exam:

In 2019 the CKO revised and updated the Jurisprudence Exam to accommodate changes in legislative requirements relating to mandatory reporting obligations for sexual abuse. The CKO will be conducting a full-scale review of the

Jurisprudence exam in the coming year to ensure that it covers adequately all areas of the legal and regulatory framework governing the practice of kineisology in Ontario

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

Updates to Assessment Documents:

The modified form increases transparency and clarity in the application process. The new format assists applicants in better understanding the requirements for educational equivalency.

Updates to the Jurisprudence Exam:

The updates made to the Jurisprudence exam ensure that applicants and potential registrants of the CKO are made aware of their required reporting obligations relating to sexual abuse.

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

Updates to Assessment Documents:

The CKO has seen a decrease in applicants requesting assistance with completion of the Academic Assessment Form. The CKO ascribes much of this to the modifications that have been made, resulting in greater accessibility of the documents, and greater clarity allowing improved understanding of the requirements that must be met.

The changes have also resulted in decreased overall application processing times, as there are fewer errors and omissions requiring follow-up

Updates to the Jurisprudence Exam:

While impacts on the College resulting from changes to the Jurisprudence Exam are not readily apparent, it is expected that such changes lead to improved compliance and hence avoidance of professional misconduct. Additionally other communications to members regarding standards and guidelines in this area, build upon the jurisprudence learning experience, strenghteing the effectiveness of these instruments. The Cllege strives to ensure that applicants and memebtrs have a clear understanding of the legislative framework which governs their professional conduct. Hence the updates made to the Jurisprudence Exam demonstrate that the Colege is actively working to prevent sexual abuse of patients by kinesiologists. This improves public confidence in the College's ability to govern the profession in the public interest and reduce risk of harm.

c) Provision of timely decisions, responses, and reasons

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

Once a Panel of the Registration Committee has reviewed an application referred by the Registrar, the Panel receives the draft decision within days to ratify the decision. Previously such decisions were ratified as part of the Meeting Minutes at the next scheduled meeting of the Panel.

By separating the decisions and reasons where applicable, from the Minutes approval process, The College is able to provide a Panel decision much more quickly to applicants, generally within days, instead of weeks.

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

Applicants receive the decision and reasons, if applicable on a very timely basis. This enables successful applicants to proceed with the registration process and move forward in their careers. Those who receive a

negative decision and reasons, are able to begin addressing the concerns of the Panel and also move forward with personal career planning.

Finally by using this expedited process, the applicant is assured that their application is being addressed in a timely manner and their interests are not blocked by what they might consider to be unnecessary and bureaucratic delay.

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

The quick turnaround of decisions and reasons ensures that the Panel is receiving and reviewing their decisions while their reasoning is still current. This minimizes risks of error in decision, and increases consistency.

The College is now able to provide timely decisions and advice to applicants. This reduces complaints from applicants relating to delays. Interactions between applicants and the College are reduced and focused on the decision and next actions instead of issues relating to complaints of delays.

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.

Noted in previous sections.

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

Noted in previous sections.

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

Noted in previous sections.

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

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

System Updates:

In 2019 the CKO began working with our Databases system management service provider to update our membership database and online application forms, in keeping with legislative requirements for the collection and reporting of registrant and applicant data. This work is ongoing.

The CKO has completed the revision of its annual membership application form to accommodate and streamline the various data requirements needed for statistical reporting purposes to ensure data integrity and efficiencies in data collection.

Digitization of Registrant and Applicant files:

In efforts to move to a paperless environment, the CKO has digitized all applicant and registrant files.

Prior Decisions of Panels on Educational Programs:

To improve fairness and consistency in decision-making, when an application is referred by the Registrar to a panel of the Registration Committee for educational equivalency review, and a previous panel has already made a decision on the educational program that has been referred, or has made prior decisions on specific courses from the same educational program referred, the decision of the previous panel is brought to the new panel for consideration.

Item Writing Bank for the Entry- to-Practice Examination:

The CKO works with an external examination company to develop and maintain an item bank of questions to be used on the entry-to-practice examination. The company works with the College and subject matter experts to ensure that questions are relevant, meet test standards and are validated. Test questions are drawn from the item bank and used on test forms. In 2018 the examination Company and the College determined a plan to increase the item bank of questions specific to the competency categories in Professionalism / Professional Practice and Professional Development, as well as items at the critical thinking level. The expanded item bank will enable the College to increase emphasis on these areas, in future examinations in response to input from registrants.

The CKO examinations items are developed using an extensive item writing process in keeping with the CKO examination blueprint and core competencies. In 2019, 150 new questions were added to the item bank.

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

System Updates:

This saves applicants time as the process is more user friendly, intuitive, efficient, and reduces the potential for errors. Changes also permit more efficient processing of applications.

Digitization of Registrant and Applicant files: No impact on applicants or members

Prior Decisions of Panels on Educational Programs:

This ensures fairness and consistency in Panel review and decisions relating to referred applications.

Item Writing Bank for the Entry- to-Practice Examination:

Questions on test forms reflect the current practice of kinesiology.

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

System Updates:

These updates help the CKO to meet its legislative and reporting requirements, reduce the potential for errors, and result in faster processing of applications.

Digitization of Registrant and Applicant files:

The digitization of registrant and applicant files allows CKO staff to rapidly access all information related to applicants and registrants. A file can be viewed by multiple users at the same time improving efficiency in processing and decision-making by reducing manual errors in processing and filing, facilitating review and retrieval of legal and verifying documents, and reducing overall processing timelines.

Prior Decisions of Panels on Educational Programs:

This ensures fairness and consistency in the application review process and in decision making by panels of the Registration Committee.

Item Writing Bank for the Entry- to-Practice Examination:

Ensures that the CKO examination is a valid and reliable measure, to assess the competencies required of entry-to-practice kinesiologists.

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.

Noted in previous section specific to the digitization of applicant and registrant files.

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

Noted in previous section specific to the digitization of applicant and registrant files.

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

Noted in previous section specific to the digitization of applicant and registrant files.

Through the digitization process the College ensures that all files are complete and accurate. Misfiled documents are redirected to appropriate files

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 on consistent and defensible decision-making, transparency and its importance to maintaining accountability, assessment strategies in reviewing applications for educational equivalency, and the CKO public interest mandate.

Committee members also received in-depth training on conflict of interest and bias.

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

Orientation training and the ongoing training of Council, staff and Committee members ensure that each person and each group understands applicable policies, the regulatory and legislative framework, confidentiality requirements and respective roles. All are trained on conflict of interest, statutory obligations, and also on risk management.

Such thorough training ensures applicants of fairness, transparency, confidentiality, and that all decisions impacting them are made from a consistent and regulatory perspective. Applicants are assured that decisions are made by knowledgeable people free from conflict of interest who apply policies consistently and transparently. Applicants and members are also assured that decisions are made in the interest of the public and with no other purpose than public protection and reduction of risk of harm.

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

Each year the College adds more training for staff, Council and Committee members. The College is working towards implementation of Competencies Profiles of Committees and Council that will provide further assurance that all of the necessary competencies are at the table for effective and defensible decision-making, for fulfillment of the various roles of administration of the legislative and regulatory framework, and for oversight of the activities of the College.

In particular, ongoing training ensures that all registration staff and 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

I) Other (include as many items as applicable)

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

In 2019 the CKO began a review of existing registration policies to ensure they are up-to-date, easily understood, consistent and complete. Work was begun to address any gaps as follows:

- policies and procedures relating to requests from practitioners who resign from the College and then request re-registration;
- policies on processing timelines, and;
- policies regarding inactive applications.

Further, the CKO is reviewing and expanding the competencies required to apply for appointment to the Examination Committee. This is a non-statutory committee responsible for the management of the entry-to-practice examination which is a requirement of registration for all applicants to the College. Current requirements of applicants for appointment to the Committee include geographic representation, experience as a practitioner, or as a teacher in a degree program in kinesiology or equivalent, currency of practice, academic diversity, gender, language (English or French), etc. Expanding to include specific competencies as a requirement for appointment is consistent with the direction of the College Council in its selection of appointed and elected members to Council.

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

These changes are not finalized; therefore, the impact cannot be assessed.

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

These changes are not finalized; therefore, the impact cannot be assessed.

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

No changes this year

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	176
Female	293
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	965
Female	1807
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
451	16	1	India 1 Total 1	0	469

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
185	10	1	Spain 1 Total 1	0	197

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
2583	136	30	Australia 3 Chile 1 China 2 Cuba 1 Estonia 1 Iran 1 Italy 1 Korea, Republic Of 1 Latvia 1 Philippines 1 Poland 4 Romania 1 U.K. 2 Ukraine 2 Uzbekistan 1 Total 23	0	2772

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	451	16	1	1	0	469
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	153	3	0	1	0	157
Inactive applicants (applicants who had no contact with your organization in the reporting year)	350	14	3	1	0	368
Applicants who met all requirements and were authorized to become members but did not become members	361	13	1	1	0	376
Applicants who became FULLY registered members	185	10	1	1	0	197
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

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:

The increase in numbers reported for inactive applicants, and applicants who met the requirement to become registered but did not become registered, predominately represents applications received in previous reporting years from applicants who have had no contact with the CKO in the 2019 reporting year.

This change in reporting is due to the request of the Office of the Fairness Commissioner to include these applicants in the College reporting. In previous reporting years the CKO only reported on applications in these categories submitted within the reporting year, or the year prior from applicants who then subsequently had no further contact with the College.

The CKO will be developing a policy in the coming year to close applications that have been inactive for a specified period of time.

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>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>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 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	19	3	1	1	0	24
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	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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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:
 2020/02/28

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