

DRAFT AGENDA

Council Meeting
College of Homeopaths of Ontario

February 27, 2020 from 12:00 p.m. to 3:50 p.m.
by teleconference

	ITEM	ACTION	FORMAT	WHO	MIN	TIME
1	Call to Order	Information	Verbal	M. Heller	1 min	12:00
	1.1 Introduction of New Public Members	Information	Verbal	M. Heller	5 min	12:01
2	Agenda					
	2.1 Adoption of Agenda	Decision	Written	M. Heller	3 min	12:06
3	Declaration of Conflict of Interest	Decision	Verbal	M. Heller	1 min	12:09
4	Approval of minutes					
	4.1 Meeting minutes dated November 27, 2019	Decision	Written	M. Heller	5 min	12:10
IN CAMERA						
<p><i>In-camera</i> <i>As permitted by the Regulated Health Professions Act, 1991, Schedule 2, section 7.2, there are times when it is appropriate for Council to discuss matters in camera. These include issues of public security; financial or personal or other matters of such a nature that it is desirable to avoid public disclosure; information related to a person involved in a criminal proceeding or civil suit; personnel matters or property acquisition; or instructions to be given to or opinions received from legal counsel. A meeting or any portion of a conference held in-camera is not open to the public.</i></p>						
	4.2 <i>In-camera</i> meeting minutes dated November 27, 2019	Decision	Written	M. Heller	5 min	12:15
5	2019 / 2020 Goals & Objectives					
	5.1 Deliverables Status Report	Information	Written	B. Ziv	20 min	12:20
	5.2 Membership Scorecard (per 2019/2020 G&O format)	Information	Written	B. Ziv	10 min	12:40
	5.3 Statement of Operations	Decision	Written	B. Ziv	10 min	12:50
6	Programs					
	6.1 Approved Program Application	Decision	Written	E Gajraj / J. Blanchard	40 min	1:00
OPEN SESSION						
7	Bylaw Changes					
	7.1 Consultation Feedback	Information	Written	K. Harvey	10 min	1:40
	7.2 Discussion and Implications	Decision	Written	J. Blanchard	15 min	1:50

	ITEM	ACTION	FORMAT	WHO	MIN	TIME
BREAK					15 min	2:05
	7.3	Fees Bylaw 10.03 B6 Proposal Increase to Fee for Substantially Equivalent Competency Assessment	Decision	Written	E. Gajraj / B. Ziv	20 min 2:20
8		Goals & Objectives				
	8.2	2020-2021 Planning Process	Discussion	Verbal	M. Heller	10 min 2.40
9		Strategic Planning				
	9.2	Strategic Planning Consultations	Decision	Verbal	M. Heller	10 min 2.50
10		Reports 10.1 Executive Committee 10.2 Registration Committee 10.3 Quality Assurance 10.4. Patient Relations 10.5 ICRC/Discipline 10.6 Fitness to Practice 10.7 FHRCO	Information	Verbal	Chairs	30 min 3:00
11		Other Business	Discussion	Verbal	M. Heller	5 min 3:30
12		Meeting Actions & Follow Up Summary	Information	Verbal	Staff	13 min 3:35
13		HBS – Preparation Time	Information	Verbal	M. Heller	1 min 3:48
14		Adjournment	Decision	Verbal	M. Heller	1 min 3:49

Next Meeting: Thursday, June 11, 2020

NOTE:

Please be reminded that all meeting materials, discussions and decisions are confidential to the College and cannot be copied or shared until they are made public.

**Council Meeting
College of Homeopaths of Ontario (CHO)
Minutes**

**Wednesday, November 27, 2019
by teleconference**

Present

Council

Mark Heller	Public (Chair)
Anna Berger	Professional
Anna Cardozo	Professional
Kerri Flood	Professional
Eden Gajraj	Public
Paul Joseph	Professional
Gary Kapelus	Public
Sukhdev Kooner	Professional
Kamika Mclean	Public
Sanjeev Nayyar	Professional
Myrna Tulandi	Public
Guru Dutt Vaid	Professional
Bhupinder Sharma	Professional (Past-President)

Staff

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Basil Ziv	Registrar

1 Call to Order

The President called the meeting to order at 2:04 p.m. and conducted a roll call.

2 Adoption of Agenda

2.1 Adoption of Agenda

(Appendix 2.1 Agenda, Council Meeting, November 27, 2019)

Motion # 1: To adopt the agenda.

Moved by M. Tulandi, seconded by G. Kapelus

That Council adopt the agenda.

CARRIED

3 Declaration of Conflict of Interest

None declared.

4 Approval of Minutes

(Appendix 4.1 Minutes, September 25, 2019 Council meeting)

Motion # 2: To approve the minutes of September 25, 2019

Moved by E. Gajraj, seconded by A. Cardozo

That Council approve the minutes of its September 25, 2019 meeting.

CARRIED

Secretary's note:

As permitted by the Regulated Health Professions Act, 1991, Schedule 2, section 7.2 there are times when it is appropriate for Council to discuss matters in camera. These include matters of public security; financial or personal or other matters of such a nature that it is desirable to avoid public disclosure; information related to a person involved in a criminal proceeding or civil suit; personnel matters or property acquisition; or instructions to be given to or opinions received from legal counsel. A meeting or any portion of a meeting held in camera is not open to the public.

Motion # 3: To move in camera

Moved by M. Tulandi, seconded by P. Joseph

That Council move in camera at 2:09 p.m.

CARRIED

6 Governance Issues

(Appendix 6.1 Report Form: Proposed bylaw changes)

(Appendix 6.2 Bylaws with proposed revisions)

Staff presented an overview of proposed bylaw changes related to the Executive Committee.

Motion # 7: To approve the proposed bylaw changes as presented and direct staff to conduct a 60-day public consultation

Moved by G. Kapelus, seconded by A. Cardozo

That the proposed bylaw changes be approved as presented and that staff conduct a 60-day public consultation.

CARRIED

7 Other Business

The Registrar offered thanks and appreciation for the contributions of Myrna Tulandi, who will be leaving Council in December as her appointment was not renewed by government. Council members expressed their thanks as well as disappointment that Ms Tulandi would not be returning.

8 HBS Meeting and Preparation Time

Half day preparation, half day meeting

Start time: 2:04 p.m.

End time: 3:15 p.m.

9 Adjournment

Motion # 8: To adjourn
Moved by M. Tulandi, seconded by G. Kapelus

That Council adjourn at 3:15 p.m.
CARRIED

The Chair agrees these minutes are an accurate reflection of the meeting.

Mark Heller, Chair

Date

COLLEGE OF HOMEOPATHS OF ONTARIO
REPORT FORM

MEETING/DATE:	FEBRUARY 27, 2020	DECISION	X
		DISCUSSION	<input type="checkbox"/>
		INFORMATION	<input type="checkbox"/>
DATE:	FEBRUARY 3, 2020		
ITEM NAME:	60-Day Bylaws Consultation Feedback		
PRESENTED BY:	KATHRYN HARVEY		

OBJECTIVE OF THIS REPORT (relevance to the business of Council, potential impact/outcome of decision):

To provide Council with the 60-day consultation feedback received. The consultation period ran from November 28, 2019 until January 31, 2020.

STRATEGIC DIRECTIONS: This initiative fits with the strategic direction of the College's 2019/2020 Operating Plan, Goals and Objectives in the Key Result Area of:

- Delivering on Legislative & Legal Mandate
- Practicing Good Governance
- Achieving Growth
- Fulfilling RHPA Objects
- Meeting a Legislative/Regulatory or Bylaw Requirement
- Other, specify: _____

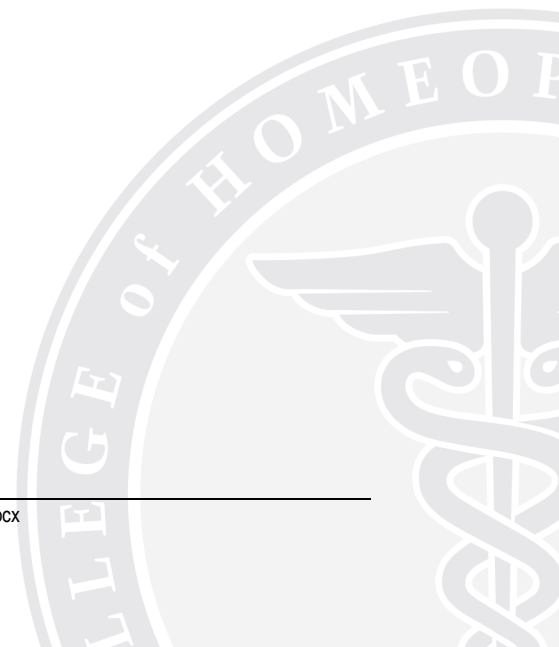
GUIDING LEGISLATION/BYLAWS/POLICY:

The consultation covers Council-approved changes to the following bylaws:

- 1 Interpretation
- 1.01 Definitions
- 6 Election of Officers
- 6.01 Eligibility for nomination
- 6.01.1 Eligibility for nomination for President/Vice President
- 6.04 Filling Vacancies Vice President
- 10 Council
- 10.04 Eligibility for Election
- Schedule 1
- Process for Election of Officers

RECOMMENDATIONS:

Consider feedback in deliberations related to finalizing proposed bylaw changes.



Q10 Comments:

Answered: 6 Skipped: 2

#	RESPONSES
1	I agree with the changes, streamlining the process will engage more individuals to be involved with the nomination process. Attracting more hard working talented individuals. The training will help nominated officers achieve faster results once they know the process
2	i. Bylaw 6 to enhance the training and qualification requirements to sit on the Executive Committee and hold the office of President and/or Vice President; Direction - Bylaw or policy requirement would include the following: 1. 1 year on Council prior to Executive Committee agreed 2. 1 year on Executive prior to Vice President or President agreed 3. In both cases add mandatory training as a requirement agreed ii. Schedule 1 and the process of election of officers with the intent to remove the requirement for nomination signatures, very good increase the time prior to elections to submit nominations, very good add the production of an advance slate, what is "advance slate"? and make any additional process modifications to enhance the efficiency and efficacy of the CHO executive governing body; iii. Bylaw 10 to add the requirement of successful completion of a Council-approved training course prior to a member putting his or her name forward for election to Council. expect it to be a deterrent. Will confirm applicants determination to serve. Suggest additional advance notification of election deadlines to allow member time to enroll in and complete the training prior to putting forth their names.
3	Response sent as an attached MSWord document [see next page]
4	Hi I am agreed to give training but without extra expenses. Still we are far from OHIP. Thanks Deven
5	This proposal is a forward looking move that will help ensure commitment and cohesiveness within the council. I am wondering if these changes will include the implementation of a procedure whereby any applicant would be required to submit a CV which includes experience in a field for which they intend to volunteer their expertise.
6	It is important for the public to know , who is who.

60-Day Consultation on Proposed Changes to Bylaws related to the Election of Council and Executive Committee Members

i. Bylaw 6 to enhance the training and qualification requirements to sit on the Executive Committee and hold the office of President and/or Vice President;

Direction - Bylaw or policy requirement would include the following: →

1. 1 year on Council prior to Executive Committee → agreed
2. 1 year on Executive prior to Vice President or President → agreed
3. In both cases add mandatory training as a requirement agreed

ii. Schedule 1 and the process of election of officers with the intent to remove the requirement for

nomination signatures, very good
increase the time prior to elections to submit nominations, very good
add the production of an advance slate, what is "advance slate"?
and make any additional process modifications to enhance the efficiency and efficacy of the CHO executive governing body;

iii. Bylaw 10 to add the requirement of successful completion of a Council-approved training course prior to a member putting his or her name forward for election to Council.

expect it to be a deterrent.
Will confirm applicants determination to serve.

Suggest additional advance notification of election deadlines
to allow member time to enroll in and
complete the training prior to putting forth their names.

COLLEGE OF HOMEOPATHS OF ONTARIO
REPORT FORM / BRIEFING NOTES

MEETING/DATE:	COUNCIL FEBRUARY 27, 2020	DECISION	X
DATE:	FEBRUARY 26, 2020	DISCUSSION	<input type="checkbox"/>
ITEM NAME:	Bylaw Changes Discussion and Implications	INFORMATION	<input type="checkbox"/>
INITIATED BY:	GOVERNANCE PANEL through the proposed bylaw change		
PRESENTED BY:	J. BLANCHARD		

OBJECTIVE OF THIS REPORT (relevance to the business of Council, potential impact/outcome of decision):

1. Provide Council with additional information related to the implementation – including a proposed topic outline – of Bylaw changes pertaining to training requirements for individuals to stand for election to Council, for individuals choosing to sit on the Executive Committee, and to stand for Vice President or President.

STRATEGIC DIRECTIONS: This initiative fits with the strategic direction of the College's 2019/2020 Operating Plan, Goals and Objectives in the Key Result Area or other requirement: **[Check KRA + add**

goal/objective]

- 1 Delivering on Legislative & Legal Mandate
- 2 Practicing Good Governance
- 3 Achieving Growth
- Fulfilling RHPA Objects
- Meeting a Legislative/Regulatory or Bylaw Requirement
- Other, specify: _____

GUIDING LEGISLATION/BYLAWS/POLICY:

Related to changes to Bylaw section: 6 Election of Officers; 10 Council 10.04 Eligibility for Election; and Schedule 1 Process for Election of Officers.

LINK TO CURRENT/FUTURE OPERATIONAL STRUCTURE:

Relates to: 1. Current process for election of professional members to Council; 2. Training of new elected and appointed Council members; and 3. Training of members of the Executive Committee and President/Vice President.

BACKGROUND (history/pertinent info/stakeholder groups consulted/government directives/research findings/best practices. When conducting research provide full references including web links, document title, author, source, page number):

Also refer to Report C6.1 to Council on November 27, 2019 for background on proposed bylaw changes.

Changes to Bylaws 6 and 10 require three prescribed training sessions, as follows: 1. One training session for those professional registrants interested in standing for election; 2. One training session for those members of Council interesting in sitting on the Executive Committee; and 3. One training session for any Council member wishing to stand for President or Vice President.

Additionally, one training session is recommended for those who have been newly elected or appointed to Council, to assist these individuals in fully understanding the role of the College and of a Council member.

AGENDA ITEM # 7.2
APPENDIX 7.2.1

The proposed topic list for each training requirement is detailed below. The list is non-exhaustive but is deemed to be comprehensive and is substantially based on training currently provided to Council members in their varying roles. The suggested content list has also been cross referenced against those of other RHPA colleges which require pre-requisite training by individuals interested in standing for Council.

The training will be provided via online Learning Management Software and will include proof of participation and a quiz component.

Estimated time requirements by grouping:

Pre-election	4 modules – 4 hours
Post-election	3 modules – 3 hours
Executive Committee	3 modules – 3 hours
President/Vice President	3 modules – 3 hours

In accordance with the changes to the Bylaw 6.01, 6.01.1, and 10.04(xv) individual must provide acceptable evidence of successful completion of the Council approved training program relating to the duties, obligations and expectations of the stated position.

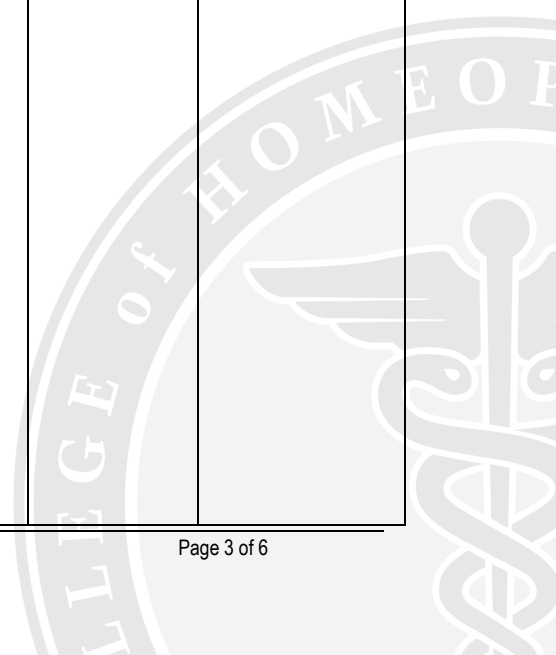
The suggested training agenda by group is provided below and requires Council's approval.

Suggested Training Agenda by Group

Topics	Pre-Election / (available) Pre-Appointment to Council	Council Member Orientation (post election or appointment)	Executive Committee	President and Vice President
Understanding Health Profession Legislation Purpose of the RHPA <ul style="list-style-type: none"> • Idea of self-regulation • Profession specific acts • Scope of practice • Authorized /controlled acts • Title Protection • Regulations <ul style="list-style-type: none"> ○ Registration ○ Quality Assurance ○ Professional Misconduct 	X			
Other Legislation & Regulations Governing the Profession <ul style="list-style-type: none"> • Personal Health Information Protection Act (PHIPA) • Healthcare Consent Act 	X			
The RHPA SCHEDULE 2: The Health Professions Procedural Code <ul style="list-style-type: none"> • Understanding the practical rules of procedure for all regulatory health Colleges concerning: <ul style="list-style-type: none"> ○ registering members ○ handling complaints about registrants 	X			

**AGENDA ITEM # 7.2
APPENDIX 7.2.1**

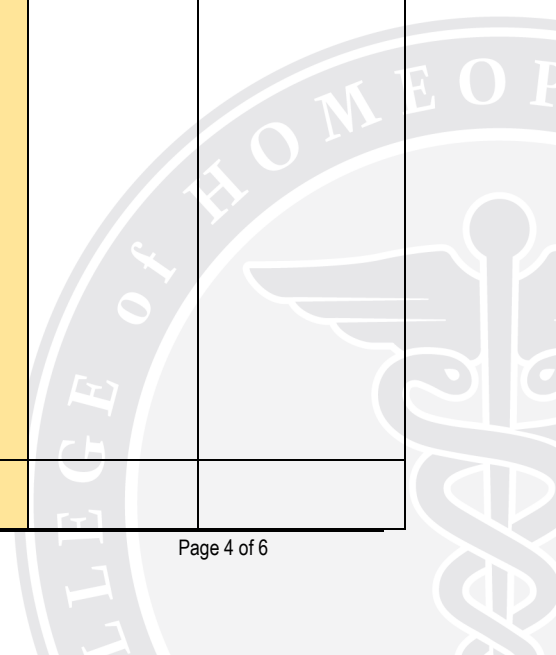
Topics	Pre-Election / (available) Pre-Appointment to Council	Council Member Orientation (post election or appointment)	Executive Committee	President and Vice President
<ul style="list-style-type: none"> ○ conducting investigations ○ discipline hearings ○ fitness to practise hearings ○ quality assurance program ○ patient relations program ○ mandatory reporting ○ funding for victims of sexual abuse by members ○ appeal processes regarding registration and complaint decisions 				
<p>Health Regulatory Colleges</p> <ul style="list-style-type: none"> ○ Regulating in public interest - what does it mean? ○ Key difference between an association and a health regulatory College ○ Role of the College ○ College structure ○ College's mission and guiding principles ○ The role and responsibilities of Council members and committee members 	X			
<p>Hierarchy of Governing Documents</p> <ul style="list-style-type: none"> ○ Process of developing regulations (timelines/resource requirements/approval process) ○ Understanding Bylaws ○ Process of amending bylaws ○ Professional Practice Standards and Guidelines ○ Policies and policy development 	X			
<p>Accountability</p> <ul style="list-style-type: none"> ○ The Minister of Health ○ Minister's Taskforce on Sexual Abuse Prevention ○ Review of Decisions: Health Professions Appeal & Review Board (HPARB) ○ Review of Decisions: by the Courts ○ Role of Health Professions Regulatory Advisory Council (HPRAC) ○ Office of the Fairness Commissioner (OFC) ○ Financial Audit 	X			



AGENDA ITEM # 7.2

APPENDIX 7.2.1

Topics	Pre-Election / (available) Pre-Appointment to Council	Council Member Orientation (post election or appointment)	Executive Committee	President and Vice President
Transparency and transparency principles <ul style="list-style-type: none"> ○ Public register ○ Annual report ○ Open meetings and hearings ○ CHO transparency principles 	X			
The College Council Composition <ul style="list-style-type: none"> ○ Professional Members ○ Public Members ○ Selection process and terms 	X			
Effective Governance <ul style="list-style-type: none"> ○ Council Meetings ○ College Roles ○ Council Roles <ul style="list-style-type: none"> ○ Including policy creation, adherence and enforcement ○ Executive Committee ○ College Staff ○ Statutory Committees and Panels – Who, What, Expectations 	X			
Governance Policies and Principles <ul style="list-style-type: none"> ○ Fiduciary duty ○ Conflict of Interest & Bias ○ Confidentiality & Privacy ○ Code of Conduct ○ Speaking with “One Voice” (Corporate Solidarity) ○ Oversight responsibilities 	X			
Policies and Procedures for Internal Processes including: <ul style="list-style-type: none"> ○ Review of Policy manual ○ Policy Development Framework ○ Communication Protocols ○ Handling of non-registrant complaints 		X		
<ul style="list-style-type: none"> ○ What to expect at a Council meeting and Council member conduct ○ How to read your council package ○ Declaring conflict of interest ○ Matters in-camera ○ Code of Conduct and Civility ○ Procedural fairness, open mind approach, thinking in from a public protection point of view ○ Receiving reports, debate, discussion, motions ○ Corporate Solidarity – speaking Council decisions with one voice 		X		
In-depth Introduction to Committees and Panels		X		



AGENDA ITEM # 7.2

APPENDIX 7.2.1

Topics	Pre-Election / (available) Pre-Appointment to Council	Council Member Orientation (post election or appointment)	Executive Committee	President and Vice President
Submitting Expenses and Per Diems		X		
Review of forms required from Council members		X		
Information management and access to resources		X		
Introduction to CHO operations <ul style="list-style-type: none"> o Statement of Operations o Operational goals and objectives o Strategic planning process 		X		
Other housekeeping matters		X	X	
Introduction to Executive Committee Roles and Responsibilities including <ul style="list-style-type: none"> o Statutory powers of Executive Committee between Council meetings o Duty to report to Council o Understanding the Statutory roles and responsibilities of College Committees and rights and limitations of Council/EC authority in committee/panel decisions o Oversight responsibilities o Budgeting, financial reporting, procurement process and annual financial audit process o Planning and monitoring responsibilities o Understanding roles of Officers o Understanding CHO Bylaws, policies and regulatory requirements (in-depth review) o Understanding membership scorecard o Registrar/CEO annual review process 		X		
Chairing Skills <ul style="list-style-type: none"> o Agenda development o Rules of Order o Motion development, calling the vote o Enforcing Council member Code of Conduct o Addressing Conflict of Interest o Maintaining decorum o Handling of matters in-camera 				X
Signing Authority Policies and Processes				X
College Stakeholder Relations and External Reporting Obligations (In-depth)				X
Planning and monitoring responsibilities				X

AGENDA ITEM # 7.2
APPENDIX 7.2.1

Topics	Pre-Election / (available) Pre-Appointment to Council	Council Member Orientation (post election or appointment)	Executive Committee	President and Vice President
HR Matters <ul style="list-style-type: none"> - Handling non-registrant complaints from or about Council members or Registrar - In-depth understanding of election process and terms - Registrar/CEO annual review process and contract renewal - Awareness of Employee Manual and policies 				X
Other housekeeping matters				X

TIMELINES:

- March 16 – Release pre-election training program
- April 9 – Release Council member orientation training program
- April 9 – Last day for registrants running for election to complete pre-election training program
- April 30 – Release Executive Committee and President/Vice President training programs
- June 3 – Last day for Council members to complete Executive Committee and President/Vice President training program(s)

KEY CONSIDERATIONS:

Requirement under the Bylaws

RESOURCE IMPLICATIONS:

Staff time to refine current materials and integrate those borrowed from the College of Midwives of Ontario and the Royal College of Dental Surgeons of Ontario and to develop an appropriate assessment tool.
Registrant and Council member time to complete program(s).

OPTIONS:

1. Approve, as presented, proposed program outlines for Council member training – pre-election, post-election, Executive Committee and President/Vice President.
2. Approve, as amended, proposed program outlines for Council member training – pre-election, post-election, Executive Committee and President/Vice President.
3. Provide staff with further direction and return to Executive Committee and/or Council for further discussion/decision.
4. Refer the matter to Governance Panel for consideration and return to Executive Committee and/or Council for further discussion/decision.
5. Reject proposed program outlines without further direction.

RECOMMENDATION:

1. Approve, as presented, proposed program outlines for Council member training – pre-election, post-election, Executive Committee and President/Vice President.

RESOLUTION:

Be it resolved that Council approve, as presented, the proposed program outlines for Council member training – pre-election, post-election, Executive Committee and President/Vice President.

COLLEGE OF HOMEOPATHS OF ONTARIO
REPORT FORM

MEETING/DATE:	COUNCIL, FEBRUARY 27, 2020	DECISION	X
		DISCUSSION	<input type="checkbox"/>
		INFORMATION	<input type="checkbox"/>
DATE:	FEBRUARY 13, 2020		
ITEM NAME:	Substantially Equivalent Assessment Fee – Bylaw Revision		
PRESENTED BY:	E GAJRAJ/ B ZIV / J BLANCHARD		

OBJECTIVE OF THIS REPORT (relevance to the business of Council, potential impact/outcome of decision):

1. To provide Council with a recommendation from the Registration Committee to implement a proposed change in the fee for an initial or retake review of the Substantially Equivalent Competency Assessment (SECA). [This fee relates to the pre-application cost to conduct a comprehensive review to determine if an individual is eligible for registration in Full Class. I.e. their education and clinical training is substantially equivalent to an applicant from an approved post-secondary program in homeopathy in Ontario.]

STRATEGIC DIRECTIONS: This initiative fits with the regulatory responsibilities of the College. While this fee change is cost recovery, it further fits with the strategic direction of the College, which is a reflection of the fundamental components of our mandate. In the public interest the CHO will:

X 2A. Grow the cash reserves 6.13%.

GUIDING LEGISLATION:

CHO Bylaws RHPA, 1991 section 95 O.Reg 18/14 Registration section 6.(1) 1ii.

BACKGROUND (history/pertinent info/stakeholder groups consulted/government directives/research findings/best practices. When conducting research provide full references including web links, document title, author, source, page number):

A bylaw addition or change on fees requires Council approval in addition to distribution for 60-day consultation.

Rationale for Change

An applicant for registration who has not graduated from an approved program must first undergo a review of their past education and training to determine whether their homeopathy education and training is substantially equivalent to that of a graduate from a program in homeopathy in Ontario approved by the CHO.

The SECA process was first introduced in December 2016 as a predominantly paper-based review. The assessment includes a review of self-assessment documents, and cross verification by staff that the applicant's homeopathy education and clinical training covers all competency and regulatory requirements. Staff validate that the education and training has been delivered by a creditable source.

The SECA fee was first introduced in spring 2017. Currently no fee is charged for repeat reviews (i.e. an individual may be provided an opportunity to redo the interview if they performed poorly). Retake fees are common and acceptable in regulatory environments. The proposed fee is cost recovery.

In 2019, the College amended the review process as follows:

- Individuals are still required to submit a paper application with supporting documentation including transcripts, course outlines, etc. to support the education received. The College staff review the documentation as noted above.
 - o First level review confirms that the application is complete and follows up with the applicant if more information is required;
 - o Second level review examines the applicant's education and clinical training in detail to determine if the demonstrates the applicant has met the competency and regulatory requirements.
- All individuals are now required to undergo a structured three-hour interview with a trained assessor.
 - o The content of the interview validates the paper submission and poses approximately 90 competency based questions to determine the applicants' understanding of homeopathy theory and the demonstrated application of clinical competencies.
 - o In conjunction with the review of clinical competencies, the assessor discusses two clinical cases provided by the applicant.
 - o Finally, the assessor provides feedback on their impression of the applicant in relation to professionalism, ability, safe practice and overall understanding of homeopathy.
 - o The interview provides a measured¹ indication of the individual's theoretical and clinical knowledge of homeopathy at an entry-to-practice level.
 - o Individuals are provided with a comprehensive preparation guide in advance of the interview. The guide provides full instructions of how to prepare for the interview. The guide includes a listing of all theory and clinical questions asked, and references to resource materials key in preparing for the interview.
- At the end of the interview, the SECA assessor provides the Registrar with a results report. The Registrar gains an overall understanding of the individual's competency demonstration. In accordance with registration policy REG CS08 Substantially Equivalent individuals who successfully demonstrate substantial equivalence may be deemed eligible² by the Registrar. This SECA results report may flag concerns including gaps in requirements and failure to demonstrate. The results of the SECA review may trigger a referral to a panel of the Registration Committee for review and clear direction on the necessary steps/remedies to successfully demonstrate substantial equivalence.

The 2019 process changes have restructured the allocation of processing times (decreased the time spent on paper based review, and increased face-to-face assessor time). The process is time consuming and onerous, yet necessary to ensure public protection and registration of individuals who have demonstrated all requirements. It takes a minimum of 10 hours to review each completed application. Not all applications are complete when received by the College, which may add to the length of time to service the file and deliver a decision.

This change in process from interviewing some applicants, who have been identified with gaps in their education or training, to interviewing all SECA applicants has streamlined the process and ensures a fair and transparent process is in place for all SECA applicants. The process changes have been commended by the Office of the Fairness Commission of Ontario as being transparent, fair, objective and impartial.

¹ Each competency based question is rated on the basis of meets, borderline or does not meet.

² The individual must still successfully complete the Individual Assessment process and all other registration requirements before they proceed to register with CHO.

A SECA assessor must be a member in good standing of CHO. Assessors are paid positions, and work for the CHO on a contract basis.

The CHO SECA fee proposed increase is based on cost recovery.

The SECA fee encourages commitment and follow through on the part of the applicant, without being overly onerous, and is considered reasonable compared to some agencies costs which can run into thousands of dollars e.g. WES (World Education Services).

See appendix 7.3.2 for details on cost comparisons to other health regulatory colleges (information on approaches to assessment requirements are also provided where information is available).

Existing Bylaw

19.03 – Fee Amounts

Fee Item		
B. Fees Relating to Applications for Initial Registration		
1.	Initial Registration Application Fee	\$275
2.	Registration Fee Full Class	\$1250
2.1	One month after the first 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.	
3.	Registration Fee (Inactive)	\$725
4.	Transfer to a Different Class Fee	\$100
5.	Jurisprudence Program Fee	\$75
6.	Substantially Equivalent Assessment Fee	\$150450
7.	Substantially Equivalent Assessment Retake Fee	\$225

KEY CONSIDERATIONS:

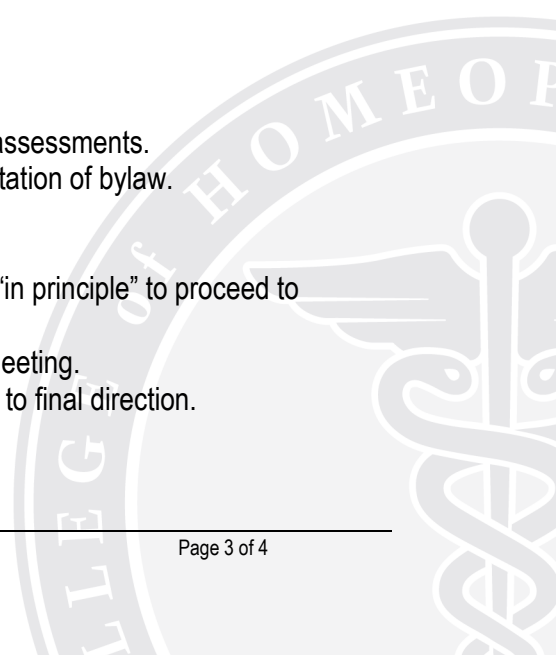
1. Applicant adherence and commitment to process.
2. Staff resources to review pre-application.
3. Requirement for fee bylaws to be clear and transparent.

RESOURCE IMPLICATIONS:

1. This fee increase would be cost recovery for both initial and retake assessments.
2. Time and staff resources required for distribution and 60-day consultation of bylaw.

DEADLINES AND NEXT STEPS:

1. February 6 Council meeting – present proposed bylaw for approval “in principle” to proceed to consultation stage.
2. 60-day public consultation to be completed for June 2020 Council meeting.
3. June 11 Council meeting – consultation findings and bylaw to return to final direction.



OPTIONS:

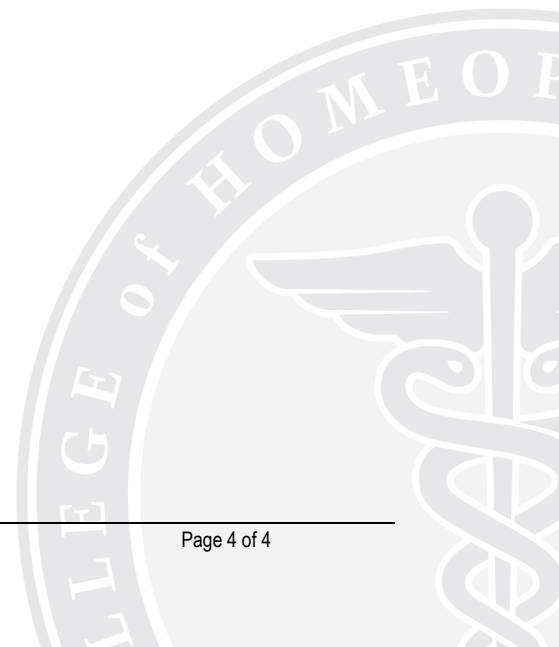
1. Approve as presented.
2. Approve as amended (based on discussion).
3. Request further amendments and discussion at Registration and/or Executive Committee.
4. Reject.

RECOMMENDATIONS:

1. Approve as presented

RESOLUTION:

BE IT RESOLVED THAT Council approved the proposed change to fee bylaw 19.03 for Substantially Equivalent initial and retake assessment and circulate the change for 60-day public consultation.



RHPA Colleges on Substantially Equivalent Registration Requirements (based on 2020 prices)

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
College of Homeopaths of Ontario	Internal		None	Internal	Meets, significant gaps identified, minor gaps identified	\$150 Proposed \$450	See item 8.1.2
College of Audiologists and Speech-Language Pathologists of Ontario	Different if more or less than 2 years; if less than 2 years must be mentored once eligible	6 month mentorship required if under 2 years experience	Master's Degree University + min clinical training No entry exam	Internal review If more than 2 years' experience must have 750 hours over 3 years. Yes Reviews hours, courses and study areas	Meets, needs work, N/A	Previously \$100	www.caslpo.com Academics to WES, CES or IQAS In the process of changing registration process requirements. New process and fees for SE not yet set for 2020.
College of Chiropractors of Ontario	Post-secondary program (not just in Ontario) plus three month clinical training. If an applicant's program does not appear on the list, then the applicant must submit his or her academic information to the College for an evaluation that will be conducted by a third party. A report will be prepared for consideration by the College. The College will consider the academic evaluation report principally in connection with the Registration Reg which says: "The applicant must have successfully completed a post-secondary program	Yes	Yes (written + OSCE)	No	No information available	\$500 non-approved program	www.cocoo.on.ca

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
	approved by the Council whose curriculum includes courses in health sciences, chiropodial sciences, humanities and clinical education that, in the opinion of the Council, are relevant to the scope of practice of the profession."						
College of Chiropractors of Ontario	Must be a graduate of an accredited member of the Councils of Chiropractic Education Internationally	Yes	Yes – written and OSCE	No	No information available	Must complete certification exam prices (reflects 5% increase as of May 2020) Part A – Basic & Applied Sciences \$850 Part B – Clinical Decision Making & Diagnostic Imaging \$850 Part C – Clinical Skills Evaluation \$1875	www.cco.on.ca
College of Dental Hygienists of Ontario	Substantially equivalent review for international grads if not eligible for national exam/assessment	Yes	Yes x 2 total cost \$1315	Yes – internal review based on area of study and Ontario based competencies	Meets or doesn't meet competency	See next column	www.cdho.org Evaluation Fees Canadian Performance Exam in Dental Hygiene \$2,650 Provincial written assessment for entry to practice \$675 Re-take the provincial written assessment for entry to practice \$575 Radiology evaluation for entry to practice \$650 Clinical competency evaluation for registration \$1500 Professional competency assessment for re-entry to practice \$2075 Professional competency assessment for a specialty

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							certificate \$1500 Appeal with the Registrar \$150 Appeal of clinical evaluation results \$150
College of Dental Technologists of Ontario	Must be assessed to determine eligibility for examination (pre-requirement to entry college)	Yes	Yes x 2	Yes	The curriculum and actual training of the dental technology program must cover at least 80% of the Competency Profile of Canadian Dental Technicians/Technologist for an applicant to be eligible to take the CDTO's Registration Examination. Dental technology programs assessed below the required 80% will be reviewed by the Examinations Committee to determine next steps. The applicant will be notified that the Examinations Committee will be reviewing their application and informed of their right to make written submissions to support their application within 30 days of receiving written notice from the CDTO.	\$266 - Application Evaluation & Processing Fee (non-refundable) \$266 - Written Theory Examination • \$1,598 - Practical Examination (four practical projects)	www.cdto.ca Education assessment done by International Credential Assessment Service of Canada (ICAS)
College of Denturists of Ontario	One approved program in Ontario, otherwise, applicant must be pre-assessed.	Yes	Yes x 2	Yes	Pass/Fail Weighed by area	\$84 application fee MCQ \$904 Clinical \$4500	www.denturists-cdo.com

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
College of Dietitians of Ontario	Self-assessment plus exam or credential assessment + exam	Yes	Yes	Yes	No information available	For pre-assessment \$185 application fee \$425 Academic Equivalence Assessment Fee \$425	www.collegeofdietitians.org WES assessment on credentials Upgrading Assessment for Submission of Continuing Competence Portfolio For applicants who completed their academic and practical training more than 3 years ago. OR For former dietitians who have not been practising dietetics as a member of a regulatory body in the past 3 years. \$425 Canadian Dietetic Registration Examination (CDRE) Fee \$525 Prior Learning Assessment and Recognition/Competency Assessment fees Application to write the Knowledge and Competency Assessment Tool (KCAT) \$185 KCAT Registration Fee \$400 Practice-Based Assessment \$2,300
College of Kinesiologists of Ontario	Course based assessment; full application assessed before applicant is deemed eligible to write entry exam.	Yes – WES or ICASC or ICES	Yes	Post secondary education based by area of study	Points based assessment on analysis of courses. 27 points required to prove equivalent.	\$100 application fee \$400 for entry exam	www.coko.ca No fee for academic assessment by CKO post WES
College of Massage Therapists of Ontario	CMTO education and credential assessment process is called the Massage Therapy Education and Credential Assessment (MTECA). + WES, ICAS, CES, or ICES		Yes – MCQ and OSCE	Yes - extensive	Met or not met	\$100 application fee \$850 review fee	www.cmt.com

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
	Must under go a prior learning assessment, (PLA) than an exam.						
College of Medical Laboratory Technologists of Ontario	1. CMA accredited MLT education program 2. Declared equivalent through the CSMLS PLA process and meet language requirement	Yes – CMA Canadian Society for Medical Laboratory Science	Yes	Yes	Bridging Program	PLA fee \$1,850	Required general areas: Clinical chemistry Clinical microbiology Hematology histotechnology transfusion science Plus option of two specialists. www.cmlto.com self assessment http://csmls.protraining.com/index.cfm
College of Medical Radiation Technologists of Ontario	Approved programs by college; or substantially similar but not equivalent	No	Yes +clinical practice training	No	No information available	\$100 Application fee \$250 evaluation fee	www.cmrt.org
College of Midwives of Ontario	The Registration Regulation requires that all applicants seeking a General certificate of registration with the College of Midwives of Ontario College must have a degree from a Midwifery Education Program, have completed the International Midwifery Pre-registration Program, or be applying as an inter-provincial applicant.	Yes	Yes + clinical practice training	Yes	Pass/Fail	Qualifying Exam \$750	www.cmo.on.ca 9 month bridging program The following is a breakdown of the IMPP costs: IMPP Orientation Session – \$295 Phase 1 Testing – \$400 Phase 2 Testing – \$400 Independent Study Term – \$700 Intensive #1 – (For all participants – in both accelerated and full program) CVIM 100 Prior Learning Assessment for Midwives – \$1,022.22 CVIM 400 Orientation to Midwifery Practice in Ontario – 1,022.22 Intensive #2 – (For full

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
							<p>program participants only) CVIM 200 Effective Professional Communication for Midwives – \$792.22 CVIM 300 Clinical Skills and Knowledge Enhancement for Midwifery – \$792.22 CVIM 600 Clinical Clerkship (14–16 weeks full time/on call in Ontario) – \$3,017.22 Post-Clerkship Exam practice days for CMRE preparation – No charge Post-Clerkship Mentoring for interviews, gaining employment, and support in first year of practice – No charge Cost of resources including texts and online courses is variable – Approximately \$500</p>
<p>College of Naturopaths of Ontario</p>	<p>PLAR The Stages of PLAR Stage 1 - Assessment of Formal Education Stage 2 - Paper-Based Assessment Stage 3 - Written Exam #1 Stage 4 - Demonstration-Based Assessment Stage 5 - Written Exam #2 At the conclusion of each stage of the PLAR program, an applicant is evaluated to determine whether they are eligible to move forward to the next stage, or, in the case of the final stage, to move forward to sit the Ontario Clinical Examinations and the Jurisprudence</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Not indicated</p>	<p>Stage 1 – external review (ie. WES, etc.) Stage 2/3 \$750 Stage 4 \$1750</p>	<p>www.collegeofnaturopaths.on.ca</p>

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
	Examination of the College and complete the Registration application process.						
College of Nurses of Ontario	Must provide and demonstrate evidence of competency and experience		Yes (outside party)	Yes CNO assesses	Pass/Fail	Initial application \$339 Registration Exam RPN \$254.20 RN \$360.00 NP \$768.75	www.cno.org
College of Occupational Therapists of Ontario	5 step process: 1. Academic credential assessment 2. Curriculum + fieldwork assessment 3. Language assessment 4. Jurisprudence 5. Competency assessment interview	Yes	Yes (must be eligible to write)	Yes	Pass/Fail	\$3600 (3 part competency assessment) WES Credential report \$180 + CAOT Exam \$550 Exam appeal \$50	www.coto.org
College of Opticians of Ontario	Submit application. Registration Committee reviews to determine if eligible for intern certificate. Step 2 Upon the review of the application and supporting documents, the Registration Committee may: Direct the applicant undergo a further assessment of his / her prior learning and	Yes	Yes \$1300	Yes by Registration Committee	Not indicated	\$1350	www.coptont.org

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
	experience. This is not an exam, but a tool for the Registration Committee to verify that the applicant's current level of knowledge and skill in the practice of opticianry is comparable to applicants educated in ON.						
College of Optometrists of Ontario	Full pre-applicant assessment to determine eligibility	Yes	Yes	Yes	Pass/Fail	1 credential assessment \$2542.50 2 Evaluation exam \$5000 Canc fee \$1000 3 Bridging Program UWO \$47,326 4 assessment written exam \$1730 OSCE \$3370 Rescore \$350 Appeal \$350 to \$550	www.collegeoptom.on.ca
College of Physicians and Surgeons of Ontario	Medical Council of Canada Evaluating Examination (MCCEE) Medical Council of Canada Qualifying Examinations (MCCQE)	Yes	Yes	Yes		Medical Council of Canada \$509 CPSO application fee \$517 to \$1035 Qualifying Exam Part 1 \$1305 Part 2 \$2780 National	www.cpsso.on.ca

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
						Assessment Collaboration (NAC) Examination \$2830	
College of Physiotherapists of Ontario		Yes	Yes	Yes		Credential Review \$1015 Competency Exam Part 1 written \$855 Part 2 clinical \$1555	www.collegept.org
College of Psychologists of Ontario		Yes ASPPB	Yes	Yes	Supervised practice	Credential assessment \$200 to \$600 Exam \$600 USD The Test Center Appointment Fee \$87.50 USD Rescheduling/Cancellation - > 31 days < - 24 hr \$87.50 USD No-shows, or rescheduling/cancellation within 24 hours Forfeiture of all fees paid \$687.50 USD ASPPB Practice Exams (online) \$63.50 / (in person) \$115.00 (Per attempt) USD Oral exam \$550 CDN	www.cpo.on.ca

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
College of Registered Psychotherapists of Ontario	Must do WES of something similar and submit all documentation	Yes		Yes		Application fee \$160 Review of education & training \$100 Registration exam \$525	www.crho.ca
College of Respiratory Therapists of Ontario	Must do WES of something similar and submit all documentation		Yes	Yes		\$75 pre-application fee \$500 to review education and structured interview \$2750 clinical assessment	www.crto.on.ca
Royal College of Dental Surgeons of Ontario	Accredited and non-accredited programs by country. Previously indicated that Non-accredited programs applicants must successfully complete full time 2 year qualifier or NDEB equivalency process.	Yes	Yes - All must write and undertake OSCE	No	Not indicated	2 year program \$90,000 - 140,000 Application Fee (payable once, non-refundable) \$900 Assessment of Fundamental Knowledge \$800 Assessment of Clinical Judgement \$1350 Assessment of Clinical Skills \$9000	www.rcdso.org
Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario	Must do WES of something similar and submit all documentation	Yes	Yes	Yes Competency based assessment, requires currency and language proficiency.	90% based on weighted competency review in key areas. Registration committee makes determination	\$300 app fee TCM - Exams Written \$550 Clinical \$550 Acupuncturist Written \$300 Clinical \$450	www.ctcmpao.on.ca

College	Internally Trained Process	Third Party Assessment	Entry Exam	Prior Learning Assessment	Pass Indicator	Cost	Other Info
						Rescore Exam Written \$50 Clinical \$350	
Ontario College of Pharmacists / Pharma Technologists	1 Successfully complete an approved structured practical training program or the College's Practice Assessment of Competence at Entry* 2 Successfully complete the relevant Pharmacy Examining Board of Canada's (PEBC) Qualifying Exam.	Yes	Yes	Yes		Application fee \$375 + \$94 Issuance fee \$188-\$750 Assessment fees (see next page) Pharma tech qualifying exam part 1 \$465 part 2 \$1140	www.ocpinfo.com



SCHEDULE OF FEES - THIRD PARTY

All fees and penalties are subject to Harmonized Sales Tax (HST), and may be subject to change at any time

	Fees	HST	Total with Tax
THIRD PARTIES			
Pharmacist Applicant Fees			
National Association of Pharmacy Regulatory Authorities (NAPRA) – Pharmacists’ Gateway Enrollment	330.00	42.90	\$372.90
Pharmacy Examining Board of Canada (PEBC) – Document Evaluation	650.00		\$650.00
PEBC – Pharmacist Evaluating Exam	850.00		\$850.00
PEBC – Pharmacist Qualifying Exam – Part I (MCQ)	795.00		\$795.00
PEBC – Pharmacist Qualifying Exam – Part II (OSCE)	1,795.00		\$1,795.00
University of Toronto, Faculty of Pharmacy – International Pharmacy Graduate (IPG) Program Application Per Term	250.00	32.50	\$282.50
University of Toronto, Faculty of Pharmacy – IPG Program Total Tuition for CPS I and CPS II	13,650.00	1,774.50	\$15,424.50
Language Proficiency Testing (approximate, depending on exam and country)	350.00	45.50	\$395.50
Sterling Talent Solutions – Police Background Check	30.00	3.90	\$33.90
Local Police Background Check (approximate, depending on type of check and municipality)	50.00		\$50.00
Personal Professional Liability Insurance	Varies		
Education Requirement from the Registration Committee Panel	Varies		
Pharmacy Technician Applicant Fees			
PEBC – Pharmacy Technician Certification Process (refer to PEBC website)			
PEBC – Pharmacist Qualifying Exam – Part I (MCQ)	460.00		\$460.00
PEBC – Pharmacist Qualifying Exam – Part II (OSCE)	1,125.00		\$1,125.00
University of Toronto, Faculty of Pharmacy – Orientation to the Canadian Health Care System Course Application Fee	399.00	51.87	\$450.87
Sterling Talent Solutions – Police Background Check	30.00	3.90	\$33.90
Local Police Background Check (approximate, depending on type of check and municipality)	50.00		\$50.00
Personal Professional Liability Insurance	Varies		
Education Requirement from the Registration Committee Panel	Varies		

