



Request for Individual Assessment (IA) Review Form

The College of Homeopaths of Ontario *Policy REG AD 02 Individual Assessment Appeals Process and Timelines* states (refer to www.collegeofhomeopaths.on.ca for the full policy document):

An Applicant/Registrant can request a review of the individual assessment (IA) results by a third party (Request for IA Review) if the Applicant/Registrant does not agree with the results. The Request for IA Review is made to a third party body approved by Council.

An Applicant/Registrant can appeal the IA results made by the third party if the Applicant/Registrant does not agree with the results. If the Applicant/Registrant does not agree with the results of the Request for IA Review, he or she can submit an application for registration to the College so that the matter can be considered by the Registration Committee. If the Applicant/Registrant is not satisfied with the decision of the Registration Committee, he or she can request a review or hearing before the Health Professions Appeal and Review Board (HPARB).

In the alternative, the Applicant/Registrant may skip the Request for IA Review process and submit an application for registration to the College, that will be referred directly to the Registration Committee (and then, if necessary, go to HPARB). The Request for IA Review process is voluntary.

Note: If you select to submit a completed Application for Registration with the College your current assessment results will be used as a basis for that application.

Note: The Request for IA Review is different from the Request for Reassessment. The Request for Reassessment process is for Applicants/Registrants who accept the findings of the third party assessors and are continuing to provide evidence of competence which they did not meet during the initial assessment. There is a fee, payable to the third party, for a Request for Review and a Request for Reassessment.

IMPORTANT NOTE:

The required fee (as outlined on page 3) must accompany this form. Request for IA Review must be submitted within 60 days of receiving the third party assessment.

Personal Information

Last Name _____ First and Middle Names _____

Home Address _____ Apt. # / Unit _____

City _____ Province _____ Postal Code _____

Email _____

Home Telephone _____ Fax Number _____

Current Registration Status: Not registered Currently registered in _____ Class



Applicant Name: _____

Reason for Request for IA Review

I want to submit a Request for IA Review of my Individual Assessment Results.
I received the third party assessment on (year/month/day): _____/____/____

I did not meet the necessary requirements below and require the results reviewed:

- Homeopathy Principles (essay)
- 1. Initial Intake
- 2. Case Taking - Consultation
- 3. Patient Communication and Rapport
- 4. Case Analysis & Repertorisation
- 5. Selection and Dispensing of Medicines
- 6. Case Management and Follow-up

Please explain why you are submitting a Request for IA Review.

If you are providing additional documentation, please list.
(Please use another page as required).



Requests for IA Review Payment Form

Method of Payment

Acceptable methods of payment include:

- Payment by Cheque or Money Order (Post-dated cheques are not accepted)**
If paying by cheque or money order, please make it payable to Human Resource Systems Group Ltd., attach it to this four-page form and mail to:

Human Resource Systems Group Ltd.
c/o Administrator (Homeopathy Individual Assessment)
6 Antares Drive, Phase II, Suite 100, Ottawa, Ontario, K2E 8A9

- Payment by Credit Card**
Visa or
Mastercard

If paying by credit card, please call:

Valerie Mullen, Accounting Dept. HRSG phone 1-866-574-7041 ext. 246 or 613-745-6605 ext. 246