# College of KINESIOLOGISTS of Ontario

## 2024 Fair Registration Practices Report

Prepared for the Office of the Fairness Commissioner (OFC)



FAIRNESS COMMISSIONER COMMISSAIRE À L'ÉQUITÉ

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Glossary of terms

# 1. Background

Under section 22.7(1) of Schedule 2 of the Regulated Health Professions Act, 1991 (RHPA), which is substantially similar to section 20 of the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA).

"A regulated profession shall prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations".

Section 22.9 of Schedule 2 of the RHPA and Section 23 of FARPACTA then go on to indicate that the Fairness Commissioner shall specify the form in which these reports shall be prepared, along with the required filing dates. This section also stipulates that a regulator must make these reports public.

It is pursuant to these authorities that the Office of the Fairness Commissioner (OFC) has required that each regulator complete its annual Fair Registration Practices Report (FRP).

Please note that this report covers the time-period from January 1 to December 31, 2024.

The FRP:

- Collects information about the organization, applicants to the profession and current membership.
- Provides information to the public about how the organization has implemented fair registration practices during the reporting period.
- Helps the OFC to successfully undertake the education and compliance activities which include monitoring, applying a risk-informed compliance framework, assessing performance, and sharing best practices.
- Determines whether the regulator is complying with recently enacted legislative and regulatory provisions designed to reduce barriers for domestic labour mobility and internationally trained applicants.
- Identifies trends across regulated professions and regulated health colleges.

# 2. Organization information

Organization name	College of KINESIOLOGISTS of Ontario
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## 3. Registration requirements

Applicants to the regulated professions and compulsory trades must fulfil registration requirements to practice their profession or use a professional title. This section summarizes registration requirements for each profession or trade regulated by College of KINESIOLOGISTS of Ontario

Licensing requirements (brief description for each requirement listed):

Profession/ Trade Name	Kinesiologist
Academic requirement	In accordance with Ontario Regulation
	401/12 under the Kinesiology Act, an
	applicant for a general class certificate
	of registration must: (i) (a) have
	graduated with a bachelor's degree in
	kinesiology that is at least four years in
	length from an Ontario University, or
	(b) successfully completed a program

	which a panel of the Registration Committee considers to be substantially equivalent to a bachelor's degree in Kinesiology described in (a); (ii) successfully completed the entry-to- practice examination set by Council; and (ii) successfully completed the College's jurisprudence course.
Experience requirement	There are no experience requirements for initial registration.
Language requirement	In accordance with Ontario Regulation 401/12 under the Kinesiology Act, an applicant must possess sufficient language proficiency, in either English or French, to be able to communicate and comprehend effectively, both verbally and in writing. The requirements are further set out in the College's Language Proficiency Policy https://coko.ca/wp- content/uploads/2024/11/Language- Proficiency-Policy-March-2024.pdf.
Additional information on licensing requirements (may include links to appropriate page on regulator website):	In accordance with Ontario Regulation 401/12 under the Kinesiology Act, to become registered with the COKO an applicant must also provide proof of sufficient professional liability insurance (PLI) coverage or an undertaking to the College that they will provide proof of PLI coverage. Additionally, they must submit the application fee, registration fee, and a Criminal Record Check that includes a search of the national CPIC database.

# 4. Third party assessments

Organization name	Function
International Credential Evaluation Services	Academic credential evaluation
International Credentials Assessment Service of Canada	Academic credential evaluation
World Education Services	Academic credential evaluation

Third party organizations that assess qualifications on behalf of the regulator.

Fair access legislation requires regulators to take reasonable measures to ensure that any third parties undertake assessment of qualifications in a way that is transparent, objective, impartial and fair.

College of KINESIOLOGISTS of Ontario takes the following measure(s) to ensure fair and timely assessments:

The College requires that applicants who obtained their undergraduate degree from outside Canada to complete a degree assessment conducted by one of the three approved credentialing agencies: World Education Services (WES), International Credentials Assessment Service of Canada (ISCSAC) or International Credential Evaluation Services (ICES). Their services are relied upon to determine the comparative level and length of the degree to a 4-year bachelor's degree and a conversion of the credit weight. The turnaround time for this type of assessment is typically shorter than the average 4 weeks provided by the vendors. Please note, the actual course content is reviewed by a Registration Committee panel to determine substantial equivalency, in accordance with section 5.1(a)(ii) of Ont. Reg. 401/12. All three organizations provide their services upon request by the applicant, and then send the results directly to the College. The College periodically reviews the services and timelines provided by each organization to confirm processing times and any alternative services they may offer, such as the assessment of credentials for individuals who may have been displaced due to adverse circumstances in their countries (e.g., war).

# 5. Accomplishments, risks and mitigations

Key accomplishments and risks pertaining to fair registration practices during the reporting period are summarized below.

### A. Accomplishments

- The updated Kinesiologist Core Competency Profile was approved by Council 1 in March 2024. The Kinesiologist Core Competency Profile is a collection of validated statements that describe the performance required to demonstrate competence in the role of a kinesiologist at the entry- to-practice level. The Profile provides the foundation for the development of the College's entry-topractice examination, the Exam Blueprint, the Essential Competencies of Practice for Kinesiologists in Ontario, the College's practice standards and guidelines, and the members' self-assessment. The profile also forms the basis of the educational equivalency framework, which enables the College to assess whether applicants for the exam have the required entry-to-practice competencies. The updated Kinesiologist Core Competency Profile is the culmination of a year-long revalidation project overseen by an experienced psychometric team and involving subject matter experts from the Ontario universities and across the profession. Through the revalidation of the Kinesiologist Core Competency Profile, the College has ensured that the ongoing assessment of applicants and members remains relevant, rigorous, and defensible. The Core Competency Profile was also translated to French and reviewed by a certified translator and two bilingual kinesiologists to ensure accuracy with both language and terminology.
- 2 Along with Council's approval of the revalidated Kinesiologist Core Competency Profile in March 2024, the College's Exam Blueprint was also updated to incorporate the changes reflected in the Competency Profile. In May 2024, following the approved Competency Profile and Exam Blueprint, the College initiated development of new exam content with appointed item writers. Item writers were provided with onboarding training and materials prior to commencing. All existing questions in the item bank were remapped to ensure alignment with the Competency Profile, and new test forms were developed and finalized for first use in April 2025. The ongoing exam development is scheduled to continue over the next two years. Similar to the

	revalidation of the Core Competency Profile, this work ensures that the ongoing evaluation of applicants remains relevant, rigorous, and defensible.
3	Following the amendments to Ontario Regulation 401/12 for the new emergency class certificate of registration, the College initiated updates to its database management system and mapped new application and renewal processes to support the license's issuance. This work puts the College in a position to immediately and effectively begin credentialing and licensing kinesiologists in the emergency class, should an emergency circumstance be declared.
4	The College's Language Proficiency Policy, Professional Liability Insurance Policy, and Required Documents Policy were reviewed by Council. In March 2024, minor changes were approved to the Language Proficiency Policy to align with an update by Immigration, Refugees and Citizenship Canada (IRCC) to proficiency exams accepted under the Immigration and Refugee Protection Act. In September 2024, the College's Professional Liability Insurance Policy was updated to include reference to the appropriate sections of the Regulated Health Professions Act, the General Regulation under the Kinesiology Act, and the updated provincial insurance oversight body, as well as edited for style and clarity. In September 2024, no substantive changes were made to the Required Documents policy. However periodic reviews of policies provides assurance to the College and the public that the policy remains aligned with fair registration practices.

## B. Risks and Mitigations

Risk	Mitigation Measure
Cost of Translation Services. The	In 2024, the College contracted an
College is required to provide	independent, certified translator to
documents in English and French to	help mitigate the costs associated ad
applicants/registrants, as well as to	hoc translations. Additionally, the
provide English translations for	College applied for and received a grant
Committee members who may not be	from the Ministry of Health to help
bilingual.	further offset costs.
Staff size. As a smaller-sized regulator,	Staff are trained across the department
the College and Registration	to learn and understand each others'
Department operates with a lean and	roles and to take action when needed.
efficient team.	For major milestones like Annual

	Renewal, a detailed work plan is developed and circulated to map responsibilities and important dates, so someone can fill in if necessary. In the event that additional staffing is needed, a temporary staff person can be hired for a limited period of time.
Reporting and application tracking is limited by database management system.	Due to the fixed nature of the legacy database management system, the College is limited in terms of agile reporting and in-depth application tracking. In December 2024 the College made the decision, with support of Council, to proceed with an update of the membership database system to improve data structure, reporting, and the overall membership experience. This work is anticipated to commence in 2025.

## 6. Changes to registration practices

During the January 1 to December 31, 2024 reporting period, College of KINESIOLOGISTS of Ontario has introduced the following changes impacting its registration processes. Changes, anticipated impacts, and risk mitigation are summarized below.

### A. Registration requirements and practices

Registration process	Changes Made (Yes / No)	Description
Registration requirements either through regulation, by-law or policy	Yes	As mentioned in the Accomplishments section of this report, COKO Council approved updates to the Language Proficiency Policy and Professional Liability Insurance Policy. In

		March 2024, minor changes were approved to the Language Proficiency Policy to align with updates by the IRCC, as required under the RHPA. In September 2024, the College's Professional Liability Insurance Policy was updated to include reference to the appropriate sections of the RHPA, the General Regulation under the Kinesiology Act, and the updated provincial insurance oversight body, as well as edited for style and clarity.
New or consolidated class of certificates or licenses	No	
Assessment of qualifications, including competency-based assessments and examinations	Yes	With the revalidation of the Kinesiologists Core Competency Profile completed in March 2024 (see Accomplishments section of this report), the College's Exam Blueprint was also updated and the examination item bank reviewed and remapped. The College has also developed new examination forms to measure the competency of new applicants, which will be administered in April 2025.
Documentation requirements for registration	No	
Timelines for registration, decisions and/or responses	No	
Registration and/or assessment fees	Yes	In June 2023, following a period of public consultation that included two virtual town halls with registrants, the Council approved an increase of registration fees. This increase will help ensure that the COKO's core operations are sustainable, as the fee structure had not changed since the COKO was first proclaimed

		in 2013. Although new annual membership fee went into effect on September 1, 2023, the College's annual membership renewal had ended for that year. Therefore, most of the membership first experienced the fee increase during the 2024 annual renewal cycle that commenced on July 1. Given the extended lead time members had to prepare for the increased fee, and the extensive research, messaging and consultation periods, the College received minimal adverse feedback from the members.
Changes to internal review or appeal process	No	
Access by applicants to their records	No	
Other	No	

## B. Training, policy and applicant supports

Registration process	Changes Made (Yes / No)	Description
Training and resources for staff who deal with registration issues	Yes	As of the department's focus turned towards new exam development in 2024, several training webinars and programs were attended by staff to support and understand this work (e.g., "Mistakes to Avoid with Testing Development"; "Factors Related to Variations in Pass Rates"; "Hot Topics in Testing"; "Top 8 Cheating Tactics: Insights from our Security Experts"). Additionally, staff participated in a series of learning opportunities address aspects of discrimination (e.g. "Anti-Black Racism, Islamophobia, Anti-Asian Racism; Anti- 2SLGBtQIA + Hate & Transphobia) in

		healthcare, offered by another regulatory College. Further training opportunities included a workshop on developing Race Based Data offered by the Health Professions Regulators of Ontario, a webinar on CNO's Workforce Census report for insights on this type of data collecting, and a webinar examining compliance with the Accessibility for Ontarians with Disabilities Act. Senior registration staff attended the 2024 Canadian Network of Agencies of Regulation (CNAR)'s Annual Conference and participated in sessions on "Registrant Perspectives on Indigenous Cultural Safety, Cultural Humility and Anti-Racism", "Rethinking Disability Accommodations: A More Inclusive Model"; "Survey SaysEquity, Diversity, Belonging and Inclusion Registrant and Staff Surveys".
Resources or training to support applicants to move through the licensing process	Yes	In March and August 2024, the COKO hosted online webinars for candidates registered to write the entry-to-practice exam. The presentation recording was subsequently posted to the COKO's social media channel and a link provided to all candidates post-meeting. In response to questions received during the webinar, the COKO reviewed and updated portions of the website to provide clarity around the application and exam process. In December 2024, the College met with faculty members from the Ontario universities to provide updates on the membership composition and profile, as well as aggregated feedback on the performance of their students on our entry-to-practice examination. In addition, each university was provided with a report on their graduates' exam performance by undergraduate degree program (e.g., some universities offer more than one program in

		kinesiology), identifying how the students performed in each competency domain. This information was shared to assist the schools in best preparing future applicants to the College.
Anti-racism and inclusion-based policies and practices	Yes	Since 2020, COKO staff have been active participants on the Health Profession Regulators of Ontario's (HPRO) EDI Network (previously Anti-BIPOC Racism Working Group), which meets monthly to discuss emerging issues, trends, and best practices. COKO staff also serve on the DEI Committee for Council on Licensure, Enforcement & Regulation (CLEAR), as well as the CLEAR EDI Working Group, which develops and shares external resources for regulators on implementing and measuring DEI initiatives. In recruiting members for the College's Item Writing and Examination Committees in 2024, the application form included sections for candidates to voluntarily provide demographic information, including race and gender. This information helped the College's Governance and Nominations Committee better understand the extent to which the Committee composition reflected the membership.

# C. System partners

Registration process	Changes Made (Yes / No)	Description
Steps to increase accountability of third-party service provider(s)	Yes	In 2024, the College conducted an internal audit to assess our systems and controls to ensure effectiveness, compliance, and alignment with the College's goals. As part of this review, third-party service providers involved with the College's exam administration, exam development, and the

		database system management verified their compliance with established security protocols and insurance requirements. The College also implemented an annual review of these controls moving forward.
Accreditation of educational programs	No	
Mutual recognition agreements	No	

## D. Responsiveness to changes in the regulatory environment

Registration process	Changes Made (Yes / No)	Description
Emergency registration plans	Yes	An emergency registration plan is comprehensively covered within the COKO's risk management plan. In 2024, the COKO Council's review of the risk management plan increased from biannually to quarterly, to allow for quicker and better responses to any arising concerns. The plan is also reviewed more frequently at staff level. Additionally, as mentioned under the Accomplishments section of this report, the ability to register kinesiologists in the Emergency Class was fully implemented into the database management system, and the application and renewal processes were mapped and automated.
Technological or digital improvements	Yes	The College migrated from a physical server to a robust cloud-based network in 2024. The digitalization of member and applicant files was also completed, and all digital files migrated to a more user-friendly platform. In the summer, the College changed its phone management platform to a more reliable

		service provider. The new system allows the College to customize its main greeting line for a better customer experience, as well as easily reroute extensions, and track call times and volumes for improved service insight. In December 2024, the College initiated plans to move its membership database to an upgraded platform for increased efficiency, reporting and member experience. The work is scheduled to begin in 2025. The College initiated discussions with eHealth to have our database transfer certain information to the Provincial Provider Registry. While approved in principle, due to the planned database upgrade in 2025, this agreement will be finalized following that work.
Steps to address labour shortages in the profession or trade	Yes	While the COKO, as a regulator, has not traditionally monitored labour market supply directly, it has remained committed to ensuring that its registration practices do not create unnecessary barriers for those seeking to practice kinesiology in Ontario. Throughout 2024 the COKO met with the leaders of provincial and national professional associations and engaged with the unregulated oversight bodies for kinesiology in other provinces. The COKO also hosted a joint annual meeting with the professional associations and Ontario university representatives, where updates were provided on trends that may have an impact on the labour market. Throughout the year COKO's communications department and registration lead held joint information sessions at different universities across Ontario, where we had the opportunity to exchange insights with learners and educators. Towards the end of 2024, the presentation was updated to include

information about kinesiologists in practice
(e.g., what their practice looks like), based on
data extracted from the annual renewal
questionnaire. During the December 2024
Council meeting, the annual renewal
presentation included an additional a snapshot
of a first-year member's demographics (based
on the annual renewal), and more closely
examined the profiles of members in practice.
This presentation was also shared during the
joint meeting of associations and university
representatives, to allow them a clearer
understanding of the profession. Lastly, the
College invited the Fairness Commission to
attend the September 2024 Council meeting to
provide additional context regarding the
College's obligations in ensuring registration
practices and assessments remain transparent,
objective, impartial and fair.

# 7. Membership and application data

The Office of the Fairness Commissioner collects membership and application data from regulators through annual Fair Registration Practices Reports, which are also made available to the public. Information is collected for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

### A. Race-based data collected

	Race-based data collected? (Yes or No)
Members	No

Applicants	No
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Additional description:

#### B. Other identity-based or demographic data collected

	Other identity-based or demographic data collected?	
	(Yes or No)	
Members	Yes	
Applicants	Yes	

Additional description:

Date of birth, languages of services, location of first, second and third practice, working status, registration in other jurisdictions on Canada.

#### C. Languages of service provision

College of KINESIOLOGISTS of Ontario makes application materials and information available to applicants in the following languages.

Language	Yes / No
English	Yes
French	Yes
Other (please specify)	

#### D. Membership Profile

Profession Name	Total Number of Members
Kinesiologist	2888

Class of License	Total Number of Members	Number of Internationally Educated Members
Full / General/ Independent Practice	2478	49
Inactive	410	9

Gender	Number of Members
Female	1836
Male	1051
Other / not collected	1

Jurisdiction of Initial Training	Number of Members
Ontario	2707
Other provinces and territories	123
United States	29
Other International	29
Multiple Jurisdictions	0
Other/not collected	0

Country of Initial Training	Number of Members
Australia	2
Chile	1
China	2
Colombia	1
Cuba	1
Estonia	1
Greece	1
India	2

Ireland	2
Canada	2830
United States of America	29
Iran	4
South Korea	1
Latvia	1
Philippines	1
Poland	2
Romania	1
Serbia	1
Ukraine	2
Uzbekistan	1
South Africa	2

Official language of preference	Number of Members
English	2888

Racial identity (optional)	Number of Members
Not collected	2888

#### E. Data Notes

For Question A.5, this value is provided based on the official language of correspondence with applicants as we currently do not extract this information from our database.

#### F. Applicant Profile

Profession Name	Total Number of Applicants
Kinesiologist	535

Gender	Number of Applicants
Male	203
Female	328
X (includes trans, non-binary, and two-spirit people)	2
Other / not collected	2

Jurisdiction of Initial Training	Applications received in 2024	Applications with decisions pending (in progress at end of reporting year)
Ontario	489	156
Other provinces and territories	34	19
United States	1	0
Other International	11	9
Multiple Jurisdictions	0	0
Other/not collected	0	0

Country of Initial Training	Number of Applicants
Albania	1
Brazil	1
Canada	523
India	2
Iran	3
Nigeria	3
Saudi Arabia	1
United States of America	1

Official language of preference	Number of Applicants
English	535

Racial identity (optional)	Number of Applicants
Not collected	535

#### G. Data Notes

For items B.1 to B.5: In reporting on applications received for the purpose of this annual report, the College provides values from the perspective of applications received to write the entry to practice examination. In separate reporting to the Ministry of Health, the College has been asked to identify applications received for registration. "Applications for registration" has been confirmed as meaning applications received from individuals who have already satisfied the requirements for registration, including the entry-to-practice examination. For item B.2: "In Progress" values is with respect to applications where the individual has not satisfied the requirements to take the entry-to-practice examination.

### H. Application Decisions

The table below summarizes the outcome of registration decisions finalized in 2024. Some applications may have been received in the previous year.

Jurisdiction of initial training	Successful	Unsuccessful	Withdrawn
Ontario	207	0	2
Other provinces and territories	11	0	0
United States	1	0	0
Other International	3	0	0
Multiple Jurisdictions	0	0	0

Other/not collected	0	0	0

#### I. New Registrants

For the 2024 reporting year, the breakdown of new registrants by class of registration is provided below:

Class of registration	Total new registrants	Number of internationally educated registrants
Full / General/ Independent Practice	222	4

### J. Data Notes

Values in sections B.7 and B.8 refer specifically to completed applications where the applicant has sufficed all requirements for registration, including successful completion of the entry-to-practice examination. In accordance with Ontario Regulation 401/12 under the Kinesiology Act, an applicant approved to sit the CKO's entry-to-practice exam has three attempts or four years to successfully challenge the exam. Additionally, upon success at the exam, the Regulation provides the applicant one year to finalize the application and become registered. This explanation is intended to address the difference in total application received by the CKO annually, and the total number of applicants registered in the same reporting year.

### K. Reviews and Appeals

Applicants for registration may appeal a registration decision. An **internal review or appeal** involves formal reconsideration of a registration decision further to an application and submissions by the applicant.

Jurisdiction of initial training	Number of internal reviews and appeals processed	Number of decisions changed following internal review or appeal
Ontario	8	2
Other provinces and territories	5	2
United States	2	1
Other International	7	4
Multiple Jurisdictions	0	0

An **external review or appeal** involves review of a registration decision by an external appeal tribunal or court, such as the Health Professions Review and Appeal Board or Divisional Court.

Jurisdiction of initial training	Number of applicants who sought external review or appeal	Number of decisions changed following external review or appeal
Ontario	0	0
Other provinces and territories	0	0
United States	0	0
Other International	0	0
Multiple Jurisdictions	0	0

**Issues raised in reviews and appeals** can point to challenges in the registration process. The table below summarizes top issues or reasons that applicants raised during these appeal proceedings.

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**Internationally trained applicants** face additional challenges in the registration process. The table below summarizes top reasons for not registering internationally trained individuals.

Reason for not registering	Number of internationally trained applicants
1. Education program not considered substantially equivalent; candidates required to complete courses.	3

### L. Data Notes

Section B.10 - In accordance with Ontario Regulation 401/12, all applicants to the College must have (a) graduated with bachelor's degree in Kinesiology that is at least four years in length from an Ontario University, or (b) successfully completed a program which a panel of the Registration Committee considers to be substantially equivalent to a bachelor's degree described in (a). In 2024, following initial assessment by staff, 21 of 22 applicants were referred to a panel of the Registration Committee for a substantial equivalency review. Of these, "Number of decisions changed following internal review/appeal", is interpreted as the number of applications where the Registration Committee Panel determined the applicant's program met the education equivalency requirements. The remaining appeal was regarding a reinstatement appeal, where the appeal was granted and decision changed. Section B.12 - In 2024, of the 21 applicants referred to a Registration Committee panel for substantial equivalency, 9 were US or internationally trained. Of these, 3 were directed to complete additional courses to meet the education equivalency requirements. 4 where approved and 1 remained ongoing at the end of 2024.

## **Glossary of terms**

**Applicant:** An individual who has applied for membership in a regulated profession or compulsory trade, with the associated rights to practice their profession / trade or use a professional title.

**Domestic labour mobility**: Applications subject to the Canadian Free Trade Agreement, which stipulates that a certificate issued by one province or territory should be recognized by all others unless there is an exception due to public health, safety and security reasons.

**Internationally educated / trained**: An individual whose initial professional education was not from a Canadian educational institution, or who is applying for trade certification based on experience gained outside Canada. This category includes individuals with education / training in the US and other countries. It also includes individuals who completed their initial professional education outside Canada and later addressed gaps with courses or a bridging program based in Canada.

**Jurisdiction of initial training**: For professions, the jurisdiction in which an applicant obtained their initial professional education used in full or partial fulfilment of registration requirements. For trades, the jurisdiction of initial trade experience listed on a Trades Equivalency Assessment (TEA) application.

**Member**: An individual who has satisfied the conditions for registration in their profession / trade and has been granted the right to practice and/or the right to use a professional designation or title. Members may hold a full license to engage in independent practice, or they may hold an alternate class of registration.

**Racial identity**: Voluntary self-report data of racial identity as a social description. Follows categories identified in the Ontario Anti-Racism Directorate Data <https://www.ontario.ca/document/data-standards-identification-and-monitoringsystemic-racism> .

**Registration requirements**: the entry-to-practice requirements that that an applicant must meet to be granted full membership in a regulated profession or trade, with the associated right to practice or right to use a professional title.

- **Academic requirement**: The formal education, or equivalent, that is required for licensing or certification in a particular regulated profession or trade.
- **Experience requirement:** The experiential training or work experience that is required for licensing or certification in a particular regulated profession or trade.
- **Language requirement**: The level of language proficiency that is required for licensing or certification in a particular regulated profession or trade, and the language proficiency tests accepted in fulfillment of this requirement.

**Third party service provider**: An external organization that assesses applicant qualifications on behalf of the regulator.