



Fair Registration Practices Report 2020

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a .pdf on the OFC website.

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

Organization: **THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**

Name of the regulated profession: **PSYCHOLOGY**

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Sections of the Report

Qualitative Information 3

- a. Requirements for registration, including acceptable alternatives 3
- b. Assessment of qualifications 3
- c. Provision of timely decisions, responses, and reasons 3
- d. Fees 4
- e. Timelines 4
- f. Policies, procedures and/or processes, including by-laws 4
- g. Resource for applicants 5
- h. Review or appeal processes 6
- i. Access to applicants' records 6
- j. Training and resources for registration staff, Council, and committee members
6
- k. Mutual recognition agreements 6
- l. Describing any improvements/changes implemented in the last year. 6
- m. Describe any registration-related improvements/changes to your enabling
legislation and/or regulations in the last year 7

Quantitative Information 7

- a. Languages 7
- b. Gender applications 7
- c. Gender of members 8
- d. Jurisdiction where applicants obtained their initial education 8
- e. Jurisdiction where applicants who became registered members obtained their
initial education 9
- f. Jurisdiction where members were initially trained 10
- g. Application processed 12
- h. Classes of certificate/licence 13
- i. Reviews and appeals processed 16
- j. Paid Staff 17

Submission 18



Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

a. Requirements for registration, including acceptable alternatives

- i) Describe any improvements / changes implemented in the last year
There were no changes in 2020.
- ii) Describe the impact of the improvements / changes on applicants
- iii) Describe the impact of the improvements / changes on your organization

b. Assessment of qualifications

- i) Describe any improvements/changes implemented in the last year
There were no changes in 2020.
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

c. Provision of timely decisions, responses, and reasons

- i) Describe any improvements/changes implemented in the last year
In some cases, there were delays in providing written responses and reviewing new applications due to the fact that in early 2020 College staff transitioned to working remotely due to Covid-19.



In the case of reviewing new applications, the College provided the following FAQ to inform applicants of this issue: <https://cpo.on.ca/resources/faqs/?faq=becoming-a-member-how-long-does-the-application-process-take>

- ii) Describe the impact of the improvements/changes on applicants
Delays in providing written responses to some applicants resulted in increased wait times.
- iii) Describe the impact of the improvements/changes on your organization
As most staff have successfully transitioned to working remotely, it's anticipated that any delays will be reduced and/or eliminated going forward.

d. Fees

- i) Describe any improvements/changes implemented in the last year
There were no increases to fees in 2020. Membership fees are ordinarily due by June 1 of each year. Because of Covid-19, the College deferred the 2020-21 fee payment until August 1, 2020 and offered members 2 options; to pay the fees in full by August 1st or in two installments if necessary.
- ii) Describe the impact of the improvements/changes on applicants
Applicants were not required to pay any increased fees in 2020.
- i) Describe the impact of the improvements/changes on your organization
The College was mildly impacted financially as a result of deferred/delayed membership fees in 2020. Deferring payment and allowing payment in installments involved more staff time.

e. Timelines

- i) Describe any improvements/changes implemented in the last year
There were no changes to timelines in 2020, however see question c.
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

f. Policies, procedures and/or processes, including by-laws

- iv) Describe any improvements/changes implemented in the last year
 - a) **The College's *Guidelines for Training for Supervised Practice Members* including the forms used for proposing and evaluating training plans, were reviewed in 2019 and revisions completed in 2020 to include greater clarity and specificity.**
https://cpo.on.ca/cpo_resources/training-manual/
https://cpo.on.ca/cpo_resources/training-plan-proposal/
https://cpo.on.ca/cpo_resources/supervisors-training-evaluation-form-2/
 - b) **The College's *Guidelines for Completing the Declaration of Competence* were reviewed in 2019, and updated in 2020 to include greater clarity and specificity.**
https://cpo.on.ca/cpo_resources/registration-guidelines-psychologist-i-guidelines-for-completing-the-declaration-of-competence/
 - c) **The *Criteria for Evaluating Good Character* was reviewed and updated in 2020 to include the following information: "The College recognizes the presence of historic and persistent injustice in the Canadian criminal justice system towards marginalized groups, and is committed to**



taking that context into account when evaluating previous convictions as a reflection of character.”

https://cpo.on.ca/cpo_resources/appendix-e-criteria-for-evaluating-good-character/

d) In response to Covid-19 lockdowns and social distancing requirements, the College changed the delivery mode of two of its registration examinations, the Jurisprudence and Ethics Examination (JEE) was changed from an in-person paper and pencil multiple choice examination to an on-line proctored multiple choice examination. The Oral Examination was changed from an in-person to a virtual (via Zoom) format.

i) Describe the impact of the improvements/changes on applicants
a) and b) Revisions to the *Guidelines for Training for Supervised Practice Members* and the *Guidelines for Completing the Declaration of Competence* have made it easier for candidates and supervisors to fill out the forms correctly, with a clear understanding of the College's expectations for what specific information must be included in them. Improvements to the format of the forms has resulted in fewer forms being returned for being completed incorrectly or with information missing.

c) Greater clarity for applicants in understanding how the College evaluates information about an applicant's past conduct prior to registration in Ontario and the criteria that the College uses when conducting such an evaluation.

d) Changes to examination delivery mode during Covid-19, made it possible for applicants and registrants to continue the registration process without delay.

ii) Describe the impact of the improvements/changes on your organization
a), b), c) Improved communication with candidates and supervisors and efficiency in evaluating training plans and applications.

d) Meeting needs of applicants and new registrants in continuing to offer the opportunity to complete registration examinations, ensuring that individuals are not delayed in becoming registered to practice the profession of psychology in Ontario.

g. Resources for applicants

v) Describe any improvements/changes implemented in the last year
As part of the College's Communication Modernization Strategy, our re-designed website was launched in the summer of 2020. Social media presence was also launched in the Fall of 2020, via Facebook, Twitter, and LinkedIn.

<https://cpo.on.ca/>

<https://twitter.com/CPOntario>

<https://www.facebook.com/cpontario/>

<https://www.linkedin.com/company/cpontario/>

i) Describe the impact of the improvements/changes on applicants
The re-designed website site has made it easier for applicants to navigate, find appropriate resources and application information. May reduce the number of inquiries from applicants



searching for registration information. Applicants can ‘follow’ the College on social media and stay current on important news and announcements.

Describe the impact of the improvements/changes on your organization
Communicating clearly and effectively with stakeholders, particularly applicants, members and the public. Less time spent devoted to assisting applicants find information on our website. Social media presence allows the College to replay important information to applicants, members, and members of the public not just limited to our website and quarterly newsletter.

h. Review or appeal processes

- vi) Describe any improvements/changes implemented in the last year
There were no changes to the review or appeals processes in 2020.
- i) Describe the impact of the improvements/changes on applicants
- ii) Describe the impact of the improvements/changes on your organization

i. Access to applicants’ records

- i) Describe any improvement/changes implemented in the last year
There were no changes to access to applicant records in 2020.
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

j. Training and resources for registration staff, Council, and committee members

- i) Describe any improvements/changes implemented in the last year
There were no changes in 2020.
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

k. Mutual recognition agreements

- i) Describe any improvements/changes implemented in the last year
There were no changes in 2020.
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

l. Other - Describing any improvements/changes implemented in the last year

- i) Describe any improvements/changes implemented in the last year

a)The College established an Equity Diversity and Inclusion (EDI) Working Group in the Fall of 2020 to consider possible issues of racism, systemic discrimination or bias that may be present within the College and its regulatory processes, as well as the larger profession. The group is developing a workplan to initially review internal College processes to identify any areas of concern. Following this “internal” look, the work group will turn its attention outwardly to identify ways the College may influence the profession generally, to recognize and reduce/eliminate areas of systemic bias/discrimination.

<https://cpo.on.ca/equity-diversity-and-inclusion-edi-working-group-update-january-2021/>



b)The College has included Covid-19 resources for members, applicants, and the public on our website including FAQ’s, and general updates and information.

<https://cpo.on.ca/resources/faqs/>

<https://cpo.on.ca/about-cpo/covid-19-updates-and-information/>

ii) Describe the impact of the improvements/changes on applicants
a)The EDI is in the process of developing a workplan, however its anticipated that the work of the EDI will positively impact applicants as the College identifies ways to recognize and reduce/eliminate areas of systemic bias/discrimination both internally, and in the profession.

b)The Covid-19 resources provide applicants with up to date and accurate information.

iii) Describe the impact of the improvements/changes on your organization
a)The EDI is in the process of developing a workplan, however its anticipated that the work of the EDI will positively impact the College as an organization as it identifies ways to recognize and reduce/eliminate areas of systemic bias/discrimination both internally, and in the profession.

b)College staff are able to direct members, applicants, and members of the public to the information on our website for easy access and accurate information.

m. Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

There were no registration related changes to enabling legislation and/or regulations in 2020.

Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	Yes

Other (please specify): n/a

b. Gender applications

Indicate the number of applicants in each category as applicable



Gender	Number of applicants
Male	N/A
Female	N/A
None of the above	N/A

Additional comments: The College of Psychologists does not require individuals to identify their gender on application forms

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	1030
Female	2968
None of the above	1

Additional Comments: For this question, "Member" refers to a member of the College of Psychologists of Ontario who held a "regular" certificate authorizing autonomous practice (psychologist or psychological associate) on December 31, 2020.

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions. For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education in the profession or trade

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
121	23	35	42	0	221

Country	# of Applications
Argentina	1
Australia	1
China	1
Columbia	1



Country	# of Applications
Egypt	1
France	2
India	6
Iran	2
Israel	1
Italy	1
Jamaica	1
Lebanon	2
Malaysia	2
Netherlands	1
New Zealand	1
Nigeria	2
Pakistan	2
Romania	1
South Africa	3
Ukraine	1
United Kingdom	9

Additional comments: The data in this section refers to the total number of Supervised Practice applications (Application form and fee submitted) received from January 1, to December 31, 2020.

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 in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
79	15	19	22	0	135

Other International	
Country	# of Applications
Australia	1



Other International	
Country	# of Applications
Belgium	1
Brazil	1
Hong Kong	1
India	5
Iran	2
Jamaica	1
Pakistan	1
South Africa	4
Turkey	1
United Kingdom	4

Additional comments: For this question, "Member" refers to applicants who were issued with a certificate authorizing Supervised Practice (psychologist or psychological associate) during the period of January 1, to December 31, 2020.

f. Jurisdiction where members were initially trained

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

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
2372	677	591	180	0	3820

Other International	
Country	# of registered members
Argentina	3
Australia	12
Belgium	3
Brazil	1
China	3
Colombia	1

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France	10
Germany	4
Hungary	2
India	20
Iran	10
Ireland	2
Israel	7
Italy	1
Jamaica	3
Lebanon	1
Netherlands	3
New Zealand	3
Norway	1
Pakistan	2
Philippines	2
Poland	10
Romania	1
Russia	10
Serbia	2
South Africa	19
South Korea	1
Spain	2
Swaziland	2
Switzerland	1
Turkey	1
United Kingdom	34
Venezuela	2
Virgin Islands (USA)	1

Additional comments: For this question, "Member" refers to a member of the College of Psychologists of Ontario who held a "regular" certificate authorizing autonomous practice (psychologist or psychological associate) on December 31, 2020.



g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by 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.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
1 New applications received	120	23	34	44	0	221
2 Applicants actively pursuing licensing. Those who had some contact with your organization in the reporting year	0	0	0	0	0	0
3 Inactive applicants. Those who had no contact with your organization in the reporting year.	0	0	0	0	0	0
4 Applicants who met all requirements and were authorized to become members <u>but did not</u> become members	29	10	4	21	0	64
5 Applicants who became <u>fully</u> registered members	154	66	41	20	0	281
6 Applicants who were authorized to receive an alternative license <u>but were</u>	29	10	4	21	0	64



not issued a license						
7 Applicants who were issued an alternative class of license*	79	15	19	22	0	135

- An alternative class of license enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

Row # 1 in this section refers to the total number of Supervised Practice applications (psychologist or psychological associate) (application form and application fee submitted) received from January 1, to December 31, 2020.

Row # 2 in this section is not tracked/recorded.

Row # 3 in this section is not tracked/recorded.

Row # 4 in this section refers to the total number of Supervised Practice applications (psychologist or psychological associate) (application form and application fee submitted) received from January 1 to December 31, 2020, where applicants were issued with a "Statement of Eligibility", but who did not request to have a certificate authorizing Supervised Practice issued to them.

Row # 5 in this section refers to the number of members who were issued with a certificate authorizing Autonomous Practice (psychologist or psychological associate) during the period of January 1 to December 31, 2020.

Row # 6 in this section is the same as Question #4

Row # 7 in this section refers to applicants who were issued with a certificate authorizing Supervised Practice (psychologist or psychological associate) during the period of January 1, to December 31, 2020.

h. Classes of certificate/license

Provide a description of the classes of certificate/license offered by your organization.

You should have at least one class listed.

#	Certification	Description
1	Certificate of registration for a psychologist authorizing autonomous practice	A member holding this certificate has met all of the requirements for registration as a psychologist and may practice autonomously in Ontario (e.g. without supervision) as a psychologist within their declared areas of competence.
2	Certificate of registration for a psychologist authorizing interim autonomous practice	A member holding this certificate is registered to practice as a psychologist in another Canadian jurisdiction and is



		<p>authorized to practice in Ontario, without supervision, for a period of up to 12 months, within their declared areas of competence. This permits the individual seeking an Ontario Certificate of registration for a psychologist authorizing autonomous practice, to practice the profession in Ontario while he/she prepares to write the College's Jurisprudence and Ethics Examination (JEE). Successful completion of the JEE is a non-exemptible requirement of registration.</p>
<p>3</p>	<p>Certificate of registration for a psychologist authorizing supervised practice</p>	<p>A member holding this certificate has met the education, good character and language fluency requirements of registration and has secured two members of the College as supervisors and an Ontario work setting. A holder of this certificate must practice within his or her declared areas of competence and only under the supervision of the College approved supervisors as they prepare to qualify for a certificate of registration for a psychologist authorizing autonomous practice. This certificate expires 12 months after the date on which it was issued.</p>
<p>4</p>	<p>Certificate of registration for a psychological associate authorizing autonomous practice</p>	<p>A member holding this certificate has met all of the requirements of registration as a psychological associate and may practice autonomously in Ontario (e.g. without supervision) as a psychological associate within their declared areas of competence.</p>



5	Certificate of registration for a psychological associate authorizing interim autonomous practice	A member holding this certificate is registered to practice as a psychological associate in another Canadian jurisdiction and is authorized to practice in Ontario, without supervision, for a period of up to 12 months, within their declared areas of competence. This permits the individual seeking an Ontario Certificate of registration for a psychological associate authorizing autonomous practice, to practice the profession in Ontario while they prepare to write the College's Jurisprudence and Ethics Examination (JEE). Successful completion of the JEE is a non-exemptible requirement of registration.
6	Certificate of registration for a psychological associate authorizing supervised practice	A member holding this certificate has met the education, supervised work experience, good character and language fluency requirements of registration and has secured two members of the College as supervisors and an Ontario work setting. A holder of this certificate must practice within their declared areas of competence and only under the supervision of the College approved supervisors as they prepare to qualify for a Certificate of registration for a psychological associate authorizing autonomous practice. This certificate expires 12 months after the date on which it was issued.
7	Academic certificate of registration	A member holding this certificate must occupy a full-time or regular academic position on the faculty of an Ontario



		university. A member holding this certificate may not provide intervention, assessment or consultation services to individual clients, groups of clients, organizations and may not supervise persons in providing those services.
8	Inactive certificate of registration	A member holding this certificate has ceased to practice on a temporary basis, up to two years, for the purpose of a sabbatical, parental or other leave. A member holding this certificate may not practise the profession or supervise others in the practice of the profession.
9	Retired certificate of registration	A member holding this certificate has ceased to practice on a permanent basis but wishes to maintain membership with the College. A member holding this certificate may not practise the profession or supervise others in the practice of the profession.

Additional comments: N/A

i. Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year. Enter the data by 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.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants that were subject to	13	3	5	19	0	40



an internal review or that were referred to a statutory committee of your governing council, such as Registration Committee						
Applicants who initiated an appeal of a registration decision	1	1	2	2	0	5
Appeals heard	1	1	2	2	0	5
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments: Applications subject to an internal review are those applications (psychologist or psychological associate) where the Registrar has made a referral of the application to the Registration Committee in cases where there is a doubt, on reasonable grounds, about whether the applicant fulfils the registration requirements. Appeals of Registration Committee decisions are handled by the Health Professions Appeal and Review Board (HPARB).

j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, on full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	21.5

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Number of staff involved in the appeals process	2
Number of staff involved in the registration process	5

Additional comments: N/A

Submission

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

Lesia Mackanyn

Title: Director, Registration

Date: April 30, 2021

