# #36

### COMPLETE

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#### Page 1: Fair Registration Practices Report 2022

### **Q1**

Please indicate which regulator you are and your main point of contact should we require follow up.

College of Chiropodists of Ontario Nicole Zwiers, B.A (Hons) LLB, LLM Registrar/CEO registrar@coccoo.on.ca Local (416) 542-1333 OR Toll-free 1-877-232-7653 ext. 225

### Q2

Section 1 - During the reporting period (January 1st– December 31st, 2022), please indicate if your organization has introduced any changes in the following areas impacting your registration processes by clicking on each of the appropriate boxes below.Registration requirements either through regulation, by-law or policy.

<b>Q3</b> Assessment of qualifications	No
Q4	Νο

No

Timelines for registration, decisions and/or responses

Q5	Yes,
Registration and assessment fees	Description of change/improvement that would impact fair registration outcomes: There were exam fee increases to bring our exam fees in line with other regulatory exams and to create cost neutrality for the college. This proposed bylaw change was subjected to stakeholder consultation for 60 days following which council voted to increase. We have not noted any fair registration practice issues and none have been brought up our attention. The number of applicants was similar to past years.

Q6	No
Resources for applicants	
Q7	No
Changes to internal review or appeal process	
Q8	No
Access by applicants to their records	
Q9	Νο
Mutual recognition agreements	
Q10	No
Training and resources for staff regarding registration	
Q11	No
Relationship with third party service provider(s)	
Q12	Νο
Accreditation of educational programs	
Q13	No
Technological or digital improvements	

<b>Q14</b> Anti-racism and inclusion-based policies and practices	<b>Yes,</b> Description of Change/Improvement that would impact Fair Registration Outcomes: The college mandated EDI continuing education hours for registrants for completion by end of 2023. No implications to fair registration practices were noted.
Q15	No
Organizational structure	
Q16	No
Contingency or continuity of operations plans	
Q17	No
Documentation requirements for registration	
Q18	No
English / French language proficiency testing	
Q19	Respondent skipped this question
Section 2 – If applicable, please list your organization's top three accomplishments during the reporting period that relate to fair registration practices.	
Q20	Respondent skipped this question
Section 3 – If applicable, please list the top three risks that impacted your organization's ability to achieve better registration outcomes for applicants during the reporting period. Please also indicate the measures you have taken to mitigate the impacts of these risks.	
Q21	No
Section 4 – Do you believe that you have a Canadian Experience Requirement (CER)? If so, please describe the applicant competencies that you seek to develop through this requirement in the comment box below CER: work experience or experiential training obtained in Canada.	

Q22 QUANTITATIVE SECTION The following quantitative information is collected for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year. Languages Indicate the languages in which you make available application materials and information about the application process.	English	
<b>Q23</b> Membership Data Demographics Data As of December 31, 2022, please indicate the number of members in each gender category identified below and the number of total members.	Total Male Total Female Total Non-binary Gender not provided Overall Total	352 446 0 20 818
<b>Q24</b> In relation to your members: Do you collect race-based data?	Νο	
<b>Q25</b> Do you collect other identity-based or demographics data?	Νο	
<b>Q26</b> Do you plan to collect race-based data in the future?	<b>Yes,</b> If yes, please indicate the ty We plan to collect race-base well as sexual orientation an	d data on members in 2023 as
<b>Q27</b> Class of License/Certificate Data As of December 31, of the reporting year, please indicate the number of members under each class or license category as applicable.	Full/Independent Practice Provisional/Limited License/Certificate Emergency License/Certificate All other classes Overall Total	818 0 0 0 818

Jurisdiction where members were initially trainedAs of December 31, of the reporting year, please indicate the membership type and total number of registered members for each category listed below.

Ontario	697
Other Canadian Provinces and Territories	4
USA	68
Other Countries	49
Multiple and/or Unspecified Jurisdiction	74
Total	818

### Q29

Please indicate the total number of registered members for the top 12 international countries or jurisdictions where these individuals obtained their initial education in the profession or trade.

1	United States of America	
2	United Kingdom	
3	Australia	
4	South Africa	
5	Spain	
Q30 Applications Data Demographics Data Indicate the number of applicants who filed an application between January 1 and December 31 of the reporting year, in each applicable category.	Total Male Total Female Total Non-binary Gender not provided Overall Total	20 24 0 1 45
Q31	No	
In relation to the applications, you received:Do you collect race-based data?		
Q32	No	
Do you collect other identity-based or demographics data?		

### Q33

Category of Applicants Number of applicants who voluntarily or involuntarily (through inactive and lapsed applications) withdrew from the application process between January 1 and December 31, 2022:

8

Q34 Please indicate the total number of applicants from Ontario who filed an application between January 1 and December 31, 2022 for the following categories as applicable.	Number of Applicants Number of Applicants Licensed/Certified Average Time to Process Application in Weeks from First Point of Applicant Contact Average Time to Process Application in Weeks from Receipt of all Required Documents	45 33 20 4
Q35 Please indicate the total number of applicants from	Number of applicants Number of applicants fully licensed/certified	11 3
Canadian provinces and territories (excluding Ontario) who filed an application between January 1 and December 31, 2022 for each of the following categories as applicable.	Average Time to Process Application in Weeks from First Point of Applicant Contact	21
	Average Time to Process Application in Weeks from Receipt of all Required Documents	4
Q36	Number of applicants	1
Please indicate the total number of certificate-to-certificate (labour mobility) applicants who filed an application	Number of applicants fully licensed/certified	1
between January 1 and December 31, 2022 for each of the categories as applicable.	Average Time to Process Application in Weeks from First Point of Applicant Contact	17
	Average Time to Process Application in Weeks from Receipt of all Required Documents	4

Q37 Please indicate the total number of applicants from international jurisdictions (not including USA) who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.	Number of applicants Number of applicants fully licensed/certified Average Time to Process Application in Weeks from First Point of Applicant Contact Average Time to Process Application in Weeks from Receipt of all Required Documents	1 1 17 4
Q38 Please indicate the total number of applicants from multiple and/or jurisdictions not specified who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.	Number of applicants Number of applicants fully licensed/certified Average Time to Process Application in Weeks from First Point of Applicant Contact Average Time to Process Application in Weeks from Receipt of all Required Documents	3 3 21 8
<b>Q39</b> Please indicate the total number of applicants from accredited Canadian post-secondary institutions who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.	Number of applicants Number of applicants fully licensed/certified Average Time to Process Application in Weeks from First Point of Applicant Contact Average Time to Process Application in Weeks from Receipt of all Required Documents	37 30 20 5

Q40	Number of applicants	2
Please indicate the total number of applicants who re-	Number of applicants fully	0
registered after withdrawing from the application process	licensed/certified	
between January 1 and December 31, 2022 for each of the categories as applicable.	Average Time to Process	7
	Application in Weeks from	
	First Point of Applicant	
	Contact	
	Average Time to Process	7
	Application in Weeks from	
	Receipt of all Required	
	Documents	

Respondent skipped this question

9

14

10

0

0

0

Please provide any additional comments you may have for questions 33-41.

### Q42

Jurisdiction where applicants obtained their initial educationPlease indicate the total number of applicants for the top 12 international countries or jurisdiction where applicants obtained their initial education in the profession or trade.

1	Unites States of America
2	United Kingdom
3	Brazil
4	South Africa

### Q43

Processing Time As of December 31, 2022, how many full licenses/certificates did your organization issue?

33

#### Q44 Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31, 2022, according to the following timelines. 0 – less than 3 months 3 months – less than 6 months 6 months – less than 12 months 12 months – less than 18 months 18 months – less than 24

months

24 months and greater

Age of Active Applications As of December 31, 2022 what were the total number of active applications in your case inventory?

0

Q46	0 – less than 3 months	0
Please provide a breakdown (and total) of active	3 months – less than 6 months	0
applications according to the length of time (age) that they have been open.	6 months – less than 12 months	0
	12 months – less than 18 months	0
	18 months – less than 24 months	0
	24 months and greater	0
	TOTAL	0
Q47	Ontario	0
Other Licenses/Certificates of Registration ProcessedPlease indicate the number of applicants who were issued an alternative class of license* that your organization processed in the reporting year (January 1-	Other Canadian Provinces and Territories	0
	Certificate to Certificate (Labour Mobility)	0
December 31, 2022).Enter the data by the jurisdiction	USA	0
where applicants were initially trained in the profession, i.e.	Other International	0
before they were granted use of the protected title or professional designation in Ontario.* An alternative class of license/certificate enables the holder to practice with	Multiple and/or Unspecified Jurisdictions	0
limitations, but additional requirements must be met for the member to be fully licensed/certified.	TOTAL	0
Q48	Ontario	0
Other Licenses/Certificates of Registration ProcessedPlease indicate the number of applications, If	Other Canadian Provinces and Territories	0
applicable, who were issued an emergency license/certificate that your organization processed in the	Certificate to Certificate (Labour Mobility)	0
reporting year (January 1-December 31, 2022). Enter the	USA	0
data by the jurisdiction where applicants were initially	Other International	0
rainag in the protocology is a betare they unare grapted use	Multiple and/or Unspecified	0
trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.	Jurisdictions	0

Ontario

### Q49

Other Licenses/Certificates of Registration ProcessedPlease indicate the number of Provisional license/certificate or alternative class of license/certificate holders who were fully licensed/certified by your organization which were processed in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

### Q50

Number of Reviews and Appeals Processed State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). For applicants who were subject to an internal review or who were referred to a statutory committee of your governing council, such as a Registration Committee. Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

and Territories	
Certificate to Certificate	0
(Labour Mobility)	
USA	0
Other International	0
Multiple and/or Unspecified	0
Jurisdictions	
TOTAL	0

Other Canadian Provinces

0

0

Ontario	0
Other Canadian Provinces	1
USA	0
OtherCountries	0
Multiple and/or Unspecified	0
Countries	
TOTAL	1

### Q51

State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). For applicants who initiated an appeal of a registration decision. Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

Ontario	5
Other Canadian Provinces	0
USA	0
OtherCountries	0
Multiple and/or Unspecified	0
Countries	
TOTAL	5

### Q52

State the number of reviews and appeals heard in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

Ontario	5	
Other Canadian Provinces	1	
USA	0	
OtherCountries	0	
Multiple and/or Unspecified	0	
Countries		
TOTAL	6	

State the number of registration decisions changed following an appeal and/or review that your organization processed in the reporting year (January 1-December 31, 2022). Enter the data by the jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

Ontario	2
Other Canadian Provinces	0
USA	0
OtherCountries	0
Multiple and/or Unspecified	0
Countries	
TOTAL	2

### Q54

List the top three reason for appeals (by percentage) of a registration decision

1	Exam - Applicants Requested Scoring Review

### Q55

List the top five reasons (by percentage) for not Issuing a License/Certification to Internationally Trained Individuals

1	Documents Missing/Not Received
2	Educational Requirements
3	Application Withdrawn

### Q56

List the top Five Reasons (by percentage) for not Issuing a License/Certification to Canadian Graduates

1	Documents Missing/Not Received
2	Failed Entry-to-Practice Exam

### Q57

Respondent skipped this question

Please provide any additional comments you may have: