

## Policy

<b>Type:</b>	Registration		
<b>Number:</b>	54		
<b>Name:</b>	Required Documents Policy		
<b>Status:</b>	Final	<b>Version #:</b>	2
<b>Date Approved:</b>	June 7 2012	<b>Date Revised:</b>	Sept. 17 2024

### Background

As part of the registration assessment process, new applicants to the General class must submit certain documents. The documentation required can vary, but generally includes:

- A. Proof of Language Proficiency
- B. Evidence of successful completion of a university bachelor program in Kinesiology
- C. Evidence of successful completion of the entry-to-practice examination
- D. Evidence of successful completion of the jurisprudence course
- E. Proof of a Canadian Police Information Centre (CPIC) criminal record search
- F. Evidence of Professional Liability Insurance

### Principle

To ensure public protection, [the General Regulation](#) of the *Kinesiology Act, 2007* sets the standards and requirements for entry to practice in Ontario. Applicants must provide appropriate documentation for the accurate assessment of their qualifications. Certain documents must be sent to the College directly from the issuing body to ensure authenticity. (e.g., university, testing agency).

#### A. Proof of Language Proficiency

- a. Where the applicant's first language is not English or French and their program of study (kinesiology or non-kinesiology) was not in English or French, the applicant must demonstrate fluency in either language. The College accepts several test scores as proof of language proficiency (Language Proficiency Policy).
- b. A copy of the applicant's score report may be submitted with the initial application for registration.
- c. The official, final score must be submitted directly from the testing facility.

**B. Evidence of successful completion of a Bachelor program in Kinesiology.**

- a. Graduates of bachelor programs in kinesiology at an Ontario university:
  - i. Applicants for registration must ensure that their official, final transcript has been submitted to the College directly from the academic institution.
  - ii. For recent graduates, a letter from the program director /coordinator is acceptable; however, the official, final transcript must be received within eight weeks of completing the program.
  
- b. Graduates of bachelor programs in kinesiology at a Canadian university:
  - i. Applicants for registration must ensure that their official, final transcript has been submitted to the College directly from the academic institution.
  - ii. For recent graduates, a letter from the program director /coordinator is acceptable; however, the official, final transcript must be received within eight weeks of completing the program.
  - iii. The completed Academic Assessment Form along with course descriptions or other supporting evidence (i.e., syllabus).
  
- c. Graduates of a substantially equivalent program within Canada:
  - i. Applicants for registration must ensure that their official, final transcript has been submitted to the College directly from the academic institution.
  - ii. The completed Academic Assessment Form along with course descriptions or other supporting evidence (i.e., syllabus).
  
- d. Graduates of a substantially equivalent program offered outside Canada:
  - i. Applicants who obtained their education in kinesiology (or a related field) outside of Canada must have their academic qualifications verified by a College-approved credential evaluation agency. The credential agency will attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report. All documents must be submitted to the credential agency by the applicant in accordance with the agency's required documents procedure. The applicant is responsible for the cost of obtaining the report. The College requires a course-by-course assessment conducted by one of the following College approved credential agencies:
    - World Education Services;
    - International Credentials Assessment Service of Canada; or,
    - International Credential Evaluation Service.
  - ii. The credential agency will send an evaluation report to the College and the applicant following a review of the documents submitted by the applicant.
  - iii. Evaluation reports prepared by other organizations not approved by the College will be reviewed on an individual basis and may be accepted as an alternative if approved by the Registrar.
  - iv. The completed Academic Assessment Form along with course descriptions or other supporting evidence (i.e., syllabus).

**C. Evidence of successful completion of the entry-to-practice examination**

- a. Approved document
  - i. Where applicable, a photocopy of the CKO exam results letter must be submitted with an application for initial registration.

**D. Evidence of successful completion of the Jurisprudence e-Learning Module**

- a. Approved document
  - i. A certificate of successful completion of the Jurisprudence e-Learning Module must be submitted with an application for initial registration.

**E. Proof of Canadian Police Information Centre (CPIC) Criminal Record Search**

- a. Approved document
  - i. Criminal Record Search report that confirms a search of the Canadian Police Information Centre (CPIC) and issued by the Royal Canadian Mounted Police, Ontario Provincial Police or local police services.
  - ii. Online checks by commercial vendors are NOT permitted.
- b. Applicants must arrange for and pay the cost of their own Criminal Record Search.
- c. Applicants must submit the original Criminal Record Search directly to the College. Faxes and photocopies are not acceptable.

**F. Evidence of Professional Liability Insurance**

- a. Approved document
  - i. A copy of the applicant's certificate of insurance must be submitted to the College, which confirms the purchase of the insurance, the policy number and expiry date. The document must also demonstrate that the insurance meets the College's requirements (Professional Liability Insurance policy).
- b. Alternatively, the applicant can sign an undertaking to provide sufficient proof of insurance coverage within 30 days of being registered.
- c. The College cannot issue the certificate of registration until either proof of coverage, or the undertaking is received.
- d. To help the applicant obtain insurance before registration, the College may issue a letter indicating the applicant's registration has been approved for them to provide to the insurer.