

# Fair Registration Practices Report

## Homeopaths (2016)

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.

In accordance with section 6(1) 1. i of *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*, the CHO Council approved two Ontario post-secondary programs in homeopathy on September 27, 2016. This was a first for the College of Homeopaths of Ontario. Prior to this approval all applicants were reviewed under the requirements for Grandparented Class.

The approval of post-secondary programs, means that an applicant who did not graduate from an approved program in homeopathy in Ontario shall submit documentation outlining his/her education and training for review through the Substantially Equivalent Competence Assessment (SECA) process to determine if the education and training received is substantially equivalent to that of a graduate from an approved program in homeopathy in Ontario. The SECA process reviews homeopathy education and clinical training and looks at the competencies taught and evaluated in all homeopathy studies undertaken by the individual. The applicant's education and training must be successfully completed, and may include a variety of education and training approaches. Entry-to-practice competencies are the competencies that new graduates from an approved Ontario homeopathy program have demonstrated. If there are differences, the individual seeking eligibility for registration with the College may need more education in certain topics before completing the College's registration process. SECA does not look at expert levels of homeopathy practice. Even if an individual practises in a highly specialized area, the knowledge and practice is compared to the entry-to-practice competencies.

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

With the closing of the closing of the Grandparenting route, all applicants must now apply through the Full Class route. The Full Class route requirements for applicants are explained below for both new graduates of an approved program (within 12 months), established practitioners who graduated from an approved program (over 12 months), and those who did not graduate from a CHO approved program in homeopathy.

For individuals who have graduated from an approved program the approval process has become more streamlined. This is the case for recent graduates within the past 12 months. For those who have graduated more than 12 months ago from an approved program, CHO verifies if there have been any changes to the curriculum which could impact the competencies taught and evaluated. If deficiencies are identified, the applicant may require

refreshment or specific education to ensure all competencies are addressed at an entry to practice level.

For applicants demonstrating substantial equivalence, a pre-application is required so that CHO may review the individual's education and training, and determine the competencies taught and evaluated within their program of study. The Substantially Equivalent Competence Assessment (SECA) process, is labour intense and may take several weeks to complete. The process may also include an one-on-one peer interview to address any potential gaps identified by the College's review, to ensure that the applicant has opportunity to provide all relevant information. Once the SECA process is complete, the applicant may proceed to demonstrate all other registration requirements.

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

The implementation of the Substantially Equivalent Competence Assessment (SECA) process as a part of the CHO Registration process has allowed the College to review applications through the Full Class route, regardless of whether or not individuals have graduated from an approved program in homeopathy. The SECA process is especially helpful in reviewing international education programs against the programs which have been approved in Ontario. This process has also been valuable in assisting with identifying whether applicants have any potential gaps in the required entry-to-practice competencies. Like any new process, the SECA process has impacted the organization from an administrative standpoint, as staff have been working to develop and implement the process to ensure transparency, objectivity, impartiality, and fairness of review. CHO has been sensitive to the cultural diversity of its applicant population and has endeavoured to create a process which is clear and easy to understand.

**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.**

There were no intentioned changes or improvements in the provision of timely decisions, responses, and reasons this year. Overall complete applications took an average of 30 business days or six weeks to process. This processing time is higher than it is anticipated to be in future years, as there was a surge of applications for the Grandparented application deadline. Additionally, the College had cut the number of staff responsible for processing registrations from two to one, which impacted processing time.

One decision and reasons was issued this year with a fifteen day turnaround time.

Approximately, 29 individuals or 10% of applications experienced a significant wait time (greater than 8 months) in reaching a completion due to a number of reasons including development of new processes, program approval, absence of a Registration Committee, and absence of a Refresher program. As of the writing of this report all of these applications have come to resolution. It is anticipated that these issues and lags should not impact registration processes during the 2017 reporting period.

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

Lengthy delays have caused some understandable frustration for applicants. Communication has been key in providing a calming influence in times of unavoidable delay. For those applicants who are currently practicing, the lack of registration does not prohibit them from continuing to practice (ensuring that they are not holding out or calling themselves a homeopath), but does not ensure an appropriate level of public protection.

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

Staff and the Registration Committee have been through a fairly steep learning curve over the past two years, ending with the conclusion of the Grandparented Class application process and one entry point (Full Class) into the College. The introduction of several new significant registration processes specific to Full Class occurred over 2016 with no precedents specific to the homeopathic profession to work with. Yet, the College has been able to successfully navigate the delays and process applications within an appropriate turnaround time. The College is looking forward to continued refinement of processes and reductions in processing time in 2017.

**d) Fees**

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

At its meeting on February 26, 2016, the College's Council made two motions: the first to approve a bylaw change that resulted in the pro-ration of fees, by month, for first-time registrants both retroactively and going forward; in a second motion Council approved a retroactive refund to all previous applicants who would have paid a lesser registration fee at the time of registration as a result of the pro-ration. The refund was retroactive to April 1, 2015.

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

Fee Pro-ration Bylaw 19.03.3.1 read "One month after anniversary of proclamation, a Registrant issued a certificate of registration shall pay, in respect of the registration year in which the certificate was issued: one twelfth of the registration fee for that category of the registration multiplied by the number of calendar months remaining before the next registration year, including the month in which the certificate of registration was issued." Pro-ration of fees is based on the month during which the certificate of registration is issued by the College. It is at the sole discretion of the College as to when the application is approved, thereby triggering the issuance of a certificate of registration.

This fee bylaw change has made the registration process fairer and more affordable for those who register part way through the registration year. The implementation of pro-rated registration fees has been an incentive to encourage practitioners to pursue registration in a timely manner. Applicants are now encouraged to complete their registration at any point throughout the year, as the fee structure equalizes the registration fee for each month leading up to the annual renewal period. For those who received refunds there was an expression of appreciation.

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

In March 2016, the College issued partial refunds to all individuals who became Registrants prior to the implementation of Bylaw 19.03.3.1 in the interest of fairness. The refunds were issued in the amount of the difference between the full Registration fee paid, and the pro-rated amount as determined by the month in which their application was approved.

## **e) Timelines**

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

In accordance with section 9(1)2 of the of *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*, on April 1, 2016, one year following the College of Homeopaths of Ontario's proclamation date, the Grandparenting window for current practitioners closed. The closing of this window means that all individuals wishing to register with the College must apply through the Full class route.

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

Grandparented Class recognizes a significant period of clinical practice in the profession at any point of time within one's career. The deadline saw a surge of applicants, who as current practitioners, were eager to meet the registration deadline.

In accordance with section 6 of the *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*, of those current practitioners who missed the Grandparented Class application window deadline, all must demonstrate that they qualify for Full Class registration through one of the following routes:

6(4). and 6(1)1i. In the past 12 months the applicant has successfully completed a program in homeopathy approved by the College of Homeopaths of Ontario, including OR

6(4). The applicant has successfully completed a program in homeopathy approved by the College of Homeopaths of Ontario longer than 12 months ago and

a. Have successfully completed a Refresher Program approved by the College's Registration Committee\* OR

b. Have practiced the profession of homeopathy for at least 750 hours in the three years immediately before the date of application\* OR

6(1)1ii. The applicant has successfully completed a program in homeopathy together with other education or training which a panel of the Registration Committee considers, when taken together, to be substantially equivalent to a

post-secondary program in homeopathy in Ontario that is approved by the Council. In determining if the applicant's education and training is substantially equivalent, the College uses the CHO developed Substantially Equivalent Competency Assessment (SECA) process.

For the applicant to Full Class registration there are no changes in the timelines.

(\*requirement is exemptible at the discretion of the College. Submit Form F to request an exemption.)

It should be noted that ample notice was provided to applicants on the deadline for submission under the Grandparented Class, and clear instructions on the materials required for submission. Applicants must have done everything within their power to complete the necessary steps and submit materials to third parties (Individual Assessment process, Police check, and CPR and First Aid Training) by the application deadline in order for their application to be considered complete. A three-day (3-day) grace period was provided due to a technical glitch with the CHO online application. So a completed application was recognized as an application in which all of the components were complete or with a third party for consideration. If an application was received yet incomplete, notification of missing components was provided to the application, and the application would be held until all components were received until the file review could be completed. All applications expire in one year post submission, unless the review by registration staff is in progress. Applicants are notified of the approaching deadline of an expired application.

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

The changes above impacted the organization due to the high volume of applications. CHO did not change its staffing levels to correspond to the increased flow.

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

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

The CHO implemented the following registration related changes during 2016:

#### **a. Fees Bylaw on pro-rated registration fees in first year of registration and corresponding refund**

(For more information see report section 1, item d). At its meeting on February 26, 2016, the College's Council made two motions: the first to approve a bylaw change that resulted in the pro-ration of fees, by month, for first-time registrants both retroactively and going forward; in a second motion Council approved a retroactive refund to all previous applicants who would have paid a lesser registration fee, as a result of the pro-ration, at the time of registration. The refund was retroactive to April 1, 2015.

#### **b. Approved post-secondary programs in homeopathy in Ontario**

In accordance with section 6(1) 1. ii of *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*, the CHO Council approved two Ontario post-secondary programs in homeopathy on September 27, 2016. This was a first for the College of Homeopaths of Ontario. Prior to this approval all applicants were reviewed under the requirements for Grandparented Class.

#### **c. Development of Substantially Equivalent Competences Assessment Tools and Process**

In support of section 6(1)1.ii. CHO developed, fine-tuned and started the implementation of a Substantially Equivalent Competence Assessment (SECA), allowing potential applicants to submit a pre-application with supporting materials, so that the College may review each applicant's education and training against the requirements of a post-secondary school in homeopathy in Ontario. CHO posted a new registration guide and information on its website. Separate tools were also developed for those undergoing the SECA process, to ensure transparent, objective, impartial and fair review.

#### **d. Development of Refresher Program**

CHO also undertook to set the framework for the Refresher Program, which will be available in 2017 through post-secondary programs in homeopathy in Ontario approved by CHO.

**e. Policy change to waive the requirements for health care provider CPR and standard first aid for dual registrant Naturopaths/Homeopaths to recognize their existing training in this area.**

**f. Proposed bylaw change to realign insurance requirements (specifically the annual aggregate level) to better align with other regulatory requirements to make application and renewal processes easier for dual registrants, without inhibiting public protection.**

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

The CHO registration related changes implemented or initiated in 2016 impacted applicants in the following ways:

### **a. Fees Bylaw on pro-rated registration fees in first year of registration and corresponding refund**

(For more information see report section 1, item d). This fee bylaw change has made the registration process fairer and more affordable for those who register part way through the registration year. The implementation of pro-rated registration fees has been an incentive to encourage practitioners to pursue registration in a timely manner. Applicants are now encouraged to complete their registration at any point throughout the year, as the fee structure equalizes the registration fee for each month leading up to the annual renewal period. For those who received refunds there was an expression of appreciation.

### **b. Approved post-secondary programs in homeopathy in Ontario**

Approval of two post-secondary programs in homeopathy in Ontario has helped to create clarity in the registration process for Full Class applicants and clarity in the substantially equivalent competences assessment process. For applicants who have graduated from an approved program the registration process is now much quicker. For former graduates of an approved program who are applying more than 12 months after graduation, CHO checks in with the education body to ensure that there are no significant curriculum changes between the date of approval and the date of the applicant's graduation. If gaps in the educational competencies are apparent, the applicant may require refreshment, a specific course of study or supervision. These solutions are unique to the individual applicants' situation.

### **c. Development of Substantially Equivalent Competences Assessment Tools and Process**

The Substantially Equivalent Competence Assessment (SECA) tools and process provided applicants with clear instruction and tools to prepare a pre-application to determine eligibility for registration in the College. The assessment tools help the potential applicant provide information in addition to his or her official transcript and course materials to verify their prior education and training. To date applicants have demonstrated that the forms are relatively easy to complete, although detailed in nature. Additionally, the SECA process allows for a peer to peer interview if required. Potential applicants must receive pre-clearance on eligibility prior to attempting the individual assessment. The College has made the SECA pre-application process free of charge until April 1, 2017, as it completes the fine-tuning of its processes.

### **d. Development of Refresher Program**

The clinically based supervised Refresher Program is completely administrated by the approved programs in Ontario, based on competency based criteria set by CHO. There is a \$1,000 cost to the applicant, the program and pricing goes into effect in 2017. To date, the Refresher program has been utilized with registrants lacking in clinical practice experience and have been away from the education and training environment for more than seven years. The Refresher Program is considered part time and has some degree of flexibility so that the applicant may study at their own pace. The cost is considered low and reasonable in relation to other health regulatory bodies.

**e. Policy change to waive the requirements for health care provider CPR and standard first aid for dual registrant Naturopaths/Homeopaths to recognize their existing training in this area.**

This policy change has come as the request of naturopaths wishing to dual register with the College of Homeopaths of Ontario. The requirement for health care provider CPR and standard first aid is a exemptible requirement under *Ontario Regulation 18/14 Registration*. The Registration Committee deemed there was no concern for public safety, since Naturopaths are already well versed in these areas.

**f. Proposed bylaw change to realign insurance requirements (specifically the annual aggregate level) to better align with other regulatory requirements to make application and renewal processes easier for dual registrants, without inhibiting public protection.**

In response to many questions from registrants, especially those who are dual registered, it became apparent that obtaining insurance requiring different aggregate amounts created both challenges and barriers for applicants effected. Following a review of all health regulatory colleges' insurance requirements, CHO deemed it was appropriate to lower the annual aggregate. It was further deemed that this change would not hinder public protection.

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

With a staff team of five for most of 2016 and a new Council the CHO faced some challenges in the development and implementation of new and key components of the registration process.

The approval of post-secondary programs in homeopathy in Ontario was extremely helpful in the development of the Substantially Equivalent Competence Assessment (SECA) process and tools, as was the review of processes utilized by other regulatory health colleges. Additionally the program approval feeds into the development and rollout of the Refresher Program.

Appropriate development, training and testing of regulatory programs takes time, patience and attention to detail. As staff and committee settle into these new regulatory processes the College will be able to better handle applicant enquiries and more quickly handle applications in the future.

**g) Resources for applicants**

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

During 2016, CHO continued to offer information sessions on registration and individual assessment. Additionally, the College offered group and one-on-one instruction on the completion of the individual assessment. Accommodations were made as required, to provide additional instruction to individuals who may be unfamiliar with competency based evaluation or the Ontario based approach to homeopathy clinical practice, or whose first language was not English.

Additionally, CHO re-issued the Guide to Registration, application guide and registration tools to reflect requirements for eligibility in Full Class or the pre-registration review under the Substantially Equivalent Competence Assessment (SECA) process. The registration guide and tools were enhanced to ease understanding and direct potential applicants to the right point of entry as quickly as possible.

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

The attention to customer service improved the applicant's chance to successfully complete the individual assessment and registration process. The improvements to the registration guide and tools were helpful in making a complex registration process more straightforward and accessible.

During 2016, CHO Registrar and staff offered over 100 information sessions on registration and individual assessment, helping to make the registration process more understandable for many. This number also captures group and one-on-one instruction on the completion of the individual assessment.

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

Time spent on education and resource development was significant for a staff of five, but was deemed an essential priority for public safety and protection.

**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.**

The final meeting of the CHO Council under the transitional Council took place in August 2015. In this same month, the new professional members were elected. In December 2015, the CHO received 5 new public appointments. Due to the changeover within the College's Council composition, the Registration Committee did not meet between August 7, 2015, and April 19, 2016. During this time, no applicants were referred to the Registration Panels.

At its first Council meeting on February 26, 2016, the new Council of the College of Homeopaths of Ontario elected an Executive Committee and appointed committee members for statutory committees including the Registration Committee. Following these appointments, committees received orientation and training from staff and legal counsel to ensure a thorough understanding of their duties and responsibilities. Staff and legal counsel worked with the Registration Committee to guide them on a consistent, transparent, objective, impartial and fair decision making process. Two members of the transitional Council Registration Committee remained on the Committee (one professional, one public), one of these two individuals served in the capacity of committee chair.

The College also provided committee members with a substantial resource binder, and copies of all past decisions and reasons, including all internal decisions and reasons.

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

Due to significant precedent decisions made by the previous Registration Committee, and the development of Committee approved processes, the number of applicants who had to await referral to committee was minimal. The appointment of new public and professional council members was only felt by a small number of applicants who had been referred to a Panel of the Registration Committee as a result of a request for exemption of hours or other special circumstance. In very few situations, applicants had longer wait times for the further review of their application for registration while there was no established Council, and also while CHO staff and legal counsel worked to orientate and transfer knowledge to new Committee members.

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

1. Once the Council was in place, and committees had been established, the outstanding applications in line were able to be addressed and resolved.
2. Other incoming applications were able to be seamlessly referred to the new Registration Committee.
3. Staff had been impacted by this changeover as they were responsible for educating and providing the new Council members with all of the tools necessary to complete their valued work.

**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

## 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	115
Female	203
None of the above	0

Additional comments:

Please note that this number includes all applicants who became members within the reporting period, as well as those who were still currently applicants and not yet members. Some applicants included in this section had submitted their applications to the CHO in the previous calendar year.

### 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	154
Female	312
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 education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
172	15	4	India 44 Pakistan 17 France 1	22	289

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			U.K. 6 Iran 3 Romania 1 Russia 1 Greece 3 Total 76		

<sup>1</sup> 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 education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
124	11	3	India 34 Pakistan 14 U.K. 8 Greece 2 France 1 Iran 1 Romania 1 Total 61	21	220

<sup>1</sup> 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:**

Some of these individuals who became registrants in the reporting year had initially submitted their applications in the previous year (ex: 2/8 who were educated in the U.K.).

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			India 92		
			Pakistan 27		
			Bangladesh 3		
			U.K. 19		
			Iran 1		
			France 1		
			Greece 1		
261	16	7	Ukraine 1	31	466
			Germany 1		
			Australia 1		
			S. Africa 1		
			Romania 1		
			Sri Lanka 1		
			Israel 1		
			Total 151		

<sup>1</sup> 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 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	172	15	4	76	22	<b>289</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	172	15	4	76	57	<b>324</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	4	1	0	2	0	<b>7</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	124	11	3	61	21	<b>220</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	1	0	0	0	0	<b>1</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	6	2	0	0	1	<b>9</b>

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> 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
		<b>Description (a)</b>
a)	Full Class	<p>In accordance with O.Reg 18/14, section 6. (1) the following are registration requirements for a Full certificate of registration:</p> <ol style="list-style-type: none"> <li>1. The applicant must have,               <ol style="list-style-type: none"> <li>i. successfully completed a post-secondary program in homeopathy in Ontario that is approved by Council or another body approved by Council for that purpose, or</li> <li>ii. successfully completed a program in homeopathy together with other education or training which a panel of the Registration Committee considers, when taken together, to be substantially equivalent to the requirements set out in subparagraph i.</li> </ol> </li> <li>2. The applicant must have successfully completed a program of clinical experience in the profession that is structured, comprehensive, supervised and evaluated and that is at least 45 weeks in length and includes at least 225 hours of direct client contact.</li> <li>3. The applicant must have successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competencies to safely practise the profession.</li> <li>4. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee.</li> </ol>

5. The applicant must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 6 (1).

(2) The requirements in paragraphs 1, 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 6 (2).

(3) The requirement in paragraph 4 of subsection (1) is not considered to have been met unless the applicant satisfies that requirement within the three-year period immediately before the date on which the applicant submitted his or her completed application. O. Reg. 18/14, s. 6 (3).

(4) Except in the case of an applicant to whom subsection 8 (1) applies, where the applicant has not successfully completed at least one of the requirements of paragraph 1 or 2 of subsection (1) within the 12-month period immediately before the date on which the applicant submitted his or her completed application, the applicant must have,

(a) practised the profession of homeopathy for at least 750 hours in the three years immediately before the date of the applicant's application; or

(b) successfully completed a refresher program approved by the Registration Committee within the 12 months immediately before the date of the applicant's application. O. Reg. 18/14, s. 6 (4).

(5) An applicant who either holds or is eligible to hold a Grandparented certificate of registration shall be issued a Full certificate of registration if,

(a) the applicant has successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competencies to safely practise the profession;

(b) the applicant has paid any fees owed to the College; and

(c) the applicant has provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 6 (5).

**Description (b)**

In accordance with O.Reg 18/14, section 9.1 the following are registration requirements for a Grandparented certificate of registration:

1. The applicant must have practised the profession of homeopathy for at least 750 hours during any three-year period before the date on

**b)**

Grandparented Class

which the applicant applied for the Grandparented certificate of registration.

2. The applicant must have submitted the completed application to the Registrar on or before the first anniversary of the day this paragraph came into force.
3. The applicant must have successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competency to safely practise the profession as the holder of a Grandparented certificate of registration.
4. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee.
5. The applicant must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 9 (1).

(2) The requirements in paragraphs 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 9 (2).

**Description (c)**

In accordance with O.Reg 18/14, section 12, the following are non-exemptible registration requirements for an Inactive certificate of registration:

1. The applicant must be a member holding a Full or Grandparented certificate of registration.
2. The applicant must provide an undertaking to the College in a form satisfactory to the Registrar in which the applicant undertakes to comply with the conditions set out in section 13.
3. The applicant must not be in default of any fee, penalty or other amount owing to the College.
4. The applicant must have provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 12.

c)

Inactive Class

**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)

<b>from January 1<sup>st</sup> to December 31<sup>st</sup> of the reporting year</b>	<b>Ontario</b>	<b>Other Canadian Provinces</b>	<b>USA</b>	<b>Other International</b>	<b>Unknown</b>	<b>Total</b>
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<b>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</b>	17	4	0	2	1	<b>24</b>
<b>Applicants who initiated an appeal of a registration decision</b>	0	0	0	0	0	<b>0</b>
<b>Appeals heard</b>	0	0	0	0	0	<b>0</b>
<b>Registration decisions changed following an appeal</b>	0	0	0	0	0	<b>0</b>

**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.

<b>Category</b>	<b>Staff</b>
<b>Total staff employed by the regulatory body</b>	5
<b>Staff involved in appeals process</b>	2
<b>Staff involved in registration process</b>	3

**Additional comments:**

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### 3. Submission

**I hereby certify that:**

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

Janet Blanchard

**Title:**

Senior Manager, Quality Assurance, Patient Relations and Communications

**Date:**

2017/03/01

