



COLLEGE OF
PSYCHOLOGISTS
OF ONTARIO

MEETING OF THE COLLEGE COUNCIL

2023.06

DATE: December 15, 2023

TIME: 9:00AM - 4:00PM

LOCATION: TO BE HELD VIRTUALLY

110 Eglinton Avenue West, Suite 500
Toronto, Ontario, Canada M4R 1A3
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COUNCIL MEETING AGENDA

2023.06

December 15, 2023

9:00 AM to 4:00 PM

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.00	CALL TO ORDER (<i>W. Towers</i>)			
.01	APPROVAL OF AGENDA & MINUTES			
.01A	Review & Approval of Agenda (<i>W. Towers</i>)	Decision	2	
.01B	Declarations of Conflicts of Interest (<i>W. Towers</i>)	Discussion	--	
.01C	Review & Approval of Minutes - Council Meeting 2023.05 September 22, 2023 (<i>W. Towers</i>)	Decision	4	
.01D	Review & Approval of IN CAMERA Minutes - Council Meeting 2023.05 September 22, 2023 ¹ (<i>W. Towers</i>)	Decision	--	
.01E	Review of Action List (<i>W. Towers</i>)	Discussion	9	
.01F	Council Meeting Evaluation Review (<i>W. Towers</i>)	Discussion	10	
.02	CONSENT AGENDA ITEMS	Information		
.02A	Committee Reports	--	--	--
	(1) Executive Committee Report		12	
	(2) Discipline Committee Report		13	
	(3) Quality Assurance Committee Report		15	
	(4) Client Relations Committee Report		18	
	(5) Fitness to Practice Committee Report		19	
	(6) Finance & Audit Committee Report		20	
	(7) Equity, Diversity, and Inclusion Working Group Report		24	
	(8) ABA Working Group Report		25	
	(9) Jurisprudence and Ethics Examination Committee Report		27	
	(10) Standards Working Group Report		30	
	(11) Directors of Clinical Training Programs and Residency Directors Meeting Report		31	
.02B	Staff Presentations		32	
.03	POLICY ISSUES			
.03A	Consultation: Proposed Amendments to College <i>By-laws</i> (<i>T. DeBono</i>)	Decision	33	S3
.03B	Consultation Update: Proposed amendments to the Registration Regulation Expansion of the "Temporary Emergency Class of Certificates of Registration" (<i>T. DeBono</i>)	Information	114	S3
.03C	Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) (<i>T. DeBono</i>)	Decision	136	S3
.03D	Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) (<i>T. DeBono</i>)	Decision	138	S3

¹ Material Not Included in Public Package – Council will go in-camera in accordance with the *RHPA*, Schedule 2, Section 7(2)(d).

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.03E	Professional Bodies in Applied Behaviour Analysis (<i>T. DeBono</i>)	Decision	142	S3
.03F	Registration Guidelines for Behaviour Analysts (<i>T. DeBono</i>)	Decision	145	S3
.03G	<i>Policy II-4(ii): Discipline Committee: Rules of Procedure</i> (<i>T. DeBono</i>)	Decision	248	S3
.03H	EPPP Working Group (<i>T. DeBono</i>)	Decision	264	S3
.03I	Pilot Project for ICRC Investigations (<i>Z. Yetnikoff</i>)	Information	266	S3
.04	BUSINESS ISSUES			
.04A	President's Report (<i>W. Towers</i>)	Information	271	S1
.04B	Registrar & Executive Director's Report (<i>T. DeBono</i>)	Information	273	S1
.04C	Registration Committee Quarterly Report (<i>L. Mackanyn</i>)	Information	276	S1
.04D	Inquiries, Complaints and Reports Committee Quarterly Report (<i>M. Morrow</i>)	Information	279	S1
.04E	<i>Policy III F-4: Per Diems and Council and Committee Compensation</i> (<i>T. DeBono</i>)	Decision	282	S3
.04F	Integrated Risk Management Report (<i>T. DeBono</i>)	Information	286	S4
.05	STRATEGIC ISSUES			
.05A	Strategic Direction Implementation: Chart Update (<i>T. DeBono</i>)	Discussion	289	All
.06	OTHER BUSINESS			
.06A	Set Election Date for Districts 5 (GTA East), 6 (GTA West), Psychological Associate - Non-Voting • Proposed Date March 31, 2024	Decision	--	--
.06B	Next Council Meeting: • March 21, 2024 – Council Meeting • March 22, 2024 – Council Training Day • June 14, 2024 - Council Meeting	Information	--	--
.06C	Proposed Council Meeting: • September 27, 2024	Decision	--	--
.07	ADJOURNMENT			

Strategic Direction Reflection:

S1 - Excellence in Care

S2 - Membership Engagement

S3 - Innovation in Regulation

S4 - Continuous Quality Improvement Culture



1

COUNCIL MEETING

2023.05

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To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

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SEPTEMBER 22, 2023

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PRESENT:

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Wanda Towers, Ph.D., C.Psych., President

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Ian Nicholson, Ph.D., C.Psych., Vice-President

12

Peter Bieling, Ph.D., C.Psych.

13

Pascale Gonthier Public Member

14

Jacob Kaiserman, Psy.D., C.Psych.

15

David Kurzman, Ph.D., C.Psych.

16

Archie Kwan, Ph.D., C.Psych.

17

Conrad Leung, M.ADS, BCBA

18

Ilia Maor, Public Member

19

Nadia Mocan, Public Member

20

Melanie Morrow, M.A., C.Psych.Assoc.

21

Adrienne Perry, Ph.D., C.Psych.

22

Fred Schmidt, Ph.D., C.Psych.

23

Paul Stopciati, Public Member

24

Kendra Thomson, Ph.D., BCBA-D

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Esther Vlessing, Public Member

26

Glenn Webster, M.Ed., C.Psych.Assoc.

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REGRETS:

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Cenobar Parker, Public Member

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Scott Warnock, Public Member

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GUESTS:

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Liana Bell, Hilborn LLP

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STAFF:

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Tony Debono, MBA, Ph.D., C.Psych., Registrar & Executive Director

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Barry Gang, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs

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Lesia Mackanyn, Director, Registration

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Zimra Yetnikoff, Director, Investigations & Hearings

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Stephanie Morton, Director, Corporate Services

41

Caitlin O'Kelly, Assistant to the Registrar, Recorder

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2023.05.00 CALL TO ORDER

44 The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and
45 livestreamed on YouTube. The President began the meeting with a land acknowledgement
46 statement in recognition and respect for Indigenous peoples.
47

48 **2023.05.01 APPROVAL OF THE AGENDA AND MINUTES**

49 **.01A APPROVAL OF AGENDA**

50 The following was amended:

- 51 • Item .03B Registrar's Performance Review was moved to.06C.

52
53
54 **It was MOVED by David Kurzman**

55 **That the Agenda for the Council Meeting be approved as amended.**

CARRIED

56 57 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

58 The President asked if any members of Council wished to declare a conflict of interest pertaining
59 to the items on the Agenda. It was recognized that item *.04G Proposed Amendments to By-law*
60 *18: Fees* poses an unavoidable conflict for all members of the Council who are professional
61 members of the College. The President reminded Council members that the potential for conflicts
62 should be kept in mind throughout the meeting and declarations made at any time, if appropriate.
63

64 **.01C MINUTES FROM THE COUNCIL MEETING 2023.04 JUNE 16, 2023**

65
66 **It was MOVED by Paul Stopciati**

67 **That the Minutes of Council Meeting 2023.04 June 16, 2023, be approved as presented.**

CARRIED

68 69 70 **.01D REVIEW OF ACTION LIST**

71 The Council reviewed the Action List drawn from the Minutes of the previous meeting and noted
72 items that were completed, outstanding or on today's meeting Agenda.
73

74 **.01E COUNCIL MEETING EVALUATION REVIEW**

75 The Council reviewed the June 16, 2023, Council Meeting Evaluation results.
76

77 **2023.05.02 CONSENT AGENDA**

78 The Consent Agenda was received.
79

80 **2023.05.03 POLICY ISSUES**

81 82 **.03A EQUITY IMPACT ASSESSMENTS**

83 The *College Performance Measurement Framework* sets an expectation that the College has a
84 Diversity, Equity, and Inclusion (DEI) plan and that they conduct Equity Impact Assessments to
85 ensure that decisions are fair, and that policies, programs, or processes are not discriminatory.
86 The Health Professions Regulators of Ontario (HPRO) developed an Equity Impact Assessment tool
87 that Colleges can use. At a recent meeting of the College's Equity, Diversity and Inclusion Working
88 Group, the materials were reviewed and a decision was made to conduct an initial Equity Impact
89 Assessment using the tool as a guide.

90

2023.05.04 BUSINESS ISSUES

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.04A PRESIDENT'S REPORT

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The Council reviewed the President's Report for the first quarter.

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96

.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

97

The Council reviewed the Registrar's Report for the first quarter.

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99

.04C REGISTRATION COMMITTEE QUARTERLY REPORT

100

The Council reviewed the report for the first quarter.

101

102

.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT

103

The Council reviewed the report for the first quarter.

104

105

.04E 2022-2023 ANNUAL REPORTS

106

The Council reviewed the Annual Reports for 2022-2023.

107

108

It was MOVED by Ian Nicholson

109

That the 2022-2023 Annual Reports for the College's statutory and non-statutory Committees and Working Groups be approved. CARRIED

110

111

112

.04F AUDIT 2022-2023

113

Presentation of Audited Financial Statements by Ms. Liana Bell from Hilborn LLP.

114

115

The President welcomed Ms. Bell, Auditor with Hilborn LLP, and invited her to present the Audited Financial Statements for the year ending May 31, 2023. The Finance and Audit Committee and the Executive Committee had reviewed the draft Audited Financial Statements with Ms. Liana Bell of Hilborn LLP at their meeting on August 31, 2023. Ms. Bell discussed the following documents that had been provided to Council:

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117

118

119

120

- Audit Findings Report

121

- Draft Audited Financial Statements

122

123

Ms. Bell congratulated the College on a clean audit. Ms. Bell commented that the College staff and management were well prepared for the audit and cooperated fully. She noted that the College has appropriate internal controls and that all accounting estimates were appropriate and reasonable. There were no unusual transactions and or any disagreements with management.

124

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It was MOVED by Paul Stopciati

129

That the Audited Financial Statements for the fiscal year ending May 31, 2023, be approved. CARRIED

130

131

132

It was MOVED by Jacob Kaiserman

133

That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May 31, 2024. CARRIED

134

135

136 **.04G PROPOSED AMENDMENTS TO BY-LAW 18: FEES FOR CONSULTATION**

137 The Registrar provided Council with a Briefing Note and copy of proposed amendments to *By-law*
 138 *18: Fees* for discussion. The Registrar presented a proposal to Council to increase Autonomous
 139 Practice and Interim Autonomous Practice membership fees from \$795 to \$1,200. Academic
 140 Certificates and Supervised Practice Certificates to \$600, and all other membership fees by 25%,
 141 as well as increasing the late fee penalty to 20%. The College takes the decision to increase fees
 142 seriously and is only doing so in order to stabilize the College's financial position after several
 143 years of annual deficits. Membership fees have not been raised since 2002. It was noted that the
 144 current financial situation is independent of ABA which will also be a self-funded profession. The
 145 mandate of the College is to serve and protect the public interest, and it delivers programs and
 146 services to fulfill that mandate. The College needs to ensure it has adequate resources to deliver
 147 the programs and services necessary to meet the public interest mandate.

148

149 **It was MOVED by Glenn Webster**

150 **That the proposed amendments to *By-law 18: Fees* be approved as presented. CARRIED**

151

152 **Action Item Office of the Registrar**

153 Amend *By-law 18: Fees* in the College *By-laws*.

154

155 **.04G TRANSFERS FROM THE INVESTIGATIONS AND HEARINGS AND THE FEE STABILIZATION**
 156 **RESERVE FUNDS**

157 *Policy III F-2: Reserve Funds* requires the College to have an Investigations & Hearings Fund and a
 158 Fee Stabilization Fund. The Policy sets out how they are to be used in the event that there is an
 159 operating deficit in any fiscal year. The unaudited financial statements for the year ending May
 160 31, 2023 indicate an operating deficit of \$879,704.36 which then triggers transfers from these
 161 funds.

162

163 **It was MOVED by Peter Bieling**

164 **That \$458,801.24 be transferred from the Investigations and Hearings Reserve Fund and**
 165 **\$420,903.12 be moved from the Fee Stabilization Fund to cover the operating deficit. CARRIED**

166

167 **2023.05.05 STRATEGIC ISSUES**

168

169 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

170 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*.
 171 This table is used to chart the work undertaken and accomplished in fulfilling the College's
 172 Strategic Direction. Items added since the Council Meeting of June 16, 2023, were shown in **Bold**.

173

174 **2023.05.06 OTHER BUSINESS**

175

176 **.06A NEXT COUNCIL MEETINGS:**

177 The next meetings of Council will be held on:

- 178 - December 15, 2023 - Council Meeting
- 179 - March 21, 2024 – Training Day
- 180 - March 22, 2024 – Council Meeting

181

182 .06B PROPOSED COUNCIL MEETING:

183

184 It was **MOVED** by Pascale Gonthier

185 That June 14, 2024, be set as a Council meeting date.

CARRIED

186

187 It was **MOVED** by Ilia Maor

188 That the Council go **IN CAMERA** to discuss item .03B Registrar's Performance Review. **CARRIED**

189

190 .06C REGISTRAR'S PERFORMANCE REVIEW: IN CAMERA

191 This agenda item was discussed **IN CAMERA** in the absence of the Registrar and Recorder. The

192 Minutes for this item will be provided by the President.

193

194 It was **MOVED** by Glenn Webster

195 That the **IN CAMERA** portion of the meeting be ended.

CARRIED

196

197 **2023.05.07 ADJOURNMENT**

198

199 There being no further business,

200

201 It was **MOVED** by Adrienne Perry

202 That the Council Meeting be adjourned.

CARRIED

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204 The Council Meeting was adjourned at 12:48 PM.

205

206

207

208 Wanda Towers, Ph.D., C.Psych., President

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212 Ian Nicholson, Ph.D., C.Psych., Vice-President

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214 **Minutes approved at the Council Meeting on December 15, 2023.**



ACTION LIST - COUNCIL

2023.06.01E

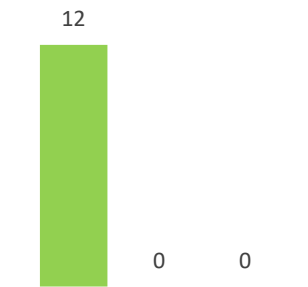
Item:	Responsibility:	Action:	Status:
2019.03.03C	College	To pursue amendments to O.Reg. 74/15 - Registration under the <i>Psychology Act, 1991</i> to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.	In Process.
2023.04.03B	Registration Committee	Develop a pilot implementation of evaluating CFTA candidates for Autonomous practice	In process.
2023.05.04G	Office of the Registrar	Amend By-law 18: Fees in the College By-laws.	Completed

COUNCIL MEETING EVALUATION SUMMARY

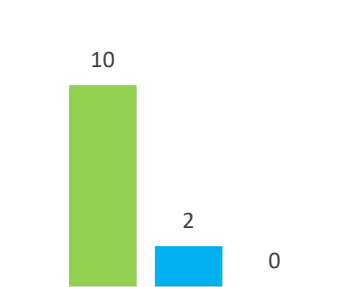
COUNCIL MEETING SEPTEMBER 22, 2023

12/17 COUNCIL MEMBERS PRESENT COMPLETED EVALUATIONS

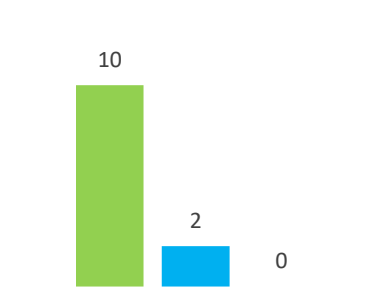
■ Very Good/Excellent ■ Good/OK ■ Needs Improvement



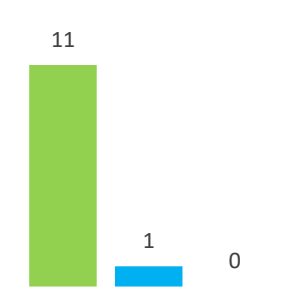
Q1: The Council meeting materials were received in a timely manner.



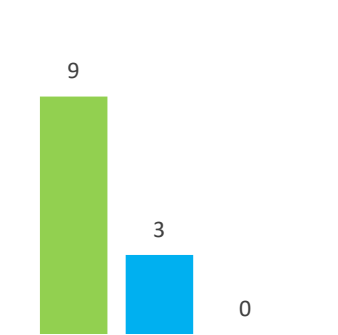
Q2: The materials were sufficient to assist me in forming an opinion on decisions to be made by Council. Briefing Notes and Reports were clear and contained needed information.



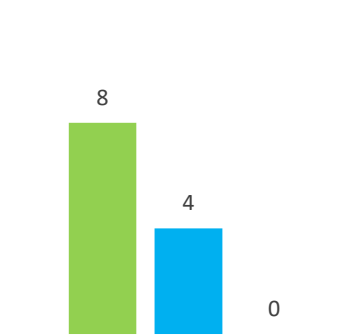
Q3: Agenda items were appropriate for Council discussions. Topics were relevant to the mandate and strategic direction of the College.



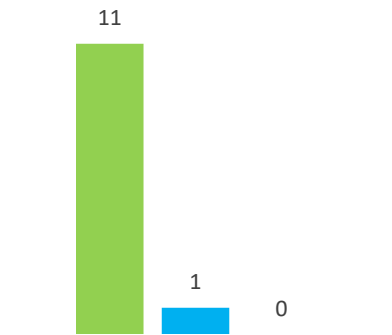
Q4: The public interest was described in Briefing Notes and considered in all discussions.



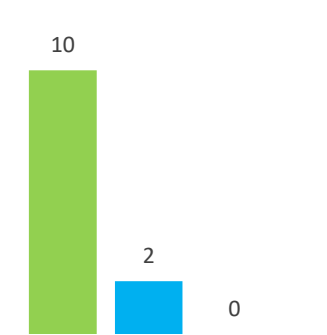
Q5: Time was used effectively. Questions and discussions remained on topic.



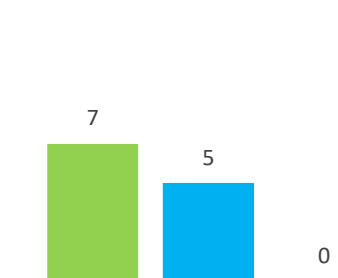
Q6: Council avoided getting into operational, administrative and/or management areas of responsibility.



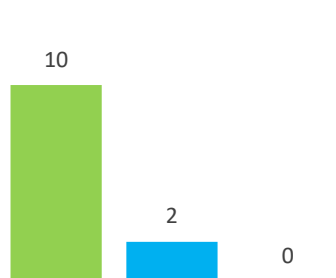
Q7: There was opportunity for me to be actively engaged in all discussions and I felt comfortable participating in the Council discussions.



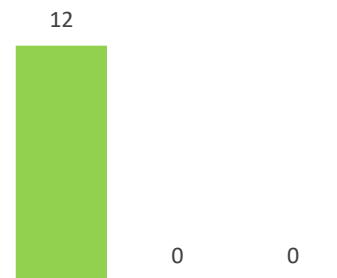
Q8: I was satisfied with the way in which other members of Council contributed to discussions and debate. There was a positive climate of trust and respect. Disagreements were handled openly, honestly, and directly.



Q9: Where appropriate, Next Steps and Action Items were clearly identified.



Q10: In general, Council Members appeared prepared for the meeting.



Q11: The President chaired the meeting in a manner that enhanced Council's performance and decision-making.

ADDITIONAL COMMENTS

Q1	<ul style="list-style-type: none"> • Easy to access
Q2	<ul style="list-style-type: none"> • But very long this time
Q3	No comments
Q4	No comments
Q5	<ul style="list-style-type: none"> • some repetition in questioning • Some well considered questions and comments today
Q6	No comments
Q7	No comments
Q8	<ul style="list-style-type: none"> • It would be nice to hear from everyone on council. Sometimes it feels like the same few voices. • Excellent conversation today amongst some difficult topics.
Q9	<ul style="list-style-type: none"> • some complexity with admission of ABA people
Q10	No comments
Q11	<ul style="list-style-type: none"> • Wanda was excellent. • Wanda navigated a sensitive subject today gracefully and respectfully.
Additional Comments	<ul style="list-style-type: none"> • Sometimes the presentations on reports essentially repeat what's written. If we have all read, it seems a bit redundant sometimes. But if people haven't read thoroughly I guess it's useful. And maybe for those listening in who might not have read. • zoom is so intense and disembodied • Great meeting • Grateful for the work and diligence that goes into preparing these meetings. It's evident from how they are conducted that everyone is prepared and knowledgeable to speak on the topics on the agenda.

REPORT TO COUNCIL

2023.06.02A(1)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

EXECUTIVE COMMITTEE

COMMITTEE MEMBERS:

Wanda Towers, Chair, Professional Member of Council
 Ian Nicholson, Professional Member of Council
 Fred Schmidt, Professional Member of Council
 Paul Stopciati, Public Member of Council
 Scott Warnock, Public Member of Council
 Glenn Webster, Professional Member of Council

STAFF

Tony DeBono, Registrar & Executive Director
 Barry Gang, Deputy Registrar & Director, Professional Affairs
 Caitlin O’Kelly, Assistant to the Registrar

MEETINGS

The Executive Committee met on:

- November 24, 2023

ITEMS TO COUNCIL FOR DECISION

The Executive Committee discussed the following items which are being brought forward for Council consideration:

- Amendments to College By-laws.
- Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)
- Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)
- Professional Bodies in Applied Behaviour Analysis
- Registration Guidelines for Behaviour Analysts
- Amendments to *Policy II-4(ii): Discipline Committee: Rules of Procedure*
- EPPP Working Group
- Amendments to *Policy III F-4: Per Diems and Council and Committee Compensation*

ACTIONS

The Executive Committee took the following actions:

- The Executive Committee approved a 60-day consultation on draft Registration Regulation amendments, in order to expand the “Temporary Emergency Class of Certificates of Registration” to include Behaviour Analysts, for distribution to the membership. The Ministry of Health has asked that regulation amendments be submitted as soon as possible. The timing of this did not permit the full Council to approve this consultation to ensure submission in February so the Executive acted on behalf of Council in this initial phase of the Registration Regulation amendments process.

SUBMITTED BY

Wanda Towers, Ph.D., C. Psych., Chair

REPORT TO COUNCIL

2023.06.02A(2)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

DISCIPLINE COMMITTEE

COMMITTEE MEMBERS

Janice Currie, College Member, Chair
 Glenn Webster, Council Member, Vice-Chair
 Peter Bieling, Council Member
 Deirdre Boyle, College Member
 Lisa Couperthwaite, College Member
 Lynette Eulette, College Member
 Jennifer Felsher, College Member
 Robert Gauthier, College Member
 Pascale Gonthier, Public Member
 Michael Grand, College Member
 Philip Grandia, College Member
 Anthony Hopley, College Member
 Sandra Jackson, College Member
 Jacob Kaiserman, Council Member
 David Kurzman, Council Member

Archie Kwan, Council Member
 Ilia Maor, Public Member
 Nadia Mocan, Public Member
 Melanie Morrow, College Member
 Ian Nicholson, Council Member
 Cenobar Parker, Public Member
 Adrienne Perry, Council Member
 Fred Schmidt, Council Member
 Robert Smith, College Member
 Paul Stopciati, Public Member
 Wanda Towers, Council Member
 Esther Vlessing, Public Member
 Scott Warnock, Public Member
 Pamela Wilansky, College Member

STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings

GENERAL

A Discipline Committee Plenary was held on November 3, 2023.

REFERRALS TO DISCIPLINE

There were no referrals to the Discipline Committee in the second quarter.

PRE-HEARINGS

1. **Dr. Laura Brown:** https://members.cpo.on.ca/public_register/show/20739

The pre-hearing for this matter was held on November 22, 2023. The Hearing has not yet been scheduled.

HEARINGS

1. **Dr. Darren Schmidt:** https://members.cpo.on.ca/public_register/show/21702

A written hearing was held on October 26, 2023, and the decision was received on November 22, 2023.

ONGOING MATTERS

1. **Dr. André Dessaulles:** https://members.cpo.on.ca/public_register/show/2530

Dr. Dessaulles did not attend the scheduled reprimand.

2. Dr. Douglas Misener: https://members.cpo.on.ca/public_register/show/2500

A pre-hearing conference is scheduled for December 6, 2023 and the Hearing is scheduled for January 15, 2024.

3. Dr. Ian Shields: https://members.cpo.on.ca/public_register/show/1380

The Discipline panel's Decision with respect to this matter was released on May 31, 2023.

SUBMITTED BY

Janice Currie, Chair

REPORT TO COUNCIL

2023.06.02A(3)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

QUALITY ASSURANCE COMMITTEE

COMMITTEE MEMBERS

Ilia Maor, Public Member, Chair
 Sabrina Hassan, College Member, Vice-Chair
 Conrad Leung, Council Member
 David Kurzman, Council Member
 Wanda Towers, Council Member
 Glenn Webster, Council Member
 David Howard, College Member
 Bruno Losier, College Member
 Michelle Todd, College Member
 Pascale Gonthier, Public Member

STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs

COMMITTEE ACTIVITY

During the second quarter, the Quality Assurance Committee met on October 25, and November 22, 2023. Dr. Sabrina Hassan, Ph.D., C.Psych., was acclaimed to the position of Vice-Chair of the Committee for the 2023-2024 term. Additionally, the Committee commenced its review of the College's existing Quality Assurance Program and has begun to consider long-term changes that will better assist Psychologists, Psychological Associates, and Behaviour Analysts in maintaining their professional knowledge, skill and judgement. The Committee has also begun collaborative work with members of the Applied Behaviour Analysis Working Group to make any immediate revisions to the program requirements necessary for the regulation of Behaviour Analysts who will be required to participate in the College's Quality Assurance Program, beginning on July 1, 2024.

REGISTRANT MATTERS

Panels of the Committee also met on October 23, and November 27, 2023, to review registrant-specific matters related to compliance with the requirements of the Quality Assurance Program.

SELF-ASSESSMENT GUIDE (SAG) REVIEWS

Planned	
SAG Review (Failure to Declare Completion in 2023)	3
SAG Review Carried Over from Previous Cycles	4
Total Reviews Planned*	7
Concluded	
SAG Review – Complete, Take No Further Action	1
SAG Review – Complete, Referral to ICRC	1

	Total Reviews Completed	2
SAG Review – Incomplete, Registrant Deceased		1
	Total Matters Concluded	3

*Additionally, matters regarding failure to declare completion of the SAG by two (2) registrants are under active consideration.

In one (1) completed Review, the Panel found the registrant to have sufficiently completed the Self-Assessment Guide and did not identify any concerns; it decided to take no further action. In one (1) case, the Panel reviewed information provided by a Mentor appointed under s.80.2 of the *Health Professions Procedural Code (HPPC)*, which is Schedule 2 of the *Regulated Health Professions Act, 1991*, due to ongoing difficulties related to the self-assessment requirements, and referred the matter to the Inquiries, Complaints and Reports Committee, as there were unresolved concerns about the registrant's competence and/or capacity.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDITS

Planned			
CPD Audit (Required due to Failure to Declare Completion in 2023)			3
CPD Random Audit (Selection by Random Selection)			47
	Total Audits Planned for 2023-2024*		50
Concluded		Q1	Q2
CPD Audit – Complete, Take No Further Action			1
CPD Random Audit – Complete, Take No Further Action			32
	Total Audits Completed		33
CPD Audit – Incomplete, Registrant Deceased			1
	Total Matters Concluded		34

*Additionally, matters regarding failure to declare completion of the requirements by two (2) registrants are being monitored, which may result in CPD Audits, dependent upon outcome.

The Committee also conducted inquiries concerning two (2) registrants' abilities to demonstrate completion of the program requirements. In one (1) case, the registrant resigned from the College. In one (1) case, the registrant obtained a Retired Certificate of Registration, and no further action was necessary, in the public interest.

In all completed cases, the Panels found there to be no substantial concerns related to registrant completion of the CPD program requirements. The Panel provided the following feedback:

- More fully document CPD activities and observe the permitted maximums per single activity and within each activity category.
- Retain supporting documentation which demonstrates attendance or participation in CPD activities within personal records or devices for a minimum of five years to prevent losing access.
- Review and revise current professional objectives created in the Self-Assessment Guide and Continuing Professional Development Plan using the S.M.A.R.T. Framework. Ensure objectives are specific enough to guide meaningful CPD participation throughout the two-year cycle and to facilitate self-reflection on progress and outcomes.

In one (1) ongoing case, the Panel identified concern for the registrant's understanding of the CPD program requirements. It appointed an Assessor under s.81 of the *Health Professions Procedural Code*,

1991, to meet with the registrant and provide the Committee with an opinion about their knowledge, skill and judgement.

PEER ASSISTED REVIEWS (PAR)

Planned				
PARs Carried Over from Previous Years				25
PARs due to SAG Requirements (Failure to comply with 2023 SAG Requirements)				TBD
PARs due to Random Selection				TBD
PARs due to Stratified Random Selection				TBD
			Total PARs Planned	TBD
Concluded				
		Q1	Q2	YTD
PAR – Complete, Take No Further Action		3	3	6

In all three (3) cases concluded this quarter, Peer Assisted Review Reports considered by the Panels resulted in positive outcomes, with registrants demonstrating adherence to the Standards of the profession. No further action was required in any of the cases. There are 19 reviews carried over from previous years which remain outstanding.

The total number of PARs planned for 2023-2024 remains under discussion by the Committee. In part, this will depend upon the number of registrants who fail to comply with the Self-Assessment Guide Declaration of Completion, following the expiration of extended deadlines. The Committee is also actively reconsidering the stratified random selection criteria for the 2023-2024 period, due to a current shortage of available Assessors.

SUBMITTED BY

Iliia Maor, Chair

REPORT TO COUNCIL

2023.06.02A(4)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

CLIENT RELATIONS COMMITTEE

COMMITTEE MEMBERS

Esther Vlessing, Public Member, Chair
Rosemary Barnes, College Member
Kirsten Barr, College Member
Diana Mandeleew, College Member
Jacob Kaiserman, Council Member, Vice Chair
Archie Kwan, Council Member
Cenobar Parker, Public Member
Catherine Pryor, College member

STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs
Julie Hahn, Practice Support and Client Relations Coordinator

COMMITTEE ACTIVITIES

A panel of the Committee met once during the quarter to review a funding for therapy application, on October 24, 2023 and granted funding to the applicant.

The Committee continues its review of a new “*Member Guide to the Requirements to make a Mandatory Sexual Abuse Report*”, to assist College members in communicating with clients concerning sexual abuse by regulated health professionals. Once finalized, the document will be provided to members of the College.

Funding for Therapy for Clients Sexually Abused by Members or by Individuals Supervised by Members

There are currently 13 individuals whose therapy or counselling is being funded by the College.

SUBMITTED BY

Esther Vlessing, Chair



REPORT TO COUNCIL

2023.06.02A(5)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

FITNESS TO PRACTICE COMMITTEE

COMMITTEE MEMBERS:

Ian Nicholson, Chair, Council Member

Archie Kwan, Council Member

Melanie Morrow, College Member

Esther Vlessing, Public Member

Oliver Foese, College Member

The Fitness to Practice Committee held no meetings during the second quarter.

REPORT TO COUNCIL

2023.06.02A(6)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

FINANCE AND AUDIT COMMITTEE

COMMITTEE MEMBERS

Wanda Towers, Chair, Council Member
 Duncan Day, College Member
 David Kurzman, Council Member

Cenobar Parker, Public Member
 Paul Stopciati, Public Member

STAFF

Tony DeBono, Registrar & Executive Director
 Barry Gang, Deputy Registrar & Director, Professional Affairs
 Stephanie Morton, Director, Corporate Services
 Caitlin O’Kelly, Assistant to the Registrar

COMMITTEE ACTIVITIES

The Finance and Audit Committee (FAC) met by videoconference on November 17, 2023. The Committee reviewed the *Unaudited Financial Statements and Variance Report* to August 31, 2023, the end of the first quarter. In considering the *Statement of Revenue & Expenses*, the FAC reviewed the *Variance Report* which explained items that deviated from the budget by the level of materiality set by Council; items which exceeded the expected budget by \$5,000 or were underspent by \$10,000. The Committee was satisfied with the information presented and voted to receive the reports.

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period June 1, 2023, to August 31, 2023, was received.

Based on the documents reviewed at this meeting, it is the view of the Committee that the College continues to operate on a sound financial basis.

The FAC discussed the per diem rates of Council and Committee members in the context of difficulties with recruitment and engagement of the professional membership. Given the College’s ongoing review of its finances, an examination of stipends and fees will be conducted, and will be monitored by the Senior Team. The process and schedule of this kind of financial review will also be determined.

ATTACHMENTS

1. Statement of Revenue and Expenses to August 31, 2023 (unaudited)
2. Balance Sheet to August 31, 2023 (unaudited)

SUBMITTED BY

Wanda Towers, Ph.D., C.Psych., Chair

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STATEMENT OF REVENUE & EXPENSES

June - August, 2023

	Annual Budget	Budget	YTD Actual	YTD \$ Variance	2022-2023 % YTD	Expected % YTD	% Variance YTD	Year End to 31 May-24
REVENUE	4,197,292.50	1,056,823.18	986,412.59	-70,410.59	24%	25%	-2%	4,197,292.50
COST OF SALES	218,420.00	75,000.02	54,279.07	-20,720.95	25%	34%	-9%	218,420.00
GROSS MARGIN	3,978,872.50	981,823.16	932,133.52	-49,689.64	23%	25%	-1%	3,978,872.50
EXPENDITURES								
Governance	111,005.50	26,101.36	24,853.06	-1,248.30	22%	24%	-1%	111,005.50
Registration	80,000.00	20,000.01	19,055.35	-944.66	24%	25%	-1%	80,000.00
Client Relations, Communications & Education	28,500.00	7,125.03	11,059.13	3,934.10	39%	25%	14%	28,500.00
Quality assurance	43,500.00	10,875.00	2,050.00	-8,825.00	5%	25%	-20%	43,500.00
Investigations and resolutions	172,700.00	43,174.98	13,073.04	-30,101.94	8%	25%	-17%	172,700.00
Hearings	687,300.00	171,824.97	138,515.76	-33,309.21	20%	25%	-5%	687,300.00
Liaison (Professional Organizations)	28,500.00	6,424.99	4,489.65	-1,935.34	16%	23%	-7%	28,500.00
Administration	3,360,543.40	830,385.87	863,845.01	33,459.14	26%	25%	1%	3,360,543.40
Total Expenditures	4,512,048.90	1,115,912.21	1,076,941.00	-38,971.21	24%	25%	-1%	4,512,048.90
EXCESS OF REVENUE OVER EXPENDITURES	-533,176.40	-134,089.05	-144,807.48	-10,718.43	27%	25%	2%	-533,176.40

The College of Psychologists of Ontario
Balance Sheet Comparison
As of August 31, 2023

	Total		
	As of Aug. 31, 2023	As of Aug. 31, 2022 (PY)	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Petty Cash	200.00	200.00	0.00
10100 Bank	763,399.00	395,359.96	368,039.04
10199 Telpay Clearing	0.00	0.00	0.00
10250 Cash Equivalents	0.00	1,527,251.01	-1,527,251.01
12001 Undeposited Funds	0.00	0.00	0.00
Total Cash and Cash Equivalent	\$ 763,599.00	\$ 1,922,810.97	-\$ 1,159,211.97
Accounts Receivable (A/R)			
10400 Accounts Receivable - Control	10,572.42	12,230.35	-1,657.93
Total Accounts Receivable (A/R)	\$ 10,572.42	\$ 12,230.35	-\$ 1,657.93
10300 Short Term Investments	5,515,215.96	5,076,927.08	438,288.88
10410 Accounts Receivable - Other	3,774.31	0.00	3,774.31
10550 Interest Receivable	0.00	0.00	0.00
10600 Prepaid Expenses	43,967.63	57,936.26	-13,968.63
10800 Government Funding-ABA	-178,881.92	-140,775.40	-38,106.52
Total Current Assets	\$ 6,158,247.40	\$ 6,929,129.26	-\$ 770,881.86
Non-current Assets			
Property, plant and equipment			
12000 Furniture & Equipment			0.00
12010 Furniture & Equipment - Cost	167,486.37	177,107.75	-9,621.38
13000 Accum Amort Furniture & Equip	-97,333.56	-80,894.38	-16,439.18
Total 12000 Furniture & Equipment	\$ 70,152.81	\$ 96,213.37	-\$ 26,060.56
12100 Computer Equipment			0.00
12110 Computer Equipment - Cost	126,631.11	143,342.76	-16,711.65
13100 Accum Amort Computer Equipment	-115,834.44	-140,094.66	24,260.22
Total 12100 Computer Equipment	\$ 10,796.67	\$ 3,248.10	\$ 7,548.57
12200 Leasehold Improvements			0.00
12210 Leasehold Improvements - Cost	1,331,174.87	1,331,174.87	0.00
13200 Accum Amort Leaseholds	-488,093.17	-386,923.36	-101,169.81
Total 12200 Leasehold Improvements	\$ 843,081.70	\$ 944,251.51	-\$ 101,169.81
12300 Website Development			0.00
12310 Website Development - Cost	0.00	0.00	0.00
13300 Accum Amort Website Devt	0.00	0.00	0.00
Total 12300 Website Development	\$ 0.00	\$ 0.00	\$ 0.00
Total Property, plant and equipment	\$ 924,031.18	\$ 1,043,712.98	-\$ 119,681.80
10302 Long Term Investment	0.00	0.00	0.00
Total Non Current Assets	\$ 924,031.18	\$ 1,043,712.98	-\$ 119,681.80
Total Assets	\$ 7,082,278.58	\$ 7,972,842.24	-\$ 890,563.66

These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.

	Total		
	As of Aug. 31, 2023	As of Aug. 31, 2022 (PY)	Change
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
21000 Accounts Payable - Control	184,775.68	100,597.92	84,177.76
Total Accounts Payable (A/P)	\$ 184,775.68	\$ 100,597.92	\$ 84,177.76
21100 Accounts Payable - Other	203,986.85	271,909.21	-67,922.36
22000 Employee Tax Deductions Payable	32,454.42	31,121.28	1,333.14
22100 Payroll Clearing	0.00	0.00	0.00
23000 Prepaid Fees	2,476,313.74	2,401,015.50	75,298.24
24000 Peer Mentorship - Clearing	0.00	0.00	0.00
25500 GST/HST Payable	0.00	0.00	0.00
Direct Deposit Payable	0.00	0.00	0.00
Payroll Liabilities			0.00
Life Insurance Premium	0.00	0.00	0.00
LTD	0.00	0.00	0.00
RRSP	0.00	0.00	0.00
Vacation Pay	0.00	0.00	0.00
Total Payroll Liabilities	\$ 0.00	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 2,897,530.69	\$ 2,804,643.91	\$ 92,886.78
Non-current Liabilities			
27000 Deferred Leasehold Inducement	212,181.11	237,642.85	-25,461.74
Total Non-current Liabilities	\$ 212,181.11	\$ 237,642.85	-\$ 25,461.74
Total Liabilities	\$ 3,109,711.80	\$ 3,042,286.76	\$ 67,425.04
Equity			
30000 Opening Balance Equity	0.00	0.00	0.00
31100 Investigtns&Hearing ReserveFund	813,640.00	850,000.00	-36,360.00
31200 Contingency Reserve Fund	1,000,000.00	1,000,000.00	0.00
31300 Fee Stabilization Reserve Fund	561,895.44	820,000.44	-258,105.00
31400 Website&DatabaseDevtReserveFund	165,872.02	165,872.02	0.00
31500 Premises Reserve Fund	227,742.00	227,742.00	0.00
31600 FairRegn Practices Reserve Fund	0.00	80,000.00	-80,000.00
Retained Earnings	1,348,224.80	1,853,464.16	-505,239.36
Profit for the year	-144,807.48	-66,523.14	-78,284.34
Total Equity	\$ 3,972,566.78	\$ 4,930,555.48	-\$ 957,988.70
Total Liabilities and Equity	\$ 7,082,278.58	\$ 7,972,842.24	-\$ 890,563.66

These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.

REPORT TO COUNCIL

2023.06.02A(7)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP

COMMITTEE MEMBERS:

Donna Ferguson, Chair, College Member
Wanda Towers, Vice-Chair, Council Member
Kofi Belfon, College Member
Michael Grand, College Member
Tae Hart, College Member
Chris Mushquash, College Member

STAFF SUPPORT:

Tony DeBono, Registrar & Executive Director
Caitlin O’Kelly, Assistant to the Registrar

MEETINGS

The Equity, Diversity, and Inclusion (EDI) Working Group met on:

- September 18, 2023
- November 6, 2023

FOR INFORMATION

The Working Group discussed the following:

- The Working Group’s Action list
- Ongoing goals for the EDI Working Group including working with the various College committees on their EDI initiatives and following up on those initiatives and how they fit in with the EDI plan
- Assisting with the Standards of Conduct work
- The College Performance Measurement Framework and the requirements of Health Equity Impact Assessments and an EDI plan

SUBMITTED BY

Donna Ferguson, Psy.D., C.Psych., Chair

REPORT TO COUNCIL

2023.06.02A(8)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

ABA WORKING GROUP

WORKING GROUP MEMEBRS

Jennifer Cunningham, M.ADS., BCBA

Nancy Marchese, Ph.D., C.Psych., BCBA-D, Former President, Ontario Association for Behaviour Analysis (ONTABA)

Jaime Santana, M.ADS., BCBA, President, Ontario Association for Behaviour Analysis (ONTABA)

Nicole Neil, Ph.D., BCBA-D, Western University, ABA Program Coordinator

Adrienne Perry, Ph.D., C.Psych., BCBA-D, Registration Committee Co-Chair

Kendra Thomson, Ph.D., BCBA-D, Brock University ABA Faculty

Wanda Towers, Ph.D., C.Psych., College President

Scott Warnock, Public Member

COLLEGE STAFF:

Tony DeBono, MBA, Ph.D., C.Psych., Registrar & Executive Director

Paula Garshowitz, ABA Regulation-Consultant and Former Project Lead

Lesia Mackanyyn, Director, Registration

Emily Sarmento, Acting ABA Coordinator

MEETINGS

The ABA Working Group met four times since September: September 27, October 25, November 8, November 29.

FOR INFORMATION

As of July 1, 2024, the [Psychology and Applied Behaviour Analysis Act, 2021](#) and the associated regulations under the Act, the Registration Regulation (O. Reg. 193/23), General Regulation (O.Reg. 194/23) and Professional Misconduct Regulation (O.Reg. 195/23), will be proclaimed into law. The current College of Psychologists of Ontario will be renamed the College of Psychologists and Behaviour Analysts of Ontario to reflect its expanded role. Beginning on July 1, 2024, only ABA practitioners who are registered with the College will be allowed to use the title “Behaviour Analyst” in Ontario.

Preregistration for Behaviour Analysts is expected to open in Winter 2024.

At its recent meetings, the ABA Working Group discussed the following:

- Recent [announcement](#) from the Behavior Analyst Certification Board (BACB) regarding upcoming changes to BACB Certification in Ontario.
- The Registration Guidelines for Transitional Route #1, Transitional Route #2, and the Entry-Level Route.
- The blueprint for the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA). The ABAWG recommended the blueprint for approval at Council.
- Substantive items for Executive and Council approval, including necessary changes in the by-laws to include the profession of Applied Behaviour Analysis.

- Development of the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA). The Examination Working Group met in November to approve two iterations of the examination. In January 2024, the Examination Working Group will meet again for a two-day Standard Setting meeting, at which point they will determine the cut-score for the examination.
- Development of ABA applications, including required forms, such as the Peer Attestation form and Peer Assessment form for Transitional Route #2 applicants.

Website Development

The College has added the following sections to the [ABA Portal](#) of the College website:

- Updated [Transitional Route Guidelines](#)
- Updated [FAQs page for Applied Behaviour Analysis](#)
- [CPO's Response to BACB Changes in Ontario](#)
- [Video Information Session for ABA Regulation](#)

SUBMITTED BY

Emily Sarmiento
Acting ABA Coordinator

REPORT TO COUNCIL

2023.06.02A(9)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

JURISPRUDENCE AND ETHICS EXAMINATION COMMITTEE (JEEC)

COMMITTEE MEMBERS

Audrey Cooley, (Chair), College Member
 Donna Ferguson, College Member
 Jennifer McTaggart, College Member
 Meghan McMurtry, College Member

Julie Paré, College Member
 Karina Royer-Gagnier, College Member
 Susan Vandermorris, College Member
 Scott Warnock, Public Member

The Jurisprudence and Ethics Examination Committee met virtually on November 3, 2023, for a full day meeting with all members in attendance. Two new members, Dr. Jennifer McTaggart, Ph.D., C.Psych. and Dr. Karina Roger-Gagnier, Ph.D., C. Psych. were welcomed to the Committee. The half day business session, which was held in the morning, was attended by College staff and the Public member.

Jurisprudence and Ethics Examination - September 2023

The final report on the September 2023 examination was received and approved.

The September 2023 exam was written as an online exam by 119 candidates with a pass rate of 79% for the whole group and 95% for the Ontario first time test takers. These results are within the parameters previously set by the Committee and are consistent with previous exam results. The results are appropriate for a high stakes exam, where protection of the public is the primary goal.

The results of the candidate survey following the examination were consistent with previous candidate responses. There are no major overall complaints; however, expressions of concern regarding the online proctoring process and reports of occasional and stressful software delays will continue to be addressed by College staff with the online testing company.

Strategic Direction and Policy Review

The Registrar reviewed the Strategic Direction 2013-2028 Document with the Committee, followed by the scheduled review of two policy documents relevant to the JEEC (*Policy II-10(i): Jurisprudence and Ethics Examination Committee: Terms of Reference/Role and Policy II-10(ii): Conflict of interest and Reasonable Perception of Bias (JEEC)*). With respect to the composition of the Committee, it was suggested that wording be modified to include an International Candidate (defined as someone whose highest degree was obtained outside of Canada and the US). This suggestion was strongly supported by the Committee, as it would help ensure that the concerns and experiences of these members are represented. College staff will consider how wording to this effect can be included in the Policy and report back to the Committee. The next review date for these policies was set for 2026-27.

Results of Survey to International Candidates

Candidates who have been trained outside of Ontario, particularly those trained outside of Canada and the US, tend to perform poorly on this exam. Although this trend is consistent with the reported findings for other high stakes exams, it was felt that an effort should be made to determine what factors may affect the exam performance of these candidates. A survey was developed to assess which of the resources provided on the College website they find helpful in preparing for the exam and what, if any, barriers they experience in writing the JEE.

In June of this year the survey was sent to 121 internationally trained candidates who took the exam over the past 5 years. A total of 38 people responded to the survey. The results were shared with the Committee by the Director of Registration and the results were briefly discussed. Respondents included both those who passed the exam (30/38 or 78%) and some who failed (8/38 or 21%). It was noted that many of the results were similar to the responses of all candidates who respond to similar survey questions following each exam. Most reported finding the information provided by the College helpful and that they used them in preparation for the exam. Although 50 percent of those responding did not have English or French as their first language, very few felt that language per se was a barrier to taking the exam. A number of people commented that the wording of some items was complicated and difficult to understand. It should be noted that this concern has been addressed by the Committee in the recent item-bank review (November 2022), one of the goals of which was to clarify and simplify the language of test items.

The results of this survey will be filed for future reference by the Committee.

Exam Preparation Materials and Instructions Provided to Candidates

An ongoing concern for the Committee has been the need to provide candidates preparing for the exam with information regarding the specific legislation with which they are expected to be familiar, while not giving the impression that the best way to prepare for this exam is to memorize long lists of legislation. A briefing note provided by the Registrar drew attention to the fact that there is some legislation on the document called *Legislation, Professional Standards and Guidelines of Relevance to Members of the College of Psychologists of Ontario* for which there are relatively few items in the item-bank. After much discussion, it was decided that time be taken at the April 2024 item review meeting to specifically look at the approximately 21 items and the legislation involved. Then a decision will be made on this issue. Alternatives include removing the legislation from the required list or, if the legislation is relevant, writing more items in those areas.

A related, though potentially separate point, was raised regarding the information sent out to candidates preparing to take the JEE that reference the document *Legislation, Professional Standards and Guidelines of Relevance to Members of the College of Psychologists of Ontario*. A Sub-Committee, led by Dr. Susan Vander Morris, has volunteered to look at this information and suggest rewording or reorganization that might clarify matters. The plan is to report back at the next JEEC meeting.

College Updates

The Committee was informed by the Registrar of the financial status of the College. In light of the College's financial deficit status, two budget related items that were on the Action List of the Committee have been tabled until further notice. The Registrar provided the Committee with a brief summary of current work at the College. Of particular significance to this Committee are appropriate regulatory requirements for those applying to practice in Canada from other countries and the review of the *Standards of Professional Conduct, 2017*. The inclusion of a new class of registrants under the *Psychology and Applied Behaviour*

Analysis Act, 2021, Behaviour Analysts, also has implications for this Committee as the College coordinates regulatory efforts for all members.

Item-Bank Review Meeting

The Committee was informed that 146 items that were revised during the November 2022 item-bank review went through a French translation review and the wording was simplified whenever possible. All the revised items were entered in the item-bank. Review of items will now revert to the previous schedule of each item being reviewed approximately every 3 years to ensure ongoing applicability and suitability for this examination.

M. Nayer, PhD, Examination Consultant, presented on the following topics relevant to the Committee members, particularly the newer members: Item Writing for Multiple Choice Questions, Standard Setting, and Item Statistics. All presentations were subsequently placed on SharePoint for future reference by Committee Members. After these presentations, the Committee reviewed more than 20 items from various categories (i.e., New Item Review, Item Bank Review, Angoff Review, Key Validation Review, Correlation Review).

SUBMITTED BY

Audrey Cooley, M.A., C.Psych.Assoc., Chair

REPORT TO COUNCIL

2023.06.02A(10)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

STANDARDS WORKING GROUP

WORKING GROUP MEMBERS:

Kimberly Corace, College Member
Lynette Eulette, College Member
Peter Farvolden, College Member
Donna Ferguson, College Member
Tae Hart, College Member
Melanie Morrow, College Member
Chris Mushquash, College Member
Cenobar Parker, Public Member
Fred Schmidt, Council Member
Kendra Thomson, BCBA-D

STAFF SUPPORT:

Barry Gang, Deputy Registrar & Director, Professional Affairs
David Fierro, Quality Assurance Coordinator

MEETINGS

The Standards Working Group met on:

- September 8, 2023
- October 2, 2023
- October 30, 2023
- November 16, 2023
- December 1, 2023

WORKING GROUP ACTIVITIES

The Working Group has completed a review of the *Standards of Professional Conduct, 2017* and is currently generating a revised set of *Standards* which will address the changing practice environment and be applicable to both psychology and applied behavior analysis registrants.

SUBMITTED BY

Barry Gang
Deputy Registrar & Director, Professional Affairs

REPORT TO COUNCIL

2023.06.02A(11)

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

DIRECTORS OF CLINICAL TRAINING PROGRAMS AND RESIDENCY DIRECTORS BIENNIAL MEETING – OCTOBER 26, 2023

ACTIVITIES

A joint meeting was held including 25 Residency (internship) Directors and 15 academic Directors of Clinical Training from the accredited psychology training programs in Ontario. Both groups of Psychologists appreciate the College hosting these meetings.

The Registrar provided updates regarding the College's new Strategic Direction 2023-28; the progress toward ABA registration; the fact that the College Standards of Professional Conduct are being reviewed; and that a Working Group has been struck to explore options regarding the forthcoming changes to the EPPP.

Updates were also provided to the attendees related to the current activities of the Registration Committee, including the development of a new process to assess diagnostic competence in CFTA applicants. There was discussion of the new Interview Scheduling function being provided by the National Matching Service for residency interviews. There was a discussion around supporting students and colleagues who are emotionally affected by world events including the war in the Middle East. The two subgroups met subsequently and discussed issues of mutual concern.

SUBMITTED BY

Adrienne Perry
Academic Member of Council
Co-chair, Registration Committee

REPORT TO COUNCIL

2023.06.02B

STAFF PRESENTATIONS

Tony DeBono, Registrar and Executive Director

- September 30, 2023: Association of State and Provincial Psychology Boards (ASPPB) Annual Conference – *“The Why Behind Continuing Professional Development,”* Oral Presentation
- October 27, 2023 – GTA Residency Seminar Series, *“Hard to Swallow: Suicidal Behaviour in Adolescence”*
- November 6, 2023: Bioethics Week, Hospital for Sick Children – *“Tricky Issues in the Ethical Practice of Psychology”* (with Barry Gang)
- November 7, 2023: uOttawa - Telfer School of Management, Lecture; *Equity, Diversity, Inclusion, and Indigeneity in Healthcare*
- November 10, 2023: *“The Dos and Don’ts of Advertising a Psychology Practice: The Registrar’s Perspective,”* Oral Presentation

Barry Gang, Deputy Registrar and Director of Professional Affairs and Lesia Mackanyn, Director, Registration

- September 29, 2023: ABA Presentation – Ontario Association of Mental Health Professionals

Zimra Yetnikoff, Director, Investigations & Hearings

- September 28, 2023: Presentation at the ASSPPB Annual Meeting
- October 18, 2023: Presentation at the Canadian Network of Agencies of Regulation (CNAR) Annual Conference.

BRIEFING NOTE

2023.06.03A

DECEMBER 2023 COUNCIL MEETING

AMENDMENTS TO COLLEGE BY-LAWS

STRATEGIC DIRECTION REFLECTION

Innovation In Regulation

MOTION FOR CONSIDERATION

That the proposed amendments to the College *By-laws* be approved for circulation to the membership.

Moved By TBD

PUBLIC INTEREST RATIONALE

To prepare for proclamation of the [Psychology and Applied Behaviour Analysis Act, 2021](#), the College must amend its *By-laws* to now include the profession of applied behaviour analysis and the regulation of Behaviour Analysts. The mandate of the College is to serve and protect the public interest, and it delivers programs and services to fulfill that mandate. The College needs to ensure it has adequate *By-laws* in place to deliver the programs and services necessary to meet the public interest mandate.

According to the Health Professions Procedural Code under the *Regulated Health Professions Act, 1991*, amendments to *By-laws* must be circulated to members 60 days before it is approved by Council. Consultation is important in order to obtain feedback from current members from the profession of psychology as well as from future members of the profession of applied behaviour analysis, and to be transparent about the upcoming governance changes.

BACKGROUND

The College of Psychologists of Ontario has been working towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the yet to be proclaimed *Psychology and Applied Behaviour Analysis Act, 2021*. This *Act* will be proclaimed on July 1, 2024. The *Act* creates the new health profession of Applied Behaviour Analysis with its own distinct scope of practice. To avoid a disruption in College services, revised *By-laws* need to be approved to be in place by July 1, 2024.

By-laws are required to establish the governance infrastructure of the College, and include domains such as elections to Council, the selection of the Executive Committee, committee composition, and the procedures for making, amending, or revoking *By-laws*. Each *By-law* required a review to ensure Behaviour Analyst representation and compliance with the new *Act*. Of particular note is the proposed Council structure, which represents the minimum number of Behaviour Analysts required for constitution of the Council. The decision to use the minimum requirement was grounded in the importance of timely constitution of the Council, in addition to the cultural implications of onboarding a new profession to a well-established College. A comprehensive review of College governance will require additional lead time and would benefit from performance data of the proposed Council structure.

The Act prescribes the overall composition of Council, while permitting for variability due to ranges of minimums and maximums:

Council

6 (1) *The Council shall be composed of,*

- (a) at least eight and no more than 12 persons who are members elected in accordance with the by-laws, at least three and no more than five of whom must hold a certificate of registration in applied behaviour analysis;*
- (b) at least eight and no more than 13 persons appointed by the Lieutenant Governor in Council who are not,*
 - (i) members,*
 - (ii) members of a College as defined in the Regulated Health Professions Act, 1991, or*
 - (iii) members of a Council as defined in the Regulated Health Professions Act, 1991; and*
- (c) at least two and no more than four persons selected, in accordance with a by-law made under section 11, from among members who belong to the faculty of a department of a university in Ontario, if that department is,*
 - (i) a department of psychology, or*
 - (ii) a department, however described, that offers a specialization in applied behaviour analysis.*

Attached is a table outlining the major changes in the *By-laws* to include the profession of Applied Behaviour Analysis.

RISK

If the College By-laws are not approved to be in effect by July 1, 2024, there will be significant consequences that will disrupt operations.

PROPOSED TIMELINE

- **November 24, 2023:** Executive reviews proposed *By-law* amendments and makes recommendation to Council.
- **December 16, 2023:** Council reviews proposed *By-law* amendments and approves a 60-day consultation.
- **December 2023 – March 2024:** The election cycle for Districts 5, 6 and the Psychological Associate Non-Voting Seat proceed as normal. 60-day consultation will be distributed to members and stakeholders.
- **March 22, 2024:** Council reviews feedback from the consultation and approves amendments to *By-laws* to be in effect as of July 1, 2024.
- **March 31, 2024:** Council holds an election for Districts 5, 6 and the Psychological Associate Non-Voting Seat.
- **June 14, 2024:** Council will hold its first meeting of the 2024-2025 FY as normal.
- **July 8, 2024 – September 6, 2024:** After proclamation the College will be able to run an election cycle for Behaviour Analysts. The *By-law* amendments attached propose a shortened election cycle for this inaugural election. During this time the Colleges Council will technically not be constituted. During this interim period the Executive Committee has the authority to act on behalf of Council.
- **September 7, 2024:** Council will be constituted.
- **September 27, 2024:** Council will hold the first meeting including Behaviour Analysts.

The above is an estimate of an approximate timeline, with dates to be adjusted as required.

These amendments ensure that the minimum requirements are met in time for proclamation. A more in-depth review of the *By-Laws*, and governance modernization, is set to follow.

BUDGETARY IMPLICATIONS

None

NEXT STEPS

If approved by Council, the draft *By-law* amendments will be circulated to the membership for at least 60 days before final approval by the Council as required by section 94.(2) of the Health Professions Procedural Code being schedule 2 of the *Regulated Health Professions Act, 1991*.

ATTACHMENTS

1. Summary 3-Column Chart with Proposed Amendments to *By-laws*
2. Tracked Changes of Proposed amendments to College *By-laws*

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

Current	Proposed Change	Rationale
By-law 2: Seal of the College		
2.3 No person shall place the College seal on a record affecting the College unless authorized by the Psychology Act, 1991, the Regulations, or By-laws.	2.3 No person shall place the College seal on a record affecting the College unless authorized by the Psychology and Applied Behaviour Analysis Act, 2021 Psychology Act, 1991 , the Regulations, or By-laws.	Housekeeping
By-law 3: Meetings of the Council		
3.14 Meetings of Council shall be conducted in accordance with Keesey's "Modern Parliamentary Procedures". a. A majority vote shall be defined as a majority of Council members who are eligible to vote and in attendance; b. Council members who are eligible to vote are those individuals elected, appointed or selected in accordance with the Psychology Act, 1991.	3.14 Meetings of Council shall be conducted in accordance with Keesey's "Modern Parliamentary Procedures". a. A majority vote shall be defined as a majority of Council members who are eligible to vote and in attendance; b. Council members who are eligible to vote are those individuals elected, appointed or selected in accordance with the Psychology and Applied Behaviour Analysis Act, 2021 Psychology Act, 1991 .	Housekeeping
By-law 5: Selection of Committee Chairs and Committee Members		
5.12 Both registration titles will be represented on all Statutory Committees.	5.12 Both <u>All</u> registration titles will be represented on all Statutory Committees.	The College will now regulate 3 registration titles: Psychologist, Psychological Associate and Behaviour Analysts
By-law 15: College Memberships		
15.1 The College shall maintain membership in the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), the Health Professions Regulators of Ontario (HPRO), and the Council on Licensure, Enforcement and Regulation (CLEAR) and shall pay the annual assessment required for the membership.	15.1 The College shall maintain membership in the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), relevant organization(s) for the profession of Applied Behaviour Analysis , the Health Professions Regulators of Ontario (HPRO), and the Council on Licensure, Enforcement and Regulation (CLEAR) and shall pay the annual assessment required for the membership.	Added for new profession.
By-law 16: Codes of Ethics and Practice for Members		
16.1 As a Code of Ethics, the College has adopted the <i>Canadian Code of Ethics for Psychologists</i> ,	16.1 As a Code of Ethics, for Psychologists and Psychological Associates , the College has adopted the <i>Canadian Code of Ethics for Psychologists</i> ,	Added for clarity.

Canadian Psychological Association, as revised from time to time.	Canadian Psychological Association, as revised from time to time.	
New	16.2 As a Code of Ethics for Behaviour Analysts, the College has adopted the Behavior Analyst Certification Board (BACB) Ethics Code for Behavior Analysts, as revised from time to time.	Added for new profession.
16.4 Of relevance to the practice of psychology, the College endorses 2 nd edition of the <i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans</i> published by the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Human Research Council of Canada and the <i>Standards for Educational and Psychological Testing</i> published by the American Educational Research Association.	16.4 Of relevance to the practice of psychology and the practice of applied behaviour analysis , the College endorses 2 nd edition of the <i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022)</i> published by the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Human Research Council of Canada and the <i>Standards for Educational and Psychological Testing (2014)</i> , published by the American Educational Research Association, as revised from time to time.	Added for new profession.
By-law 18: Fees		
18.4 The annual fee for membership is, a. \$1200 for members who hold 1. a Certificate of Registration Authorizing Autonomous Practice, 2. a Certificate of Registration Authorizing Interim Autonomous Practice, or b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice; c. \$298 for members who hold an Inactive Certificate of Registration; d. \$62.50 for members who hold a Retired Certificate of Registration; and e. \$600 for members who hold an Academic Certificate of Registration. f. \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an <i>Undertaking and Agreement</i> with the College.	18.4 The annual fee for membership to practice as a psychologist or psychological associate is, a. \$1200 for members who hold 1. a Certificate of Registration Authorizing Autonomous Practice, 2. A Certificate of Registration Authorizing Interim Autonomous Practice, or b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice; c. \$298 for members who hold an Inactive Certificate of Registration; d. \$62.50 for members who hold a Retired Certificate of Registration; and e. \$600 for members who hold an Academic Certificate of Registration. f. \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an <i>Undertaking and Agreement</i> with the College.	18.4 Added for clarity. 18.4 (g) added for the proposed fee for the temporary emergency class certificate of registration for psychology.

	f.g. \$300 for members who hold a Temporary Emergency Class Certificate of Registration.	
New	<p>18.5 The annual fee for membership to practise as a behaviour analyst is,</p> <ul style="list-style-type: none"> a. \$795 for members who hold a Certificate of Registration Authorizing Autonomous Practice, b. \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice; c. \$238.50 for members who hold an Inactive Certificate of Registration; d. \$50 for members who hold a Retired Certificate of Registration; and e. \$397.50 for members who hold an Academic Certificate of Registration. f. \$300 for members who hold a Temporary Emergency Class Certificate of Registration 	Added for new profession.
New	<p>18.51 Members Registered in Psychology and Applied Behaviour Analysis (Dual-registration): The total annual membership fee for members who hold a Certificate of Registration for a Psychologist or Psychological Associate Authorizing Autonomous Practice, and who also hold a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, is \$1200. This fee will be in effect until June 30, 2026 and is subject to Council review prior to that date.</p>	Added for new profession (dual registration with psychology).
New	<p>18.52 Annual membership fees for all other certificates of registration are assessed in accordance Sections 18.4 and 18.5 of the by-laws.</p>	Added for new profession.
New	<p>18.8 Membership fees will be reviewed annually.</p>	
Examinations 18.7 The fee for the Examination for Professional Practice in Psychology is the fee set by the	<p>Examinations-Psychology 18.97 The fee for the Examination for Professional Practice in Psychology is the fee set by the</p>	Added for clarity.

<p>Association of State and Provincial Psychology Boards and its contractors. 18.8 The fee for the Jurisprudence and Ethics Examination is \$200. 18.9 The fee for the oral examination is \$550.</p>	<p>Association of State and Provincial Psychology Boards and its contractors. 18.10 The fee for the Jurisprudence and Ethics Examination is \$200. 18.11 The fee for the oral examination is \$550.</p>	
<p>New</p>	<p>Examinations- Applied Behaviour Analysis 18.12 The fee for the Ontario Examination for Professional Practice in Applied Behaviour Analysis is \$400 18.13 The fee for the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis is \$200</p>	<p>Added for new profession.</p>
<p>Interviews 18.10 The fee for an interview is \$500.</p>	<p>Interviews 18.10 18.14 The fee for an interview is \$500.</p>	<p>Housekeeping.</p>
<p>Applications 18.11 a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$230. b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate. 18.12 a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100. b. Where section 22.18 of the Code applies, the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100. 18.13 a. The fee for an application for each of the following certificates is \$100: 1. Academic Certificate of Registration; 2. Inactive Certificate of Registration;</p>	<p>Applications 18.1115 a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate is \$230. b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate. c. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst is \$230. d. The fee for an application for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst under Transitional Registration provisions is \$230. 18.136 a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100. b. Where section 22.18 of the Code applies, the fee</p>	<p>Added for clarity and includes new profession. 18.15 c. and d. Added for temporary class of registration application fee.</p>

<p>3. Retired Certificate of Registration; b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.</p>	<p>for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100. c. The fee for an application for a Temporary Emergency Class Certificate of Registration is \$100. d. Notwithstanding section (b), the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is waived if the applicant holds a Temporary Emergency Certificate of Registration or held a Temporary Emergency Certificate of Registration within the six months prior to applying.</p> <p>18.17 a. The fee for an application for each of the following certificates is \$100: 1. Academic Certificate of Registration; 2. Inactive Certificate of Registration; 3. Retired Certificate of Registration; b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.</p>	
<p>Professional Corporations 18.14 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350. 18.15 The fee for the annual renewal of a certificate of authorization is \$250. 18.16 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is \$50.</p>	<p>Professional Corporations 18.148 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350. 18.159 The fee for the annual renewal of a certificate of authorization is \$250. 18.1620 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is</p>	<p>Housekeeping</p>

<p>Other Matters</p> <p>18.17 The fee for issuance of a document confirming a member’s registration status is \$25.</p> <p>Committee and Program Fees</p> <p>18.18 The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under statute or regulations.</p> <p>18.19 Committee and program fees include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. Cost of hearings or other items ordered by the Discipline Committee; b. For the College’s Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College’s Quality Assurance Program within the timelines established by the Quality Assurance Committee; c. For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program; d. For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor; e. Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and, f. Fees and/or costs related to orders and directions of the College Committees. <p>18.20 Any outstanding balance owed to the College in respect of any decisions made by a Committee,</p>	<p>\$50.</p> <p>Other Matters</p> <p>18.21¹⁷ The fee for issuance of a document confirming a member’s registration status is \$25.</p> <p>Committee and Program Fees</p> <p>18.22¹⁸ The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under statute or regulations.</p> <p>18.23¹⁹ Committee and program fees include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. Cost of hearings or other items ordered by the Discipline Committee; b. For the College’s Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College’s Quality Assurance Program within the timelines established by the Quality Assurance Committee; c. For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program; d. For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor; e. Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and, f. Fees and/or costs related to orders and directions of the College Committees. <p>18.24⁰ Any outstanding balance owed to the College in respect of any decisions made by a Committee,</p>	
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<p>and any fees payable under this By-law will be added to and included in the member's annual fees.</p>	<p>and any fees payable under this By-law will be added to and included in the member's annual fees.</p>	
<p><i>By-law 19: Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification</i></p>		
<p>19.3 A member is eligible for appointment to a committee if, on the date of the appointment: a. the member practices psychology in Ontario or resides in Ontario;</p>	<p>19.3 A member is eligible for appointment to a committee if, on the date of the appointment: a. the member practices psychology <u>and/or applied behaviour analysis</u> in Ontario or resides in Ontario;</p>	<p>Added for new profession.</p>
<p><i>By-law 20: Elections to Council, Qualifications, Terms of Office and Conditions for Disqualification</i></p>		
<p>Electoral Districts 20.1 The following electoral districts are established for the purpose of the election of members to the Council... 8. District 8 (Academic) to be composed of professional training programs in psychology at PostSecondary Educational Institutions in Ontario granting graduate level degrees in psychology.</p>	<p>Electoral Districts 20.1 The following electoral districts are established for the purpose of the election of members to the Council... <u>8. Electoral District 8 (Behaviour Analysts) to be composed of the constituency of Behaviour Analysts.</u> District 9 (Academic) to be composed of professional training programs in psychology at Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology <u>and professional training programs at Post-Secondary Educational Institutions in Ontario granting degrees with specialization in applied behaviour analysis.</u></p>	<p>Added for new profession.</p>
<p>Eligibility to Vote 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote. (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College,</p>	<p>Eligibility to Vote 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote. (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College, or if the</p>	<p>Added for new profession.</p>

<p>or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.</p> <p>(3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.</p> <p>a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.</p> <p>(4) A member shall vote in only one electoral district.</p>	<p>member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.</p> <p>(3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.</p> <p>a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.</p> <p><u>(4) A member holding a certificate of registration as a Behaviour Analyst is eligible to vote in Electoral District 8.</u></p> <p>(4) (5) A member shall vote only in one electoral district.</p> <p><u>(6) Notwithstanding Section (5), a member who holds a certificate of registration to practise psychology and a certificate of registration to practise applied behaviour analysis may vote in the electoral district in which they are eligible to vote in accordance with Section (2) and in Electoral District 8 in accordance with Section (4).</u></p>	
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<p>District 8 Academic Representation</p> <p>20.3. The members representing District 8 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology. The professional training programs are composed of faculty in psychology from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology from which graduates are eligible for registration with the College.</p>	<p>District 98 Academic Representation</p> <p>20.3. The members representing District 98 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology <u>or applied behaviour analysis</u>. The professional training programs are composed of faculty in psychology <u>or in applied behaviour analysis</u> from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology, <u>or in a department that offers a specialization in applied behaviour analysis</u>, from which graduates are eligible for registration with the College.</p>	<p>Added for clarity to make it applicable to both professions.</p>
<p>Number of Members Elected/Appointed</p> <p>20.4. (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one.</p> <p>(2) The number of members to be appointed to District 8 (Academic) is two or three</p>	<p>Number of Members Elected/Appointed</p> <p>20.4. (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one.</p> <p><u>The number of members to be elected in Electoral District 8 (Behaviour Analysts) is three.</u></p> <p>(2) The number of members to be appointed to District 98 (Academic) is two or three <u>at least two and no more than four. At least one of the members selected is from among members who belong to the faculty of a department of psychology and at least one of the members selected from belong to the faculty of a department that offers a specialization in applied behaviour analysis.</u></p>	<p>Added for new profession. Additional clarity added to ensure there are academic members from both professions represented.</p>
<p>Terms of Office</p> <p>20.5 (1) The term of office of a member elected to the Council is three years.</p> <p>(2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District 8 (Academic) is two</p>	<p>Terms of Office</p> <p>20.5 (1) The term of office of a member elected to the Council is three years.</p> <p>(2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District 98 (Academic) is two</p>	<p>Added for new profession.</p>

<p>years.</p>	<p>years.</p> <p><u>(3) Notwithstanding paragraph (1), the term of office for members elected in 2024, on a date to be determined by Council, to Electoral District 8, will be in accordance with Section 20.6 (4) (i) and (ii). The term for all members elected to Council in District 8, after the 2024 election, is three years.</u></p>	
<p>Election/Appointment Date 20.6 (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.</p> <p>(2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.</p> <p>(3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.</p> <p>(4) The Council shall set the date in March for each election of members to the Council.</p> <p>(5) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.</p>	<p>Election/Appointment Date 20.6 (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.</p> <p>(2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.</p> <p>(3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.</p> <p><u>(4) An election of three members to the Council shall be held in 2024 in Electoral District 8 on a date to be determined by Council.</u></p> <p><u>i. The two members elected with the highest and second highest number of votes are elected for a three-year term ending in June 2027, with the next election to be held in March 2027 and every third year after that.</u></p> <p><u>ii. The member elected with the third highest number of votes is elected for a two-year term ending in June 2026, with</u></p>	<p>Added for new profession.</p>

	<p><u>the next election to be held in March 2026 and every third year after that.</u></p> <p><u>iii. If the number of candidates nominated for Electoral District 8 is equal to the number of members to be elected in the electoral district, the Registrar shall determine the length of the initial term for each candidate by lot.</u></p> <p>(54) The Council shall set the date in March for each election of members to the Council.</p> <p>(65) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.</p>	
<p>Eligibility for Election 20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,...</p> <p>New</p>	<p>Eligibility for Election 20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,...</p> <p><u>(3) A member is eligible for election to the Council in Electoral District 8 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Behaviour Analyst; and,</u> <u>(a) the member meets the criteria set out in section 20.7 (1) excluding (b) of this By-law.</u></p>	<p>Added for new profession.</p>
<p>Eligibility for Appointment to District 8 (Academic) 20.8 (1) A member is eligible for appointment to the Council in District 8 if on the day of appointment,</p> <p>(a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology; and</p> <p>(b) the member meets the criteria set out in section 20.7.1 excluding (b) of this By-law.</p>	<p>Eligibility for Appointment to District 8 (Academic) 20.8 (1) A member is eligible for appointment to the Council in District 8 if on the day of appointment,</p> <p><u>(a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology; and, or</u> <u>(b) the member holds a full-time appointment as a faculty member in a department of a degree granting institution</u></p>	<p>Added for clarity, and to include new profession.</p>

<p>(c) Despite paragraph (a), at any given time, members appointed to the Council may:</p> <ul style="list-style-type: none"> i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or ii. Hold an adjunct appointment in a faculty of a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program. <p>(2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.</p>	<p>in Ontario offering a specialization in applied behaviour analysis from which graduates are eligible for registration with the College; and</p> <p>(b)(c) the member meets the criteria set out in section 20.7.(1)1 excluding (b) of this By-law.</p> <p>(c)(d) Despite paragraphs (a) <u>and (b)</u>, at any given time, members appointed to the Council may:</p> <ul style="list-style-type: none"> i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or ii. Hold an adjunct appointment in a faculty of a department of psychology, _____ or _____ a specialization in applied behaviour analysis,—of a degree granting institution in Ontario which grants graduate level degrees in psychology or in applied behaviour analysis and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program. <p>(2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.</p>	
	<p>Notice of Election and Nominations for Inaugural Elections for Electoral District 8:</p> <p>20.10.1 Despite Section 20.10, for the first election for Electoral District 8 immediately following proclamation of the <i>Psychology and Applied</i></p>	<p>New section added. Will only be in effect for the first election for District 8.</p>

	<p><u><i>Behaviour Analysis Act, 2021, and no later than 60 days before the date of an election, the Registrar shall notify every member who is eligible to vote in Electoral District 8 of the date, time and place of the election and of the nomination procedure. This provision is revoked immediately following the inaugural election for Electoral District 8 in 2024.</i></u></p>	
	<p><u>Nomination Procedure for Inaugural Elections for Electoral District 8:</u></p> <p><u>20.11.1 Despite Section 20.11, for the first election for Electoral District 8 immediately following proclamation of the <i>Psychology and Applied Behaviour Analysis Act, 2021</i>:</u></p> <p><u>(1) The member may be a candidate for election in Electoral District 8, only if they hold a certificate of registration as a Behaviour Analyst and are not currently a member of Council.</u></p> <p><u>(a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in Electoral District 8.</u></p> <p><u>(2) The nomination of a candidate in Electoral District 8 for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 35 days before the date of the election.</u></p> <p><u>(3) The nomination shall be agreed to by the candidate and endorsed by at least 2 members who support the nomination and who are eligible to vote in Electoral District 8.</u></p> <p><u>(4) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not</u></p>	<p>New section added. Will only be in effect for the first election for District 8.</p>

	<p>less than 30 days before the date of the election.</p> <p>(5) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.</p> <p>Section 20.11.1 is revoked immediately following the inaugural election for Electoral District 8 in 2024.</p>	
<p>Disqualification of Elected or Appointed Members 20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ul style="list-style-type: none"> a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee; b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee; c. fails, without cause, to attend two consecutive regular meetings of the Council; d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member; e. ceases to be eligible to vote in the electoral district for which the member was elected; f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession; g. ceases to hold a certificate of registration for a Psychological 	<p>Disqualification of Elected or Appointed Members 20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ul style="list-style-type: none"> a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee; b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee; c. fails, without cause, to attend two consecutive regular meetings of the Council; d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member; e. ceases to be eligible to vote in the electoral district for which the member was elected; f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession; g. ceases to hold a certificate of 	<p>Added for new profession.</p>

<p>Associate if the member was elected to Electoral District 7;</p> <p>h. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 8; or,</p> <p>i. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.</p>	<p>registration for a Psychological Associate if the member was elected to Electoral District 7;</p> <p>g. h. ceases to hold a certificate of registration for a Behaviour Analyst if the member was elected to Electoral District 8;</p> <p>h. i. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 98; or,</p> <p>i. j. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.</p>	
<p>Filling of Vacancies</p> <p>20.17.(1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant;</p> <p>b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or</p> <p>c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(2) If the seat of a Council member appointed to represent District 8 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant; or</p>	<p>Filling of Vacancies</p> <p>20.17. (1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant;</p> <p>b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or</p> <p>c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(2) If the seat of a Council member appointed to represent District 98 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,</p> <p>a. leave the seat vacant; or</p> <p>b. direct the Executive to appoint a member to represent District 98 (Academic), upon joint the recommendation of the training programs.</p>	

<p>b. direct the Executive to appoint a member to represent District 8 (Academic), upon joint the recommendation of the training programs.</p> <p>(3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(4) If the seat of a member appointed to represent District 8 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 8 (Academic) upon the joint recommendation of the training programs.</p> <p>(5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.</p>	<p>(3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.</p> <p>(4) If the seat of a member appointed to represent District 98 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 98 (Academic) upon the joint recommendation of the training programs.</p> <p>(5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.</p>	
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By-law 21: Committee Composition

<p>21.1 (1) The Executive Committee shall be composed of:</p> <p>a. four members of the Council who are members of the College;</p> <p>b. both titles shall be represented among the members in section (a); and</p> <p>c. two members of the Council appointed to the Council by the Lieutenant Governor in Council.</p>	<p>21.1 (1) The Executive Committee shall be composed of:</p> <p>a. four five members of the Council who are members of the College;</p> <p>b. both all titles shall be represented among the members in section (a); and</p> <p>c. two members of the Council appointed to the Council by the Lieutenant Governor in Council.</p>	
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<p>(2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1). (3) The President of the Council shall be the chair of the Executive Committee.</p>	<p>(2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1). (3) The President of the Council shall be the chair of the Executive Committee.</p>	
<p><i>By-law 22: Professional Liability Insurance</i></p>		
<p>22.6 Exemptions from the requirement undersection 1 apply only to: (1) Any member who resides outside of Ontario and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario. (2) Any member who holds academic status and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario. (3) Any member who holds retired status and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario. (4) Any member who attests that: a. the member has provided no direct services to individuals or families, nor conducted psychological research with individuals or families within Ontario during the preceding registration year; and, b. the member has provided no supervision to anyone in the provision of such services nor the conduct of such research in Ontario during the preceding registration year; and, c. the member will not be providing such services, conducting such research nor providing such supervision in the current registration year</p>	<p>22.6 Exemptions from the requirement undersection 1 apply only to: (1) Any member who resides outside of Ontario and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario. (2) Any member who holds academic status and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario. (3) Any member who holds retired status and who provides no psychological services within Ontario at any time during the registration year, nor supervises anyone in the provision of psychological services in Ontario. (4) Any member who attests that: a. the member has provided no direct services to individuals or families, nor conducted psychological research with individuals or families within Ontario during the preceding registration year; and, b. the member has provided no supervision to anyone in the provision of such services nor the conduct of such research in Ontario during the preceding registration year; and, c. the member will not be providing such services, conducting such research nor providing such supervision in the current registration year</p>	<p>Added for clarity.</p>

<i>By-law 23: Professional Corporations</i>		
23.1 a. the name of the professional corporation as registered with the Ministry Governance and Consumer Services;	23.1 a. the name of the professional corporation as registered with the Ministry of Public and Business Service Delivery Governance and Consumer Services ;	Housekeeping. The name of the Ministry has changed.
<i>By-law 24: Forms</i>		
<p>24.1 The Form to be issued as a Certificate of Registration for a Psychologist Authorizing Autonomous Practice shall read as follows:</p> <p>(Psi Logo)</p> <p>The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGIST in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology Act, 1991</p>	<p>24.1 The Form to be issued as a Certificate of Registration for a Psychologist Authorizing Autonomous Practice shall read as follows:</p> <p>(Logo)</p> <p>The College of Psychologists and Behaviour Analysts of Ontario L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGIST in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology Act, 1991 Psychology and Applied Behaviour Analysis Act, 2021</p>	Housekeeping.
<p>24.2 The Form to be issued as a Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice shall read as follows:</p> <p>(Psi Logo)</p> <p>The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGICAL ASSOCIATE in the Province of Ontario</p>	<p>24.2 The Form to be issued as a Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice shall read as follows:</p> <p>(Logo)</p> <p>The College of Psychologists and Behaviour Analysts of Ontario L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</p> <p>Certificate of Registration as a PSYCHOLOGICAL ASSOCIATE</p>	Housekeeping.

<p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology Act, 1991</p>	<p>in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology Act, 1991 and Applied Behaviour Analysis Act, 2021</p>	
<p>New</p>	<p>24.3 The Form for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice shall read as follows:</p> <p>(Logo)</p> <p>The College of Psychologists and Behaviour Analysts of Ontario L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</p> <p>Certificate of Registration as a BEHAVIOUR ANALYST in the Province of Ontario</p> <p>THIS IS TO CERTIFY THAT UNDER</p> <p>The Psychology and Applied Behaviour Analysis Act, 2021</p> <p>AND THE REGULATIONS AND SUBJECT TO THE LIMITATIONS THEREOF, (name, highest degree upon which registration is based)</p> <p>is registered as a Behaviour Analyst</p>	<p>Added for new profession.</p>
<p>24.3 The Form to be issued as a Certificate of Authorization for a Corporation shall read as follows:</p>	<p>24.4 24.3 The Form to be issued as a Certificate of Authorization for a Psychology Professional Corporation shall read as follows:</p>	<p>Added for clarity.</p>

<p>(Psi Logo)</p> <p>The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>This is to certify that</p> <p>has been duly granted a Certificate of Authorization</p>	<p>(Logo)</p> <p>The College of Psychologists and Behaviour Analysts of Ontario L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario The College of Psychologists of Ontario L'Ordre des psychologues de l'Ontario</p> <p>This is to certify that</p> <p>has been duly granted a Certificate of Authorization</p>	
<p>New</p>	<p>24.5 The Form for a Certificate of Authorization for an Applied Behaviour Analysis Professional Corporation shall read as follows:</p> <p>(Logo)</p> <p>The College of Psychologists and Behaviour Analysts of Ontario L'Ordre des psychologues et d'analyse comportementale appliquée de l'Ontario</p> <p>This is to certify that</p> <p>has been duly granted a Certificate of Authorization</p> <p>_____ has met the requirements defined by Ontario Regulation 39/02 under the Regulated Health Professions Act to obtain a certificate of authorization for the purpose of permitting its owners to practice the profession of applied</p>	<p>Added for new profession.</p>

	<p>behaviour analysis through the professional corporation.</p> <p>This certificate of authorization remains in effect for a period of one year from its date of issuance or until the professional corporation is no longer eligible to hold a certificate of authorization.</p>	
<p><i>By-law 25: The Register and Related Matters</i></p>		
<p>25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991, the register of the College shall contain the following information with respect to each member:</p> <ol style="list-style-type: none"> 1. The member’s name and any changes to the member’s name which have been made in the register since they first became registered with the College; 2. The member’s registration number; 3. The member’s gender and date of birth; 4. The date when the member’s certificate of registration was first issued by the College; 5. If the person ceased to be a member as a result of their resignation or death, the date upon which the person ceased to be a member; 6. The highest degree in psychology held by the member and on which registration is based; 7. The name of the educational institution from which the member received their highest degree in psychology upon which registration was based, and the year in which the degree was obtained; 8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each; 9. The member’s authorized Area(s) of Practice and authorized Client Groups served; 	<p>25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991, the register of the College shall contain the following information with respect to each member:</p> <ol style="list-style-type: none"> 1. The member’s name and any changes to the member’s name which have been made in the register since they first became registered with the College; 2. The member’s registration number; 3. The member’s gender and date of birth; 4. The date when the member’s certificate of registration was first issued by the College; 5. If the person ceased to be a member as a result of their resignation or death, the date upon which the person ceased to be a member; 6. The highest degree in psychology held by the member and on which registration is based; 7. The name of the educational institution from which the member received their highest degree in psychology upon which registration was based, and the year in which the degree was obtained; 8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each; 9. The Where a member holds a Certificate of Registration as a Psychologist or Psychological 	<p>Housekeeping, added for clarity, and includes new profession.</p>

<p>10. The address and telephone number of each location in Ontario where the member engages in psychological practice;</p> <p>11. The member's home address and home telephone number;</p> <p>12. The member's preferred mailing address for communication by the College;</p> <p>13. The member's preferred e-mail address for communication by the College;</p> <p>14. An optional e-mail address for use by the public;</p> <p>15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any, the member holds with that corporation;</p> <p>16. While a member holds a Certificate of Registration Authorizing Supervised Practice, the names of the members who are acting, or have acted as primary or alternate supervisors;</p> <p>17. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, or if the member is no longer practicing in Ontario. This information will be made available only to the public in the actual event of a member's incapacity or death or in the case of a member no longer practicing in Ontario, if that information has been provided to the College;</p> <p>18. The registration status of a member with every health regulatory body, inside and outside of Ontario;</p> <p>19. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member, and is outstanding,</p>	<p><u>Associate, the</u> member's authorized Area(s) of Practice and authorized Client Groups served;</p> <p>10. The address and telephone number of each location in Ontario where the member engages in psychological practice;</p> <p>11. The member's home address and home telephone number;</p> <p>12. The member's preferred mailing address for communication by the College;</p> <p>13. The member's preferred e-mail address for communication by the College;</p> <p>14. An optional e-mail address for use by the public;</p> <p>15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any, the member holds with that corporation;</p> <p>16. While a member holds a Certificate of Registration Authorizing Supervised Practice <u>as a Psychologist or Psychological Associate</u>, the names of the members who are acting, or have acted as primary or alternate supervisors;</p> <p><u>17. While a member holds a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst, the name of the member who is acting, or has acted as the supervisor;</u></p> <p>187. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, or if the member is no longer practicing in Ontario. This information will be made available only to the public in the actual event of a member's incapacity or death or in the case of a member no longer practicing in Ontario, if that information has been provided to the College;</p>	
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<p>a. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,</p> <p>b. if the hearing has been adjourned indefinitely, a notation of that fact;</p> <p>20. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;</p> <p>21. If, prior to January 1, 1994, the person ceased to be a member as a result of their resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;</p> <p>22. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,</p> <p>a. a notation of that fact,</p> <p>b. the date of the finding and the name of the governing body that made the finding,</p> <p>c. a brief summary of the facts on which the finding was based,</p> <p>d. the penalty, if any, and</p> <p>e. where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;</p> <p>23. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,</p> <p>a. a notation of that fact, and</p> <p>b. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;</p>	<p>198. The registration status of a member with every health regulatory body, inside and outside of Ontario;</p> <p>2019. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member, and is outstanding,</p> <p>a. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,</p> <p>b. if the hearing has been adjourned indefinitely, a notation of that fact;</p> <p>210. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;</p> <p>221. If, prior to January 1, 1994, the person ceased to be a member as a result of their resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;</p> <p>232. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,</p> <p>a. a notation of that fact,</p> <p>b. the date of the finding and the name of the governing body that made the finding,</p> <p>c. a brief summary of the facts on which the finding was based,</p> <p>d. the penalty, if any, and</p> <p>e. where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;</p>	
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<p>24. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee;</p> <p>25. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;</p> <p>26. In respect of the elements of an Undertaking & Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking & Agreement remains in effect, and where applicable, a notation that the decision has been appealed;</p> <p>27. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;</p> <p>28. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued, and, where applicable a notation that the decision has been appealed.</p>	<p>243. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,</p> <p>a. a notation of that fact, and</p> <p>b. the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;</p> <p>254. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee;</p> <p>265. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;</p> <p>276. In respect of the elements of an Undertaking & Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking & Agreement remains in effect, and where applicable, a notation that the decision has been appealed;</p> <p>287. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;</p> <p>298. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued, and, where applicable a notation that the decision has been appealed.</p>	
<p>25.5 (1) Subject to section 25.2 and 25.5.(2), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 20, 22; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of</p>	<p>25.5 (1) Subject to section 25.2 and 25.5.(2), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 20, 22; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of</p>	<p>Added for clarity.</p>

<p>the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991.</p> <p>a. At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.</p> <p>b. The College will not provide a member's registration number but may verify the number upon request.</p> <p>c. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, information respecting authorized Area(s) of Practice and authorized Client Groups Served will not be made available to the public.</p>	<p>the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991.</p> <p>a. At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.</p> <p>b. The College will not provide a member's registration number but may verify the number upon request.</p> <p>c. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate, information respecting authorized Area(s) of Practice and authorized Client Groups Served will not be made available to the public.</p>	
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COLLEGE OF
PSYCHOLOGISTS
OF ONTARIO



COLLEGE OF
**PSYCHOLOGISTS AND
BEHAVIOUR ANALYSTS**
OF ONTARIO

BY-LAWS

LAST AMENDED: ~~SEPTEMBER 22, 2023~~ JULY 1, 2024

TABLE OF CONTENTS

1. Interpretation Provisions (Revoked)	3
2. Seal of the College	4
3. Meetings of the Council	5
4. Election of Members of Executive Committee	7
5. Selection of Committee Chairs and Committee Members	9
6. Committee Procedures (Revoked)	11
7. Appointed Officers (Revoked)	12
8. Signing Officers (Revoked)	13
9. Banking and Finance	14
10. Borrowing (Revoked)	18
11. Purchasing and Leasing	19
12. Execution of Summonses, Notices and Orders	20
13. Audit	21
14. Remuneration of Council and Committee Members	22
15. College Memberships	23
16. Codes of Ethics and Practice for Members	24
17. Procedure for Making, Amending or Revoking By-laws	25
18. Fees	26
19. Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification.....	29
20. Elections to Council, Qualifications, Terms of Office and Conditions for Disqualification	31
21. Committee Composition	37
22. Professional Liability Insurance	39
23. Professional Corporations	40
24. Forms:	
24.1 Certificate of Registration as a Psychologist	41
24.2 Certificate of Registration as a Psychological Associate.....	42
24.2 24.3 Certificate of Registration as a Behaviour Analyst	
24.4 Certificate of Authorization for a <u>Psychology Professional</u> Corporation	43
24.3 24.5 Certificate of Authorization for an Applied Behaviour Analysis Professional Corporation	
25. The Register and Related Matters	44
26. Table of Amendments	48

BY-LAW 1: INTERPRETATION PROVISIONS

[Approved by Council on June 11, 1994; revoked on March 27, 2009]

By-law revoked as unnecessary as the definitions included are defined in the *Regulated Health Professions Act, 1991*.

BY-LAW 2: SEAL OF THE COLLEGE

[Approved by Council on June 11, 1994; last amended on September 25, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

2.1 The seal that is impressed in the margin hereof shall be the corporate seal of the College.

2.2 The Registrar shall be the custodian of the corporate seal.

2.3 No person shall place the College seal on a record affecting the College unless authorized by the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021*, the Regulations, or By-laws.

BY-LAW 3: MEETINGS OF THE COUNCIL

[Approved by Council on June 11, 1994; last amended on March 23, 2012]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* ~~*Psychology Act, 1991*~~ as amended.

- 3.1 The Council
 - a. shall hold regular meetings to be called by the President,
 - b. shall designate one of its regular meetings as the annual meeting, and
 - c. may hold special meetings which may be called by the President, or by a quorum of Council members who deposit with the Registrar a written requisition for the meeting containing the matter or matters for decision at the meeting.
- 3.2 Meetings of the Council shall take place in Ontario at a place, date and time designated by the President or the members of Council calling the meeting.
- 3.3 At the request of any member(s) of Council unable to attend a meeting in person, arrangements will be made for the member(s) to participate in the meeting through telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and upon participation in this manner the member(s) will be deemed to be in attendance at the meeting.
- 3.4 The Registrar shall cause each member of Council to be notified in writing of the place, date and time of a Council meeting at least 14 days before a regular meeting, or 5 days before a special meeting.
- 3.5 The Registrar shall cause a public announcement of the date, place and time of each Council meeting to appear on the College website at least 14 days before a regular meeting, or 5 days before a special meeting.
- 3.6 The President, in consultation with the Registrar, shall prepare an agenda for each Council meeting.
- 3.7 The President or their appointee shall be the presiding officer. In the event that the President cannot appoint someone to preside over a particular meeting of Council, the Council shall appoint a presiding officer for that meeting only.
- 3.8 A Council meeting may consider or transact,
 - a. at a regular meeting,
 - i. matters brought by the Executive Committee,
 - ii. recommendations in reports by Committees,
 - iii. motions of which notice of motion was given by a member of Council at the previous Council meeting,
 - iv. motions which the members of Council agree to consider by a two-thirds vote of those in attendance, and
 - v. matters which the presiding officer agrees to consider unless overruled by a simple majority,
 - b. at a special meeting, the matter for decisions at the meeting contained in the requisition deposited with the Registrar, and

- c. at any meeting, routine and procedural matters in accordance with the rules of order.
- 3.9 The presiding officer shall cause the proceedings of every Council meeting to be recorded by the President or presiding officer.
- 3.10 The written record of the proceedings of a Council meeting when accepted at a subsequent Council meeting, subject to any corrections made at such subsequent meeting, is conclusive proof of the accuracy of the contents of every such record.
- 3.11 The written record of every Council meeting shall be deposited with the Registrar promptly after it has been signed by the President or presiding officer.
- 3.12 A majority of the members of Council shall constitute a quorum (section 6 of the Code).
- 3.13 A resolution signed by all the members of the Council is as valid and effective as if passed at a meeting of the Council called, constituted and held for the purpose (subsection 94(4) of the Code).
- 3.14 Meetings of Council shall be conducted in accordance with Keesey's "Modern Parliamentary Procedures".
- a. A majority vote shall be defined as a majority of Council members who are eligible to vote and in attendance;
 - b. Council members who are eligible to vote are those individuals elected, appointed or selected in accordance with the ~~Psychology Act, 1991~~ [Psychology and Applied Behaviour Analysis Act, 2021](#).

BY-LAW 4: ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE

[Approved by Council on June 11, 1994; last amended on June 19, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 4.1 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise Council of the process for seeking election to the Executive Committee.
- 4.2 At least twenty-five (25) business days prior to the first meeting of Council following the annual election, Council members, including those newly elected, will indicate their intention to seek election for a position on the Executive Committee. One may indicate one's interest in being a candidate for one or more Executive Committee positions.
- 4.3 If one indicates interest in being a candidate for President, one may also indicate an interest in being a candidate for Vice-President and/or for Member of the College/Public Member should one be unsuccessful in the preceding election. If one wishes to run for election to one of these other positions, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.4 If one indicates interest in being a candidate for Vice-President, one may also indicate an interest in being a candidate for Member of the College/Public Member should one be unsuccessful in the Vice- President election. If one wishes to run for election to this other position, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.5 The list of candidates will be forwarded to all Council members, along with notification that further names will be accepted until fifteen (15) business days before the first meeting of Council following the annual election.
- 4.6 All candidates will provide the Registrar with a biographical statement and candidate statement not to exceed one page in length, no later than fifteen (15) business days before the first meeting of Council following the annual election.
- 4.7 Only, if there is no candidate for a position, members of Council may indicate their willingness to run at the first meeting of Council following the annual election.
- 4.8 At the first meeting of Council after the annual election as prescribed in the By-laws, the Council shall elect from among the members of Council an Executive Committee in accordance with the By-laws.
- 4.9 The Executive Committee members elected in accordance with 4.8 will hold office until the first meeting of Council after the annual elections the following year.
- 4.10 The Registrar shall be responsible for supervising and administering all elections of the College.
- 4.11 Prior to the balloting, each candidate for office will answer questions from other Council members for a maximum of ten (10) minutes.
- 4.12 The order for the elections to the Executive Committee will be: President, Vice-President, Member

of the College, Public Member of Council. Unsuccessful candidates in an election, who have indicated their interest in candidacy for other Executive Committee positions as per 4.3 and 4.4, will be included in subsequent elections unless they choose to withdraw their name.

- 4.13 The election of the members of the Executive Committee shall be by secret ballot and, where more than two members of Council are running for any position, the member of Council who receives the lowest number of votes on each ballot shall be deleted from candidacy unless one member of Council receives a majority of the votes cast. This procedure shall be followed until one member of Council receives a majority of the votes cast.
- 4.14 The ballots will be counted by the Registrar and a member of Council not seeking election to office.
- 4.15 In the event of a tie vote, Council will be afforded the opportunity to question candidates for ten minutes, and then vote again. In the case of a second tie, the Registrar will flip a coin to decide the outcome of the election. The member of Council who has been assisting in counting the ballots will call the toss ("heads – candidate A; tails – candidate B") prior to the toss.
- 4.16 If the office of the President becomes vacant the Vice-President shall become the President for the unexpired term of the office and the office of Vice-President thereby becomes vacant.
- 4.17 A position of the Executive Committee becomes vacant if the holder of the office dies, resigns, ceases to be a member of Council or is disqualified from sitting on the Council by a vote of Council at a special meeting called for that purpose. In addition, the position of Vice-President may become vacant, in accordance with subsection 4.16.
- 4.18 The Council shall fill a vacancy in the office of Vice-President or any other Executive Committee position at a special meeting which the President shall call for that purpose as soon as feasible after the vacancy occurs.

BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

[Approved by Council on June 11, 1994; last amended on March 11, 2022]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 5.1 The Council may by resolution establish Committees additional to those established through Section 10 of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*.

Notification of Committee Positions Available

- 5.2 At least two months prior to the first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members, interested in appointment to a Committee are required to submit a statement of qualifications pertaining to the mandate of the Committees in which they wish to participate. Prior to the member submitting a Committee interest form, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.
- 5.3 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.

Committee Appointments Working Group

- 5.4 A Committee Appointments Working Group will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.

Appointment Process

- 5.5 Immediately after the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.
- 5.6 Committee Chairs:
- a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.
 - b. The Committee Chair reports to Council on behalf of the Committee.
 - i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.
 - ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.
 - c. The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include;
 - i. Chairing Committee meetings;
 - ii. Approving meeting agendas prepared by College staff;
 - iii. Determining whether Committee members have the resources and training to effectively

perform the Committee's work;

- iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
 - v. Providing effective leadership for the Committee and facilitating Committee Meetings;
 - vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
 - vii. Any other duties determined or assigned by Council.
- 5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.
- 5.8 A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.
- 5.9 Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.
- 5.10 The Executive Committee may and, if necessary for a Committee to achieve its quorum, shall appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.
- 5.11 Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: *Committee Composition*; or any provision to the contrary in the Code, the By-laws or the policies of the College.
- 5.12 ~~Both~~ All registration titles will be represented on all Statutory Committees.

BY-LAW 6: COMMITTEE PROCEDURES

[Approved by Council on June 11, 1994; revoked on March 27, 2009]

By-law revoked and necessary information moved to College policy.

BY-LAW 7: APPOINTED OFFICERS

[Approved by Council on June 11, 1994; revoked on March 27, 2009]

By-law revoked as unnecessary as the information is included in the *Regulated Health Professions Act, 1991*.

BY-LAW 8: SIGNING OFFICERS

[Approved by Council on June 11, 1994; revoked on March 27, 2009]

By-law revoked and necessary information incorporated into *By-law 9: Banking and Finance*.

BY-LAW 9: BANKING AND FINANCE

[Approved by Council on June 11, 1994; last amended on September 18, 2015]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 9.1 The College does its banking at a bank chartered under the *Bank Act, 1991 (Canada)*.
- 9.2 All money belonging to the College shall be deposited in the name of the College with the bank.
- 9.3 The Registrar may endorse any negotiable instrument for collection on account of the College through the bank or for deposit to the credit of the College with the bank and the College's rubber stamp may be used for such endorsement.

Investment Philosophy

- 9.4 Funds of the College, not immediately required, may be invested in instruments that do not present undue risk to principal. All investments of the College shall ensure preservation of capital.
 - 9.4.1 Reserve funds

From time to time, the Council may establish reserve funds as required.

 - 9.4.1.1 At the end of each fiscal year an allocation from any excess of revenue over expenses shall be made to maintain the reserve funds as established by the Council.
 - 9.4.1.2 The reserve funds may be invested in short-term or long-term instruments, with terms of up to 10 years as appropriate to the need for liquidity of the specific funds. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield.
 - 9.4.2 Other surplus funds, not immediately needed

Surplus funds, not needed to meet the College's operating expenses during the immediate 12- month period, may be invested in short-term or long-term instruments with terms of up to 10 years. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield.
 - 9.4.3 All other funds

All other funds may be invested only in short-term instruments with a term of 0 days to 365 days, or in a pool of such investments. The primary objectives of such investments, in order of importance, shall be preservation of capital, maintenance of liquidity, and yield.

Responsibility/Authority to Invest

- 9.5 The Registrar is responsible to administer the College's investments in accordance with this By-law.
 - 9.5.1 Transfer of funds to a new financial institution

A transaction, involving transfer of any of the College's funds to a new financial institution, must be approved by one of the Registrar or Deputy Registrar together with one of the President or Vice-President. The transaction may be executed by both the Registrar and the Deputy Registrar together, or by one of the Registrar or Deputy Registrar plus the Director, Corporate Services.

- 9.5.2 Transfer of reserve funds and funds not required for immediate 12-month period
A transaction, involving transfer of the College's reserve funds and funds not required in the immediate 12-month period for the operating expenses of the College, within the same financial institution and including transfers of funds between different subsidiaries or business units of the same financial institution, must be consistent with this By-law. This includes the buying and selling of various investment instruments as allowed by this By-law. Such a transaction may be approved and executed by the Registrar or the Deputy Registrar.
- 9.5.3 Transfer of funds from operating account into investments under 9.4.3
A transaction involving transfer of funds from the College's operating account (and hence, involving the College's operating revenue for the current fiscal year) into investment instruments as defined in subsection 9.4.3 may be made by any one of the Registrar or the Deputy Registrar in consultation with the Director, Corporate Services. This provision applies to the transfer of funds within the same financial institution, including between different subsidiaries or business units of the financial institution.
- 9.5.4 A transaction involving transfer of funds from investments as defined in subsection 9.4.3 into the College's operating account, may be approved by and executed by any one of the Registrar or the Deputy Registrar in consultation with the Director, Corporate Services. This provision applies to the transfer of funds within the same financial institution, including between different subsidiaries or business units of the financial institution.
- 9.5.5 The Registrar shall be responsible for reporting the status of investments to the Council and the Executive Committee on a quarterly basis.

Acceptable Investments

- 9.6.1 Debt obligations issued or guaranteed by the Government of Canada or its agencies or Crown Corporations or managed pools of such instruments. The College may invest in individual instruments or a managed portfolio of Government of Canada guaranteed securities.
- 9.6.2 Debt obligations issued or guaranteed by Canadian, provincial or territorial governments, banks listed in Schedule I or Schedule II under the *Bank Act, 1991 (Canada)*, or Canadian corporations, or managed pools of such instruments. The College may invest in high quality debt obligations issued or guaranteed by Canadian, provincial or territorial governments, and banks incorporated in Canada or Canadian corporations, or in a managed fund of such securities. All investments will be with issuers who have a long term credit rating of at least AA low (Dominion Bond Rating Service) or its equivalent or a short term credit rating of R-1 Mid (DBRS) or its equivalent. A maximum of 10% of the investments will be securities from any one issuer, other than government issuers.
- 9.6.3 Short-term corporate paper or managed pools of such instruments
The College may invest in individual instruments or in a managed fund that includes high quality short-term corporate paper and fully collateralized loans on call. All investments in the fund will be with issuers who have a credit rating of at least R-1 mid

(DBRS) or its equivalent. Each investment in the fund will have a maximum term to maturity of one year. The average term of the entire fund will generally range from seven days to 90 days. All securities will be marketable. A maximum of 10% of the investments will be securities from any one issuer, other than government issuers.

- 9.7 Any security in which the College invests, or recorded evidence of a security or investment transaction shall be placed promptly after receipt by the College in the College's safety deposit box at the bank appointed under subsection 9(1).
- 9.7.1 Section 9.7 does not apply to securities in pooled funds of the type described in 9.6.1, 9.6.2 and 9.6.3 or to securities held by the bank on behalf of the College.
- 9.7.2 Securities and other records shall be placed in or removed from the College's safety deposit box by the Registrar and the Deputy Registrar acting together or by one of the Registrar or Deputy Registrar acting together with the Director, Corporate Services. A log shall be kept of the items placed in or removed from the safety deposit box and a report made to the Executive Committee, at its regular meeting, of any activity that has occurred since the previous meeting.
- 9.7.3 Upon reasonable notice, the President of the College may review the contents of the College's safety deposit box in the company of two persons authorized to access it under subsection 9.7.2.

Signing Officers of the College

- 9.8.1 For any amount, either the Registrar or the Deputy Registrar plus one of the President, the Vice President, or a member or members of Council appointed in accordance with Section 9.8.5;
- 9.8.2 For amounts up to \$7,500, the Registrar and the Deputy Registrar; or either the Registrar or the Deputy Registrar plus either the Director, Registration, the Director, Investigations and Hearings or the Director, Corporate Services;
- 9.8.3 Notwithstanding the above, for amounts up to \$35,000, the signing officers identified in 9.8.2 shall also be authorized to sign all cheques for: (1) mandatory employer remittances to the Canada Customs and Revenue Agency including payroll deductions and employer contributions; (2) monthly rent or mortgage payments for College premises; and (3) monthly premium payments for employee benefits.
- 9.8.4 Signing officers shall be provided with a duly approved invoice or purchase order in support of any cheque to be signed.
- 9.8.5 For purposes of paragraph 9.8.1, where either the President or the Vice-President resides in the Greater Toronto Area (GTA), Council shall appoint as a signing officer one other member of the Council who resides in the GTA. If neither the President nor the Vice-President resides in the GTA, Council shall appoint as signing officers two other members of the Council who reside in the GTA.

Borrowing

- 9.9.1 The Council may from time to time by resolution,
 - a. borrow money on the credit of the College,
 - b. limit or increase the amount or amounts to be borrowed, and
 - c. secure any present or future borrowing, or any debt obligation or liability of the College, by charging, mortgaging, hypothecating or pledging all or any of the real or personal property of the College, whether present or future.

- 9.9.2 Notwithstanding section 12 of the Code, the Executive Committee should not exercise the powers or duties of the Council under section 9.9.1 of this By-law or take any similar action.

BY-LAW 10: BORROWING

[Approved by Council on June 11, 1994; revoked on March 27, 2009]

By-law revoked and necessary information incorporated into *By-law 9: Banking and Finance*.

BY-LAW 11: PURCHASING AND LEASING

[Approved by Council on June 11, 1994; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 11.1 Goods, equipment, services and real property may be purchased or leased for the benefit of the College if the purchase or lease has been approved as a specific budget item during the setting of the budget or is consistent with the approved budget.
- 11.2 The Registrar is authorized to enter into contracts or agreements to purchase or lease goods or equipment as approved in 11.1.
- 11.3 The Registrar and President jointly are authorized to enter into contracts or agreements to purchase or lease real property as approved in 11.1.

BY-LAW 12: EXECUTION OF SUMMONSES, NOTICES AND ORDERS

[Approved by Council on June 11, 1994; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ [*Psychology and Applied Behaviour Analysis Act, 2021*](#) as amended.

- 12.1 The Registrar may execute summonses, notices and orders on behalf of any committee of the College which is a panel within the meaning of the *Regulated Health Professions Act* and the Health Professions Procedural Code.

BY-LAW 13: AUDIT

[Approved by Council on June 11, 1994; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 13.1 The financial year of the College shall terminate on the thirty-first day of May in each year or on such other date as the Council may from time to time by resolution determine.
- 13.2 The Council shall appoint annually an auditor who is duly licensed under the *Public Accountant Act, 2004*.
- 13.3 The auditor shall confer with the Chair of the Finance and Audit Committee and shall make such examinations as will enable the auditor to report to the Council as required by law and under this section.
- 13.4 The auditor shall report to the Finance and Audit Committee and the Council by the end of the first quarter of the ensuing fiscal year.

BY-LAW 14: REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS

[Approved by Council on June 11, 1994; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 14.1 In this section, “Committee” means a Committee established by section 10 of the Code or by section 5.1 of the By-laws.
- 14.2 The amount payable to a member of Council or a member of a Committee or task force of the College, other than members appointed by the Lieutenant Governor in Council including:
- a. attendance at meetings of Council, at Committee meetings or hearings held by the College;
 - b. authorized associated preparation time
 - c. authorized office overhead;
 - d. northern travel;
 - e. or other official College business;
- shall be as set down in policy by resolution of Council.
- 14.3 Each member of Council or a member of a Committee or taskforces of the College, other than a member appointed by the Lieutenant Governor in Council, shall be paid necessary travelling and other expenses incurred in connection with the business of the College, as set down in policy by a resolution of the Council.

BY-LAW 15: COLLEGE MEMBERSHIPS

[Approved by Council on June 11, 1994; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 15.1 The College shall maintain membership in the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), relevant organization(s) for the profession of Applied Behaviour Analysis, the Health Professions Regulators of Ontario (HPRO), and the Council on Licensure, Enforcement and Regulation (CLEAR) and shall pay the annual assessment required for the membership.
- 15.2 The Registrar, the President, and/or their designates may represent the College at membership meetings of the organizations mentioned in subsection 15.1.

BY-LAW 16: CODES OF ETHICS AND PRACTICE FOR MEMBERS

[Approved by Council on June 11, 1994; last amended on June 20, 2014]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

~~16.1~~ 16.1 As a Code of Ethics for Psychologists and Psychological Associates, the College has adopted the *Canadian Code of Ethics for Psychologists*, Canadian Psychological Association, as revised from time to time.

~~16.1~~ 16.2 As a Code of Ethics for Behaviour Analysts, the College has adopted the *Ethics Code for Behavior Analysts*, Behavior Analyst Certification Board (BACB), as revised from time to time.

~~16.2~~ 16.3 The College shall provide members with reasonable access to the Code of Ethics and on request, copies of the Code of Ethics shall be made available to members and the general public at cost.

~~16.3~~ 16.4 Of relevance to ~~the practice of psychology,~~ the practice of psychology and the practice of applied behaviour analysis, the College endorses the 2nd edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022)* published by the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Human Research Council of Canada and the *Standards for Educational and Psychological Testing (2014)* published by the American Educational Research Association as revised from time to time.

~~16.4~~ 16.5 On request, the general public and members of the College shall be provided with the address of the publishers of the documents listed in section ~~16.3~~ 16.4.

BY-LAW 17: PROCEDURE FOR MAKING, AMENDING OR REVOKING BY-LAWS

[Approved by Council on June 11, 1994; last amended on September 25, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 17.1 A By-law may be made, amended or revoked by a resolution of Council subject to subsection 94(2) of the Code.
- 17.2 In developing a new By-law:
 - a. the concept for the new By-law will be approved by the Executive including the allocation of appropriate resources for the development of a draft By-law;
 - b. the draft By-law will be reviewed by the Executive which will consult with the Finance and Audit Committee regarding any budgetary implications for the implementation of the proposed By-law;
 - c. the draft By-law, endorsed by the Executive, will be presented to Council for approval. When required under subsection 94(2) of the Code, the proposed By-law shall be circulated to the membership before approval by Council.
- 17.3 Every By-law and every amendment and revocation thereof shall be numbered according to the order in which it was passed, certified by the President or Vice-President and by the Registrar, sealed and maintained in a record in its numerical order.
- 17.4 A copy of the By-laws made by the Council shall be given to the Minister and to each member and shall be made available to the public in accordance with the provisions of the *Regulated Health Professions Act, 1991*.
- 17.5 A By-law signed by all the members of the Council is as valid and effective as if passed at a meeting of the Council called, constituted, and held for the purpose.

BY-LAW 18: FEES

[Approved by Council December 1999; last amended on September 22, 2023]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

Note: The requirements for each certificate of registration are set out in the Registration Regulation.

Membership

- 18.1 Every member shall pay an annual membership fee in accordance with this By-law for each membership year.
- 18.2 A membership year begins on June 1 in one year and ends on May 31 of the following year.
- 18.3
- a. The annual fee for membership must be paid on or before June 1 in the membership year.
 - b. Notwithstanding subsection (a), the annual fee for a member holding a Certificate of Registration Authorizing Supervised Practice is payable in two equal instalments on or before June 1 and December 1 in the membership year.
- 18.4 The annual fee for membership to practise as a Psychologist or Psychological Associate is,
- a. \$1200 for members who hold
 1. a Certificate of Registration Authorizing Autonomous Practice,
 2. a Certificate of Registration Authorizing Interim Autonomous Practice, or
 - b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice;
 - c. \$298 for members who hold an Inactive Certificate of Registration;
 - d. \$62.50 for members who hold a Retired Certificate of Registration; and
 - e. \$600 for members who hold an Academic Certificate of Registration.
 - f. \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an *Undertaking and Agreement* with the College.
 - f.g. \$300 for members who hold a Temporary Emergency Class Certificate of Registration
- 18.5 The annual fee for membership to practise as a Behaviour Analyst is,
- a. \$795 for members who hold a Certificate of Registration Authorizing Autonomous Practice,
 - b. \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice;
 - c. \$238.50 for members who hold an Inactive Certificate of Registration;
 - d. \$50 for members who hold a Retired Certificate of Registration; and
 - e. \$397.50 for members who hold an Academic Certificate of Registration.
 - f. \$300 for members who hold a Temporary Emergency Class Certificate of Registration
- 18.51 Members Registered in Psychology and Applied Behaviour Analysis (Dual-Registration): The total annual membership fee for members who hold a Certificate of Registration for a Psychologist or Psychological Associate Authorizing Autonomous Practice, and who also hold a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, is \$1200. This fee will be in effect until June 30, 2026, and is subject to Council review prior to that date.
- 18.52 Annual membership fees for all other certificates of registration are assessed in accordance with

Sections 18.4 and 18.5 of the by-laws.

~~18.5~~18.6 No later than 30 days before an annual fee is due, the Registrar shall notify the member of the amount of the fee and the day on which the fee is due.

18.7 A member who fails to pay an annual fee on or before the day on which it is due shall pay a penalty of 20 per cent of the annual fee, in addition to the annual fee.

~~18.6~~18.8 Membership fees will be reviewed annually.

Examinations-Psychology

~~18.7~~18.9 The fee for the Examination for Professional Practice in Psychology is the fee set by the Association of State and Provincial Psychology Boards and its contractors.

~~18.8~~18.10 The fee for the Jurisprudence and Ethics Examination is \$200.

~~18.9~~18.11 The fee for the oral examination is \$550.

Examinations-Applied Behaviour Analysis

18.12 The fee for the Ontario Examination for Professional Practice in Applied Behaviour Analysis is \$400.

18.13 The fee for the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis is \$200

Interviews

~~18.10~~18.14 The fee for an interview is \$500.

Applications

~~18.11~~—18.15 a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate is \$230.

b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate.

c. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst is \$230.

d. The fee for an application for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst under Transitional Registration provisions is \$230.

18.16 a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100.

b. Where section 22.18 of the Code applies, the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100.

c. The fee for an application for a Temporary Emergency Class Certificate of Registration is \$100.

d. Notwithstanding section (b), the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is waived if the applicant holds a Temporary Emergency

[Certificate of Registration or held a Temporary Emergency Certificate of Registration within the six months prior to applying.](#)

- [18.17](#) a. The fee for an application for each of the following certificates is \$100:
1. Academic Certificate of Registration;
 2. Inactive Certificate of Registration;
 3. Retired Certificate of Registration;
- b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.

Professional Corporations

[18.18](#) The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350.

[18.19](#) The fee for the annual renewal of a certificate of authorization is \$250.

[18.20](#) The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is \$50.

Other Matters

[18.21](#) The fee for issuance of a document confirming a member's registration status is \$25.

Committee and Program Fees

[18.22](#) The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under statute or regulations.

[18.23](#) Committee and program fees include, but are not limited to, the following:

- a. Cost of hearings or other items ordered by the Discipline Committee;
- b. For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee;
- c. For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;
- d. For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;
- e. Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,
- f. Fees and/or costs related to orders and directions of the College Committees.

[18.24](#) Any outstanding balance owed to the College in respect of any decisions made by a Committee, and any fees payable under this By-law will be added to and included in the member's annual fees.

BY-LAW 19: APPOINTMENT OF NON-COUNCIL MEMBERS TO COMMITTEES OF THE COLLEGE AND CONDITIONS FOR DISQUALIFICATION

[Approved by Council December 1999; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

Appointment

- 19.1 This By-law applies with respect to the appointment of members who are not members of the Council to a committee of the College.
- 19.2
- a. Committee appointments automatically expire at the first meeting of Council following the annual election unless otherwise prescribed in subsection 3(d) of By-law 21: Committee Composition; or any provision to the contrary in the Code, the By-laws or the policies of the College.
 - b. Notwithstanding 2(a) the terms of appointment for members of the Jurisprudence and Ethics Examination Committee automatically expire at the first meeting of Council following the annual election three years after the initial appointments.
- 19.3 A member is eligible for appointment to a committee if, on the date of the appointment:
- a. the member practices psychology [and/or applied behaviour analysis](#) in Ontario or resides in Ontario;
 - b. the member is not in default of payment of any prescribed fees;
 - c. the member's certificate of registration has not been revoked or suspended the six years preceding the date of the appointment;
 - d. the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action in the two years preceding the date of the appointment; and,
 - e. the member does not, as at the deadline for receipt of expressions of interest in serving on College committees, hold any position of employment with the College.

Disqualification

- 19.4.(1) The Council shall disqualify a member appointed to a committee from sitting on the committee if the member,
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
 - b. is found to be an incapacitated member by a panel of the Fitness to Practice Committee;
 - c. fails, without cause, to attend two consecutive meetings of the committee or of a subcommittee of which they are a member;
 - d. fails, without cause, to attend a hearing or review of a panel for which they have been selected; or
 - e. neither practices nor resides in Ontario.
- (2) A member of a College committee may apply for employment with the College so long as they first resign as a committee member.
- (3) A member who is disqualified under subsection (1) or (2) from sitting on a committee ceases to be a member of the committee and the Executive shall appoint a successor as soon after the

disqualification as feasible.

- (4) The term of office of a person who is appointed as a successor under subsection (3) expires when the term of office of the person being replaced would have expired.

BY-LAW 20: ELECTION TO COUNCIL, QUALIFICATIONS, TERMS OF OFFICE AND CONDITIONS FOR DISQUALIFICATION

[Approved by Council December 1999; last amended March 11, 2022]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ [*Psychology and Applied Behaviour Analysis Act, 2021*](#) as amended.

Electoral Districts

20.1 The following electoral districts are established for the purpose of the election of members to the Council.

1. Electoral District 1 (North) to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, and Parry Sound, and the City of Greater Sudbury.
2. Electoral District 2 (Southwest) to be composed of the counties of Bruce, Grey, Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Brant, Essex, Kent, Elgin, Norfolk and Haldimand and the Regional Municipality of Waterloo.
3. Electoral District 3 (Central) to be composed of the District Municipality of Muskoka, and the counties of Haliburton, Hastings, Lennox and Addington, Frontenac, Simcoe, Northumberland, and Prince Edward, City of Peterborough, City of Kawartha Lakes and the Regional Municipalities of Halton, Hamilton-Wentworth, and Niagara, and the Regional Municipality of Durham (less the Towns of Whitby and Ajax and the Cities of Pickering and Oshawa), the Regional Municipality of York (less the City of Vaughan, and Towns of Richmond Hill and Markham), and the Regional Municipality of Peel (less the Cities of Mississauga and Brampton).
4. Electoral District 4 (East) to be composed of the counties of Lanark, Renfrew, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry, and the City of Ottawa.
5. Electoral District 5 (GTA East) to be composed of the addresses within the City of Toronto which have postal codes beginning with M1, M2, M3, and M4, and the City of Vaughan, Town of Richmond Hill, Town of Markham, City of Pickering, City of Ajax, Town of Whitby and City of Oshawa.
6. Electoral District 6 (GTA West) to be composed of the addresses within the City of Toronto which have postal codes beginning with M5, M6, M7, M8, and M9 and the City of Mississauga and the City of Brampton.
7. Electoral District 7 (Psychological Associates) to be composed of the constituency of Psychological Associates.
- ~~7.8.~~ 8. Electoral District 8 (Behaviour Analysts) to be composed of the constituency of Behaviour Analysts.
- ~~8.9.~~ 9. District 98 (Academic) to be composed of professional training programs in psychology at Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology and professional training programs at Post-Secondary Educational Institutions in Ontario granting degrees with specialization in applied behaviour analysis.

Eligibility to Vote

- 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote.
- (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.
- (4) A member holding a certificate of registration as a Behaviour Analyst is eligible to vote in Electoral District 8.
- (5) A member shall vote in only one electoral district.
- ~~(5)~~(6) Notwithstanding Section (5), a member who holds a certificate of registration to practise psychology and a certificate of registration to practise applied behaviour analysis may vote in the electoral district in which they are eligible to vote in accordance with Section (2) and in Electoral District 8 in accordance with Section (4).

District ~~9~~8 (Academic) Representation

20.3. The members representing District ~~9~~8 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology or applied behaviour analysis. The professional training programs are composed of faculty in psychology or in applied behaviour analysis –from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology, or in a department that offers a specialization in applied behaviour analysis, from which graduates are eligible for registration with the College.

Number of Members Elected/Appointed

- ~~20.4.~~ (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one. The number of members to be elected in Electoral District 8 (Behaviour Analysts) is three.
- (2) The number of members to be appointed to District ~~9~~8 (Academic) is at least two ~~or three and no more than four~~. At least one of the members selected is from among members who belong to the faculty of a department of psychology and at least one of the members selected from belong to the faculty of a department that offers a specialization in applied behaviour analysis.

Terms of Office

~~20.4.~~~~20.5.~~(1) The term of office of a member elected to the Council is three years.

(2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District ~~9~~8 (Academic) is two years.

(3) Notwithstanding paragraph (1), the term of office for members elected in 2024, on a date to be determined by Council, to Electoral District 8, will be in accordance with Section 20.6 (4) (i) and (ii). The term for all members elected to Council in District 8, after the 2024 election, is three years.

Election/Appointment Date

~~20.5.~~20.6. (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.

(2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.

(3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.

(4) An election of three members to the Council shall be held in 2024 in Electoral District 8 on a date to be determined by Council.

i. The two members elected with the highest and second highest number of votes are elected for a three-year term ending in June 2027, with the next election to be held in March 2027 and every third year after that.

ii. The member elected with the third highest number of votes is elected for a two-year term ending in June 2026, with the next election to be held in March 2026 and every third year after that.

~~i.~~ iii. If the number of candidates nominated for Electoral District 8 is equal to the number of members to be elected in the electoral district, the Registrar shall determine the length of the initial term for each candidate by lot.

(5) The Council shall set the date in March for each election of members to the Council.

(6) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.

Eligibility for Election

~~20.6.~~20.7. (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,

(a) the member holds a certificate of registration authorizing autonomous practice, or an inactive certificate of registration.

(b) the member is engaged in the practice of psychology in the electoral district for which they are eligible to vote, or, if the member is not engaged in the practice of psychology in Ontario, is a resident in the electoral district for which they are nominated;

(c) the member is not in default of payment of any fees prescribed in the fees By-law;

(d) the member's certificate of registration has not been revoked or suspended in the six years

- preceding the date of election;
- (e) the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action within the last two years;
 - (f) the member is not in default of any obligation to the College under a regulation, including the Quality Assurance Regulation, By-law, Specified Continuing Educational or Remediation Program (SCERP) or Undertaking;
 - (g) the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional psychological association involved in the advocacy for the profession;
 - (h) the member does not hold, and has not held, within one year before the date of the election, a position which would cause the member, if elected as a member of Council, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization;
 - (i) the member has not been an employee of the College (whether on contract or permanent, on a full-time or part-time basis for at least one year preceding the election);
 - (j) the member is not a member of the Council or of a Committee of any other College regulated under the *Regulated Health Professions Act, 1991*; and,
 - (k) prior to the member submitting a nomination form and nomination statement for the election, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of the Council and Committee members.
- (2) A member is eligible for election to the Council in Electoral District 7 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Psychological Associate; and,
- (a) the member meets the criteria set out in section 20.7.(1) excluding (b) of this By-law.
- (3) A member is eligible for election to the Council in Electoral District 8 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Behaviour Analyst; and,
- (a) the member meets the criteria set out in section 20.7 (1) excluding (b) of this By-law.

Eligibility for Appointment to District ~~98~~ (Academic)

- ~~20.7.20.8.~~(1) A member is eligible for appointment to the Council in District ~~98~~ if on the day of appointment,
- (a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology, or
 - ~~(a)~~(b) the member holds a full-time appointment as a faculty member in a department of a degree granting institution in Ontario offering a specialization in applied behaviour analysis from which graduates are eligible for registration with the College; and
 - ~~(b)~~(c) the member meets the criteria set out in section 20.7.(1)~~1~~ excluding (b) of this By-law.
 - ~~(c)~~(d) Despite paragraphs (a) and (b), at any given time, members appointed to the Council may:
 - i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or
 - ii. Hold an adjunct appointment in a faculty of a department of psychology, or a

[specialization in applied behaviour analysis](#), of a degree granting institution in Ontario which grants graduate level degrees in psychology [or in applied behaviour analysis](#) and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program.

- (2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.

Registrar to Supervise Nominations

~~20.8.~~[20.9.](#) The Registrar shall supervise the nomination of candidates.

Notice of Election and Nominations

~~20.9.~~[20.10.](#) No later than 90 days before the date of an election, the Registrar shall notify every member who is eligible to vote of the date, time and place of the election and of the nomination procedure.

Notice of Election and Nominations for Inaugural Elections for Electoral District 8:

[20.10.1 Despite Section 20.10, for the first election for Electoral District 8 immediately following proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*, and no later than 60 days before the date of an election, the Registrar shall notify every member who is eligible to vote in Electoral District 8 of the date, time and place of the election and of the nomination procedure. This provision is revoked immediately following the inaugural election for Electoral District 8 in 2024.](#)

Nomination Procedure

- 20.11.(1) The member may be a candidate for election in only one electoral district in which they are an eligible voter.
- (a) a member recommended by the training programs to serve in District [98](#) (Academic) may not be nominated in a geographic electoral district.
 - (2) The nomination of a candidate for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 30 days before the date of the election.
 - (3) The nomination shall be agreed to by the candidate and endorsed by at least 5 members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.
 - (4) At least 45 days before the date of the election, the Registrar shall notify every member who is eligible to vote of the nominations received, if any, and that further nominations will be received until 30 days before the date of the election.
 - (5) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.
 - (6) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.

Nomination Procedure for Inaugural Elections for Electoral District 8:

[20.11.1 Despite Section 20.11, for the first election for Electoral District 8 immediately following](#)

proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*:

- (1) The member may be a candidate for election in Electoral District 8, only if they hold a certificate of registration as a Behaviour Analyst and are not currently a member of Council.
- (a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in Electoral District 8.

- (2) The nomination of a candidate in Electoral District 8 for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 35 days before the date of the election.

- (3) The nomination shall be agreed to by the candidate and endorsed by at least 2 members who support the nomination and who are eligible to vote in Electoral District 8.

- (4) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.

- (5) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.

Section 20.11.1 is revoked immediately following the inaugural election for Electoral District 8 in 2024.

Acclamation

20.12. If the number of candidates nominated for an electoral district is equal to the number of members to be elected in the electoral district, the Registrar shall declare the candidates to be elected by acclamation.

Registrar's Electoral Duties

- 20.13.(1) The Registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty the Registrar may, subject to the By-laws,
- a. appoint returning officers and scrutineers;
 - b. establish a deadline for the receiving of ballots;
 - c. establish procedures for the opening and counting of ballots;
 - d. provide for the notification of all candidates and members of the results of the election; and,
 - e. provide for the destruction of ballots following an election.
- (2) No later than 15 days before the date of an election, the Registrar shall make available to every member eligible to vote in an electoral district in which an election is to take place
- i. a list of the candidates in the electoral district;
 - ii. each candidate's biographical note and statement;
 - iii. a ballot; and,
 - iv. an explanation of the voting procedure as set out in the By-laws.

Tie Votes

20.14 If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.

Recounts

20.15.(1) A candidate may require a recount by giving a written request to the Registrar no more than 10 business days after the date of an election.

- (2) The Registrar shall hold the recount no more than five business days after receiving the request.

Disqualification of Elected or Appointed Members

- 20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
 - b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;
 - c. fails, without cause, to attend two consecutive regular meetings of the Council;
 - d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member;
 - e. ceases to be eligible to vote in the electoral district for which the member was elected;
 - f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession;
 - g. ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;
 - ~~g.~~ h. ceases to hold a certificate of registration for a Behaviour Analyst if the member was elected to Electoral District 8;
 - ~~h.~~ i. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 98; or,
 - ~~i.~~ j. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.

- (2) An elected or appointed member of the Council may submit an application for any position of employment with the College so long as they first provide an irrevocable written resignation of their Council seat to the President. Upon provision of such resignation the member shall be immediately disqualified from sitting on the Council.

- (3) An elected or appointed member who is disqualified from sitting on the Council ceases to be a member of the Council.

Filling of Vacancies

- 20.17.(1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- a. leave the seat vacant;
 - b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
 - c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.

- (2) If the seat of a Council member appointed to represent District 98 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- a. leave the seat vacant; or
 - b. direct the Executive to appoint a member to represent District 98 (Academic), upon joint the recommendation of the training programs.

- (3) If the seat of an elected Council member becomes vacant in an electoral district more than

twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.

- (4) If the seat of a member appointed to represent District 98 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 98 (Academic) upon the joint recommendation of the training programs.
- (5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.

BY-LAW 21: COMMITTEE COMPOSITION

[Approved by Council December 1999; last amended on September 21, 2018]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 21.1 (1) The Executive Committee shall be composed of:
- a. ~~five~~ **four** members of the Council who are members of the College;
 - b. ~~all both~~ titles shall be represented among the members in section (a); and
 - c. two members of the Council appointed to the Council by the Lieutenant Governor in Council.
- (2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1).
- (3) The President of the Council shall be the chair of the Executive Committee.
- 21.2. The Registration Committee shall be composed of:
- a. at least three members of the Council who are members of the College; normally two of whom have academic involvement;
 - b. at least two members of the Council appointed to the Council by the Lieutenant Governor in Council; and
 - c. at least two members of the College who are not members of the Council.
- 21.3. The Inquiries, Complaints and Reports Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
 - b. at least three members of the Council appointed to the Council by the Lieutenant Governor in Council; and
 - c. at least two members of the College who are not members of the Council-
 - d. a member of a panel who would otherwise cease to be a member of the Inquiries, Complaints and Reports Committee after an investigation of a matter has been commenced by the panel shall continue, for the purposes of concluding that matter, to remain a member of that panel and of the committee until the final disposition of the matter by the committee.
- 21.4. The Discipline Committee shall be composed of:
- a. at least six members of the Council who are members of the College;
 - b. at least four members of the Council appointed to the Council by the Lieutenant Governor in Council; and
 - c. at least two members of the College who are not members of the Council.
- 21.5. The Fitness to Practice Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
 - b. at least one member of the Council appointed to the Council by the Lieutenant Governor in Council; **and**
 - c. at least two members of the College who are not members of the Council.
- 21.6. The Quality Assurance Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
 - b. at least one member of the Council appointed to the Council by the Lieutenant Governor in Council; **and**
 - c. at least two members of the College who are not members of the Council.

- 21.7. The Client Relations Committee shall be composed of:
- a. at least two members of the Council who are members of the College;
 - b. at least two members of the Council appointed to the Council by the Lieutenant Governor in Council; [and](#)
 - c. at least two members of the College who are not members of the Council.

BY-LAW 22: PROFESSIONAL LIABILITY INSURANCE

[Approved by Council December 1999; last amended on June 21, 2013]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analyst Act, 2021* as amended.

- 22.1 Subject to section 6, each member of the College registered with a certificate of registration authorizing autonomous practice, interim autonomous practice or supervised practice shall hold, or otherwise be covered by professional liability insurance in all settings in which the member practices.
- 22.2 The amount of insurance coverage shall be no less than \$2,000,000.
- 22.3 The insurance shall have no deductible.
- 22.4 On or before June 1 of each year, every member described in section 1 shall confirm to the College, normally through the annual renewal process;
 - a. that the member has valid existing professional liability insurance in place; and
 - b. the name of the insurer providing the liability insurance.
- 22.5 Each member upon being registered for the first time or whose certificate of registration has been reinstated shall, within 30 days of registration, confirm to the College, in a manner required by the College:
 - a. that the member has valid existing professional liability insurance in place; and
 - b. the name of the insurer providing the liability insurance.
- 22.6 Exemptions from the requirement under section 1 apply only to:
 - (1) Any member who resides outside of Ontario and who provides no ~~psychological~~ services within Ontario at any time during the registration year, nor supervises anyone in the provision of ~~psychological~~ services in Ontario.
 - (2) Any member who holds academic status and who provides no ~~psychological~~ services within Ontario at any time during the registration year, nor supervises anyone in the provision of ~~psychological~~ services in Ontario.
 - (3) Any member who holds retired status and who provides no ~~psychological~~ services within Ontario at any time during the registration year, nor supervises anyone in the provision of ~~psychological~~ services in Ontario.
 - (4) Any member who attests that:
 - a. the member has provided no direct services to individuals or families, nor conducted ~~psychological~~ research with individuals or families within Ontario during the preceding registration year; and,
 - b. the member has provided no supervision to anyone in the provision of such services nor the conduct of such research in Ontario during the preceding registration year; and,
 - c. the member will not be providing such services, conducting such research nor providing such supervision in the current registration year.
- 22.7 If required to do so by the Registrar, a member must provide proof of insurance coverage within 30 days.

BY-LAW 23: PROFESSIONAL CORPORATIONS

[Approved by Council March 2003; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 23.1 Every member of the College shall, for every professional corporation of which the member is a shareholder, submit the appropriate fee and provide, in writing, the following information on the application and annual renewal for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:
- a. the name of the professional corporation as registered with the Ministry ~~Governance and Consumer Services~~ *of Public and Business Service Delivery* ;
 - b. any business names used by the professional corporation;
 - c. the name, as set out in the register, and registration number of each shareholder of the professional corporation;
 - d. the name, as set out in the register, and registration number of each officer and director of the professional corporation, and the title or office held by each officer and director;
 - e. the principal practice or head office address, telephone number, facsimile number and email address of the professional corporation;
 - f. the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and,
 - g. a brief description of the professional activities carried out by the professional corporation.
- 23.2 The information specified in subsection (5) is designated as public for the purposes of paragraph 4 of subsection 23(3) of the Health Professions Procedural Code.

BY-LAW 24: FORMS

[Approved by Council December 2002, last amended on July 2011]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

24.1 The Form to be issued as a Certificate of Registration for a Psychologist Authorizing Autonomous Practice shall read as follows:

(Logo)

The College of Psychologists and

Behaviour Analysts of Ontario

L'Ordre des psychologues et

d'analyse comportementale appliquée

de l'Ontario

Certificate of Registration

as a PSYCHOLOGIST

in the Province of
Ontario

THIS IS TO CERTIFY THAT
UNDER

*The ~~Psychology Act, 1991~~ Psychology and
Applied Behaviour Analysis Act, 2021*

AND THE REGULATIONS AND SUBJECT

TO THE LIMITATIONS THEREOF,

(name, highest degree upon which registration is based)

is registered as a Psychologist

DATED AT TORONTO, THE _____

REGISTRAR _____

FOR THE COUNCIL _____

CERTIFICATE NO. _____

24.2 The Form for a Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice shall read as follows:

(Logo)

The College of Psychologists and

Behaviour Analysts of Ontario

L'Ordre des psychologues et

d'analyse comportementale appliquée

de l'Ontario

Certificate of Registration as a

PSYCHOLOGICAL

ASSOCIATE

in the Province of
Ontario

THIS IS TO CERTIFY THAT
UNDER

~~The *Psychology Act, 1991*~~ *Psychology and
Applied Behaviour Analysis Act, 2021*

AND THE REGULATIONS AND SUBJECT

TO THE LIMITATIONS THEREOF,

(name, highest degree upon which registration is based)

is registered as a Psychological Associate

DATED AT TORONTO, THE _____

REGISTRAR _____

FOR THE COUNCIL _____

CERTIFICATE NO. _____

24.3 The Form for a Certificate of Registration for a [Behaviour Analyst](#) Authorizing Autonomous Practice shall read as follows:

(Logo)

The College of Psychologists [and](#)

[Behaviour Analysts](#) of Ontario

L'Ordre des psychologues [et](#)

[d'analyse comportementale appliquée](#)

de l'Ontario

Certificate of Registration

as a [BEHAVIOUR](#)

[ANALYST](#)

in the Province of
Ontario

THIS IS TO CERTIFY THAT
UNDER

*The Psychology and Applied Behaviour
Analysis Act, 2021*

AND THE REGULATIONS AND SUBJECT

TO THE LIMITATIONS THEREOF,

(name, highest degree upon which registration is based)

_____ *is registered as a [Behaviour Analyst](#)*

DATED AT TORONTO, THE _____

REGISTRAR _____

FOR THE COUNCIL _____

CERTIFICATE NO. _____

~~24.3~~24.4 The Form for a Certificate of Authorization for a Psychology Professional Corporation shall read as follows:

(Logo)

The College of Psychologists and

Behaviour Analysts of Ontario

L'Ordre des psychologues et

d'analyse comportementale appliquée

de l'Ontario

This is to certify that

has been duly granted a Certificate of Authorization

_____ has met the requirements defined by Ontario Regulation 39/02 under the Regulated Health Professions Act to obtain a certificate of authorization for the purpose of permitting its owners to practice the profession of psychology through the professional corporation.

This certificate of authorization remains in effect for a period of one year from its date of issuance or until the professional corporation is no longer eligible to hold a certificate of authorization.

Authorization Number _____

Registrar

Issue Date _____

President

24.5 The Form for a Certificate of Authorization for an Applied Behaviour Analysis Professional Corporation shall read as follows:

(Logo)

The College of Psychologists and
Behaviour Analysts of Ontario
L'Ordre des psychologues et
d'analyse comportementale appliquée
de l'Ontario

This is to certify that

has been duly granted a Certificate of Authorization

_____ has met the requirements defined by
Ontario Regulation 39/02 under the Regulated Health Professions Act to obtain a certificate of
authorization for the purpose of permitting its owners to practice the profession of applied behaviour
analysis through the professional corporation.

This certificate of authorization remains in effect for a period of one year from its date of issuance or until
the professional corporation is no longer eligible to hold a certificate of authorization.

Authorization Number _____

Registrar

Issue Date _____

President

BY-LAW 25: THE REGISTER AND RELATED MATTERS

[Approved by Council December 2003; last amended on June 22, 2018]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the ~~*Psychology Act, 1991*~~ *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 25.1 (1) A member's name in the register shall be the member's name as provided in the recorded evidence used to support the member's initial registration.
- (2) The Registrar shall direct that a name other than as provided in subsection (1) be entered in the register if such a request is made by the member and the Registrar is satisfied that the member has validly changed their name and that the use of the name is not for an improper purpose.
- 25.2 (1) Unless otherwise approved by the Registrar, a member's business address in the register shall be the address of the location in Ontario where the public may contact the member.
- (2) A member's business telephone number in the register shall be the telephone number of the location in Ontario where the member principally engages in ~~psychological~~ practice or, if the member does not practise in Ontario, the telephone number of the location designated in subsection (1).
- 25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*, the register of the College shall contain the following information with respect to each member:
1. The member's name and any changes to the member's name which have been made in the register since they first became registered with the College;
 2. The member's registration number;
 3. The member's gender and date of birth;
 4. The date when the member's certificate of registration was first issued by the College;
 5. If the person ceased to be a member as a result of their resignation or death, the date upon which the person ceased to be a member;
 6. The highest degree ~~in psychology~~ held by the member and on which registration is based;
 7. The name of the educational institution from which the member received their highest degree ~~in psychology~~ upon which registration was based, and the year in which the degree was obtained;
 8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each;
 9. Where a member holds a Certificate of Registration as a Psychologist or Psychological Associate, The member's authorized Area(s) of Practice and authorized Client Groups served;
 10. The address and telephone number of each location in Ontario where the member engages in ~~psychological~~ practice;
 11. The member's home address and home telephone number;
 12. The member's preferred mailing address for communication by the College;
 13. The member's preferred e-mail address for communication by the College;
 14. An optional e-mail address for use by the public;
 15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession

- corporation and what position or title, if any, the member holds with that corporation;
- ~~16.~~ 16. While a member holds a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate, the names of the members who are acting, or have acted as primary or alternate supervisors;
- ~~16.~~17. While a member holds a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst, the name of the member who is acting, or has acted as the supervisor;
- ~~17.~~18. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, or if the member is no longer practicing in Ontario. This information will be made available only to the public in the actual event of a member's incapacity or death or in the case of a member no longer practicing in Ontario, if that information has been provided to the College;
- ~~18.~~19. The registration status of a member with every health regulatory body, inside and outside of Ontario;
- ~~19.~~20. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member, and is outstanding,
- the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,
 - if the hearing has been adjourned *indefinitely*, a notation of that fact;
- ~~20.~~21. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;
- ~~21.~~22. If, prior to January 1, 1994, the person ceased to be a member as a result of their resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;
- ~~22.~~23. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,
- a notation of that fact,
 - the date of the finding and the name of the governing body that made the finding,
 - a brief summary of the facts on which the finding was based,
 - the penalty, if any, and
 - where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;
- ~~23.~~24. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,
- a notation of that fact, and
 - the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;
- ~~24.~~25. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee;
- ~~25.~~26. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;
- ~~26.~~27. In respect of the elements of an Undertaking & Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking & Agreement remains in effect, and where applicable, a notation that the decision has been appealed;
- ~~27.~~28. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has

been completed, and, where applicable, a notation that the decision has been appealed;
~~28:~~29. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued, and, where applicable a notation that the decision has been appealed.

- 25.4 In addition to the information under subsection 23(2) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*, the register shall contain, in respect of each health profession corporation to which a certificate of authorization has been issued by the College, the following information:
1. The certificate of authorization number;
 2. The mailing address of the health profession corporation if different from the member's business address;
 3. The date upon which the certificate of authorization was first issued;
 4. If the certificate of authorization has been revoked, a notation of the fact, the date when the revocation occurred and a brief summary of the reasons for the revocation;
 5. If the certificate of authorization was revised or a new certificate of authorization was issued to the health profession corporation, a notation of that fact and the date when that occurred;
 6. The name, as set out in the College register, of each of the officer and director of the health profession corporation and the title or office held by each;
 7. The practice name(s) or business name(s), if any, used by the health profession corporation;
 8. The address and telephone number of each location at which the health profession corporation carries on business;
 9. A brief description of the business activities carried on by the health profession corporation.
- 25.5 (1) Subject to section 25.2 and 25.5.(2), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 20, 22; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*.
- a. At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.
 - b. The College will not provide a member's registration number but may verify the number upon request.
 - c. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice [as a Psychologist or Psychological Associate](#), information respecting authorized Area(s) of Practice and authorized Client Groups Served will not be made available to the public.
- (2) At the discretion of the Registrar, a member's previous name or names shall not be information available to the public from the register of the College.
- (3) Information which, but for the commencement of an appeal or other legal proceeding, would have been available to the public from the register of the College of subsection 23(5) of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*, shall be available to the public from the register of the College as if no appeal or legal proceeding had been commenced.
- 25.6 (1) A member shall immediately provide to the College, upon request, the following:
- a. information described in sections 25.3 and 25.4, and

- b. any other information which the College may be required to collect at the request of the Minister, for the purpose of health human resources planning as per section 36.1 of the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*.
- (2) A member shall notify the Registrar within thirty (30) days of a change in their name. If there has been a change in any of the other information required to be provided under subsection (1) the member shall notify the Registrar in writing of the change within thirty (30) days of the effective date of the change.

TABLE OF AMENDMENTS

By-law 1:	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
By-law 2:	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009, September 25, 2009
By-law 3:	Approved: June 11, 1994; Amended: March 4, 1995, September 1999, March 27, 2009, March 23, 2012
By-law 4:	Approved: June 11, 1994; Amended: March 4, 1995, December 6, 2002, March 14, 2003, March 27, 2009, June 19 2009
By-law 5:	Approved: June 11, 1994; Amended: March 4, 1995, December 2002, March 14, 2003, September 2007, March 27, 2009, September 2018, March 2022
By-law 6:	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
By-law 7:	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
By-law 8:	Approved: June 11, 1994; Amended: March 4, 1995, May 1998, September 1999, June 2001, September 2004; Revoked on March 27, 2009
By-law 9:	Approved: June 11, 1994; Amended: March 4, 1995, May 1998, September 1999, June 2001, September 2004; revoked on March 27, 2009
By-law 10:	Approved: June 11, 1994; Amended: March 4, 1995; Revoked: March 27, 2009
By-law 11:	Approved: June 11, 1994; Amended: March 4, 1995; March 27, 2009
By-law 12:	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
By-law 13:	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
By-law 14:	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
By-law 15:	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009
By-law 16:	Approved: June 11, 1994; Amended: March 4, 1995; September 1996, March 27, 2009, June 2014
By-law 17:	Approved: June 11, 1994; Amended: March 4, 1995, March 27, 2009, September 25, 2009
By-law 18:	Approved: December 22, 1999; Amended: March 2001; February 2002; amended March 2003; March 2004; September 2005, March 27, 2009; December 13, 2013; December 2014; March 2017, December 2017, September 2019; September 2023
By-law 19:	Approved: December 22, 1999; Amended: March 2001, February 2002, March 2003, March 2004, September 2005, March 27, 2009
By-law 20:	Approved: December 22, 1999; Amended: September 2000; September 2003; December 2004; March 27, 2009, December 14, 2012, March 2013, December 2017, March 2022
By-law 21:	Approved: December 22, 1999; Amended: March 2001 and June 2002, December 2006, September 2007, March 27, 2009, June 2009, September 2017, September 2018
By-law 22:	Approved: December 3, 1999; Amended: March 2001, September 2007, September 2010, June 2013
By-law 23:	Approved: March 14, 2003; Amended: December 2007, March 27, 2009
By-law 24:	Approved: December 6, 2002; Amended: July 2011
By-law 25:	Approved: December 12, 2003; Amended: March 2007, March 27, 2009, September 25, 2009, March 21, 2014, June 22, 2018



BRIEFING NOTE

2023.06.03B

DECEMBER 2023 COUNCIL MEETING

CONSULTATION UPDATE: TEMPORARY EMERGENCY CLASS OF REGISTRATION

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

FOR INFORMATION

There is no action required at this time. The following is preliminary information on the feedback of the current consultation. Following the close of the consultation on January 26, 2024. The College Council will review the feedback and make a final approval for submission to the Ministry of Health. At this time, it is anticipated that no substantive changes will be necessary.

PUBLIC INTEREST RATIONALE

As per the Health Professions Procedural Code which is Schedule 2 of the *Regulated Health Professions Act*, “it is a duty of the College to work in consultation with the Minister to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals”. The government of Ontario has determined there is a need to have mechanisms in place to increase health human resource capacity in order to help Ontario respond to future emergency situations. During these occasions, the typical pathway to registration as outlined in the Ontario Regulation 193/23 Registration, may not be adequate or may not be able to respond quickly enough. By enabling the implementation of amendments that include an “Emergency Class” of registration for qualified practitioners, an increased supply of human resources may be available to support the health care system on an expedited basis.

BACKGROUND

As per the requirement set out in [Bill 106, Pandemic and Emergency Preparedness Act, 2022](#), the Executive Committee approved in principle draft regulations to expand the emergency class of registration to include Behaviour Analysts. These were circulated to the members and other stakeholders for a 60-day consultation. The Health Professions Procedural Code, being Schedule 2 of the *Regulated Health Professions Act, 1991*, permits the Executive Committee to act on behalf of the Council and make decisions on matters it believes require immediate attention. The Ministry of Health has asked that regulation amendments be submitted in February. Council must approval the actual submission of the regulation amendments, a special meeting of Council has been set for February 1st for this specific purpose.

UPDATE

The consultation materials were distributed to members (4907) subscribers (895) and stakeholders¹ (184) on November 27, 2023. The deadline for responses is January 26, 2024. The consultation materials are attached. To date the College has received 20 responses.

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych., Registrar & Executive Director

¹ Stakeholders include Government Ministries, Regulatory Colleges, Associations, Certification Boards, Client/Parent Groups, Service Providers, Educational Institutions.



Proposed Amendments to Ontario Regulation 193/23 Registration, under the *Psychology and Applied Behaviour Analysis Act, 2021*

The College of Psychologists of Ontario is seeking your feedback on proposed amendments to the Registration Regulation in order to expand the “Temporary Emergency Class of Certificates of Registration” to include Behaviour Analysts. The creation of this temporary emergency class of registration is in preparation for the proclamation of the [Psychology and Applied Behaviour Analysis Act, 2021](#).

On April 14, 2022, the Ontario government enacted the [Pandemic and Emergency Preparedness Act, 2022](#) which resulted in amendments to the *Regulated Health Professions Act, 1991*. These amendments required all health regulatory Colleges to develop regulations to create emergency classes of registration for each profession. The government of Ontario has determined that there is a need to expand health human resource capacity in the event of future emergencies, such as a pandemic. Temporary emergency registration regulations will be used to help Ontario respond and recover from pandemics and other emergencies by creating pathways to expedited registration for qualified practitioners in emergency contexts.

In alignment with the Ministry of Health’s requirements, temporary emergency regulations were created for the profession of psychology, and these changes, under the *Psychology Act, 1991*, were approved on August 31, 2023, by the Ministry of Health. To prepare for the proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*, which will create the new profession of Applied Behaviour Analysis, temporary emergency registration regulations must also be created, requiring similar amendments to the Act.

Links to the Details of the Proposed Amendments to Ontario Regulation 193/23 Registration

A three-column chart which shows the proposed revisions to the Registration Regulation, that will expand the “Temporary Emergency Class of Certificate of Registration” to include Behaviour Analysts can be viewed [here](#). This chart indicates the Existing Clause, Proposed Amended Clause and the Explanation/Rationale for the amendment.

The full text of Ontario Regulation 193/23 Registration with the proposed amendments related to the amended Class, can be viewed [here](#).

In order to facilitate the College’s submission of these Registration Regulation amendments, we would appreciate hearing from you by Friday, January 26, 2024.

Provide Feedback

The Regulated Health Professions Act (RHPA) requires proposed regulation amendments to be circulated for a minimum of 60 days. Following the consultations, Council will review the changes again alongside any feedback. Feedback will be presented in summary form. Feedback from individuals will be kept anonymous. Feedback on behalf of organizations may include the name of the organization.

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

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**PROPOSED AMENDMENTS TO ONTARIO REGULATION 193/23 REGISTRATION
UNDER THE *PSYCHOLOGY AND APPLIED BEHAVIOUR ANALYSIS ACT, 2021*
“TEMPORARY EMERGENCY CLASS OF CERTIFICATES OF REGISTRATION”**

Existing Clause	Proposed Amendment	Explanation/Rationale
<p>Temporary emergency class of certificates of registration</p> <p>42. The following are non-exemptible registration requirements for a certificate of registration as a psychologist or psychological associate in the temporary emergency class:</p> <ol style="list-style-type: none"> 1. The Minister must have requested that the College initiate registrations under this class based on the Minister’s opinion that emergency circumstances call for it or the Council must have determined, after taking into account all of the relevant circumstances that impact the ability of applicants to meet the ordinary registration requirements, that there are emergency circumstances, and that it is in the public interest that the College issue emergency certificates. 2. The member must hold, <ol style="list-style-type: none"> i. a certificate of registration that authorizes the applicant to practise the profession in another Canadian jurisdiction, ii. an Inactive Class of Certificate of Registration that has been in effect for less than two years, or iii. a Retired Class of Certificate of Registration that has been in effect for less than two years. O. Reg. 297/23, s. 2. 	<p>Temporary emergency class of certificates of registration</p> <p>42. The following are non-exemptible registration requirements for a certificate of registration as a psychologist or psychological associate <u>or behaviour analyst</u> in the temporary emergency class:</p> <ol style="list-style-type: none"> 1. The Minister must have requested that the College initiate registrations under this class based on the Minister’s opinion that emergency circumstances call for it or the Council must have determined, after taking into account all of the relevant circumstances that impact the ability of applicants to meet the ordinary registration requirements, that there are emergency circumstances, and that it is in the public interest that the College issue emergency certificates. 2. The member must hold, <ol style="list-style-type: none"> i. a certificate of registration that authorizes the applicant to practise the profession in another Canadian jurisdiction, ii. an Inactive Class of Certificate of Registration that has been in effect for less than two years, or iii. a Retired Class of Certificate of Registration that has been in effect for less than two years. O. Reg. 297/23, s. 2. 	<p>A Temporary Emergency Class is added to include Behaviour Analysts.</p>
<p>Terms, conditions and limitations</p> <p>43. The following are the conditions of a certificate of registration in the temporary emergency class:</p> <ol style="list-style-type: none"> 1. The member must practise the profession only within the scope of their skills, knowledge and judgment. 	<p>Terms, conditions and limitations</p> <p>43. The following are the conditions of a certificate of registration in the temporary emergency class:</p> <ol style="list-style-type: none"> 1. The member must practise the profession only within the scope of their skills, knowledge and judgment. 	<p>Added for new profession.</p>

<p>2. The member must attest that they have familiarized themselves with the provisions of Ontario Regulation 801/93 (Professional Misconduct) made under the Act and the College's Standards of Professional Practice and agree to practice in compliance with these.</p> <p>3. The member must maintain professional liability insurance in the amount and in the form required by the by-laws.</p> <p>4. The member must promptly and, in any event, within five business days, advise the College in writing if the member ceases to be a Canadian citizen or permanent resident of Canada or to have authorization under the <i>Immigration and Refugee Protection Act</i> (Canada) permitting the member to engage in the practice of psychology in Ontario.</p> <p>5. The member may only use the title "Temporary Emergency Psychologist" or "Temporary Emergency Psychological Associate" or the designations "C.Psych. (temporary emergency class)" or "C.Psych.Assoc. (temporary emergency class)" or a variation or equivalent in another language. O. Reg. 297/23, s. 2.</p>	<p>2. The member must attest that they have familiarized themselves with the provisions of Ontario Regulation 801/93193/23 (Professional Misconduct) made under the Act and the College's Standards of Professional Practice and agree to practice in compliance with these.</p> <p>3. The member must maintain professional liability insurance in the amount and in the form required by the by-laws.</p> <p>4. The member must promptly and, in any event, within five business days, advise the College in writing if the member ceases to be a Canadian citizen or permanent resident of Canada or to have authorization under the <i>Immigration and Refugee Protection Act</i> (Canada) permitting the member to engage in the practice of psychology in Ontario.</p> <p>5. The member may only use the title "Temporary Emergency Psychologist" or "Temporary Emergency Psychological Associate" or "Temporary Emergency Psychological Associate" or "Temporary Emergency Psychological Associate" or the designations "C.Psych. (temporary emergency class)" or "C.Psych.Assoc. (temporary emergency class)" or "C.Psych. (temporary emergency class)" or "C.Psych.Assoc. (temporary emergency class)" or "R.B.A. (Ont.) (temporary emergency class)" or a variation or equivalent in another language. O. Reg. 297/23, s. 2.</p>	
<p>Expiry, movement to psychologist authorizing autonomous practice class or psychological associate authorizing autonomous practice class</p> <p>44. (1) Unless stated otherwise on the certificate, a certificate of registration in the temporary emergency class expires one year after it is issued unless it is renewed. O. Reg. 297/23, s. 2.</p> <p>(2) Unless stated otherwise on the certificate, a renewed certificate of registration in the temporary emergency class expires one year after it is issued unless it is renewed again. O. Reg. 297/23, s. 2.</p> <p>(3) Despite subsections (1) and (2), a certificate of registration in the temporary emergency class expires six months after the</p>	<p>Expiry, movement to psychologist authorizing autonomous practice class or psychological associate authorizing autonomous practice class or behaviour analyst authorizing autonomous practice class</p> <p>44. (1) Unless stated otherwise on the certificate, a certificate of registration in the temporary emergency class expires one year after it is issued unless it is renewed. O. Reg. 297/23, s. 2.</p> <p>(2) Unless stated otherwise on the certificate, a renewed certificate of registration in the temporary emergency class expires one year after it is issued unless it is renewed again. O. Reg. 297/23, s. 2.</p>	<p>Added for new profession.</p>

date the Council determines that the emergency circumstances referred to in paragraph 1 of section 33.1 have ended. O. Reg. 297/23, s. 2.

(4) A person who holds a temporary emergency certificate of registration or who held a temporary emergency certificate of registration within the six months prior to applying may be issued a certificate of registration as a psychologist authorizing autonomous practice or a certificate of registration as a psychological associate authorizing autonomous practice, if they request, in writing, that the Registrar issue them a certificate of registration as a psychologist authorizing autonomous practice or a certificate of registration as a psychological associate authorizing autonomous practice. O. Reg. 297/23, s. 2.

(5) A person referred to in subsection (4) must successfully complete the Jurisprudence and Ethics Examination referred to in paragraph 5 of subsection 5 (1) within 12 months of issuance of the certificate of registration as a psychologist authorizing autonomous practice or the certificate of registration as a psychological associate authorizing autonomous practice unless they have previously successfully completed the required examination. O. Reg. 297/23, s. 2.

(3) Despite subsections (1) and (2), a certificate of registration in the temporary emergency class expires six months after the date the Council determines that the emergency circumstances referred to in paragraph 1 of section 33.1 have ended. O. Reg. 297/23, s. 2.

(4) A person who holds a temporary emergency certificate of registration or who held a temporary emergency certificate of registration within the six months prior to applying may be issued a certificate of registration as a psychologist authorizing autonomous practice or a certificate of registration as a psychological associate authorizing autonomous practice, if they request, in writing, that the Registrar issue them a certificate of registration as a psychologist authorizing autonomous practice or a certificate of registration as a psychological associate authorizing autonomous practice. O. Reg. 297/23, s. 2.

(5) A person referred to in subsection (4) must successfully complete the Jurisprudence and Ethics Examination referred to in paragraph 5 of subsection 5 (1) within 12 months of issuance of the certificate of registration as a psychologist authorizing autonomous practice or the certificate of registration as a psychological associate authorizing autonomous practice unless they have previously successfully completed the required examination. O. Reg. 297/23, s. 2.

(6) A person who holds a temporary emergency certificate of registration or who held a temporary emergency certificate of registration within the six months prior to applying may be issued a certificate of registration as a behaviour analyst authorizing autonomous practice, if they request, in writing, that the Registrar issue them a certificate of registration as a behaviour analyst authorizing autonomous practice. O. Reg. 297/23, s. 2.

(7) A person referred to in subsection (6) must successfully complete the assessment of Jurisprudence and Ethics knowledge referred to in paragraph 4. of subsection 27 (1) within 12 months of issuance of the certificate of registration as a behaviour analyst authorizing autonomous practice unless they have previously successfully completed the required assessment. O. Reg. 297/23, s. 2.

Français

Psychology and Applied Behaviour Analysis Act, 2021**ONTARIO REGULATION 193/23
REGISTRATION****Consolidation Period:** From July 21, 2023 to the [e-Laws currency date](#).**Note:** THIS REGULATION IS NOT YET IN FORCE. It comes into force on July 1, 2024, the day section 15 of Schedule 4 (*Psychology and Applied Behaviour Analysis Act, 2021*) to the *Advancing Oversight and Planning in Ontario's Health System Act, 2021* comes into force.

No amendments.

*This is the English version of a bilingual regulation.***CONTENTS**

GENERAL	
1.	Classes of certificate
2.	Application
3.	Requirements for issuance
4.	Terms, etc., of every certificate
CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGIST AUTHORIZING AUTONOMOUS PRACTICE	
5.	Certificates of registration for a psychologist authorizing autonomous practice
6.	Labour mobility
7.	Terms, conditions and limitations
CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGIST AUTHORIZING INTERIM AUTONOMOUS PRACTICE	
8.	Certificates of registration for a psychologist authorizing interim autonomous practice
9.	Labour mobility
10.	Terms, conditions and limitations
11.	Expiry
CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGIST AUTHORIZING SUPERVISED PRACTICE	
12.	Certificates of registration for a psychologist authorizing supervised practice
13.	Labour mobility
14.	Terms, conditions and limitations
15.	Expiry
CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGICAL ASSOCIATE AUTHORIZING AUTONOMOUS PRACTICE	
16.	Certificates of registration for a psychological associate authorizing autonomous practice
17.	Labour mobility
18.	Terms, conditions and limitations
CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGICAL ASSOCIATE AUTHORIZING INTERIM AUTONOMOUS PRACTICE	
19.	Certificates of registration for a psychological associate authorizing interim autonomous practice
20.	Labour mobility
21.	Terms, conditions and limitations
22.	Expiry
CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGICAL ASSOCIATE AUTHORIZING SUPERVISED PRACTICE	
23.	Certificates of registration for a psychological associate authorizing supervised practice
24.	Labour mobility
25.	Terms, conditions and limitations
26.	Expiry
CERTIFICATES OF REGISTRATION FOR A BEHAVIOUR ANALYST AUTHORIZING AUTONOMOUS PRACTICE	
27.	Certificates of registration for a behaviour analyst authorizing autonomous practice
28.	Labour mobility
29.	Terms, conditions and limitations
30.	Transitional
CERTIFICATES OF REGISTRATION FOR A BEHAVIOUR ANALYST AUTHORIZING SUPERVISED PRACTICE	
31.	Certificates of registration for a behaviour analyst authorizing supervised practice
32.	Labour mobility
33.	Terms, conditions and limitations
34.	Expiry
ACADEMIC CLASS OF CERTIFICATES OF REGISTRATION	
35.	Academic class of certificates of registration
36.	Labour mobility

37.	Terms, conditions and limitations
INACTIVE CLASS OF CERTIFICATES OF REGISTRATION	
38.	Inactive class of certificates of registration
39.	Terms, conditions and limitations
RETIRED CLASS OF CERTIFICATES OF REGISTRATION	
40.	Retired class of certificates of registration
41.	Terms, conditions and limitations
TEMPORARY EMERGENCY CLASS OF CERTIFICATES OF REGISTRATION	
43.	Temporary emergency class of certificates of registration
44.	Terms, conditions and limitations
45.	Expiry, movement to psychologist authorizing autonomous practice class or psychological associate authorizing autonomous practice class
EXPIRY, REINSTATEMENT, ETC.	
46.	Expiry on issuance of new certificate
47.	Reinstatement

GENERAL

Classes of certificate

1. The following are prescribed as classes of certificates of registration:
 1. Certificate of registration for a psychologist authorizing autonomous practice.
 2. Certificate of registration for a psychologist authorizing interim autonomous practice.
 3. Certificate of registration for a psychologist authorizing supervised practice.
 4. Certificate of registration for a psychological associate authorizing autonomous practice.
 5. Certificate of registration for a psychological associate authorizing interim autonomous practice.
 6. Certificate of registration for a psychological associate authorizing supervised practice.
 7. Certificate of registration for a behaviour analyst authorizing autonomous practice.
 8. Certificate of registration for a behaviour analyst authorizing supervised practice.
 9. Academic certificate of registration.
 10. Inactive certificate of registration.
 11. Retired certificate of registration.
 12. Temporary emergency certificate of registration. O. Reg. 74/15, s. 1; O. Reg. 297/23, s. 1.

Application

2. A person may apply for the issue of a certificate of registration by submitting an application to the Registrar together with the application fee required under the by-laws.

Requirements for issuance

3. The following are registration requirements for all certificates of registration:
 1. The applicant must provide details of any of the following that relate to the applicant:
 - i. A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.
 - ii. A finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
 - iii. A current proceeding for professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
 2. The applicant must be able, with reasonable fluency, to speak and write either English or French.
 3. The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of the profession.

Terms, etc., of every certificate

4. It is a condition of a certificate of registration that the member provide the College with details of any of the following that relate to the member and that occur or arise after the registration of the member:

1. A conviction for any offence.

2. A finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
3. A proceeding for professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
4. A finding of professional negligence or malpractice in any jurisdiction.
5. A proceeding in any jurisdiction in which the member is alleged to have committed professional negligence or malpractice that is in relation to the practice of a health profession.

CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGIST AUTHORIZING AUTONOMOUS PRACTICE

Certificates of registration for a psychologist authorizing autonomous practice

5. (1) Subject to subsections (2) to (6), to qualify for a certificate of registration for a psychologist authorizing autonomous practice, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must have obtained a doctoral degree,
 - i. from a psychology program that is accredited by the Canadian Psychological Association or by another accrediting body that has been approved by Council for that purpose,
 - ii. from a psychology program that is considered by a panel of the Registration Committee to be equivalent to a program described in subparagraph i, or
 - iii. from a psychology program that is offered by an educational institution outside of Canada or the United States of America and that is considered by a panel of the Registration Committee to be substantially similar to a program described in subparagraph i.
2. The applicant must have completed a minimum of 1,500 hours of postdoctoral supervised practice approved by the Registrar or a panel of the Registration Committee and performed while being a member holding a certificate of registration for a psychologist authorizing supervised practice and while under the supervision of a member who meets the requirements in subsection 12 (3).
3. The applicant must have passed the Examination for Professional Practice in Psychology administered by the Association of State and Provincial Psychology Boards or one or more other examinations of knowledge or competence set or approved by the Council or by a body that is approved by the Council for that purpose.
4. The applicant must have passed the oral examination set or approved by the Council.
5. The applicant must have passed the Jurisprudence and Ethics Examination set or approved by the Council.
6. The applicant must have completed all further professional training or experience that, in the opinion of a panel of the Registration Committee, is required to ensure the competence of the applicant for autonomous practice as a psychologist in their intended area of practice.

(2) An applicant who has obtained a doctoral degree from a psychology program described in subparagraph 1 iii of subsection (1) shall not be considered to have met the requirements of paragraph 1 of subsection (1) unless the applicant has successfully completed such further assessment, training or supervised experience, if any, which, in the opinion of a panel of the Registration Committee, is required to ensure that the applicant has competencies equivalent to those of an applicant who has obtained a doctoral degree from a program described in subparagraph 1 i of subsection (1).

(3) An applicant who, at the time of application, is registered or licensed to practise in a jurisdiction outside of Canada is not required to meet the requirements in paragraphs 1, 2, 3, 4 and 6 of subsection (1) if the following requirements are met:

1. The applicant must be registered as a psychologist in good standing in a jurisdiction,
 - i. with which the College has a reciprocity agreement as of the date of the application, or
 - ii. that is considered by a panel of the Registration Committee to have registration requirements equivalent to those of the College for the issuance of a certificate of registration for a psychologist authorizing autonomous practice.
2. The applicant must have attended an interview conducted by a panel of interviewers appointed by the Registrar and been assessed by that panel as being competent to practise in the area of the profession that they intend to practise in.
3. Where the applicant is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychologist authorizing autonomous practice at any time during the 24-month period preceding their application, the applicant must meet any further requirement to undertake, obtain or undergo any additional training, experience, examinations or assessments that, in the opinion of a panel of the Registration Committee, are required to ensure the competence of the applicant for autonomous practice as a psychologist in their intended area of practice.

- (4) Where an applicant is a member in good standing holding an Academic certificate of registration, the Registrar shall issue that member a certificate of registration for a psychologist authorizing autonomous practice if the member,
- was, at the time of being issued their Academic certificate of registration, a member holding a certificate of registration for a psychologist authorizing autonomous practice;
 - applies, in writing, to the Registrar for a certificate of registration for a psychologist authorizing autonomous practice not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a psychologist authorizing autonomous practice; and
 - has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the proposed practice areas.
- (5) Where an applicant is a member in good standing holding an Inactive certificate of registration, the Registrar shall issue that member a certificate of registration for a psychologist authorizing autonomous practice if the member,
- was, at the time of being issued their Inactive certificate of registration, a member holding a certificate of registration for a psychologist authorizing autonomous practice;
 - applies, in writing, to the Registrar for a certificate of registration for a psychologist authorizing autonomous practice not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a psychologist authorizing autonomous practice; and
 - has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the proposed practice areas.
- (6) Where an applicant is a member in good standing holding a Retired certificate of registration, the Registrar shall issue that member a certificate of registration for a psychologist authorizing autonomous practice if the member,
- was, at the time of being issued their Retired certificate of registration, a member holding a certificate of registration for a psychologist authorizing autonomous practice;
 - applies, in writing, to the Registrar for a certificate of registration for a psychologist authorizing autonomous practice no more than 24 months after the member was issued a Retired certificate of registration and not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a psychologist authorizing autonomous practice; and
 - has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the proposed practice areas.

Labour mobility

6. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a psychologist authorizing autonomous practice, the applicant is deemed to have met the requirements set out in paragraphs 1, 2, 3, 4 and 6 of subsection 5 (1) of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychologist in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychologist authorizing autonomous practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

7. It is a term, condition and limitation of every certificate of registration for a psychologist authorizing autonomous practice that the member shall practise the profession only within,

- practice areas of the profession that are authorized for that member by the Registrar or a panel of the Registration Committee; or
- other practice areas where the member's practice is performed under the supervision of a member who is authorized by the Registrar or a panel of the Registration Committee to practise in the relevant practice areas and who holds either a

certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.

CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGIST AUTHORIZING INTERIM AUTONOMOUS PRACTICE

Certificates of registration for a psychologist authorizing interim autonomous practice

8. To qualify for a certificate of registration for a psychologist authorizing interim autonomous practice, it is a non-exemptible requirement that the applicant be registered as a psychologist in good standing in a jurisdiction,

- (a) with which the College has a written reciprocity agreement as of the date of the applicant's application; or
- (b) that is considered by a panel of the Registration Committee to have registration requirements equivalent to those of the College for a certificate of registration for a psychologist authorizing autonomous practice.

Labour mobility

9. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a psychologist authorizing interim autonomous practice, the applicant is deemed to have met the requirements set out in section 8 of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychologist in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychologist authorizing interim autonomous practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

10. It is a term, condition and limitation of every certificate of registration for a psychologist authorizing interim autonomous practice that the member shall practise the profession only within,

- (a) practice areas of the profession that are authorized for the member by the Registrar or a panel of the Registration Committee; or
- (b) other practice areas where the member's practice is performed under the supervision of a member who is authorized by the Registrar or a panel of the Registration Committee to practise in the relevant practice areas and who holds either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.

Expiry

11. A certificate of registration for a psychologist authorizing interim autonomous practice expires 12 months after the date on which it was issued.

CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGIST AUTHORIZING SUPERVISED PRACTICE

Certificates of registration for a psychologist authorizing supervised practice

12. (1) To qualify for a certificate of registration for a psychologist authorizing supervised practice, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must have obtained a doctoral degree,
 - i. from a psychology program that is accredited by the Canadian Psychological Association or by another accrediting body that has been approved by the Council for that purpose,
 - ii. from a psychology program that is considered by a panel of the Registration Committee to be equivalent to a program described in subparagraph i, or
 - iii. from a psychology program that is offered by an educational institution outside of Canada or the United States of America and that is considered by a panel of the Registration Committee to be substantially similar to a program described in subparagraph i.

2. The applicant must provide to the College a signed undertaking from two supervisors in which the supervisors undertake to train the proposed member and supervise and evaluate the proposed member's practice and to provide reports in the form and manner as specified by the Registrar or a panel of the Registration Committee.

(2) An applicant who has obtained a doctoral degree from a psychology program described in subparagraph 1 iii of subsection (1) shall not be considered to have met the requirements of paragraph 1 of subsection (1) unless the applicant has successfully completed such further assessment, training or supervised experience, if any, which, in the opinion of a panel of the Registration Committee, is required to ensure that the applicant has competencies equivalent to those of an applicant who has obtained a doctoral degree from a program described in subparagraph 1 i of subsection (1).

(3) A signed undertaking shall not be considered as satisfying the requirement in paragraph 2 of subsection (1) unless each proposed supervisor who signed the undertaking meets all of the following requirements:

1. They must be a member holding either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.
2. Their certificate of registration must not be subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practise proceeding.
3. They must not be the subject of any ongoing disciplinary proceeding or fitness to practise proceeding.
4. They must be authorized by the Registrar or a panel of the Registration Committee to practise in the same practice areas and with the same client groups as those of the individual who is to be under their supervision.

Labour mobility

13. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a psychologist authorizing supervised practice, the applicant is deemed to have met the requirements set out in paragraph 1 of subsection 12 (1) of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychologist in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychologist authorizing supervised practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

14. It is a term, condition and limitation of every certificate of registration for a psychologist authorizing supervised practice that the member shall practise the profession only under the supervision of a supervisor who is approved for that purpose by the Registrar or a panel of the Registration Committee.

Expiry

15. A certificate of registration for a psychologist authorizing supervised practice expires on the date set out on the certificate, which date shall be no earlier than 12 months after the date the certificate of registration was issued and no more than 24 months after the date the certificate of registration was issued.

CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGICAL ASSOCIATE AUTHORIZING AUTONOMOUS PRACTICE

Certificates of registration for a psychological associate authorizing autonomous practice

16. (1) Subject to subsections (2) to (8), to qualify for a certificate of registration for a psychological associate authorizing autonomous practice, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must have obtained a master's degree from a psychology program which,
 - i. is offered at an institution that is,
 - A. a Canadian institution that is legally authorized to grant the degree,
 - B. an institution in the United States of America that is accredited,

1. by an accrediting body recognized by the United States Secretary of Education as a reliable authority concerning the quality of education or training offered by institutions of higher learning, or
 2. by another accrediting body approved by Council, or
 - C. an institution that is based in a country other than Canada or the United States of America that is considered to be equivalent to an institution described in sub-subparagraph A,
 1. by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services, or
 2. by another foreign credential evaluation service approved by Council,
 - ii. requires as a prerequisite for admission to the program that the applicant have taken a minimum of 576 hours of undergraduate instruction in psychology, and
 - iii. includes,
 - A. at least 36 hours of instruction in each of the areas of,
 1. psychological assessment,
 2. psychological intervention,
 3. professional ethics and standards for psychology,
 4. research design, methodology and statistics,
 5. biological bases of behaviour,
 6. social bases of behaviour,
 7. cognitive-affective bases of behaviour, and
 8. psychology of the individual,
 - B. a supervised psychology practicum or psychology internship, and
 - C. at least one academic year of full-time resident graduate study and training or the equivalent in part-time resident graduate study and training.
 2. Following the awarding of the degree described in paragraph 1, the applicant must have performed at least 6,000 hours of practice of the profession over at least four years while under the supervision of a member holding either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.
 3. The applicant must have performed, while being a member holding a certificate of registration for a psychological associate authorizing supervised practice, at least 1,500 hours of practice of the profession while under the supervision of a member who meets the requirements in subsection 23 (2).
 4. The applicant must have passed the Examination for Professional Practice in Psychology administered by the Association of State and Provincial Psychology Boards or one or more other examinations of knowledge or competence set or approved by the Council or by a body that is approved by the Council for that purpose.
 5. The applicant must have passed the oral examination set or approved by the Council.
 6. The applicant must have passed the Jurisprudence and Ethics Examination set or approved by the Council.
 7. The applicant must have completed all further professional training or experience that, in the opinion of a panel of the Registration Committee, is required to ensure the competence of the applicant for autonomous practice as a psychological associate in their intended area of practice.
- (2) An institution shall only be considered as meeting the requirements of sub-subparagraph 1 i C of subsection (1) where the degree has been evaluated by the foreign credential evaluation service referred to in that sub-subparagraph as being equivalent in level to a master's degree offered at a university in Canada.
- (3) Where an applicant has a master's degree from a psychology program that meets the requirements in subparagraphs 1 i and ii of subsection (1), but that does not meet the requirements set out in subparagraph 1 iii of that subsection, the applicant shall be considered to have met the requirements in subparagraph 1 iii of that subsection if,
- (a) the program is considered by a panel of the Registration Committee to be substantially similar, but not equivalent, to a program that meets the requirements; and
 - (b) the applicant successfully completes the additional education or training, if any, that is specified by a panel of the Registration Committee.

(4) It is sufficient compliance with subparagraph 1 iii of subsection (1) if the hours of instruction described in sub-sub-paragraphs A 5 to 8 of that subparagraph are taken, in whole or in part, at an undergraduate level beyond that of a first-year course.

(5) Where, at the time of application, an applicant is registered or licensed to practise in a jurisdiction outside of Canada, they do not have to meet the requirements in paragraphs 1, 2, 3, 4, 5 and 7 of subsection (1) if the following requirements are met:

1. The applicant must be registered as a psychological associate in good standing in a jurisdiction,
 - i. with which the College has a reciprocity agreement as of the date of the applicant's application, or
 - ii. that is considered by a panel of the Registration Committee to have registration requirements equivalent to those of the College for the issuance of a certificate of registration for a psychological associate authorizing autonomous practice.
2. The applicant must have attended an interview conducted by a panel of interviewers appointed by the Registrar and been assessed by that panel as being competent to practise in the area of the profession that they intend to practise in.
3. Where the applicant is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychological associate authorizing autonomous practice at any time during the 24-month period preceding their application, the applicant must meet any further requirement to undertake, obtain or undergo any additional training, experience, examinations or assessments that, in the opinion of a panel of the Registration Committee, is required to ensure the competence of the applicant for autonomous practice as a psychological associate in their intended area of practice.

(6) Where an applicant is a member in good standing holding an Academic certificate of registration, the Registrar shall issue that member a certificate of registration for a psychological associate authorizing autonomous practice if the member,

- (a) was, at the time of being issued their Academic certificate of registration, a member holding a certificate of registration for a psychological associate authorizing autonomous practice;
- (b) applies, in writing, to the Registrar for a certificate of registration for a psychological associate authorizing autonomous practice not less than 60 days before the applicant proposes to begin practising as a member holding a certificate of registration for a psychological associate authorizing autonomous practice; and
- (c) has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel are required to ensure current competence in the proposed practice areas.

(7) Where an applicant is a member in good standing holding an Inactive certificate of registration, the Registrar shall issue that member a certificate of registration for a psychological associate authorizing autonomous practice if the member,

- (a) was, at the time of being issued their Inactive certificate of registration, a member holding a certificate of registration for a psychological associate authorizing autonomous practice;
- (b) applies, in writing, to the Registrar for a certificate of registration for a psychological associate authorizing autonomous practice not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a psychological associate authorizing autonomous practice; and
- (c) has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the proposed practice areas.

(8) Where an applicant is a member in good standing holding a Retired certificate of registration, the Registrar shall issue that member a certificate of registration for a psychological associate authorizing autonomous practice if the member,

- (a) was, at the time of being issued their Retired certificate of registration, a member holding a certificate of registration for a psychological associate authorizing autonomous practice;
- (b) applies, in writing, to the Registrar for a certificate of registration for a psychological associate authorizing autonomous practice no more than 24 months after the member was issued a Retired certificate of registration and not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a psychological associate authorizing autonomous practice; and
- (c) has satisfied the conditions imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the proposed practice areas.

Labour mobility

17. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a psychological associate authorizing autonomous practice, the applicant is deemed to have met the requirements set out in paragraphs 1, 2, 3, 4, 5 and 7 of subsection 16 (1).

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychological associate in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychological associate authorizing autonomous practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

18. It is a term, condition and limitation of every certificate of registration for a psychological associate authorizing autonomous practice that the member shall practise the profession only within,

- (a) practice areas of the profession that are authorized for that member by the Registrar or a panel of the Registration Committee; or
- (b) other practice areas where the member's practice is performed under the supervision of a member who is authorized by the Registrar or a panel of the Registration Committee to practise in the relevant practice areas and who holds either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.

CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGICAL ASSOCIATE AUTHORIZING INTERIM AUTONOMOUS PRACTICE

Certificates of registration for a psychological associate authorizing interim autonomous practice

19. To qualify for a certificate of registration for a psychological associate authorizing interim autonomous practice, it is a non-exemptible requirement that the applicant be registered as a psychological associate in good standing in a jurisdiction,

- (a) with which the College has a written reciprocity agreement as of the date of the applicant's application; or
- (b) that is considered by a panel of the Registration Committee to have requirements equivalent to those of the College for a certificate of registration for a psychological associate authorizing autonomous practice.

Labour mobility

20. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a psychological associate authorizing interim autonomous practice, the applicant is deemed to have met the requirements set out in section 19 of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychological associate in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychological associate authorizing interim autonomous practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

21. It is a term, condition and limitation of every certificate of registration for a psychological associate authorizing interim autonomous practice that the member shall practise the profession only within,

- (a) practice areas of the profession that are authorized for that member by the Registrar or a panel of the Registration Committee; or
- (b) other practice areas where the member's practice is performed under the supervision of a member who is authorized by the Registrar or by a panel of the Registration Committee to practise in the relevant practice areas and who holds either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.

Expiry

22. A certificate of registration for a psychological associate authorizing interim autonomous practice expires 12 months after the date on which it was issued.

CERTIFICATES OF REGISTRATION FOR A PSYCHOLOGICAL ASSOCIATE AUTHORIZING SUPERVISED PRACTICE

Certificates of registration for a psychological associate authorizing supervised practice

23. (1) To qualify for a certificate of registration for a psychological associate authorizing supervised practice, an applicant must comply with the following non-exemptible registration requirements:

1. Meeting the requirements in paragraphs 1 and 2 of subsection 16 (1).
 2. Having provided to the College a signed undertaking from two supervisors in which the supervisors undertake to train the proposed member and supervise and evaluate the proposed member's practice and to provide reports in the form and manner as specified by the Registrar or a panel of the Registration Committee.
- (2) A signed undertaking shall not be considered as satisfying the requirement in paragraph 2 of subsection (1) unless each proposed supervisor who signed the undertaking meets all of the following requirements:
1. They must be a member holding either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice.
 2. Their certificate of registration must not be subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practise proceeding.
 3. They must not be the subject of any ongoing disciplinary or fitness to practise proceeding.
 4. They must be authorized by the Registrar or a panel of the Registration Committee to practise in the same practice areas and with the same client groups as those of the individual who is to be under their supervision.

Labour mobility

24. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a psychological associate authorizing supervised practice, the applicant is deemed to have met the requirements set out in paragraph 1 of subsection 23 (1) of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychologist in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology to the extent that would be permitted by a certificate of registration for a psychological associate authorizing supervised practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

25. It is a term, condition and limitation of every certificate of registration for a psychological associate authorizing supervised practice that the member shall practise the profession only under the supervision of a supervisor who is approved for that purpose by the Registrar or a panel of the Registration Committee.

Expiry

26. A certificate of registration for a psychological associate authorizing supervised practice expires on the date set out on the certificate which date shall be no earlier than 12 months after the date the certificate of registration was issued and no more than 24 months after the date the certificate of registration was issued.

CERTIFICATES OF REGISTRATION FOR A BEHAVIOUR ANALYST AUTHORIZING AUTONOMOUS PRACTICE

Certificates of registration for a behaviour analyst authorizing autonomous practice

27. (1) Subject to subsections (2) to (6), to qualify for a certificate of registration for a behaviour analyst authorizing autonomous practice, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must have obtained,
 - i. a post-graduate degree, at a minimum master's level, from a Canadian institution that is legally authorized to grant the degree and have successfully completed coursework in behaviour analysis recognized by a body approved by the Council for that purpose,
 - ii. a post-graduate degree, at a minimum master's level, that is considered by a panel of the Registration Committee to be equivalent to a degree described in subparagraph i, and have successfully completed coursework in behaviour analysis recognized by a body approved by the Council for that purpose,
 - iii. a post-graduate degree, at a minimum master's level, from a program in behaviour analysis accredited by a body, and at an accreditation level, approved by the Council for that purpose, or
 - iv. education and training in behaviour analysis outside of Canada that is considered by a panel of the Registration Committee to be substantially similar to the requirements described in subparagraph i.
2. The applicant must have completed a minimum of 1,500 hours of supervised practice in applied behaviour analysis approved by the Registrar or a panel of the Registration Committee and performed while being a member holding a certificate of registration for a behaviour analyst authorizing supervised practice and while under the supervision of a member who meets the requirements in subsection 31 (3).
3. The applicant must have passed the examination of knowledge or competence set or approved by the Council or by a body that is approved by the Council for that purpose.
4. The applicant must have demonstrated successful completion of an assessment of Jurisprudence and Ethics knowledge in a manner or form approved by the Council.
5. The applicant must have completed all further professional training or experience that, in the opinion of a panel of the Registration Committee, is required to ensure the competence of the applicant for autonomous practice as a behaviour analyst.

(2) An applicant who has obtained a degree from a program described in subparagraph 1 iv of subsection (1) shall not be considered to have met the requirements of paragraph 1 of subsection (1) unless the applicant has successfully completed such further assessment, training or supervised experience, if any, which, in the opinion of a panel of the Registration Committee, is required to ensure that the applicant has competencies equivalent to those of an applicant who has obtained a post-graduate degree, at a minimum master's level, and completed required coursework in behaviour analysis as described in subparagraph 1 i of subsection (1).

(3) An applicant who, at the time of application, is registered, licensed or certified to practise applied behaviour analysis outside of Ontario, and who has been practising as a behaviour analyst at any point during the 24 months prior to submitting their application, is not required to meet the requirements in paragraphs 1, 2, 3 and 5 of subsection (1) if the following requirements are met:

1. The applicant must,
 - i. be registered as a behaviour analyst in good standing in a jurisdiction that is considered by a panel of the Registration Committee to have registration requirements equivalent to those of the College for the issuance of a certificate of registration for a behaviour analyst authorizing autonomous practice, or
 - ii. be certified by a body that is approved by Council for that purpose with a certification type and status approved by Council and is in good standing with that body as of the date of the application.
2. It is a non-exemptible registration requirement that an applicant referred to in subparagraph 1 i provide one or more certificates, letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a behaviour analyst in every jurisdiction where the applicant holds an out-of-province certificate.
3. It is a non-exemptible registration requirement that an applicant referred to in subparagraph 1 ii provide one or more certificates, letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a behaviour analyst with the certification body approved by the Council for that purpose.
4. The applicant must have attended an interview conducted by a panel of interviewers appointed by the Registrar and been assessed by that panel as being competent to practise the profession.

5. Where the applicant is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of applied behaviour analysis to the extent that would be permitted by a certificate of registration for a behaviour analyst authorizing autonomous practice at any time during the 24-month period preceding their application, the applicant must meet any further requirement to undertake, obtain or undergo any additional training, experience, examinations or assessments that, in the opinion of a panel of the Registration Committee, are required to ensure the competence of the applicant for autonomous practice as a behaviour analyst.
- (4) Where an applicant is a member in good standing holding an Academic certificate of registration, the Registrar shall issue that member a certificate of registration for a behaviour analyst authorizing autonomous practice if the member,
- was, at the time of being issued their Academic certificate of registration, a member holding a certificate of registration for a behaviour analyst authorizing autonomous practice;
 - applies, in writing, to the Registrar for a certificate of registration for a behaviour analyst authorizing autonomous practice not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a behaviour analyst authorizing autonomous practice; and
 - has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the practice of applied behaviour analysis.
- (5) Where an applicant is a member in good standing holding an Inactive certificate of registration, the Registrar shall issue that member a certificate of registration for a behaviour analyst authorizing autonomous practice if the member,
- was, at the time of being issued their Inactive certificate of registration, a member holding a certificate of registration for a behaviour analyst authorizing autonomous practice;
 - applies, in writing, to the Registrar for a certificate of registration for a behaviour analyst authorizing autonomous practice not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a behaviour analyst authorizing autonomous practice; and
 - has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the practice of applied behaviour analysis.
- (6) Where an applicant is a member in good standing holding a Retired certificate of registration, the Registrar shall issue that member a certificate of registration for a behaviour analyst authorizing autonomous practice if the member,
- was, at the time of being issued their Retired certificate of registration, a member holding a certificate of registration for a behaviour analyst authorizing autonomous practice;
 - applies, in writing, to the Registrar for a certificate of registration for a behaviour analyst authorizing autonomous practice no more than 24 months after the member was issued a Retired certificate of registration and not less than 60 days before the applicant proposes to start practising as a member holding a certificate of registration for a behaviour analyst authorizing autonomous practice; and
 - has satisfied the conditions, if any, imposed by a panel of the Registration Committee which, in the opinion of the panel, are required to ensure current competence in the practice of applied behaviour analysis.

Labour mobility

28. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a behaviour analyst authorizing autonomous practice, the applicant is deemed to have met the requirements set out in paragraphs 1, 2, 3, and 5 of subsection 27 (1) of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a behaviour analyst in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of applied behaviour analysis to the extent that would be permitted by a certificate of registration for a behaviour analyst authorizing autonomous practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

29. It is a term, condition and limitation of every certificate of registration for a behaviour analyst authorizing autonomous practice that the member shall practise the profession only within the areas of applied behaviour analysis in which the member has knowledge, skill and judgement.

Transitional

30. For the first 24 months after the day this section comes into force, the following apply to an applicant described in paragraph 1 or paragraph 2, as the case may be:

1. Paragraphs 1, 2, and 3 of subsection 27 (1) do not apply in respect of an application for a certificate of registration for a behaviour analyst authorizing autonomous practice where the applicant was certified by a body that is approved by the Council for that purpose with a certification type and status approved by the Council by the date this section comes into force and is in good standing with that body.
2. Paragraphs 1 and 2 of subsection 27 (1) do not apply in respect of an application for certificate of registration for a behaviour analyst authorizing autonomous practice where the applicant who made the application had been practising as a behaviour analyst at any point within or during the three years prior to this section coming into force and meets the following additional non-exemptible requirements:
 - i. The applicant must have engaged in practice in Canada, or in a jurisdiction outside Canada that regulates behaviour analysts, within the scope of practice of applied behaviour analysis, for at least 1,500 hours during the four-year period that immediately preceded the date that the applicant submitted their application.
 - ii. The applicant must provide evidence satisfactory to the Registrar or the Registration Committee of competence to practise as a behaviour analyst responsible for independent clinical decision-making.

CERTIFICATES OF REGISTRATION FOR A BEHAVIOUR ANALYST AUTHORIZING SUPERVISED PRACTICE

Certificates of registration for a behaviour analyst authorizing supervised practice

31. (1) To qualify for a certificate of registration for a behaviour analyst authorizing supervised practice, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant meets the requirements set out in paragraph 1 of subsection 27 (1).
2. The applicant must provide to the College a signed undertaking from a supervisor in which the supervisor undertakes to train the proposed member and supervise and evaluate the proposed member's practice and to provide reports in the form and manner as specified by the Registrar or a panel of the Registration Committee.

(2) An applicant who has obtained a degree from a program described in subparagraph 1 iv of subsection 27 (1) shall not be considered to have met the requirements of paragraph 1 of subsection (1) of this section unless the applicant has successfully completed such further assessment, training or supervised experience, if any, which, in the opinion of a panel of the Registration Committee, is required to ensure that the applicant has competencies equivalent to those of an applicant who has obtained a degree from a program described in subparagraph 1 i of subsection 27 (1).

(3) A signed undertaking shall not be considered as satisfying the requirement in paragraph 2 of subsection (1) unless the proposed supervisor who signed the undertaking meets all of the following requirements:

1. They must be a member who holds a certificate of registration for a behaviour analyst authorizing autonomous practice or, for the first 24 months after this section comes into force, an individual who provides evidence satisfactory to the Registration Committee that they meet the requirements for a certificate of registration authorizing autonomous practice.
2. Their certificate of registration must not be subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practise proceeding.
3. They must not be the subject of any ongoing disciplinary proceeding or fitness to practise proceeding.
4. They must meet any other requirements established by the College to ensure competence in supervision.

Labour mobility

32. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a certificate of registration for a behaviour analyst authorizing supervised practice, the applicant is deemed to have met the requirements set out in paragraph 1 of subsection 31 (1) of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a behaviour analyst in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of applied behaviour analysis to the extent that would be permitted by a

certificate of registration for a behaviour analyst authorizing supervised practice at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

33. It is a term, condition and limitation of every certificate of registration for a behaviour analyst authorizing supervised practice that the member shall practise the profession only under the supervision of a supervisor who is approved for that purpose by the Registrar or a panel of the Registration Committee.

Expiry

34. A certificate of registration for a behaviour analyst authorizing supervised practice expires on the date set out on the certificate, which date shall be no earlier than 12 months after the date the certificate of registration was issued and no more than 24 months after the date the certificate of registration was issued.

ACADEMIC CLASS OF CERTIFICATES OF REGISTRATION

Academic class of certificates of registration

35. To qualify for an Academic certificate of registration, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must occupy a full-time or regular academic position on the faculty of an Ontario university, or in a degree program in behaviour analysis at an Ontario university or other Ontario post-secondary institution.
2. The applicant must be a member in good standing who holds either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice or a certificate of registration for a behaviour analyst authorizing autonomous practice and,
 - i. whose certificate of registration is not subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practise proceeding,
 - ii. who is not in default of any obligation to the College, including payment of the annual membership fee, and
 - iii. who is not the subject of any ongoing disciplinary or fitness to practise proceeding.

Labour mobility

36. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for an Academic certificate of registration, the applicant is deemed to have met the requirements set out in paragraph 2 of section 35 of this Regulation.

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a psychologist or behaviour analyst in every jurisdiction where the applicant holds an out-of-province certificate.

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of psychology or applied behaviour analysis to the extent that would be permitted by an Academic certificate of registration at any time in the two years immediately before the date of the applicant's application, the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee.

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 2 of section 3 if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph.

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code.

Terms, conditions and limitations

37. It is a term, condition and limitation of every Academic certificate of registration that the member not provide intervention, assessment or consultation services or, in the case of a behaviour analyst, applied behaviour analysis services, to individual clients, groups of clients or organizations and not supervise persons in providing those services.

INACTIVE CLASS OF CERTIFICATES OF REGISTRATION

Inactive class of certificates of registration

38. To qualify for an Inactive certificate of registration, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must submit their application to the Registrar not less than 60 days before the applicant intends to cease practising the profession.
2. The applicant must be a member in good standing who holds either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice, or a certificate of registration for a behaviour analyst authorizing autonomous practice and,
 - i. whose certificate of registration is not subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practise proceeding,
 - ii. who is not in default of any obligation to the College, including payment of the annual membership fee, and
 - iii. who is not the subject of any ongoing disciplinary or fitness to practise proceeding.

Terms, conditions and limitations

39. It is a term, condition and limitation of every Inactive certificate of registration that the member shall not practise the profession.

RETIRED CLASS OF CERTIFICATES OF REGISTRATION

Retired class of certificates of registration

40. To qualify for a Retired certificate of registration, an applicant must comply with the following non-exemptible registration requirements:

1. The applicant must submit their application to the Registrar not less than 60 days before the applicant intends to cease practising the profession.
2. The applicant must be a member in good standing who holds either a certificate of registration for a psychologist authorizing autonomous practice or a certificate of registration for a psychological associate authorizing autonomous practice, or a certificate of registration for a behaviour analyst authorizing autonomous practice and,
 - i. whose certificate of registration is not subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practise proceeding,
 - ii. who is not in default of any obligation to the College, including payment of the annual membership fee, and
 - iii. who is not the subject of any ongoing disciplinary or fitness to practise proceeding.

Terms, conditions and limitations

41. It is a term, condition and limitation of every Retired certificate of registration that the member shall not practise the profession.

TEMPORARY EMERGENCY CLASS OF CERTIFICATES OF REGISTRATION

Temporary emergency class of certificates of registration

42. The following are non-exemptible registration requirements for a certificate of registration as a psychologist or psychological associate [or behaviour analyst](#) in the temporary emergency class:

1. The Minister must have requested that the College initiate registrations under this class based on the Minister's opinion that emergency circumstances call for it or the Council must have determined, after taking into account all of the relevant circumstances that impact the ability of applicants to meet the ordinary registration requirements, that there are emergency circumstances, and that it is in the public interest that the College issue emergency certificates.
2. The member must hold,
 - i. a certificate of registration that authorizes the applicant to practise the profession in another Canadian jurisdiction,
 - ii. an Inactive Class of Certificate of Registration that has been in effect for less than two years, or
 - iii. a Retired Class of Certificate of Registration that has been in effect for less than two years. O. Reg. 297/23, s. 2.

Terms, conditions and limitations

43. The following are the conditions of a certificate of registration in the temporary emergency class:

1. The member must practise the profession only within the scope of their skills, knowledge and judgment.

2. The member must attest that they have familiarized themselves with the provisions of Ontario Regulation ~~801/93~~193/23 (Professional Misconduct) made under the Act and the College's Standards of Professional Practice and agree to practice in compliance with these.
3. The member must maintain professional liability insurance in the amount and in the form required by the by-laws.
4. The member must promptly and, in any event, within five business days, advise the College in writing if the member ceases to be a Canadian citizen or permanent resident of Canada or to have authorization under the *Immigration and Refugee Protection Act* (Canada) permitting the member to engage in the practice of psychology in Ontario.
5. The member may only use the title "Temporary Emergency Psychologist" or "Temporary Emergency Psychological Associate" or "Temporary Emergency Behaviour Analyst" or the designations "C.Psych. (temporary emergency class)" or "C.Psych.Assoc. (temporary emergency class)" or "R.B.A. (Ont.) (temporary emergency class)" or a variation or equivalent in another language. O. Reg. 297/23, s. 2.

Expiry, movement to psychologist authorizing autonomous practice class or psychological associate authorizing autonomous practice class or behaviour analyst authorizing autonomous practice class

44. (1) Unless stated otherwise on the certificate, a certificate of registration in the temporary emergency class expires one year after it is issued unless it is renewed. O. Reg. 297/23, s. 2.

(2) Unless stated otherwise on the certificate, a renewed certificate of registration in the temporary emergency class expires one year after it is issued unless it is renewed again. O. Reg. 297/23, s. 2.

(3) Despite subsections (1) and (2), a certificate of registration in the temporary emergency class expires six months after the date the Council determines that the emergency circumstances referred to in paragraph 1 of section 33.1 have ended. O. Reg. 297/23, s. 2.

(4) A person who holds a temporary emergency certificate of registration or who held a temporary emergency certificate of registration within the six months prior to applying may be issued a certificate of registration as a psychologist authorizing autonomous practice or a certificate of registration as a psychological associate authorizing autonomous practice, if they request, in writing, that the Registrar issue them a certificate of registration as a psychologist authorizing autonomous practice or a certificate of registration as a psychological associate authorizing autonomous practice. O. Reg. 297/23, s. 2.

(5) A person referred to in subsection (4) must successfully complete the Jurisprudence and Ethics Examination referred to in paragraph 5 of subsection 5 (1) within 12 months of issuance of the certificate of registration as a psychologist authorizing autonomous practice or the certificate of registration as a psychological associate authorizing autonomous practice unless they have previously successfully completed the required examination. O. Reg. 297/23, s. 2.

(6) A person who holds a temporary emergency certificate of registration or who held a temporary emergency certificate of registration within the six months prior to applying may be issued a certificate of registration as a behaviour analyst authorizing autonomous practice, if they request, in writing, that the Registrar issue them a certificate of registration as a behaviour analyst authorizing autonomous practice. O. Reg. 297/23, s. 2.

(7) A person referred to in subsection (6) must successfully complete the assessment of Jurisprudence and Ethics knowledge referred to in paragraph 4. of subsection 27 (1) within 12 months of issuance of the certificate of registration as a behaviour analyst authorizing autonomous practice unless they have previously successfully completed the required assessment. O. Reg. 297/23, s. 2.

EXPIRY, REINSTATEMENT, ETC.

Expiry on issuance of new certificate

45. (1) A person's certificate of registration expires immediately if the Registrar issues another certificate of registration to the person.

(2) Despite subsection (1), a person may hold a certificate of registration in each of the professions regulated by the College if they meet the registration requirements to practise as a psychologist or psychological associate and meet the registration requirements to practise as a behaviour analyst.

Reinstatement

46. If the Registrar suspends a member's certificate of registration pursuant to section 24 of the Health Professions Procedural Code for failure to pay a fee, the Registrar may lift the suspension within two years from the date of suspension on the payment of,

- (a) the fee the member failed to pay; and
- (b) all applicable fees and penalties required under the by-laws.

47. OMITTED (REVOKES OTHER REGULATIONS).

48. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

BRIEFING NOTE

2023.06.03C

DECEMBER 2023 COUNCIL MEETING

ONTARIO EXAMINATION FOR PROFESSIONAL PRACTICE IN APPLIED BEHAVIOUR ANALYSIS (OEPPABA)

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

TWO MOTIONS FOR CONSIDERATION

1. That the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) be approved as the standard examination for registration purposes, as required by the following section of O.Reg 193/23:
Section 27. (1) 3.: *“The applicant must have passed the examination of knowledge or competence set or approved by the Council or by a body that is approved by the Council for that purpose”.*
2. That a maximum of four (4) attempts be approved as the total number of times a candidate can attempt the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA).

Moved By TBD

PUBLIC INTEREST RATIONALE

The [Registration Regulation](#) of the [Psychology and Applied Behaviour Analysis Act, 2021](#), to be proclaimed on July 1, 2024, includes two Certificates of Registration for Behaviour Analysts: the Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, and the Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice.

Applicants who apply for a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice, or who apply for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice using Transitional Route #2, must successfully pass the College’s entry-to-practice examination, the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA).

An entry-to-practice examination helps to ensure public protection by requiring applicants to demonstrate entry-level knowledge requirements. To ensure that the examination reflects the College’s public interest mandate and to mitigate risk of harm to the public, the College engaged active professionals of Applied Behaviour Analysis (ABA) in the development of the examination.

BACKGROUND

The Registration Regulation requires that the OEPPABA be approved by the College’s Council for registration purposes. In December 2020, the College struck the ABA Working Group, which is made up of College Council members, Behaviour Analysts and ABA educators. From December 2021 to May 2023, the ABA Working Group met twice a month to develop the appropriate registration requirements for new Behaviour Analyst graduates entering the practice for the first time, and for experienced Behaviour Analysts. The goal was to ensure that registered Behaviour Analysts have the necessary qualifications and

competencies to deliver safe, effective, and quality care to the Ontario public. Out of these discussions, the Registration Regulation emerged. Beginning on the date of proclamation on July 1, 2024, and for the first 24 months thereafter, eligible applicants will register under one of the following registration routes:

1. Transition Route #1: Active Board-Certified Behavior Analysts with the Behavior Analyst Certification Board (BACB) (expressed as BCBA, or BCBA-D for those with doctoral level certification) who are in good standing will qualify for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice once they successfully complete a Jurisprudence Module. The BACB is the foremost ABA certification board (non-regulator) in North America.
2. Transitional Route #2: Non-BCBA/BCBA-D Behaviour Analysts who have been working competently within the Scope of Practice of ABA and can demonstrate current practice of at least 1500 hours within the past 4 years will qualify for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice once they have successfully completed a Jurisprudence Module, **and an examination of knowledge or competence.**
3. Entry Level Route: Those who do not qualify under Transitional Route #1 must apply for and complete 1500 hours of supervised practice in Ontario, a Jurisprudence Module, and **an examination of knowledge or competence** in order to be issued a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.

On June 16, 2023, the College's Council approved the [Competency Profile and Blueprint](#) of the Ontario Examination for Professional Practice in ABA. The competency profile is based on the BACB's BCBA Test Content Outline (6th ed.), which has been adapted to reflect practice of the profession in Ontario. The content of the College's examination will adhere to this new competency profile, which represents knowledge, skills and attitudes identified as being important for Behaviour Analysts at entry-level and throughout their career. The Examination Blueprint provides information about the weighting of each domain on the examination.

A candidate who cannot demonstrate through the passing of the examination the entry-level knowledge or competence to practice ABA in Ontario, cannot proceed in the registration process indefinitely. Candidates will be permitted a maximum of four (4) attempts at the OEPPABA. This number is consistent with the number of attempts in psychology. Failure to pass the examination after four attempts will result in a refusal to register.

RISK

If the OEPPABA is not recommended to be approved by Council, then this would cause significant delays in the registration process for applicants who apply under Transitional Route #2 or the Entry-Level Route.

BUDGETARY IMPLICATIONS

Candidates seeking registration as a behaviour analyst under transitional route #2, or the entry-level route, will need to pay an entry-to-practice exam fee of \$400, which is expected to support cost recovery.

NEXT STEPS

Upon approval by Council, the College can begin to pre-register candidates for the first writing of the OEPPABA, which the College anticipates will be offered at least once prior to proclamation.

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

BRIEFING NOTE

2023.06.03D

DECEMBER 2023 COUNCIL MEETING

JURISPRUDENCE AND ETHICS COURSE AND ASSESSMENT IN APPLIED BEHAVIOUR ANALYSIS (JECAABA)

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

MOTION FOR CONSIDERATION

That the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) be approved as the standard assessment of Jurisprudence and Ethics knowledge for registration purposes; as required by the following section of O.Reg 193/23:

Section 27. (1) 4.: *“The applicant must have demonstrated successful completion of an assessment of Jurisprudence and Ethics knowledge in a manner or form approved by the Council”.*

Moved By TBD

PUBLIC INTEREST RATIONALE

The [Registration Regulation](#) of the [Psychology and Applied Behaviour Analysis Act, 2021](#), to be proclaimed on July 1, 2024, includes two Certificates of Registration for Behaviour Analysts: the Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, and the Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice. All applicants for registration as a Behaviour Analyst will be required to demonstrate successful completion of an assessment of Jurisprudence and Ethics knowledge, in a manner or form approved by Council.

The assessment of Jurisprudence and Ethics knowledge helps to ensure public protection by requiring applicants to demonstrate knowledge of the legislation, ethics, and standards relevant to the practice of applied behaviour analysis in Ontario. The content of the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) is adapted from the Jurisprudence course delivered by the Ontario Association for Behaviour Analysis (ONTABA). To ensure that the JECAABA reflects the College’s public interest mandate and to mitigate risk of harm to the public, the College has engaged active professionals of Applied Behaviour Analysis in the development of the course and assessment.

BACKGROUND

The Registration Regulation requires that applicants for a Certificate of Registration as a Behaviour Analyst complete an assessment of Jurisprudence and Ethics knowledge in a manner or form approved by the College’s Council.

In September 2023, the College struck an ABA sub-working group tasked with developing the content for the JECAABA. The content and structure of the JECAABA will conform to the attached blueprint, which determines the percentage of questions that fall into a particular content category. These percentages are based on the Jurisprudence and Ethics Exam blueprint for Psychology and have been adapted to accurately reflect the profession of applied behaviour analysis.

In the interest of transparency and public protection, the ABA Working Group reviewed the completed blueprint at their meeting on October 25, 2023. The overall feedback was that the blueprint appeared to have been developed in accordance with best practices.

The JECAABA will be available online through a Learning Management System (LMS) hosted by EnvisionIT. The LMS365 learning platform provides an accessible, user-friendly interface for course delivery. The LMS stores content and tracks user performance, which will allow for continuous improvement of the content and delivery of the JECAABA over time. Candidates will be permitted an unlimited number of attempts at the JECAABA. Successful completion of the JECAABA is a requirement for a Certificate of Registration Authorizing Autonomous Practice under transitional route provisions. Candidates for a Certificate of Registration Authorizing Supervised Practice must complete the JECAABA within one year of issuance of their certificate.

RISK

If the JECAABA is not recommended to be approved by Council, then this would cause significant delays in the registration process for applicants who apply for a Certificate of Registration as a Behaviour Analyst.

BUDGETARY IMPLICATIONS

All candidates seeking registration as a behaviour analyst will need to successfully complete the JECAABA. The fee for the JECAABA is set at \$200, which is expected to support cost recovery.

NEXT STEPS

Upon approval by Council, the College can begin to notify candidates of how to register for the course, once available. The College anticipates that the JECAABA will be open for candidates to complete prior to proclamation.

ATTACHMENTS

1. Jurisprudence and Ethics Course and Assessment in ABA Blueprint

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

Blueprint for Jurisprudence and Ethics Course and Assessment in ABA (JECAABA)

The assessment, which is proposed to be imbedded within the ABA Jurisprudence and Ethics Course, will be constructed to conform to the blueprint, below, which determines the percentage of questions that fall into a particular Content category. The percentages and percentage ranges that appear in the table below were designed to reflect the relative frequency with which they are represented in the work of Behaviour Analysts.

Activity	Average % of Course Content
Content	
Self-Regulation, Professionalism, and RHPA	20%
Informed Consent	15%
Managing Boundaries and Multiple Relationships	15%
Business-Professional Practice	10%
Confidentiality and Privacy	15%
Service Delivery, Feedback and Reports	15%
Supervision, Teaching and Research	10%
	100%

Content

Content areas are domains of legislation, regulations, standards of practice, and codes of ethics relevant to the practice of Applied Behaviour Analysis. There are seven Content Categories, defined below. The practice of the profession includes the activities of practice, research and teaching/supervision.

Self-Regulation, Professionalism, and RHPA

Professional self-regulation, fiduciary duty, and the public interest.

Professional behaviour in the practice of the profession. Courtesy, respectfulness, civility and sensitivity in interactions with clients, students, research participants, colleagues, members of other professions and disciplines, and the public. (For example: self-monitoring, cultural sensitivity, timeliness of response, clarity and tone of communications, sensitive communication of feedback.)

The RHPA, controlled acts, regulatory processes (reactive and pro-active) to protect the public, prevention of sexual abuse. Hierarchy of rules; legislation, regulations, standards of practice, guidelines, code of ethics.

Informed Consent

Informed consent in the context of the practice of the profession, and for the release of confidential information. Includes awareness of issues with respect to vulnerable populations. (For example: capacity, freedom of consent, adequacy of information provided, substitute decision-making, assent, use of consent forms; and knowledge of relevant legislation and regulations).

Managing Boundaries/Dual Relationships

Avoidance and management of dual and multiple relationships and the establishment and maintenance of boundaries, in the practise of the profession. (For example: conflicts of interest; unacceptable dual/multiple relationships; methods for managing dual/multiple relationships and conflicts of interest; appropriate boundaries; risk to boundaries; and knowledge of relevant legislation and regulations.)
Prevention of sexual abuse of clients.

Business-Professional Practices/Quality Assurance

Appropriate business practices related to the practice of the profession. (For example: advertising; use of title; billing practices; arrangements for absences; fiscal and personnel management; mandatory reporting responsibilities as manager or partner; quality management activities; ongoing continuing education practices; accountability to the College and other regulators, including College Quality Assurance Reports, response to College inquiries; required office safety inspections.)

Confidentiality/Privacy/Mandatory Reporting

Protections, security, and exceptions regarding privacy and maintaining confidentiality, as related to the practice of the profession. (For example: limitations on information to be collected; maintaining security of collected information; ownership of and rights to access stored confidential information; protection of privacy of third parties, duty to protect/warn; mandatory reporting of a child in need of protection; mandatory reporting of sexual abuse by regulated health professionals; and knowledge of relevant legislation and regulations.)

Service Delivery, Feedback and Reports

The process and procedures related to the practice of the profession. (For example: knowledge of the scope of practice of members and its relationship to other professionals; competence; risk-benefit analyses; adequacy of assessment tools and practices; awareness and appropriate management of biases and values.)

Providing accurate, clearer, objective and understandable feedback and reports regarding assessments, evaluations, and findings, as related to the practice of the profession. (For example: communicating a diagnosis; writing reports and articles that are clear, justifiable, and balanced; and attending to characteristics such as sensory impairments.)

Supervision, Teaching and Research

The process, procedures and responsibilities related to the practice of the profession. For example: supervision of those about to become members of the College (supervised practice certificate of registration), members of the regulated professions, unregulated individuals providing care to clients under the supervision of a member of the College.

BRIEFING NOTE

2023.06.03E

DECEMBER 2023 COUNCIL MEETING

PROFESSIONAL BODIES IN APPLIED BEHAVIOUR ANALYSIS

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

THREE MOTIONS FOR CONSIDERATION

1. That the Behavior Analyst Certification Board (BACB) be approved as the certification board, Board Certified Behaviour Analyst (BCBA) or Board Certified Behaviour Analyst-Doctoral (BCBA-D) be approved as the certification type, and the status be approved as active; as required by the following sections of O.Reg 193/23:
 - Section 27. (3) 1. (ii):** *“...be certified by a body that is approved by Council for that purpose with a certification type and status approved by Council...”*;
 - Section 27. (3) 3.:** *“... with the certification body approved by Council for that purpose.”*;
 - Section 30. 1.:** *“...certified by a body that is approved by the Council for that purpose with a certification type and status approved by the Council...”*

2. That the Association for Behavior Analysis International (ABAI) be approved as the body that recognizes coursework in applied behaviour analysis and accredits programs in applied behaviour analysis, and that a Tier 1-Accredited Degree Program with Experiential Education at the master’s level or higher, be approved as the accreditation level; as required by the following sections of O.Reg 193/23:
 - Section 27 (1) 1. (i) and (ii):** *“coursework in behaviour analysis recognized by a body approved by Council for that purpose”*;
 - Section 27. (1) 1. (iii):** *“program in behaviour analysis accredited by a body, and at an accreditation level, approved by the Council for that purpose”*.

3. That upon the commencement of its accreditation program, the Association of Professional Behavior Analysts (APBA) be approved as a body that accredits programs in applied behaviour analysis, and that a degree at the master’s level or higher be approved as the accreditation level; as required by the following sections of O.Reg 193/23:
 - Section 27 (1) 1. (i) and (ii):** *“coursework in behaviour analysis recognized by a body approved by Council for that purpose”*;
 - Section 27. (1) 1. (iii):** *“program in behaviour analysis accredited by a body, and at an accreditation level, approved by the Council for that purpose”*.

Moved By TBD

PUBLIC INTEREST RATIONALE

The [Registration Regulation](#) of the [Psychology and Applied Behaviour Analysis Act, 2021](#), proclaimed on July 1, 2024, includes two Certificates of Registration for Behaviour Analysts: the Certificate of Registration

for a Behaviour Analyst Authorizing Autonomous Practice, and the Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice. The Registration Requirements developed for Behaviour Analyst graduates entering the practice for the first time, and for experienced Behaviour Analysts, ensure that all registered Behaviour Analysts will have the necessary qualifications and competencies to deliver safe, effective, and quality care to the Ontario public.

Applicants who apply for a Certificate of Registration for a Behaviour Analyst using the temporary Transitional Route #1 will need to provide evidence of active BCBA or BCBA-D certification in good standing with the [Behavior Analyst Certification Board](#) (BACB). The BACB is the foremost ABA certification board (non-regulator) in North America.

Applicants who apply for a Certificate of Registration for a Behaviour Analyst using the Entry-Level Route must have a degree, at the master's level or higher, in behaviour analysis, or from a program that includes recognized coursework in behaviour analysis.

The [Association for Behavior Analysis International](#) (ABAI) is an international accreditation body for graduate-level degree programs in applied behaviour analysis. More recently, the ABAI has been verifying course sequences (VCS) for programs offering coursework in behaviour analysis. ABAI describes a VCS as "a set of courses that has been verified by ABAI as meeting specific coursework requirements, content hours, and faculty standards for the BACB's coursework requirements of the examination applications." In Ontario, Brock University and Western University offer master's programs with verified course sequences in behaviour analysis recognized by ABAI.

The Association of Professional Behavior Analysts (APBA) is currently creating an [accreditation program](#) for master's level degrees in behaviour analysis "that focus on training students to become scientist-practitioners in the profession of Applied Behavior Analysis (ABA) based services". In September 2023, the Behavior Analyst Certification Board [announced](#) that it will recognize APBA-accredited master's programs as leading to certification as a Board Certified Behavior Analyst (BCBA).

BACKGROUND

The College of Psychologists of Ontario has been working towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the [Psychology and Applied Behaviour Analysis Act, 2021](#). The Act creates the new health profession of Applied Behaviour Analysis with its own distinct scope of practice.

In December 2020, the College struck the ABA Working Group, made up of College Council members, Behaviour Analysts and ABA educators. Since December 2021, the ABA Working Group met each month to develop the appropriate registration requirements for new Behaviour Analyst graduates entering the practice for the first time, and for experienced Behaviour Analysts. Out of these discussions, the draft Registration Regulation emerged. There are three routes to registration:

1. Transitional Route #1: Active Board-Certified Behavior Analysts with the Behavior Analyst Certification Board (BACB) (expressed as BCBA, or BCBA-D for those with doctoral level certification) who are in good standing will qualify for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice once they successfully complete a Jurisprudence Module. The BACB is the foremost ABA certification board (non-regulator) in North America.
2. Transitional Route #2: Non-BCBA/BCBA-D Behaviour Analysts who have been working competently within the Scope of Practice of ABA and can demonstrate current practice of at least 1500 hours within the past 4 years will qualify for a Certificate of Registration for a Behaviour Analyst Authorizing

Autonomous Practice once they have successfully completed a Jurisprudence Module, and an examination of knowledge or competence.

3. Entry Level Route: Those who do not qualify under Transitional Route #1 must apply for and complete 1500 hours of supervised practice in Ontario, a Jurisprudence Module, and an examination of knowledge or competence in order to be issued a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.

On July 20, 2023, the Lieutenant Governor in Council approved the regulations, under the *Act*, for the profession of Applied Behaviour Analysis (ABA). The Act will be proclaimed effective July 1, 2024, when the College will change its name to the College of Psychologists and Behaviour Analysts of Ontario. After that date, only ABA practitioners who are registered with the College will be allowed to use the title “Behaviour Analyst” in Ontario.

RISK

If these bodies are not approved by Council, this would cause significant delays in the registration process. Namely, the College could not begin pre-registering Behaviour Analysts. This has the potential to cause major delays in service delivery of ABA services on the date of proclamation on July 1, 2024.

BUDGETARY IMPLICATIONS

None.

NEXT STEPS

Upon approval, the College will begin pre-registration of Behaviour Analysts under the three registration routes.

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

BRIEFING NOTE

2023.06.03F

DECEMBER 2023 COUNCIL MEETING

REGISTRATION GUIDELINES FOR BEHAVIOUR ANALYSTS

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

MOTION FOR CONSIDERATION

That the following Registration Guidelines for the profession of Applied Behaviour Analysis be approved:

- Registration Guidelines: Behaviour Analyst – Supervised Practice
- Registration Guidelines: Behaviour Analyst – Autonomous Practice (Transitional Route #1)
- Registration Guidelines: Behaviour Analyst – Autonomous Practice (Transitional Route #2)

Moved By TBD

PUBLIC INTEREST RATIONALE

The registration requirements for applicants for a Certificate of Registration as a Behaviour Analyst are outlined in the [Registration Regulation](#) of the [Psychology and Applied Behaviour Analysis Act, 2021](#), to be proclaimed on July 1, 2024. The purpose of this *Registration Guidelines* document is to expand upon the information in the Registration Regulation, providing further details about the requirements for registration, the registration process, and the application procedure. These registration requirements ensure that all registered Behaviour Analysts will have the necessary qualifications and competencies to deliver safe, effective, and quality care to the Ontario public. This document should help give applicants an idea of the steps involved in becoming a Behaviour Analyst and whether they are likely to meet the requirements for registration.

BACKGROUND

The College of Psychologists of Ontario has been working towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the *Psychology and Applied Behaviour Analysis Act, 2021*. Upon proclamation of the new *Act*, there will be two Certificates of Registration for Behaviour Analysts in Ontario:

1. Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.
2. Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice.

Beginning on July 1, 2024, and for the first 24 months thereafter, applicants can register using one of the following registration routes:

1. Transition Route #1: Active Board-Certified Behavior Analysts with the Behavior Analyst Certification Board (BACB) (expressed as BCBA, or BCBA-D for those with doctoral level certification) who are in good standing will qualify for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice once they successfully complete the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA).

2. Transitional Route #2: Non-BCBA/BCBA-D Behaviour Analysts who have been working competently within the Scope of Practice of ABA and can demonstrate current practice of at least 1500 hours within the past 4 years will qualify for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice once they have successfully completed the JECAABA, and the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA).
3. Entry Level Route: Those who do not qualify under Transitional Route #1 must apply for and complete: 1500 hours of supervised practice in Ontario, the JECAABA, and the OEPPABA, in order to be issued a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.

To avoid a service delivery disruption, the College intends on pre-registering Behaviour Analysts prior to proclamation of the *Act*. Further, it is important to state that Transitional Routes #1 and #2 will close on July 1, 2026, after the *Act* has been in force for 2 years. Therefore, it is important that the College circulates the Registration Guidelines to prospective Behaviour Analysts and other stakeholders so that they have a clear understanding of which route they may qualify under, and additional registration requirements they need to complete prior to proclamation of the *Act*.

In the interest of transparency and public protection, the Registration Committee reviewed the draft Registration Guidelines prior to Executive Committee review. The overall feedback from the Registration Committee was that the Registration Guidelines appeared appropriate.

In *Section H - Ontario Examination for Professional Practice in Applied Behaviour Analysis* of the Entry-Level Route Registration Guidelines (see also *Section F* of the Transitional Route #2 Guidelines) Council will note that the passing score for the examination has not been established.

Over the course of two full day meetings, scheduled on January 24th and January 29th, 2024, the ABA Examination Working Group will set the pass point for the exam using a psychometrically valid standard setting process, the Modified Angoff Procedure. Information about this approach can be found in the attached document, "The Process of Standard Setting", written by Meazure Learning.

RISK

If the Registration Guidelines are not recommended for approval by the Council, then there will be significant delays in communicating the registration requirements to prospective Behaviour Analysts. As the transitional routes are time-limited routes to registration, it will be paramount that Behaviour Analysts are aware of the College's requirements prior to proclamation of the *Act*. Further, this may impact the delivery of ABA services by reducing the availability of registered Behaviour Analysts.

BUDGETARY IMPLICATIONS

None.

NEXT STEPS

Upon approval the Registration Guidelines will then be made public via the College's website.

ATTACHMENTS

1. Proposed Registration Guidelines for Transitional Route #1
2. Proposed Registration Guidelines for Transitional Route #2
3. Proposed Registration Guidelines for the Entry-Level Route
4. Document – "The Process of Standard Setting" by Meazure Learning

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych. , Registrar & Executive Director

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
SECTIONS: A – INTRODUCTION, B – TERMS, & C – OVERVIEW OF REQUIREMENTS**

If you currently hold an active BCBA or BCBA-D certification in good standing with the [Behavior Analyst Certification Board](#) (BACB), you may apply for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice under Transitional Route #1.

Upon acceptance of your Transitional Route #1 application, you must successfully complete the College's Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA), following which the College will issue you with a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice in Ontario. Eligible applicants who apply and complete all the requirements for registration during the pre-registration period will receive their Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice on July 1, 2024, the date the new legislation comes into force.

Note: An applicant who cannot provide evidence of an active BCBA or BCBA-D certification in good standing with the BACB, should review the requirements for applying either via the Transitional Route #2 application or the Entry-Level Registration Route application.

A. INTRODUCTION

The purpose of this document is to expand upon the information in the Registration Regulation, providing further details about the requirements for registration, the application procedure, and the registration process for a certificate of registration for a Behaviour Analyst authorizing autonomous practice under Transitional Route #1.

If you currently hold an active BCBA or BCBA-D certification in good standing with the Behaviour Analyst Certification Board (BACB), and you are planning to work in Ontario, you may apply for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice under Transitional Route #1.

The availability to apply for registration via the Transitional Route option will be open until June 30, 2026. After this date, applicants may only apply for a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice using the Entry-Level Registration Route.

Note: Applicants who wish to receive their Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice on July 1, 2024, must submit their application no later than May 1, 2024. It is the applicant's responsibility to ensure that all required supporting documents are received by this date.

B. TERMS

Applicant: refers to someone who has applied for registration but has not yet had their application evaluated by the College;

Authorized Supervised Practice: refers to the required supervised practice undertaken by holders of a certificate for supervised practice;

Autonomous member: refers to a holder of a certificate authorizing autonomous practice;

Candidate: refers to a successful applicant, who at a minimum, has been formally advised by the College that they have met the academic requirements for registration, and who is in the process of meeting the remaining requirements;

College: refers to the College of Psychologists and Behaviour Analysts of Ontario;

Member: refers to a Psychologist, Psychological Associate, or Behaviour Analyst, registered by the College to practise either autonomously or under supervision;

Registration Regulation: refers to Ontario Regulation [193/23 Registration](#).

Supervised member: refers to a holder of a Certificate of Registration Authorizing Supervised Practice.

C. OVERVIEW OF REQUIREMENTS

Non-exemptible Registration Requirements:

In order to be registered to practice autonomously as a Behaviour Analyst under Transitional Route #1, the applicant must have:

- Submitted a completed Transitional Route #1 application form; and
- Provided a Vulnerable Sector Check issued within the last 6 months; and
- Provided an academic transcript(s) for the degree on which BCBA or BCBA-D certification is based; and
- Provided evidence of an active BCBA or BCBA-D certification in good standing with the [Behavior Analyst Certification Board](#) (BACB), and from any other jurisdiction or profession in which the applicant is or was previously regulated, licensed, or certified; and
- Successfully completed the College's Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA); and
- Paid the applicable fees.

OTHER REQUIREMENTS FOR ISSUANCE OF A CERTIFICATE OF REGISTRATION:

Good Character

All applicants to the College of Psychologists and Behaviour Analysts of Ontario are required to complete a Declaration of Good Character as part of their application. The Declaration of Good Character requires applicants to provide details about their past conduct. Information about the criteria used by the College when evaluating an applicant's Good Character is found in Appendix D of these guidelines.

Section 3. 1. of the [Registration Regulation](#) specifies that an applicant must provide details of any of the following that relate to the applicant:

- A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.
- A finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
- A current proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to the profession or another health profession.

Language Fluency

Section 3. 2. of the Registration Regulation specifies that an applicant must be able with reasonable fluency to speak and write either English or French.

Applicants may meet the requirement by:

1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest-level psychology or applied behaviour analysis degree was completed in either Canada, or the USA; or
2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest-level psychology or applied behaviour analysis degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or
3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant's highest-level psychology or applied behaviour analysis degree was completed in either English or French; or
4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of one test and test results will be considered valid for two years from the date the test was administered.

TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT – COLLEGE OF PSYCHOLOGISTS OF ONTARIO					
	English			French	
Test	TOEFL internet based test (iBT)	IELTS (Academic or General Training)	CELP/IP General	TEF (Test d'évaluation du français)	TCF (Test de connaissance du français pour le Canada)
Required score(s)	Writing: 27 Speaking: 24 Listening: 24 Reading: 24	Writing: 7 Speaking: 7 Listening: 7 Reading: 7	Writing: 8 Speaking: 8 Listening: 8 Reading: 8	Writing: 349 Speaking: 349 Listening: 280 Reading: 233	Writing: 12-13 Speaking: 12-13 Listening: 503-522 Reading: 499-523

OR

5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession of psychology or applied behaviour analysis (whichever is applicable) in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.

6. An applicant may be exempted from the requirement if they cannot meet it through the means described in 1., 2. or 4. above and has a documented disabilityⁱ that would affect their ability to meet the requirement by completing a standardized language fluency test, as described in 3. Such exemption will be considered on a case-by-case basis by the Registration Committee.

Eligibility to Work in Canada

Section 3.3. of the Registration Regulation, specifies that, in order to be issued with a certificate of registration the applicant must be a Canadian citizen, a permanent resident of Canada or authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of the profession. Applicants who are not citizens or permanent residents of Canada may meet the requirement by holding a valid work permit, for example. For information respecting authorization to work in Canada go to <http://www.cic.gc.ca/>.

ⁱ The [Access for Ontarians with Disabilities Act](#) defines “disability” as:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
SECTION D – REGISTRATION PROCESS (Transitional Route #1)**

The forms needed to apply for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice using Transitional Route #1 are found on the College's web site in the Applicants section.

The application form is completed online and may be printed for your records. The application fee of \$230.00 CAD is paid online immediately after submitting the application.

OFFICIAL CONFIRMATION FROM BEHAVIOR ANALYST CERTIFICATION BOARD (BACB) AND OTHER JURISDICTIONS

Applicants must arrange to have an official confirmation of their active BCBA or BCBA-D certification sent directly to the College from the Behavior Analyst Certification Board, and from any other jurisdictions in which they are either presently or formerly registered, licensed, or certified. **The College cannot accept such documents from the applicant themselves.**

WHEN AN APPLICATION IS CONSIDERED TO BE COMPLETE AND READY FOR REVIEW

An application is complete and ready for review when the application form, application fee, and all supporting documents specified in the application form have been received by the College. It is the responsibility of the applicant to ensure that all required documents have been received. A review cannot take place before all of the required documents have been received.

ISSUANCE OF A CERTIFICATE AUTHORIZING AUTONOMOUS PRACTICE

After initial review, where it is determined the applicant meets the non-exemptible registration requirements for a Behaviour Analyst Authorizing Autonomous Practice under Transitional Route #1, including the successful completion of the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA), the Registrar will proceed to issue a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.

During the pre-registration period, successful applicants will be notified via email of their eligibility for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice. Eligible applicants who have successfully completed the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) will receive their certificate on July 1, 2024, the date the [Psychology and Applied Behaviour Analyst Act, 2021](#) is proclaimed into law.

Note: Applicants who wish to receive their Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice on July 1, 2024, must submit their application no later than May 1, 2024. It is the applicant's responsibility to ensure that all required supporting documents are received by this date.

APPLICATION EXPIRY

At 11:59pm on June 30, 2026, the transitional routes to registration will close. After this date, all applicants will need to apply for registration using the Entry-Level Route application.

It is the responsibility of the applicant to track the status of their application. Applications are not kept by the College indefinitely. An application for registration as a Behaviour Analyst under one of the Transitional Routes that has not resulted in the issuance of a Certificate of Registration for a Behaviour Analyst

Authorizing Autonomous Practice will expire 24 months after proclamation, on July 1, 2026. The College will make reasonable efforts to contact the applicant by email prior to the date of application expiry.

The College will save an applicant's application form and any supporting documents for 5 years from the date of application expiry. At the end of the 5-year period, the information will be deleted.

Should the applicant re-apply for registration *before* the end of the 5-year period, they must submit a new application form and application fee to the College, and the College will endeavour to use whatever of the original documentation on file that is appropriate (e.g., transcripts). However, a confirmation of registration from another regulatory authority may need to be re-submitted.

In all cases, an applicant would be required to meet the College's requirements in effect at the time of their re-application.

Draft Transitional Route 1

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
SECTION E – JURISPRUDENCE AND ETHICS COURSE AND ASSESSMENT IN APPLIED BEHAVIOUR ANALYSIS**

The College's Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) is a required course that focuses on legislation, regulations, standards, guidelines, and codes of ethics, applicable to the practice of applied behaviour analysis in Ontario. The College administers the JECAABA through a learning system in the application portal. Only eligible applicants will be given access to the JECAABA. Once an applicant receives access to the JECAABA, the applicant has 60 days to successfully complete the course, including the assessments. Applicants who fail to complete the course within the 60-day period will lose their access to the course, including any progress made up until that date. It is the applicant's responsibility to contact the College to re-take the course and pay the access fee.

The JEE will not include questions based upon changes in legislation, regulations, standards, guidelines, and codes of ethics that occurred in the six months prior to the module's administration.

COMPOSITION OF THE JECAABA

Each course module will consist of a set of scenarios based on that module's topic, which are followed by assessment questions developed by subject matter experts.

JECAABA BLUEPRINT

Content

Content areas are domains of legislation, regulations, standards of practice, and codes of ethics relevant to the practice of Applied Behaviour Analysis. There are seven Content Categories, defined below. The practice of the profession includes the activities of practice, research and teaching/supervision.

Self-Regulation, Professionalism, and RHPA

Professional self-regulation, fiduciary duty, and the public interest.

Professional behaviour in the practice of the profession. Courtesy, respectfulness, civility and sensitivity in interactions with clients, students, research participants, colleagues, members of other professions and disciplines, and the public. (For example: self-monitoring, cultural sensitivity, timeliness of response, clarity and tone of communications, sensitive communication of feedback.)

The RHPA, controlled acts, regulatory processes (reactive and pro-active) to protect the public, prevention of sexual abuse. Hierarchy of rules; legislation, regulations, standards of practice, guidelines, code of ethics.

Informed Consent

Informed consent in the context of the practice of the profession, and for the release of confidential information. Includes awareness of issues with respect to vulnerable populations. (For example: capacity, freedom of consent, adequacy of information provided, substitute decision-making, assent, use of consent forms; and knowledge of relevant legislation and regulations).

Managing Boundaries/Dual Relationships

Avoidance and management of dual and multiple relationships and the establishment and maintenance of boundaries, in the practise of the profession. (For example: conflicts of interest; unacceptable

dual/multiple relationships; methods for managing dual/multiple relationships and conflicts of interest; appropriate boundaries; risk to boundaries; and knowledge of relevant legislation and regulations.)
Prevention of sexual abuse of clients.

Business-Professional Practices/Quality Assurance

Appropriate business practices related to the practice of the profession. (For example: advertising; use of title; billing practices; arrangements for absences; fiscal and personnel management; mandatory reporting responsibilities as manager or partner; quality management activities; ongoing continuing education practices; accountability to the College and other regulators, including College Quality Assurance Reports, response to College inquiries; required office safety inspections.)

Confidentiality/Privacy/Mandatory Reporting

Protections, security, and exceptions regarding privacy and maintaining confidentiality, as related to the practice of the profession. (For example: limitations on information to be collected; maintaining security of collected information; ownership of and rights to access stored confidential information; protection of privacy of third parties, duty to protect/warn; mandatory reporting of a child in need of protection; mandatory reporting of sexual abuse by regulated health professionals; and knowledge of relevant legislation and regulations.)

Service Delivery, Feedback and Reports

The process and procedures related to the practice of the profession. (For example: knowledge of the scope of practice of members and its relationship to other professionals; competence; risk-benefit analyses; adequacy of assessment tools and practices; awareness and appropriate management of biases and values.)

Providing accurate, clearer, objective and understandable feedback and reports regarding assessments, evaluations, and findings, as related to the practice of the profession. (For example: communicating a diagnosis; writing reports and articles that are clear, justifiable, and balanced; and attending to characteristics such as sensory impairments.)

Supervision, Teaching and Research

The process, procedures and responsibilities related to the practice of the profession. For example: supervision of those about to become members of the College (supervised practice certificate of registration), members of the regulated professions, unregulated individuals providing care to clients under the supervision of a member of the College.

[JECAABA Blueprint](#)

Activity	Average % of Course Content
Content	
Self-Regulation, Professionalism, and RHPA	20%
Informed Consent	15%
Managing Boundaries and Multiple Relationships	15%
Business-Professional Practice	10%
Confidentiality and Privacy	15%
Service Delivery, Feedback and Reports	15%

Supervision, Teaching and Research	10%
	100%

PREPARING TO TAKE THE JECAABA

Candidates are encouraged to review the Behavior Analyst Certification Board [Ethics Code for Behavior Analysts \(2020\)](#).

JECAABA FEE

Eligible candidates will receive a notice of when they can access the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis. Only eligible candidates will receive access to the course. To be eligible, the candidate must have received a Certificate of Registration as a Behaviour Analyst from the College.

During the period of pre-registration, and for the first two years after proclamation, from July 1, 2024, to June 30, 2026, applicants who apply for a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice using the transitional route provisions will be eligible to take the course once the candidate has submitted an application for registration to the College and received written confirmation of eligibility.

The fee for taking the JECAABA is, in all cases, payable in advance of accessing the JECAABA. Please see [Appendix A, Fees in the Registration Process](#), for the current fee.

ADMINISTRATION OF THE JECAABA

The Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis will be administered through a secure Learning Management System. An eligible candidate will be assigned a unique login that they will use to access the course.

NUMBER OF ATTEMPTS AT THE JECAABA

Candidates will have an unlimited number of attempts at the JECAABA within the 60-day period. A candidate must have successfully completed all sections of the JECAABA, including assessments, before they receive certificate of completion.

LANGUAGE OF THE JECAABA

The Jurisprudence module will be offered to applicants in both English and French.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The questions on the module are confidential and are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario. Candidates will be asked to sign an acknowledgement of confidentiality before completing the JECAABA.

RESULTS OF THE JECAABA

The JECAABA is offered as PASS/FAIL, and candidates will receive their results of each assessment immediately following its completion.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
APPENDIX A – FEES IN THE REGISTRATION PROCESS FOR ABA**

Please note that fees are subject to periodic change.

Application for Supervised Practice fee	\$230
Application for Autonomous Practice fee under Transitional Registration provisions	\$230
Application for Certificate of Registration Authorizing Interim Autonomous Practice is \$100	\$100
Application fee for Temporary Emergency Class Certificate of Registration	\$100
Application fee for Removal of a Term, Condition, or Limitation fee	\$100
Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)	\$400
Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)	\$200
Autonomous Practice Members – Annual Fee	\$795
Supervised Practice Members – Annual Fee (invoiced semi-annually)	\$550
Autonomous Practice Members Registered in Psychology and Applied Behaviour Analysis (Dual-Registration)	\$1200*
Temporary Emergency Class Certificate of Registration – Annual Fee	\$300

*** This fee will be in effect until June 30, 2026, and is subject to Council review prior to that date.**

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
APPENDIX B – TIMELINES IN THE REGISTRATION PROCESS**

The following table shows the usual time it takes to complete each step in the registration process.

From the time an application is complete (application form and all supporting documentation) until initial review	4 to 6 weeks
From the time of initial review until a written response and supporting documents are sent	1 to 2 weeks
If, at initial review, an application is referred to the Registration Committee (the Committee meets every 6 to 8 weeks) for further review	30 days notice period + number of days until the next meeting
From the date of a Committee meeting until a written decision is sent	4 to 6 weeks
From the date of issuance of a certificate authorizing supervised practice until issuance of a certificate authorizing autonomous practice	a minimum of 1 year and a maximum of 2 years
From the issuance of a certificate authorizing supervised practice until writing the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)	a maximum of 1 year
From the issuance of a certificate authorizing supervised practice until completion of the Jurisprudence & Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)	60 days from the date of access
From the date of receipt of an application until expiry (i.e., if not all supporting documents are received and a certificate for registration is not issued)	2 years

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
APPENDIX C – VULNERABLE SECTOR SCREENING POLICY**

Section: Registration

Applies to: All applicants for all classes of registration as a Behaviour Analyst

Approved by:

Effective Date: [date pre-registration opens]

PURPOSE

To describe the vulnerable sector screening process required for registration as a Behaviour Analyst with the College.

SCOPE

Applies to all applicants for all classes of registration as a Behaviour Analyst

POLICY STATEMENT

One of the ways that the College of Psychologists and Behaviour Analysts of Ontario ensures that members of the public receive competent and ethical professional services from qualified providers, is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to provide the results of a Vulnerable Sector Check as part of their application. The practice of Applied Behaviour Analysis is used widely to treat autism and other developmental disabilities, and Behaviour Analysts work closely with and have authority over children and other vulnerable persons in their care. A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

PROCESS

As part of their application with the College, an applicant must provide the results of a Vulnerable Sector Check completed no more than 6 months before the date the applicant submits their application. It is the applicant's responsibility to obtain the correct type of check and pay all related fees.

The Vulnerable Sector Check must be completed on the applicants current and previous legal name(s). The applicant's full legal name, previous name(s), and date of birth on the Vulnerable Sector Check must match the information the applicant has reported to the College in their application form. The College reserves the right to refuse a check that does not match the applicant's information.

The College will accept a Vulnerable Sector Check from the following: a municipal police service, a First Nations police service, or the [Ontario Provincial Police](#).

A Vulnerable Sector Check with one or more findings will not necessarily result in a refusal to register. The College's Registrar will review the finding(s) and may request further details from the applicant.

Where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred their application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

EXCEPTION

Applicants who can prove to the Registrar that they are unable to obtain a Vulnerable Sector Check must complete a criminal record screening approved by the Registrar. This applies to applicants residing in regions that do not issue Vulnerable Sector Checks for registration purposes (see below), as well as international applicants who do not and have not lived in Canada.

Applicants from the Ottawa, Gatineau or Halton regions must complete a Level 2 Criminal Record and Judicial Matters Check. These applicants will also be asked to complete an acknowledgement, declaration, and undertaking with the College.

RELATED POLICIES AND LEGISLATION

- Good Character Policy
- Ontario Regulation 193/23: Registration, under the [*Psychology and Applied Behaviour Analysis Act, 2021*](#)
- Health Professions Procedural Code, Schedule 2 to the [*Regulated Health Professions Act, 1991*](#)

Draft Transitional Route 1

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
APPENDIX D – CRITERIA FOR EVALUATING GOOD CHARACTER**

One of the ways that the College of Psychologists and Behaviour Analysts of Ontario ensures that members of the public receive competent and ethical professional behaviour analysis services from qualified providers, is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to complete a Declaration of Good Character and obtain a Vulnerable Sector Check as part of their application. The Declaration of Good Character requires applicants to provide details about their past conduct.

Good character also is an on-going expectation of members of the College of Psychologists and Behaviour Analysts of Ontario, who are required to provide declarations of their conduct to the College as part of the annual membership renewal process.

The purpose of this document is:

- to describe the process by which the College of Psychologists and Behaviour Analysts of Ontario evaluates information about an applicant's past conduct prior to registration in Ontario; and
- to identify the criteria that the College uses when conducting such an evaluation.

TO WHOM DOES THIS POLICY APPLY?

This policy applies to all applicants of the following classes of certificates of registration offered by the College of Psychologists and Behaviour Analysts of Ontario:

1. Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.
2. Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice.

WHY DO I NEED TO OBTAIN A VULNERABLE SECTOR CHECK?

A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

The College will accept a valid Vulnerable Sector Check completed for another agency that was issued no more than 6 months from the date the applicant submits their application.

RELEVANT LEGISLATION

The following legislation identifies registration requirements in relation to an applicant's past conduct:

O. Registration Reg. 193/23 Section 3.1:

"3. The following are registration requirements for all certificates of registration:

1. *The applicant must provide details of any of the following that relate to the applicant:*
 - i. *A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.*
 - ii. *a finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.*
 - iii. *a current proceeding for professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession."*

WHEN IS A MORE DETAILED REVIEW OF AN APPLICANT'S DECLARATION OF GOOD CHARACTER INITIATED?

A "yes" answer by an applicant to any question or questions in the Declaration of Good Character, and/or a finding on a Vulnerable Sector Check will not necessarily result in a refusal to register. However, the College's Registrar will request further details from the applicant for any questions answered in the affirmative on their Declaration of Good Character, and/or for a charge identified on a Vulnerable Sector Check.

The Registrar initiates a review of an applicant's Good Character in cases where:

- an applicant answers "yes" to any question or questions in the Declaration of Good Character; and/or
- when a confirmation of a criminal conviction is found on the applicant's Vulnerable Sector Check or Criminal Record Check; and/or
- when a confirmation of an applicant's registration from another jurisdiction in relation to the profession of applied behaviour analysis or another health profession indicates a finding or current proceeding of professional misconduct, incompetency, or incapacity.

Following a review, where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred his or her application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

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.

The applicant will be notified of the referral of his or her application to the Registration Committee in writing and will be provided with a period of at least 30 days to submit any supporting documentation to the Registration Committee.

WHAT TYPES OF SUPPORTING DOCUMENTATION CAN THE APPLICANT PROVIDE?

The following are some examples of supporting documentation that the applicant may provide to the College upon submission of his or her application for registration, or upon receiving written notification that his or her application has been referred to the Registration Committee:

- A personal statement describing the incident(s), and an explanation as to whether or not the incident(s) currently impacts the applicant's likelihood of practising the profession competently and ethically.
- Official copies of any court documents, discharges, pardons etc. (official copies of these types of documents must be sent directly to the College from the proper authority);
- Evidence of successful completion of any rehabilitation or remediation imposed by a court or other regulatory body;
- Letters of reference from employers or colleagues who are aware of the facts of the matter;
- Letters from health care providers who were engaged in treating the applicant, providing their professional opinion on the applicant's capacity to practice.

Supporting documentation will form the material to be reviewed by the Registration Committee before a decision on registration is made. Should the applicant find that additional time is needed in order to

arrange for supporting documentation to be sent to the College, the applicant must contact the College directly to request an extension.

HOW DOES THE REGISTRATION COMMITTEE UNDERTAKE THE REVIEW?

Decisions are made in the public interest. When undertaking a review, the Registration Committee will consider each application on a case-by-case basis and will consider all of the information provided. Should the Committee find that additional information or clarification of any information is necessary before a decision can be reached, the Committee will notify the applicant in writing. The applicant will then be afforded a period of additional time to supply any requested additional information or clarification.

WHAT CRITERIA ARE USED TO ASSESS THE INFORMATION PROVIDED BY THE APPLICANT BOTH IN THE REGISTRAR'S INITIAL REVIEW AND IN THE REGISTRATION COMMITTEE'S REVIEW?

The Registration Committee will consider the following criteria when reviewing the applicant's information:

1. The nature of the conduct in question:
 - a. The seriousness of the conduct;
 - b. Duration and frequency of the conduct;
 - c. How long ago the incident(s) occurred;
 - d. How the incident(s) is relevant to professional practice;
 - e. Whether there is a potential risk to the public posed by the applicant's conduct; and,
 - f. Whether there were any mitigating circumstances.
2. Honesty of the applicant:
 - a. Did the applicant make an honest declaration in their Declaration of Good Character? Or,
 - b. Did the College learn of the applicant's conduct by some other means e.g., from their Vulnerable Sector Check, another regulatory board, or from an academic institution.
3. Resulting actions taken by the applicant:
 - a. Was there any remediation or rehabilitation taken by the applicant?
 - b. Was there an expression of remorse from the applicant?
 - c. Was the applicant able to subsequently practise the profession of behaviour analysis following the incident(s) with no further evidence of issues of conduct occurring?

WHAT ARE THE POTENTIAL OUTCOMES OF THE REGISTRATION COMMITTEE'S REVIEW?

Following their review, the Registration Committee will make a decision on the applicant's eligibility for registration with the College of Psychologists and Behaviour Analysts of Ontario.

The following are the potential Committee decisions:

1. Accept the application for registration with no terms, conditions, or limitations imposed; or
2. Accept the application for registration with terms, conditions, or limitations imposed; or
3. Refuse the application for registration.

HOW WILL THE REGISTRATION COMMITTEE COMMUNICATE THEIR DECISION TO THE APPLICANT? WHAT RECOURSE DOES THE APPLICANT HAVE IF THEY ARE REFUSED REGISTRATION?

In all cases applicants will be provided with a written notification of the Registration Committee's decision including the reasons for its decision.

All decisions of the Registration Committee may be appealed by the applicant to the [Health Professions Appeal and Review Board \(HPARB\)](#) within 30 days of receiving the written notification from the Registration Committee.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
APPENDIX E – LANGUAGE FLUENCY POLICY**

APPLICABLE TO APPLICANTS FOR THE FOLLOWING CLASSES OF CERTIFICATE OF REGISTRATION:

- Certificate of Registration for a Psychologist Authorizing Autonomous Practice
- Certificate of Registration for a Psychologist Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychologist Authorizing Supervised Practice
- Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Supervised Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice

Type of requirement: Exemptible

APPLICABLE REGULATION:

ONTARIO REGULATION [193/23, REGISTRATION:](#)

“3. The following are registration requirements for all certificates of registration:

2. The applicant must be able with reasonable fluency to speak and write either English or French.”

PRINCIPLE(S):

Effective communication is essential for the provision of competent, safe and quality psychological and behaviour analytic services. Language fluency enhances public protection by ensuring that members can communicate effectively with clients and other members of the health-care team. For these reasons the Registration Committee believes that applicants must provide persuasive evidence of language fluency in English or French.

DECISION CRITERIA:

An applicant may meet the requirement by:

1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in either Canada, or the USA; or
2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or
3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in either English or French; or
4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of one test and test results will be considered valid for two years from the date the test was administered.

TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT – COLLEGE OF PSYCHOLOGISTS OF ONTARIO					
	English			French	
Test	TOEFL internet based test (iBT)	IELTS (Academic or General Training)	CELP/IP General	TEF (Test d'évaluation du français)	TCF (Test de connaissance du français pour le Canada)
Required score(s)	Writing: 27 Speaking: 24 Listening: 24 Reading: 24	Writing: 7 Speaking: 7 Listening: 7 Reading: 7	Writing: 8 Speaking: 8 Listening: 8 Reading: 8	Writing: 349 Speaking: 349 Listening: 280 Reading: 233	Writing: 12-13 Speaking: 12-13 Listening: 503-522 Reading: 499-523

OR

5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession of psychology or applied behaviour analysis (whichever is applicable) in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.
6. An applicant may be exempted from the requirement if they cannot meet it through the means described in 1., 2. or 4. above and has a documented disabilityⁱ that would affect their ability to meet the requirement by completing a standardized language fluency test, as described in 3. Such exemption will be considered on a case-by-case basis by the Registration Committee.

POSSIBLE OUTCOMES:

1. An applicant who can provide acceptable evidence of fluency will be deemed to have met the language fluency requirement for registration.
2. An applicant who cannot provide sufficient evidence of fluency will be notified that they cannot be registered until they have met this requirement.
3. An applicant who can satisfy the Registration Committee that they should be exempted from the requirement based on the criteria indicated in 5 or 6 above may be exempted from meeting the requirement.

ⁱ The [Access for Ontarians with Disabilities Act](#) defines "disability" as:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,

-
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d. a mental disorder, or
 - e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

Draft Transitional Route 1

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #1)
APPENDIX F – ALTERNATIVE DOCUMENTATION POLICY**

APPLICABLE TO APPLICANTS FOR THE FOLLOWING CLASSES OF CERTIFICATE OF REGISTRATION:

- Certificate of Registration for a Psychologist Authorizing Supervised Practice
- Certificate of Registration for a Psychologist Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Supervised Practice
- Certificate of Registration for a Psychological Associate Authorizing Interim Autonomous Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice

Type of requirement: Exemptible

APPLICABLE REGULATION:

ONTARIO REGULATION [193/23, REGISTRATION](#)

PROCESS:

1. An applicant who is unable to obtain required original documents must advise the College in writing, identifying which documents they are unable to obtain, and detailing the reason for this. The reasons why original documentation may not be obtainable include, but are not limited to:
 - a. The closure of the issuing educational institution or government authority;
 - b. The loss or destruction of the documents by the issuing educational institution or government authority;
 - c. The institution or government authority is unable to provide documentation because of war, natural disaster, or other crises.
 - d. There is a risk of harm to the applicant and/or their family if the applicant attempts to obtain the original documents.
2. The applicant's information will be considered by the College Registrar, who will determine if alternative documentation will be accepted.
3. The Registrar may request that the applicant provide additional information or evidence to support their request to provide alternative documentation.
4. The Registrar will request alternative evidence to demonstrate that the applicant has met the registration requirements. Considering each application on a case-by-case basis, this evidence might include one or more of the following:
 - a. Certified/notarized copy of documentation from the applicant; or
 - b. Documentation received by the College directly from another source (university, licencing authority, testing authority, credential evaluation service).
5. If the documents provided are in a language other than English or French, the applicant must arrange for their translation by an official translator. Applicants are responsible for any fees associated with the translation of these documents.
6. In all cases, alternative documentation must allow for a meaningful assessment of the applicant's information.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
SECTIONS A – INTRODUCTION, B – TERMS, C – OVERVIEW OF REQUIREMENTS**

Applicants for the Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice under Transitional Route #2 (i.e., experienced Behaviour Analysts who have not earned BCBA or BCBA-D certification) must provide evidence, satisfactory to the College, that they:

- practised as a Behaviour Analyst at any point within or during the three (3) years prior to the Regulation coming into force and that they engaged in practice in Canada, or in a jurisdiction that regulates behaviour analysts within the scope of practice of Applied Behaviour Analysis for at least 1500 hours during the four-year period that immediately preceded the date that the applicant submitted their application,
AND
- are competent to practise as a Behaviour Analyst responsible for independent clinical decision-making.

Note: An applicant who cannot provide evidence of required minimum experience and competence to practice cannot proceed in the registration process using this transitional route and may apply for a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice using the Entry-Level Registration Route application.

A. INTRODUCTION

The purpose of this document is to expand upon the information in the Registration Regulation, providing further details about the requirements for registration, the application procedure, and the registration process for a certificate of registration for a Behaviour Analyst authorizing autonomous practice under Transitional Route #2.

The availability to apply for registration via the Transitional Route option will be open until June 30, 2026. After this date, applicants may only apply for a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice using the Entry-Level Registration Route.

B. TERMS

Applicant: refers to someone who has applied for registration but has not yet had their application evaluated by the College;

Authorized Supervised Practice: refers to the required supervised practice undertaken by holders of a certificate for supervised practice;

Autonomous member: refers to a holder of a certificate authorizing autonomous practice;

Candidate: refers to a successful applicant, who at a minimum, has been formally advised by the College that they have met the academic requirements for registration, and who is in the process of meeting the remaining requirements;

College: refers to the College of Psychologists and Behaviour Analysts of Ontario;

Member: refers to a Psychologist, Psychological Associate, or Behaviour Analyst, registered by the College to practise either autonomously or under supervision;

Registration Regulation: refers to Ontario Regulation [193/23 Registration](#).

Supervised member: refers to a holder of a Certificate of Registration Authorizing Supervised Practice.

C OVERVIEW OF REQUIREMENTS

Non-exemptible Requirements:

In order to be registered to practice autonomously as a Behaviour Analyst under Transitional Route #2, the applicant must:

- Submitted a completed Transitional Route #2 application form; and
- Provided a chronological CV, including their history practising within the scope of practice of the profession of ABA, with start and finish dates for each listed position; and
- Provided an attestation of current practice and competence to practice ABA, from an acceptable source (i.e., an active BCBA or BCBA-D, or a psychologist or psychological associate registered with the College of Psychologists of Ontario, with expertise in applied behaviour analysis); and
- Provided a Vulnerable Sector Check issued within the last 6 months; and
- Provided evidence of good standing in any jurisdiction or other profession in which they are or were previously registered, licensed, or certified; and
- Provided academic transcript(s) for all post-graduate degrees or courses related to applied behaviour analysis; and
- Provided all other applicable supporting documentation to demonstrate evidence of current practice and competence to practice the profession of applied behaviour analysis; and
- Passed the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA); and
- Successfully completed the College's Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA); and
- Paid the applicable fees; and
- Successfully completed all further professional training or experience that, in the opinion of a panel of the Registration Committee, is required to ensure the competence of the applicant for autonomous practice as a behaviour analyst.

OTHER REQUIREMENTS FOR ISSUANCE OF A CERTIFICATE OF REGISTRATION:

Good Character

All applicants to the College of Psychologists and Behaviour Analysts of Ontario are required to complete a Declaration of Good Character as part of their application. The Declaration of Good Character requires applicants to provide details about their past conduct. Information about the criteria used by the College when evaluating an applicant's Good Character is found in Appendix D of these guidelines.

Section 3. 1. of the [Registration Regulation](#) specifies that an applicant must provide details of any of the following that relate to the applicant:

- A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.

- A finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
- A current proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to the profession or another health profession.

Language Fluency

Section 3. 2. of the Registration Regulation specifies that an applicant must be able with reasonable fluency to speak and write either English or French.

Applicants may meet the requirement by:

1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest-level psychology or applied behaviour analysis degree was completed in either Canada, or the USA; or
2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest-level psychology or applied behaviour analysis degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or
3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant's highest-level psychology or applied behaviour analysis degree was completed in either English or French; or
4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of one test and test results will be considered valid for two years from the date the test was administered.

TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT – COLLEGE OF PSYCHOLOGISTS OF ONTARIO					
	English			French	
Test	TOEFL internet based test (iBT)	IELTS (Academic or General Training)	CELP/IP General	TEF (Test d'évaluation du français)	TCF (Test de connaissance du français pour le Canada)
Required score(s)	Writing: 27 Speaking: 24 Listening: 24 Reading: 24	Writing: 7 Speaking: 7 Listening: 7 Reading: 7	Writing: 8 Speaking: 8 Listening: 8 Reading: 8	Writing: 349 Speaking: 349 Listening: 280 Reading: 233	Writing: 12-13 Speaking: 12-13 Listening: 503-522 Reading: 499-523

OR

5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the

applicant was registered and practiced the profession of psychology or applied behaviour analysis (whichever is applicable) in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.

6. An applicant may be exempted from the requirement if they cannot meet it through the means described in 1., 2. or 4. above and has a documented disabilityⁱ that would affect their ability to meet the requirement by completing a standardized language fluency test, as described in 3. Such exemption will be considered on a case-by-case basis by the Registration Committee.

Eligibility to Work in Canada

Section 3.3. of the Registration Regulation, specifies that, in order to be issued with a certificate of registration the applicant must be a Canadian citizen, a permanent resident of Canada or authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of the profession. Applicants who are not citizens or permanent residents of Canada may meet the requirement by holding a valid work permit, for example. For information respecting authorization to work in Canada go to <http://www.cic.gc.ca/>.

ⁱ The [Access for Ontarians with Disabilities Act](#) defines “disability” as:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
SECTION D – REGISTRATION PROCESS**

The forms needed to apply for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst using Transitional Route #2 are found on the College's web site in the Applicants section.

The application form is completed online and may be printed for your records. The application fee of \$230 CAD may be paid online.

An applicant who cannot provide evidence of required minimum experience and competence to practice cannot proceed in the registration process using this transitional route and may apply for a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice using the [Entry-Level Registration Route](#).

REQUIRED DOCUMENTATION FOR TRANSITIONAL REGISTRATION ROUTE #2

The non-exemptible registration requirements for applicants applying under Transitional Route #2 are found in Section A and Section B of the Guidelines below. Please carefully review the information below which will assist you in determining whether you are eligible to register under this registration route. Please note that the College cannot fully determine whether an applicant will be accepted until an application has been reviewed. All applications are reviewed on a case-by-case basis.

Section A: Mandatory- Evidence of Current Practice as a Behaviour Analyst

1. **Evidence of Current Practice as a Behaviour Analyst:** Applicants must provide evidence that they were practising ABA within the statutory scope of practice of the profession at any time within the three years prior to July 1, 2024, the date the *Psychology and Applied Behaviour Analysis Act, 2021* will be proclaimed;

AND

2. **Evidence of 1500 practice currency hours in Canada, or in a jurisdiction outside of Canada that regulates Behaviour Analysts, prior to applying for registration:** Applicants must also prove that they practised in Canada, or in a jurisdiction outside of Canada that regulates Behaviour Analysts, within the statutory scope of practice of the profession a minimum of 1500 hours **within the four years prior to submitting their application**. *For example, if an applicant submits their application on December 1, 2023, the Registrar will consider relevant experience completed between December 1, 2019, and December 1, 2023.*

AND

3. The applicant is competent to practice as a Behaviour Analyst responsible for clinical decision making.

Section B: Mandatory- Evidence of Competence to Practice

1. **Evidence of Practice Experience:** Applicants will provide evidence of experience practising the profession competently. Information provided in Section A will be considered here, in addition to experience above and beyond experience evidenced in Section A.

AND

2. **Education in Behaviour Analysis:** Applicants will provide evidence of formal education, at a minimum master's level, in behaviour analysis. Applicants practising the profession for more than 10 years, but have not had formal education in the profession, may provide evidence of competent practise to the Registrar or the Registration Committee by the satisfactory completion of a peer assessment which includes direct observation of the applicant's work.

The College will only consider formal education in applied behaviour analysis completed at the master's level or higher. Post-secondary coursework or coursework that is not at the master's level or higher does not count towards the formal education requirement.

Section C: Optional-Additional Evidence Verifying Competence to Practise as a Behaviour Analyst

Applicants who cannot provide the minimum evidence in Section B, may provide additional evidence of experience and competence as a Behaviour Analyst. Behaviour Analysts practise in various settings and may engage in other activities within the profession, which may also be recognized by the College. Categories of activities within the profession, outlined in Section C, below, provide opportunities for experienced Behaviour Analysts to provide evidence of their additional prior learning and experience.

EVIDENCE OF CURRENT EXPERIENCE PRACTISING THE PROFESSION OF APPLIED BEHAVIOUR ANALYSIS

Section A-Mandatory

- An applicant must provide evidence of current practice in Applied Behaviour Analysis within the three years prior to proclamation **AND** evidence of a minimum of 1500 hours of practise in Canada within the four (4) years prior to applying for registration with the College.
- Acceptable supporting documentation is described below for each category. However, the Registration Committee has the right to request further information to verify practice experience and competence.

SECTION A: Current Experience in ABA	Acceptable Supporting Documentation
<p>1. Practising as a Behaviour Analyst:</p> <p>(i) within the 3 years prior to July 1, 2024, AND</p> <p>(ii) a minimum of 1500 hours in Canada, or in a jurisdiction outside of Canada that regulates Behaviour Analysts, within the 4 years prior to applying to the College.</p> <p>The practice must be clearly within the scope of practice of the profession while providing services directly to clients and/or while supervising others in the provision of services, which involve clinical decision-making responsibility for the services provided.</p>	<p>1. A chronological CV which includes the applicant's history practising within the scope of practice of the profession, with start and finish dates for each listed position. AND</p> <p>2. An attestation from an appropriate attester, which is someone who:</p> <ol style="list-style-type: none"> 1. holds one of the following professional credentials: Board Certified Behaviour Analyst (BCBA or BCBA-D), <u>or</u> a psychologist or psychological associate, registered with the College of Psychologists of Ontario who has expertise in behaviour analysis, and 2. Has observed the applicant in their practice and can attest to the applicant's current experience and competence to practice within the scope of practice of the profession, including clinical decision-making.

	Additional attestations from insurance or government program provider, referral source, etc., may attest to the applicant's experience in practice.
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The College has developed a guideline for applicants describing activities that are deemed acceptable as practice currency hours and as well as those activities that will not be counted towards this requirement. Evidence of Current Practice of the Profession can be found in Appendix H of the Registration Guidelines.

EVIDENCE OF COMPETENCE TO PRACTICE AS A BEHAVIOUR ANALYST-SCORING SYSTEM

A minimum of 50 points must be achieved in the following section(s) for an applicant to challenge the OEPPABA. An applicant who does not achieve a minimum of 50 points cannot proceed in the registration process using this transitional route.

- Before proceeding to Section B, an applicant must be able to provide acceptable evidence of current practice in the profession as described in Section A.
- In Section B, applicants will provide evidence of further practice experience (if any) and education.
 - Applicants, practising the profession for fewer than 10 years, must provide evidence of education related to behaviour analysis or in a related field.
 - Applicants who have practised the profession for more than 10 years, and who have no formal education in behaviour analysis or a related field, may provide evidence of competence through the satisfactory completion of a peer assessment.
 - Applicants who do not achieve a minimum of 50 points in Section B, may accumulate additional points in Section C.

ASSIGNMENT OF POINTS

Minimum number of points required to be eligible to write the OEPPABA is 50

Points are assigned based on an applicant's evidence of practice competence, including education (with supporting documentation). Practice currency (Section A) and a minimum points threshold must be met in Section B, and if applicable, Section C, to demonstrate evidence of competence to practise within the statutory scope of practice of ABA. An applicant must reach the minimum number of points to be considered as meeting these requirements to be able to challenge the OEPPABA.

IF THE MINIMUM THRESHOLD OF 50 POINTS IS NOT REACHED:

An applicant who does not meet the minimum points threshold, cannot proceed in the application process using this transitional registration route. Additional training or experience may be necessary to meet the minimum number of points. An applicant may re-apply during the transitional period, following completion of additional training or work experience, or may apply, at any time, using the [Entry-Level Registration Route](#).

SECTION B- MANDATORY

SECTION B: Current experience and education in ABA

SECTION B: Current Experience and Education in ABA	Acceptable Supporting Documentation	Maximum and Minimum Points	Points Range
<p>1. Experience must be clearly within the scope of practice of the profession while providing services directly to clients and/or while supervising others in the provision of services, which involve clinical decision-making responsibility for the services provided. The College has developed a guideline for applicants describing activities that are deemed acceptable as practice experience as well as activities that will not be counted as practice experience. The document is found here.</p>	<p>1. A chronological CV which includes the applicant's history practising within the scope of practice of the profession, with start and finish dates for each listed position.</p> <p>AND</p> <p>2. An attestation (one or more) from an appropriate attester, which is someone who:</p> <ol style="list-style-type: none"> 1. holds one of the following professional credentials: Board Certified Behaviour Analyst (BCBA or BCBA-D), or a psychologist or psychological associate, registered with the College of Psychologists of Ontario who has expertise in behaviour analysis, and 2. has observed the applicant in their practice and can attest to the applicant's current experience and competence to practice within the scope of practice of the profession, 	<p>Maximum: 30 Points for evidence of 5 years or more of full-time (or part-time equivalent- please see below for conversion into points) experience working within the scope of practice of Applied Behaviour Analysis. May also include providing clinical supervision to others where the applicant is responsible for clinical decision- making.</p> <p>Minimum: 10 Points</p> <p>How to calculate part-time/full-time hours: Part-time: 15-29 hours per week Full-time: 30-40+ hours per week</p> <p>Examples:</p> <p>5 years (=60 months) full-time (30+hrs/wk): 30 points</p> <p>5 years (=60 months) part-time (15-29 hr/wk) = 30 months: 20 points</p> <p>3 years (=36 months) full-time (30+hrs/week): 25 points</p> <p>3 years (=36 months) part-time (15-29 hrs/week) = 18 months: 12 points</p> <p>4 years (=48 months) of 2 years full-time (=24</p>	<p>Less than 5 years' full-time (or part-time equivalent) experience:12-17 months 10 points</p> <p>18-23 months 12 points</p> <p>24-29 months 15 points</p> <p>30-35 months 20 points</p> <p>36-59 months 25 points</p> <p>60 months or more 30 points</p>

	<p>including clinical decision-making.</p> <p>Additional attestations from insurance or government program provider, referral source, etc., may attest to the applicant's experience in practice.</p> <p>The attestation(s) provided in Section A will be considered for this section. An additional attestation(s) is required for experience not documented in Section A.</p>	<p>months) and 2 years part-time (=12 months) = 36 months: 25 points</p>	
<p>2. Completion of a degree, at a minimum master's level, in behaviour analysis or in a related field,</p> <p>OR</p> <p>Completion of some, but not all recognized graduate-level coursework in behaviour analysis.</p>	<p>Transcripts sent directly from academic institution.</p>	<p>Maximum: 20 points for completion of post-graduate degree at a minimum master's level and completion of recognized coursework in Behaviour Analysis or graduation from a post-graduate program in behaviour analysis, at a minimum master's level, that is accredited by ABAI.</p> <p>Minimum: 5 points (*unless #3 applies)</p>	<p>Post-graduate degree, at a minimum master's level, in a related field, including psychology. 10 points</p> <p>AND/OR</p> <p>For partial completion of recognized graduate level coursework in behaviour analysis, points will be assigned to a maximum of 20 based on the number of course hours</p> <p>Less than 180 hours 5 points</p> <p>180 hours or more 10 points</p> <p>OR</p> <p>A post-graduate program in behaviour analysis, at a minimum master's level, that is accredited by ABAI. 20 points</p>

3.* For applicants with more than 10 years experience, but who have had no formal education in Behaviour Analysis.	Undergo a peer assessment by an appropriate assessor, which is someone who holds one of the following professional credentials: Board Certified Behaviour Analyst (BCBA or BCBA-D), <u>or</u> a psychologist or psychological associate, registered with the College of Psychologists of Ontario who has expertise in behaviour analysis. The peer assessment must include direct observation of the applicant's work.	20 points- for completion of peer assessment to the satisfaction of the Registrar or Registration Committee.	0 points for unsuccessful completion or 20 points for successful completion. No partial points awarded.
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SECTION C-OPTIONAL Additional Evidence Verifying Competence to practice as a Behaviour Analyst

An applicant, who provides acceptable evidence of minimum required experience of less than 3 years full-time (or part-time equivalent) and competence to practice, but has fewer than 50 points, may accumulate additional points in Section C.

SECTION C: Additional Evidence of Practice Categories	Acceptable Supporting Documentation	Maximum Points	Points Range								
1. Experience providing ABA services while under supervision. May include practicum or placement hours completed while fulfilling the requirements of recognized coursework in Behaviour Analysis.	Attestation of clinical supervisor documenting dates of supervision and the nature of tasks completed while under supervision. (A form may be developed for this). Optional: -CV of clinical supervisor -Copies of forms completed during supervised practice, if available.	20 points for 1500 or more hours of supervised practice with evidence	<table border="0"> <tr> <td>1-499 hours</td> <td>5 points</td> </tr> <tr> <td>500-999 hours</td> <td>10 points</td> </tr> <tr> <td>1000- 1499 hours</td> <td>15 points</td> </tr> <tr> <td>1500 or more hours</td> <td>20 points</td> </tr> </table>	1-499 hours	5 points	500-999 hours	10 points	1000- 1499 hours	15 points	1500 or more hours	20 points
1-499 hours	5 points										
500-999 hours	10 points										
1000- 1499 hours	15 points										
1500 or more hours	20 points										
2. Teaching in Applied Behaviour Analysis at a recognized institution	<ul style="list-style-type: none"> Course Syllabus/Outline 	10 points for 3 or more distinct semester-length courses in	<table border="0"> <tr> <td>1 course-</td> <td>4 points</td> </tr> <tr> <td>2 courses-</td> <td>7 points</td> </tr> <tr> <td>3 or more courses-</td> <td>10 points</td> </tr> </table>	1 course-	4 points	2 courses-	7 points	3 or more courses-	10 points		
1 course-	4 points										
2 courses-	7 points										
3 or more courses-	10 points										

	<ul style="list-style-type: none"> Calendar or website screenshot 	behaviour analysis	
3. Research in applied behaviour analysis affiliated with a recognized institution	<ul style="list-style-type: none"> Peer reviewed behaviour analytic publication (s) related to clinical skills Accepted research or grant proposal 	10 points for authorship of multiple peer reviewed behaviour analytic publication(s) or of grant or research proposal	1 publication/proposal 4 points 2 publications/proposals 7 points 3 or more publications/proposals 10 points
4. Other education related to maintaining the standard of practice of applied behaviour analysis, including continuing professional development/education completed within the past 3 years	<ul style="list-style-type: none"> Copies of certificates as evidence of participation in activities Education must be formal and include an assessment component to ensure understanding of concepts. 	5 points for 30 hours completed within the past 3 years.	1-9 hours- 2 points 10-19 hours- 3 points 20-29 hours- 4 points 30 or more hours- 5 points
5. Registration with another health or other regulated profession in Ontario.	Certificate of standing from each applicable regulatory authority inside of Ontario	5 points	0 or 5 points
6. Service to the profession by participating on the Board or a committee of a recognized ABA association	Attestation of an officer of the organization or screen shot of the association website showing applicant's name and position	5 points	0 or 5 points

MUST HAVE 50 OR MORE POINTS TO PROCEED IN THE PROCESS

OFFICIAL CONFIRMATION FROM OTHER JURISDICTIONS

Applicants who are or who have been registered, licensed, or certified to practice a profession in another Canadian jurisdiction or in another country must provide the College with a confirmation of their registration, license, or certification.

Applicants must arrange to have an original confirmation of their current or past registration, license, or certification to be sent directly to the College by the other regulatory authority. **The College cannot accept such documents from the applicant themselves.**

WHEN AN APPLICANT IS UNABLE TO OBTAIN ORIGINAL DOCUMENTATION

An applicant who is unable to obtain required original documents must advise the College in writing, identifying which documents they are unable to obtain, and detailing the reason for this. The [Alternative Documentation Policy](#) found in Appendix F of the Registration Guidelines details the College's process for determining whether alternative documentation may be accepted.

WHEN AN APPLICATION IS CONSIDERED TO BE COMPLETE AND READY FOR REVIEW

An application is complete and ready for review when the application form, application fee, and all supporting documents specified in the application form have been received by the College. It is the responsibility of the applicant to ensure that all required documents have been received. A review cannot take place before all of the required documents have been received.

APPLICANTS WITH DEGREES GRANTED BY UNIVERSITIES OUTSIDE CANADA OR THE U.S.

If the applicant's degree is from an institution outside Canada or the United States, the degree must be validated and assessed to determine if they are comparable in level to a degree from a Canadian university. Applicants are responsible for any fees associated with these evaluations. An academic credential assessment may be arranged through either Comparative Education Service (CES) or World Education Services (WES):

Comparative Education Service (CES) E-mail: ces.info@utoronto.ca Website: https://learn.utoronto.ca/comparative-education-service Tel.: (416) 978-0393 Fax: (416) 978-2185 Address: University of Toronto School of Continuing Studies, 158 St. George Street, Toronto ON M5S 2V8	World Education Services (WES) E-mail: ontario@wes.org Website: www.wes.org/ca Tel.: (416) 972-0070 Tel. (Toll free): 1-866-343-0070 Fax: (416) 972-9004 Address: 2 Carlton Street, Suite 1400, Toronto, Ontario M5B 1J3
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The academic credential assessment report from CES or WES must confirm that the applicant's academic credentials are comparable in level to a master's degree or higher from a Canadian university. While the report from CES or WES will indicate to the College whether the applicant's academic credentials are comparable in level to a master's or doctoral degree granted by a Canadian university, the College reserves the right to make a final determination of the level and the content of the degree(s), and will evaluate, in accordance with the academic requirements for registration under Transitional Route #2 outlined in Section B of the registration process, whether the applicant's education meets these requirements.

ISSUANCE OF A CERTIFICATE AUTHORIZING AUTONOMOUS PRACTICE

After initial review, where it is determined the applicant meets the non-exemptible registration requirements for a Behaviour Analyst Authorizing Autonomous Practice under Transitional Route #2, including presenting with a passing score on the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA), the Registrar will proceed to issue a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.

During the pre-registration period, successful applicants will be notified via email of their eligibility for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice. Eligible applicants who have successfully completed the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) will receive their certificate on July 1, 2024, the date the [Psychology and Applied Behaviour Analyst Act, 2021](#) is proclaimed into law.

REFERRAL TO THE REGISTRATION COMMITTEE

Where there is doubt, on reasonable grounds, as to whether the applicant has provided evidence of minimum experience and competence to practice under Transitional Route #2, the Registrar will refer such applications to the Registration Committee under Section 15(2)(a) of the RHPA Code. The applicant will be given notice of a thirty-day period in which written submissions may be sent to the Committee prior to the Committee's review. A Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice will not be issued in cases of doubt.

In such cases the Registration Committee, which meets approximately every 6 to 8 weeks throughout the year, will review the application file. The Committee may make one of the following decisions:

- Agree that the applicant's experience and competence to practice meet the requirements in the registration regulation. In this case, the Committee will direct the Registrar to allow the applicant to challenge the OEPPABA;
- Direct the Registrar to refuse registration to the applicant. In this case, the applicant will receive a written decision and the reasons for the decision. According to the RHPA (Code) Section 21 this decision may be appealed to the Health Professions Appeal and Review Board (HPARB).

Note: An applicant may re-apply during the transitional period, following completion of additional training or work experience, or may apply, at any time for a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice, using the [Entry-Level Registration Route](#).

APPLICATION EXPIRY

At 11:59pm on June 30, 2026, the transitional routes to registration will close. After this date, all applicants will need to apply for registration using the Entry-Level Registration application.

It is the responsibility of the applicant to track the status of their application. Applications are not kept by the College indefinitely. An application for registration as a Behaviour Analyst under one of the Transitional Routes that has not resulted in the issuance of a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice will expire 24 months after proclamation, on July 1, 2026. The College will make reasonable efforts to contact the applicant prior to the date of application expiry.

The College will save an applicant's application form and any supporting documents for 5 years from the date of application expiry. At the end of the 5-year period, the information will be deleted.

Should the applicant re-apply for registration *before* the end of the 5-year period, they must submit a new application form and application fee to the College, and the College will endeavour to use whatever of the saved original documentation on file that is appropriate (e.g., transcripts). However, a confirmation of registration from another regulatory authority may need to be re-submitted.

In all cases, an applicant would be required to meet the College's requirements in effect at the time of their re-application.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
SECTION E – JURISPRUDENCE AND ETHICS COURSE AND ASSESSMENT IN APPLIED BEHAVIOUR ANALYSIS**

The College's Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) is a required course that focuses on legislation, regulations, standards, guidelines, and codes of ethics, applicable to the practice of applied behaviour analysis in Ontario. The College administers the JECAABA through a learning system in the application portal. Only eligible applicants will be given access to the JECAABA. Once an applicant receives access to the JECAABA, the applicant has 60 days to successfully complete the course, including the assessments. Applicants who fail to complete the course within the 60-day period will lose their access to the course, including any progress made up until that date. It is the applicant's responsibility to contact the College to re-take the course and pay the access fee.

The JEE will not include questions based upon changes in legislation, regulations, standards, guidelines, and codes of ethics that occurred in the six months prior to the module's administration.

COMPOSITION OF THE JECAABA

Each course module will consist of a set of scenarios based on that module's topic, which are followed by assessment questions developed by subject matter experts.

JECAABA BLUEPRINT

Content

Content areas are domains of legislation, regulations, standards of practice, and codes of ethics relevant to the practice of Applied Behaviour Analysis. There are seven Content Categories, defined below. The practice of the profession includes the activities of practice, research and teaching/supervision.

Self-Regulation, Professionalism, and RHPA

Professional self-regulation, fiduciary duty, and the public interest.

Professional behaviour in the practice of the profession. Courtesy, respectfulness, civility and sensitivity in interactions with clients, students, research participants, colleagues, members of other professions and disciplines, and the public. (For example: self-monitoring, cultural sensitivity, timeliness of response, clarity and tone of communications, sensitive communication of feedback.)

The RHPA, controlled acts, regulatory processes (reactive and pro-active) to protect the public, prevention of sexual abuse. Hierarchy of rules; legislation, regulations, standards of practice, guidelines, code of ethics.

Informed Consent

Informed consent in the context of the practice of the profession, and for the release of confidential information. Includes awareness of issues with respect to vulnerable populations. (For example: capacity, freedom of consent, adequacy of information provided, substitute decision-making, assent, use of consent forms; and knowledge of relevant legislation and regulations).

Managing Boundaries/Dual Relationships

Avoidance and management of dual and multiple relationships and the establishment and maintenance of boundaries, in the practise of the profession. (For example: conflicts of interest; unacceptable

dual/multiple relationships; methods for managing dual/multiple relationships and conflicts of interest; appropriate boundaries; risk to boundaries; and knowledge of relevant legislation and regulations.)
Prevention of sexual abuse of clients.

Business-Professional Practices/Quality Assurance

Appropriate business practices related to the practice of the profession. (For example: advertising; use of title; billing practices; arrangements for absences; fiscal and personnel management; mandatory reporting responsibilities as manager or partner; quality management activities; ongoing continuing education practices; accountability to the College and other regulators, including College Quality Assurance Reports, response to College inquiries; required office safety inspections.)

Confidentiality/Privacy/Mandatory Reporting

Protections, security, and exceptions regarding privacy and maintaining confidentiality, as related to the practice of the profession. (For example: limitations on information to be collected; maintaining security of collected information; ownership of and rights to access stored confidential information; protection of privacy of third parties, duty to protect/warn; mandatory reporting of a child in need of protection; mandatory reporting of sexual abuse by regulated health professionals; and knowledge of relevant legislation and regulations.)

Service Delivery, Feedback and Reports

The process and procedures related to the practice of the profession. (For example: knowledge of the scope of practice of members and its relationship to other professionals; competence; risk-benefit analyses; adequacy of assessment tools and practices; awareness and appropriate management of biases and values.)

Providing accurate, clearer, objective and understandable feedback and reports regarding assessments, evaluations, and findings, as related to the practice of the profession. (For example: communicating a diagnosis; writing reports and articles that are clear, justifiable, and balanced; and attending to characteristics such as sensory impairments.)

Supervision, Teaching and Research

The process, procedures and responsibilities related to the practice of the profession. For example: supervision of those about to become members of the College (supervised practice certificate of registration), members of the regulated professions, unregulated individuals providing care to clients under the supervision of a member of the College.

JECAABA Blueprint

Activity	Average % of Course Content
Content	
Self-Regulation, Professionalism, and RHPA	20%
Informed Consent	15%
Managing Boundaries and Multiple Relationships	15%
Business-Professional Practice	10%
Confidentiality and Privacy	15%
Service Delivery, Feedback and Reports	15%

Supervision, Teaching and Research	10%
	100%

PREPARING TO TAKE THE JECAABA

Candidates are encouraged to review the Behavior Analyst Certification Board [Ethics Code for Behavior Analysts \(2020\)](#).

JECAABA FEE

Eligible candidates will receive a notice of when they can access the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis. Only eligible candidates will receive access to the course. To be eligible, the candidate must have received a Certificate of Registration as a Behaviour Analyst from the College.

During the period of pre-registration, and for the first two years after proclamation, from July 1, 2024, to June 30, 2026, applicants who apply for a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice using the transitional route provisions will be eligible to take the course once the candidate has submitted an application for registration to the College and received written confirmation of eligibility.

The fee for taking the JECAABA is, in all cases, payable in advance of accessing the JECAABA. Please see [Appendix A, Fees in the Registration Process](#), for the current fee.

ADMINISTRATION OF THE JECAABA

The Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis will be administered through a secure Learning Management System. An eligible candidate will be assigned a unique login that they will use to access the course.

NUMBER OF ATTEMPTS AT THE JECAABA

Candidates will have an unlimited number of attempts at the JECAABA within the 60-day period. A candidate must have successfully completed all sections of the JECAABA, including assessments, before they receive certificate of completion.

LANGUAGE OF THE JECAABA

The Jurisprudence module will be offered to applicants in both English and French.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The questions on the module are confidential and are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario. Candidates will be asked to sign an acknowledgement of confidentiality before completing the JECAABA.

RESULTS OF THE JECAABA

The JECAABA is offered as PASS/FAIL, and candidates will receive their results of each assessment immediately following its completion.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
SECTION F: ONTARIO EXAMINATION FOR PROFESSIONAL PRACTICE IN APPLIED BEHAVIOUR ANALYSIS**

The Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) is a written examination that all supervised practice applicants, and all applicants applying under Transitional Route #2, must pass in order to obtain a Certificate of Registration.

The Entry-to-Practice Competency Profile for Behaviour Analysts in Ontario is based on the Behavior Analyst Certification Board's (BACB) Board Certified Behavior Analyst (BCBA) Test Content Outline (6th ed.), which has been adapted to reflect practice of the profession in Ontario.

COMPOSITION OF THE OEPPABA

The OEPPABA is a standardized multiple-choice examination delivered through computer-based administration. Each exam consists of 120 questions drawn from an item bank developed by subject matter experts.

Each item is categorized according to its Domain. Domains, defined below, were developed to reflect the breadth of members' work, and were informed by a job task analysis. The job task analysis resulted in the examination's Competency Profile and Blueprint. The OEPPABA adheres to this Competency Profile, which represents knowledge, skills and attitudes identified as being important for Behaviour Analysts at entry-level and throughout their career. The examination's Competency Profile can be found [here](#). The Blueprint provides information to candidates about the weighting of each Domain on the examination:

Examination Blueprint	
Domain	% of Exam
1. Behaviourism and Philosophical Foundations	5%
2. Concepts and Principles	14%
3. Measurement, Data Display and Interpretation	11%
4. Experimental Design	7%
5. Ethical and Professional Issues	10%
6. Equity, Diversity & Inclusion (EDI)	6%
7. Behaviour Assessment	13%
8. Behaviour-Change Procedures	14%
9. Selecting and Implementing Interventions	10%
10. Personnel Supervision and Management	10%
Total Questions	100%

REGISTRATION AND FEE FOR THE OEPPABA

Advance registration for the OEPPABA is required. The College will send notification to all eligible candidates in advance of the examination date. Only eligible candidates are permitted to take the OEPPABA. Supervised Practice applicants must have received their Certificate of Registration as a Behaviour Analyst Authorizing Supervised Practice from the College before taking the examination. Autonomous Practice (Transitional Route #2) applicants who apply during the transitional period, must receive a written confirmation of eligibility from the College before taking the examination. The fee for

taking the OEPPABA is, in all cases, payable in advance of taking the examination. Please see [Appendix A, Fees in the Registration Process](#), for the current fee.

If a candidate finds that they are unable to attend the examination, they must notify the College in writing in advance to cancel their administration.

For notices of cancellation received more than 5 business days before the examination date, the College will refund the full examination fee.

For notices of cancellation received in 5 business days or less before the examination date, the College will refund the examination fee, minus a cancellation fee.

TIMING OF THE OEPPABA AND IMPORTANT DEADLINES

The College administers the OEPPABA on-line.

- **Transitional Route #2 candidates** are required to pass the OEPPABA before the College will issue them a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice.
- **Supervised practice candidates** must, to remain in good standing, attempt the OEPPABA within a year of issuance of the certificate authorizing supervised practice. The certificate authorizing supervised practice may not be issued for a period of greater than two years.

Should the certificate authorizing supervised practice be suspended at the two-year point for failure to pass the OEPPABA (before reaching the maximum number of attempts permitted), candidates may subsequently:

- i) submit a passing score on the OEPPABA;
- ii) submit an agreement form from one supervisor in accordance with the guidelines for supervised practice.

The certificate authorizing supervised practice will then be re-issued for a period of not less than three months nor more than nine months to enable the supervised member to complete their remaining registration requirements.

NUMBER OF ATTEMPTS AT THE OEPPABA

Candidates may attempt the OEPPABA a maximum of four times. Candidates who cannot demonstrate through the passing of the OEPPABA, the knowledge, skills and attitudes required for the practice of ABA in Ontario, are not permitted to continue in the registration process.

LANGUAGE OF THE OEPPABA

The examination is available in English or French. Language choice is specified at the time of registering to take the examination.

The [Registration Regulation, Section 3.2.](#), states that, “The applicant must be able with reasonable fluency to speak and write either English or French.” Therefore, candidates for whom English or French is not a first language must prepare to write the examination in the standard writing time.

EXAMINATION ACCOMMODATIONS

Candidates who require examination accommodations arising from documented disabilities or impairments must complete the College's Examination Accommodation Form and provide the College with the required supporting documentation. The form may be completed at the time of initial application to the College, or later if necessary. In order to allow the College sufficient time to approve and arrange the specified accommodation, candidates are required to submit the form and supporting documentation at least 60 calendar days prior to the examination date.

The College's Examination Accommodation Policy is found in Appendix G of these guidelines. The Examination Accommodation Form is available on the College's website as part of the Applications for Supervised Practice, and Autonomous Practice using Transitional Route #2.

Accommodations for the OEPPABA can only be made available consistent with what is allowable by the examination's administrator, Meazure Learning.

Questions for the College regarding examination accommodations should be directed to exams@cpo.on.ca

LATE ARRIVAL POLICY

Latecomers will not be allowed any additional time beyond the scheduled examination completion time. The examination proctor has the discretion to deny access to latecomers.

IMPLICATIONS OF CHEATING

If the College receives a report from Meazure that a candidate participated in any irregularity occurring prior to, during, or subsequent to this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, the College reserves the right to invalidate the candidate's examination score.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The questions on the OEPPABA are confidential and are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario. Candidates will be asked to sign an acknowledgement of confidentiality when completing the OEPPABA registration form. An example of this acknowledgement follows:

CANDIDATE ACKNOWLEDGEMENT

By taking this examination, I hereby acknowledge that I understand and agree to the following:

1. I understand and acknowledge that the content of the Ontario Examination for Professional Practice in Applied Behaviour Analysis is confidential in nature.
2. I acknowledge that the Ontario Examination for Professional Practice in Applied Behaviour Analysis and the items therein are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario.
3. I understand that no examination material may be copied or disclosed by any means without the permission of the Registrar of the College of Psychologists and Behaviour Analysts of Ontario.
4. I agree to maintain the confidentiality and security of the Ontario Examination for Professional Practice in Applied Behaviour Analysis and test questions.

PASSPOINT OF THE OEPPABA

(pending)

RESULTS OF THE OEPPABA

The College provides Examination scores to candidates in writing typically within six weeks of the administration of the examination. College staff are not permitted to provide scores to candidates by telephone, fax, or via e-mail.

CANDIDATES FEEDBACK

Candidates may submit their questions or comments about the examination in writing to the College at exams@cpo.on.ca.

Draft Transitional Route 2

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX A – FEES IN THE REGISTRATION PROCESS FOR ABA**

Please note that fees are subject to periodic change.

Application for Supervised Practice fee	\$230
Application for Autonomous Practice fee under Transitional Registration provisions	\$230
Application for Certificate of Registration Authorizing Interim Autonomous Practice is \$100	\$100
Application fee for Temporary Emergency Class Certificate of Registration	\$100
Application fee for Removal of a Term, Condition, or Limitation fee	\$100
Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)	\$400
Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)	\$200
Autonomous Practice Members – Annual Fee	\$795
Supervised Practice Members – Annual Fee (invoiced semi-annually)	\$550
Autonomous Practice Members Registered in Psychology and Applied Behaviour Analysis (Dual-Registration)	\$1200*
Temporary Emergency Class Certificate of Registration – Annual Fee	\$300

*** This fee will be in effect until June 30, 2026, and is subject to Council review prior to that date.**

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX B – TIMELINES IN THE REGISTRATION PROCESS**

The following table shows the usual time it takes to complete each step in the registration process.

From the time an application is complete (application form and all supporting documentation) until initial review	4 to 6 weeks
From the time of initial review until a written response and supporting documents are sent	1 to 2 weeks
If, at initial review, an application is referred to the Registration Committee (the Committee meets every 6 to 8 weeks) for further review	30 days notice period + number of days until the next meeting
From the date of a Committee meeting until a written decision is sent	4 to 6 weeks
From the date of issuance of a certificate authorizing supervised practice until issuance of a certificate authorizing autonomous practice	a minimum of 1 year and a maximum of 2 years
From the issuance of a certificate authorizing supervised practice until writing the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)	a maximum of 1 year
From the issuance of a certificate authorizing supervised practice until completion of the Jurisprudence & Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)	60 days from the date of access
From the date of receipt of an application until expiry (i.e., if not all supporting documents are received and a certificate for registration is not issued)	2 years

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX C – VULNERABLE SECTOR SCREENING POLICY**

Section: Registration

Applies to: All applicants for all classes of registration as a Behaviour Analyst

Approved by:

Effective Date: [date pre-registration opens]

PURPOSE

To describe the vulnerable sector screening process required for registration as a Behaviour Analyst with the College.

SCOPE

Applies to all applicants for all classes of registration as a Behaviour Analyst

POLICY STATEMENT

One of the ways that the College of Psychologists and Behaviour Analysts of Ontario ensures that members of the public receive competent and ethical professional services from qualified providers, is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to provide the results of a Vulnerable Sector Check as part of their application. The practice of Applied Behaviour Analysis is used widely to treat autism and other developmental disabilities, and Behaviour Analysts work closely with and have authority over children and other vulnerable persons in their care. A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

PROCESS

As part of their application with the College, an applicant must provide the results of a Vulnerable Sector Check completed no more than 6 months before the date the applicant submits their application. It is the applicant's responsibility to obtain the correct type of check and pay all related fees.

The Vulnerable Sector Check must be completed on the applicants current and previous legal name(s). The applicant's full legal name, previous name(s), and date of birth on the Vulnerable Sector Check must match the information the applicant has reported to the College in their application form. The College reserves the right to refuse a check that does not match the applicant's information.

The College will accept a Vulnerable Sector Check from the following: a municipal police service, a First Nations police service, or the [Ontario Provincial Police](#).

A Vulnerable Sector Check with one or more findings will not necessarily result in a refusal to register. The College's Registrar will review the finding(s) and may request further details from the applicant.

Where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred their application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

EXCEPTION

Applicants who can prove to the Registrar that they are unable to obtain a Vulnerable Sector Check must complete a criminal record screening approved by the Registrar. This applies to applicants residing in regions that do not issue Vulnerable Sector Checks for registration purposes (see below), as well as international applicants who do not and have not lived in Canada.

Applicants from the Ottawa, Gatineau or Halton regions must complete a Level 2 Criminal Record and Judicial Matters Check. These applicants will also be asked to complete an acknowledgement, declaration, and undertaking with the College.

RELATED POLICIES AND LEGISLATION

- Good Character Policy
- Ontario Regulation 193/23: Registration, under the [*Psychology and Applied Behaviour Analysis Act, 2021*](#)
- Health Professions Procedural Code, Schedule 2 to the [*Regulated Health Professions Act, 1991*](#)

Draft Transitional Route 2

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX D – CRITERIA FOR EVALUATING GOOD CHARACTER**

One of the ways that the College of Psychologists and Behaviour Analysts of Ontario ensures that members of the public receive competent and ethical professional behaviour analysis services from qualified providers, is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to complete a Declaration of Good Character and obtain a Vulnerable Sector Check as part of their application. The Declaration of Good Character requires applicants to provide details about their past conduct.

Good character also is an on-going expectation of members of the College of Psychologists and Behaviour Analysts of Ontario, who are required to provide declarations of their conduct to the College as part of the annual membership renewal process.

The purpose of this document is:

- to describe the process by which the College of Psychologists and Behaviour Analysts of Ontario evaluates information about an applicant's past conduct prior to registration in Ontario; and
- to identify the criteria that the College uses when conducting such an evaluation.

TO WHOM DOES THIS POLICY APPLY?

This policy applies to all applicants of the following classes of certificates of registration offered by the College of Psychologists and Behaviour Analysts of Ontario:

1. Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.
2. Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice.

WHY DO I NEED TO OBTAIN A VULNERABLE SECTOR CHECK?

A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

The College will accept a valid Vulnerable Sector Check completed for another agency that was issued no more than 6 months from the date the applicant submits their application.

RELEVANT LEGISLATION

The following legislation identifies registration requirements in relation to an applicant's past conduct:

O. Registration Reg. 193/23 Section 3.1:

"3. The following are registration requirements for all certificates of registration:

1. *The applicant must provide details of any of the following that relate to the applicant:*
 - i. *A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.*
 - ii. *a finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.*
 - iii. *a current proceeding for professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession."*

WHEN IS A MORE DETAILED REVIEW OF AN APPLICANT'S DECLARATION OF GOOD CHARACTER INITIATED?

A "yes" answer by an applicant to any question or questions in the Declaration of Good Character, and/or a finding on a Vulnerable Sector Check will not necessarily result in a refusal to register. However, the College's Registrar will request further details from the applicant for any questions answered in the affirmative on their Declaration of Good Character, and/or for a charge identified on a Vulnerable Sector Check.

The Registrar initiates a review of an applicant's Good Character in cases where:

- an applicant answers "yes" to any question or questions in the Declaration of Good Character; and/or
- when a confirmation of a criminal conviction is found on the applicant's Vulnerable Sector Check or Criminal Record Check; and/or
- when a confirmation of an applicant's registration from another jurisdiction in relation to the profession of applied behaviour analysis or another health profession indicates a finding or current proceeding of professional misconduct, incompetency, or incapacity.

Following a review, where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred his or her application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

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.

The applicant will be notified of the referral of his or her application to the Registration Committee in writing and will be provided with a period of at least 30 days to submit any supporting documentation to the Registration Committee.

WHAT TYPES OF SUPPORTING DOCUMENTATION CAN THE APPLICANT PROVIDE?

The following are some examples of supporting documentation that the applicant may provide to the College upon submission of his or her application for registration, or upon receiving written notification that his or her application has been referred to the Registration Committee:

- A personal statement describing the incident(s), and an explanation as to whether or not the incident(s) currently impacts the applicant's likelihood of practising the profession competently and ethically.
- Official copies of any court documents, discharges, pardons etc. (official copies of these types of documents must be sent directly to the College from the proper authority);
- Evidence of successful completion of any rehabilitation or remediation imposed by a court or other regulatory body;
- Letters of reference from employers or colleagues who are aware of the facts of the matter;
- Letters from health care providers who were engaged in treating the applicant, providing their professional opinion on the applicant's capacity to practice.

Supporting documentation will form the material to be reviewed by the Registration Committee before a decision on registration is made. Should the applicant find that additional time is needed in order to

arrange for supporting documentation to be sent to the College, the applicant must contact the College directly to request an extension.

HOW DOES THE REGISTRATION COMMITTEE UNDERTAKE THE REVIEW?

Decisions are made in the public interest. When undertaking a review, the Registration Committee will consider each application on a case-by-case basis and will consider all of the information provided. Should the Committee find that additional information or clarification of any information is necessary before a decision can be reached, the Committee will notify the applicant in writing. The applicant will then be afforded a period of additional time to supply any requested additional information or clarification.

WHAT CRITERIA ARE USED TO ASSESS THE INFORMATION PROVIDED BY THE APPLICANT BOTH IN THE REGISTRAR'S INITIAL REVIEW AND IN THE REGISTRATION COMMITTEE'S REVIEW?

The Registration Committee will consider the following criteria when reviewing the applicant's information:

1. The nature of the conduct in question:
 - a. The seriousness of the conduct;
 - b. Duration and frequency of the conduct;
 - c. How long ago the incident(s) occurred;
 - d. How the incident(s) is relevant to professional practice;
 - e. Whether there is a potential risk to the public posed by the applicant's conduct; and,
 - f. Whether there were any mitigating circumstances.
2. Honesty of the applicant:
 - a. Did the applicant make an honest declaration in their Declaration of Good Character? Or,
 - b. Did the College learn of the applicant's conduct by some other means e.g., from their Vulnerable Sector Check, another regulatory board, or from an academic institution.
3. Resulting actions taken by the applicant:
 - a. Was there any remediation or rehabilitation taken by the applicant?
 - b. Was there an expression of remorse from the applicant?
 - c. Was the applicant able to subsequently practise the profession of behaviour analysis following the incident(s) with no further evidence of issues of conduct occurring?

WHAT ARE THE POTENTIAL OUTCOMES OF THE REGISTRATION COMMITTEE'S REVIEW?

Following their review, the Registration Committee will make a decision on the applicant's eligibility for registration with the College of Psychologists and Behaviour Analysts of Ontario.

The following are the potential Committee decisions:

1. Accept the application for registration with no terms, conditions, or limitations imposed; or
2. Accept the application for registration with terms, conditions, or limitations imposed; or
3. Refuse the application for registration.

HOW WILL THE REGISTRATION COMMITTEE COMMUNICATE THEIR DECISION TO THE APPLICANT? WHAT RECOURSE DOES THE APPLICANT HAVE IF THEY ARE REFUSED REGISTRATION?

In all cases applicants will be provided with a written notification of the Registration Committee's decision including the reasons for its decision.

All decisions of the Registration Committee may be appealed by the applicant to the [Health Professions Appeal and Review Board \(HPARB\)](#) within 30 days of receiving the written notification from the Registration Committee.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX E – LANGUAGE FLUENCY POLICY**

APPLICABLE TO APPLICANTS FOR THE FOLLOWING CLASSES OF CERTIFICATE OF REGISTRATION:

- Certificate of Registration for a Psychologist Authorizing Autonomous Practice
- Certificate of Registration for a Psychologist Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychologist Authorizing Supervised Practice
- Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Supervised Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice

Type of requirement: Exemptible

APPLICABLE REGULATION:

ONTARIO REGULATION [193/23, REGISTRATION:](#)

“3. The following are registration requirements for all certificates of registration:

2. The applicant must be able with reasonable fluency to speak and write either English or French.”

PRINCIPLE(S):

Effective communication is essential for the provision of competent, safe and quality psychological and behaviour analytic services. Language fluency enhances public protection by ensuring that members can communicate effectively with clients and other members of the health-care team. For these reasons the Registration Committee believes that applicants must provide persuasive evidence of language fluency in English or French.

DECISION CRITERIA:

An applicant may meet the requirement by:

1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in either Canada, or the USA; or
2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or
3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in either English or French; or
4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of one test and test results will be considered valid for two years from the date the test was administered.

TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT – COLLEGE OF PSYCHOLOGISTS OF ONTARIO					
	English			French	
Test	TOEFL internet based test (iBT)	IELTS (Academic or General Training)	CELP/IP General	TEF (Test d'évaluation du français)	TCF (Test de connaissance du français pour le Canada)
Required score(s)	Writing: 27 Speaking: 24 Listening: 24 Reading: 24	Writing: 7 Speaking: 7 Listening: 7 Reading: 7	Writing: 8 Speaking: 8 Listening: 8 Reading: 8	Writing: 349 Speaking: 349 Listening: 280 Reading: 233	Writing: 12-13 Speaking: 12-13 Listening: 503-522 Reading: 499-523

OR

5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession of psychology or applied behaviour analysis (whichever is applicable) in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.
6. An applicant may be exempted from the requirement if they cannot meet it through the means described in 1., 2. or 4. above and has a documented disabilityⁱ that would affect their ability to meet the requirement by completing a standardized language fluency test, as described in 3. Such exemption will be considered on a case-by-case basis by the Registration Committee.

POSSIBLE OUTCOMES:

1. An applicant who can provide acceptable evidence of fluency will be deemed to have met the language fluency requirement for registration.
2. An applicant who cannot provide sufficient evidence of fluency will be notified that they cannot be registered until they have met this requirement.
3. An applicant who can satisfy the Registration Committee that they should be exempted from the requirement based on the criteria indicated in 5 or 6 above may be exempted from meeting the requirement.

ⁱ The [Access for Ontarians with Disabilities Act](#) defines “disability” as:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,

-
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d. a mental disorder, or
 - e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

Draft Transitional Route 2

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX F – ALTERNATIVE DOCUMENTATION POLICY**

APPLICABLE TO APPLICANTS FOR THE FOLLOWING CLASSES OF CERTIFICATE OF REGISTRATION:

- Certificate of Registration for a Psychologist Authorizing Supervised Practice
- Certificate of Registration for a Psychologist Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Supervised Practice
- Certificate of Registration for a Psychological Associate Authorizing Interim Autonomous Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice

Type of requirement: Exemptible

APPLICABLE REGULATION:

ONTARIO REGULATION [193/23, REGISTRATION](#)

PROCESS:

1. An applicant who is unable to obtain required original documents must advise the College in writing, identifying which documents they are unable to obtain, and detailing the reason for this. The reasons why original documentation may not be obtainable include, but are not limited to:
 - a. The closure of the issuing educational institution or government authority;
 - b. The loss or destruction of the documents by the issuing educational institution or government authority;
 - c. The institution or government authority is unable to provide documentation because of war, natural disaster, or other crises.
 - d. There is a risk of harm to the applicant and/or their family if the applicant attempts to obtain the original documents.
2. The applicant's information will be considered by the College Registrar, who will determine if alternative documentation will be accepted.
3. The Registrar may request that the applicant provide additional information or evidence to support their request to provide alternative documentation.
4. The Registrar will request alternative evidence to demonstrate that the applicant has met the registration requirements. Considering each application on a case-by-case basis, this evidence might include one or more of the following:
 - a. Certified/notarized copy of documentation from the applicant; or
 - b. Documentation received by the College directly from another source (university, licencing authority, testing authority, credential evaluation service).
5. If the documents provided are in a language other than English or French, the applicant must arrange for their translation by an official translator. Applicants are responsible for any fees associated with the translation of these documents.
6. In all cases, alternative documentation must allow for a meaningful assessment of the applicant's information.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX G – EXAMINATION ACCOMMODATION POLICY (ABA)**

Applicable to all applicants attempting any of the examinations required for registration with the College, as outlined in ss. 27 (1) 3. of O.Reg. 193/23 Registration under the [Psychology and Applied Behaviour Analysis Act, 2021](#).

The examination for Applied Behaviour Analysis is the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA).

This policy is also applicable to members attending a focused interview for the purpose of modifying or removing a term, condition or limitation on their certificate for practice or requesting an expansion or addition to their areas of practice.

LEGISLATIVE FRAMEWORK:

- This policy was developed in compliance with the following statutes, which over-ride the Regulated Health Professions Act (RHPA), 1991 and the Psychology and Applied Behaviour Analysis Act 2021:
 - The Ontario Human Rights Code (OHRC): The Code prohibits actions that discriminate against people based on a protected ground (disability) in a protected social area (membership in unions, trade or professional associations)¹.
 - O.Reg. 429/07: Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11².
- The privacy provisions of this policy were developed in compliance with Section 36 (1) of the RHPA and the College's own Privacy Code³.

PRINCIPLE(S):

The College of Psychologists and Behaviour Analysts of Ontario is committed to providing accessible and equitable service to all exam candidates. This includes administering the entry-to-practice examination for applied behaviour analysis in Ontario in a way that respects the dignity and independence of persons with disabilities.

In reviewing accommodation requests, the College must balance the rights of the individual examination candidate with its mandate to protect the security, fairness, validity and reliability of the examinations. Accommodations for the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) can only be made available consistent with what is allowable by the exam owner, Measure Learning.

In supporting individuals requesting accommodation for the examinations the College will base its decisions on the following fundamental principles:

1. No applicant to the College should be disadvantaged in the examination process due to disability.
2. The individual's private information, including personal health information, will be used only for the purpose of assessing the accommodation request and will be protected at all times.
3. The College will provide reasonable accommodation fairly and in a manner that respects the dignity and independence of the applicant.

4. Accommodations will be provided in a way that ensures that applicants receiving accommodation are not provided an unfair advantage in relation to other candidates completing the examinations.
5. The College's duty to provide accommodation will only be limited by considerations of undue hardship⁴ and the need to protect the integrity and confidentiality of the examinations.

PROCEDURE:

Applicants who require accommodation to complete the registration examinations are required to: complete the Examination Accommodations section of the Application for Supervised Practice (supervised practice applicants) or, complete the Examination Accommodations section of the Application for Autonomous Practice (transitional route #2 applicants)

and provide to the College:

Form 1 – Examination Accommodation – Medical Documentation, along with appropriate documentation, completed by a medical doctor, Psychologist, Psychological Associate or other regulated health professional who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested complete and sent directly to the College; or

Form 2 – Examination Accommodation – Academic Documentation, along with appropriate documentation, completed by an accessible services representative of the post-secondary institution where applicant's degree(s) were completed, indicating accommodations approved and used during their academic studies. The form and documentation should also be sent directly to the College.

A candidate seeking an accommodation is not required to disclose a health diagnosis. The request however, must clearly demonstrate the following:

- how the identified impairment impacts the ability of the candidate to successfully participate in the examination, and
- how the requested accommodation(s) mitigate(s) the impairment within the specific context of the examination.

In order to allow the College sufficient time to prepare accommodations, applicants are required to submit requests and all supporting documentation at least 60 calendar days prior to the exam date.

Exam candidates requesting accommodation will be advised of the College's decision within ten (10) business days of the submission date, unless more information is needed to effectively evaluate the accommodation request.

ADDITIONAL CONDITIONS:

1. Candidates may request accommodations as needed for either permanent or temporary disabilities.
2. Candidates are responsible for any costs associated with obtaining documentation from a regulated health professional or university regarding their disability or impairment and/or history of accommodations provided during their university education.
3. Requests must be directed to the Senior Registration Assistant. Requests should be made at the same time as applying for any of the examinations, but no later than 60 calendar days before the date of the exam administration.

4. Documentation of a disability requiring accommodation will be considered current for three years from the date of assessment of a permanent disability and six months from the date of assessment of a temporary disability.
5. A candidate who has been granted accommodation for a permanent or long-term disability will not be required to re-apply for accommodation for subsequent attempts. However, if the request was related to a temporary condition (e.g., recent injury or pregnancy-related conditions) or if five years have passed since the initial accommodation request, the College may request updated information confirming the continued need for accommodation.

DECISION RULE:

Exam candidates who complete and submit appropriate documentation within the timelines indicated will be provided accommodations as per the College's duty, limited only by considerations of undue hardship and the need to protect the integrity and confidentiality of the examinations.

REQUIRED DOCUMENTATION:

1. Completed Section D – Examination Accommodation, of College application form(s); and
2. Completed Form 1 or 2 with required documentation.

¹ This has been legally interpreted by the OHRC to include membership in a regulated profession.

² The College's Accessible Customer Service Plan, developed in compliance with this regulation, can be downloaded from: cpo.on.ca/about-cpo/accessibility/.

³ In compliance with these obligations the College has also developed a Privacy Code (<http://cpo.on.ca/components/handlers/search.router.ashx?id=653>) and the provisions of this Code apply to all information requested, used, retained and/or disclosed as part of the registration process, including personal health information related to requests for accommodation.

⁴ The Ontario Human Rights Commission provides guidelines regarding the definition and considerations to be taken into account regarding whether the provision of accommodation would cause an organization (e. g. employer, educational institution etc.) undue hardship: <http://www.ohrc.on.ca/en/policy-and-guidelines-disability-and-duty-accommodate/5-undue-hardship>.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
AUTONOMOUS PRACTICE (TRANSITIONAL ROUTE #2)
APPENDIX H – EVIDENCE OF CURRENT PRACTICE OF THE PROFESSION OF APPLIED BEHAVIOUR ANALYSIS**

ACCEPTABLE ACTIVITIES

Scope of Practice: “The practice of applied behaviour analysis is the assessment of covert and overt behaviour and its functions through direct observation and measurement and the design, implementation, delivery and evaluation of interventions derived from the principles of behaviour in order to produce meaningful improvements.” (Section 3. (2) [Psychology and Applied Behaviour Analysis Act, 2021.](#))

Applicants who apply for a Certificate of Registration Authorizing Autonomous Practice using Transitional Route #2 must demonstrate that they practised competently within the statutory scope of practice of the profession a minimum of 1500 hours within the four years before submitting their application.

The following activities may be counted toward the determination of these practice currency hours. These activities require the use of skills necessary to demonstrate competence in behaviour analysis including those necessary to interact effectively with clients, supervisors, families, and others.

ASSESSMENT AND INTERVENTION PROCESSES:

ASSESSMENTS:

- Assess behaviour and its functions using formal or informal observations and measurement and interpretation of results (e.g., stimulus preference assessment, functional assessment, experimental functional analysis, staff performance assessment).
- Determine client goals based on factors such as client preferences, supporting environments, risks, constraints, and social validity.
- Selection of appropriate interventions based on assessment results, supporting environments, risks, constraints, social validity, clinical experience, and supported by currently accepted scientific evidence.

INTERVENTIONS:

- Design, implement, and systematically monitor skill-acquisition and behaviour reduction programs.
- Delivery of ABA interventions directly to individuals who present with a range of skills, levels of functioning, and ages. Plan for and identify unwanted effects of the recommended interventions.
- Implement a full range of scientifically validated, behaviour analytic procedures (i.e., reinforcement, extinction, incidental teaching, and use of naturalistic teaching methods).
- Utilize ABA procedures through direct, caregiver mediated and/or group intervention formats.
- Train staff and/or caregivers as they deliver new or revised behavioural services.
- Research and implement scientifically validated effective procedures, relevant to the needs of the client for promoting generalization of behaviour change.
- Conduct mediator (e.g., caregivers, direct support professionals) training using ABA procedures.
- Work collaboratively with professionals from other disciplines.
- Demonstrate adherence to professional ethical expectations. These would include, where applicable, billing, and administrative (office management) practices.

ASSESSMENTS/INTERVENTIONS:

- Design appropriate data collection and analysis to make data-based decisions to help monitor or modify intervention procedures.
- Discuss assessment results, goals, service options and progress with clients/mediators/caregivers.
- Evaluate and monitor effectiveness of interventions.

SUPERVISORY ACTIVITIES

- Delegate to your supervisees only those responsibilities that such persons can reasonably be expected to perform competently, ethically, and safely. A supervisor cannot delegate any task that they themselves are not competent to perform.
- Assign team members to implement behaviour plans and/or train caregivers to implement behaviour plans.
- Observe interventions and assessments carried out by staff and/or caregivers and monitor intervention fidelity.
- Supervisor has sufficient direct contact with the client and/or their caregivers to ensure adequate service delivery.
- Confirm that supervisees maintain competence to perform the tasks assigned to them, considering numerous factors, including skills, education, and experience.
- Demonstrate an understanding of the limits of their competency and the importance of referring clients to other professionals when necessary.
- Oversee and provide clinical feedback for clinicians/Behaviour Analysts who carry their own caseload/support their own clients.
- Provide ongoing direction and guidance to staff to ensure services are being delivered correctly and effectively.
- Review behaviour plans and assessment outcomes.
- Review data and measure client progress.
- Maintain detailed notes of progress, key decisions, and next steps.

ACTIVITIES THAT CANNOT BE COUNTED TOWARDS PRACTICE CURRENCY HOURS:

Only behaviour-analytic activities may be counted toward practice currency hours. Non-behaviour-analytic activities, while valuable, will not be counted.

Examples of activities that will not count toward practice currency hours include:

- Attending meetings with little or no behaviour-analytic content.
- Providing interventions that are not based in behaviour analysis.
- Performing administration related to non-behavioural activities.
- Non-behaviour-analytic trainings related to service delivery (e.g., crisis management, CPR, billing systems).
- Completing non-behavioural assessments (e.g., diagnostic assessments, intellectual assessments).
- Attending professional conferences, workshops, or university courses.
- Didactic-course assignments (e.g., completing homework assignments, readings).
- Providing consultation where the consultant holds no responsibility for individual client care.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
INTRODUCTION, B – TERMS, C – OVERVIEW OF REQUIREMENTS**

The entry level route to registration is for applicants who are not eligible to apply for a Certificate of Registration for a Behaviour Analysts Authorizing Autonomous Practice under the [Transitional Routes](#) to registration.

Entry level applicants must satisfy the following requirements in order to be issued a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice:

- i. Post-graduate degree from a Canadian university together with successful completion of recognized coursework in behaviour analysis; or
- ii. Post-graduate degree from an accredited program in behaviour analysis; or
- iii. Equivalent post-graduate degree together with recognized coursework in behaviour analysis; or
- iv. Education and training in ABA considered to be substantially similar to i.

Applicants holding a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice will be required to complete the following:

- 1) At least 1,500 hours of authorized supervised practice;
- 2) Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA);
- 3) Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA).

Upon successful completion of the above requirements, the College will issue a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice to the applicant.

A. INTRODUCTION

In order to expand upon the information in the Registration Regulation, further details about the requirement for registration, the registration process, and the application procedure are available in the Registration Guidelines: Behaviour Analyst – Supervised Practice.

The Registration Guidelines are intended to help give applicants an idea of the steps involved in becoming a Behaviour Analyst and whether they are likely to meet the requirements for registration.

B. TERMS

Applicant: refers to someone who has applied for registration but has not yet had their application evaluated by the College;

Authorized Supervised Practice: refers to the required supervised practice undertaken by holders of a certificate for supervised practice;

Autonomous member: refers to a holder of a certificate authorizing autonomous practice;

Candidate: refers to a successful applicant, who at a minimum, has been formally advised by the College that they have met the academic requirements for registration, and who is in the process of meeting the remaining requirements;

College: refers to the College of Psychologists and Behaviour Analysts of Ontario;

Member: refers to a Psychologist, Psychological Associate, or Behaviour Analyst, registered by the College to practise either autonomously or under supervision;

Registration Regulation: refers to Ontario Regulation [193/23 Registration](#).

Supervised member: refers to a holder of a Certificate of Registration Authorizing Supervised Practice.

C. OVERVIEW OF REQUIREMENTS

Non-exemptible Requirements:

In order to be registered to practice autonomously as a Behaviour Analyst, the applicant must have:

- Successfully completed a post-graduate degree, at the master's level or higher, that meets the requirements in the registration regulation; and
- Submitted a completed application form and academic transcripts; and
- Successfully completed a post-graduate degree, at the master's level or higher, that meets the requirements in the registration regulation; and
- Provided a Vulnerable Sector Check issued within the last 6 months; and
- Completed a period of authorized supervised practice in Ontario; and
- Passed the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA); and
- Successfully completed the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA); and
- Paid the applicable fees; and,
- Completed any further training, which may be required by the Registration Committee.

OTHER REQUIREMENTS FOR ISSUANCE OF A CERTIFICATE OF REGISTRATION:

Good Character

All applicants to the College of Psychologists and Behaviour Analysts of Ontario are required to complete a Declaration of Good Character as part of their application. The Declaration of Good Character requires applicants to provide details about their past conduct. Information about the criteria used by the College when evaluating an applicant's Good Character is found in Appendix D of these guidelines.

Section 3. 1. of the [Registration Regulation](#) specifies that an applicant must provide details of any of the following that relate to the applicant:

- A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.
- A finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.
- A current proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to the profession or another health profession.

Language Fluency

Section 3. 2. of the Registration Regulation specifies that an applicant must be able with reasonable fluency to speak and write either English or French.

Applicants may meet the requirement by:

1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest-level psychology or applied behaviour analysis degree was completed in either Canada, or the USA; or
2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest-level psychology or applied behaviour analysis degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or
3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant's highest-level psychology or applied behaviour analysis degree was completed in either English or French; or
4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of one test and test results will be considered valid for two years from the date the test was administered.

TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT – COLLEGE OF PSYCHOLOGISTS OF ONTARIO					
	English			French	
Test	TOEFL internet based test (iBT)	IELTS (Academic or General Training)	CELP/IP General	TEF (Test d'évaluation du français)	TCF (Test de connaissance du français pour le Canada)
Required score(s)	Writing: 27 Speaking: 24 Listening: 24 Reading: 24	Writing: 7 Speaking: 7 Listening: 7 Reading: 7	Writing: 8 Speaking: 8 Listening: 8 Reading: 8	Writing: 349 Speaking: 349 Listening: 280 Reading: 233	Writing: 12-13 Speaking: 12-13 Listening: 503-522 Reading: 499-523

OR

5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession of psychology or applied behaviour analysis (whichever is applicable) in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.
6. An applicant may be exempted from the requirement if they cannot meet it through the means described in 1., 2. or 4. above and has a documented disabilityⁱ that would affect their ability to meet the requirement by completing a standardized language fluency test, as described in 3. Such exemption will be considered on a case-by-case basis by the Registration Committee.

Eligibility to Work in Canada

Section 3.3. of the Registration Regulation, specifies that, in order to be issued with a Certificate of Registration the applicant must be a Canadian citizen, a permanent resident of Canada or authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of the profession. Applicants who are not citizens or permanent residents of Canada may meet the requirement by holding a valid work permit, for example. For information respecting authorization to work in Canada go to <http://www.cic.gc.ca/> .

ⁱ The [Access for Ontarians with Disabilities Act](#) defines “disability” as:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
SECTION D – REGISTRATION PROCESS**

The forms needed to apply for a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst are found on the College's web site in the Applicants section, these include:

- Application for Certificate of Registration Authorizing Supervised Practice (the application form);
- Supervisor's Agreement Form.

The application form is completed online and may be printed for your records. The application fee of \$230 CAD may be paid online.

SUPERVISOR AGREEMENT FORM

The Supervisor Agreement Form must be filled out by the applicant and their prospective supervisor(s) and may be submitted along with the application form or submitted separately by email to aba@cpo.on.ca.

The following table lists other required documents in the application process where original documentation is required:

Document	Description	Original Documentation Required
Academic transcript	Applicants must submit an academic transcript from <u>each</u> post-graduate degree or course related to Applied Behaviour Analysis.	<p>The College requires an original transcript, and the transcript must to be sent directly to the College by the university.*</p> <p>*If a university outside Canada or the United States is unable to send a transcript directly to the College, the College may accept a certified copy of the transcript the university issued to the applicant. <u>Applicants should contact the College in advance if they find that their university will not issue an original transcript.</u></p> <p>If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have these documents translated by an official translator. Applicants are responsible for any fees associated with the translation of these documents.</p>

Academic credential assessment	Applicants whose degrees are from an institution <u>outside Canada or the United States</u> must have their credentials evaluated by either Comparative Education Service (CES) or World Education Services (WES).	The College requires an original credential assessment report to be sent directly to the College by CES or WES.
Confirmation of registration from other regulatory authorities	Applicants who are or who have been registered to practice a profession in another Canadian jurisdiction or in another country must provide the College with a confirmation of their registration.	Applicants must arrange to have an original confirmation of their current or past registration to be sent directly to the College by the other regulatory authority.

WHEN AN APPLICANT IS UNABLE TO OBTAIN ORIGINAL DOCUMENTATION

An applicant who is unable to obtain required original documents must advise the College in writing, identifying which documents they are unable to obtain, and detailing the reason for this. The Alternative Documentation Policy found in Appendix F of the Registration Guidelines details the College's process for determining whether alternative documentation may be accepted.

WHEN AN APPLICATION IS CONSIDERED TO BE COMPLETE AND READY FOR REVIEW BY THE REGISTRAR

An application is complete and ready for review by the Registrar when the application form, application fee, and all supporting documents specified in the application form have been received by the College. It is the responsibility of the applicant to ensure that all required documents have been received. A review cannot take place before all of the required documents have been received.

APPLICANTS WITH DEGREES GRANTED BY UNIVERSITIES OUTSIDE CANADA OR THE U.S.

If the applicant's degree is from an institution outside Canada or the United States, the degree must be validated and assessed to determine if they are comparable in level to a degree from a Canadian university. Applicants are responsible for any fees associated with these evaluations. An academic credential assessment may be arranged through either Comparative Education Service (CES) or World Education Services (WES):

<p>Comparative Education Service (CES) E-mail: ces.info@utoronto.ca Website: https://learn.utoronto.ca/comparative-education-service Tel.: (416) 978-0393 Fax: (416) 978-2185 Address: University of Toronto School of Continuing Studies, 158 St. George Street, Toronto ON M5S 2V8</p>	<p>World Education Services (WES) E-mail: ontario@wes.org Website: www.wes.org/ca Tel.: (416) 972-0070 Tel. (Toll free): 1-866-343-0070 Fax: (416) 972-9004 Address: 2 Carlton Street, Suite 1400, Toronto, Ontario M5B 1J3</p>
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The academic credential assessment report from CES or WES must confirm that the applicant's academic credentials are comparable in level to a master's or doctoral degree granted by a Canadian university. While the report from CES or WES will indicate to the College whether the applicant's academic credentials

are comparable in level to a master's or doctoral degree granted by a Canadian university, the College reserves the right to make a final determination of the level and the content of the degree(s), and will evaluate, in accordance with the requirements outlined in Section E of these guidelines to determine whether the applicant has an acceptable post-graduate degree that meets the requirements outlined in Section 27. (1) 1 of the Registration Regulation.

STEPS IN THE COLLEGE'S APPLICATION PROCESS THAT CAN BE COMPLETED OUTSIDE OF CANADA

Applicants educated outside of Canada or the United States, who are currently living outside of Canada, can complete part of the application process before moving to Canada or wait until they arrive to do so.

The following application steps may be completed before moving to Canada:

- Submission of the College's application for registration as a Behaviour Analyst (Supervised Practice) along with the application fee;
- Submission of an academic credential assessment report sent directly to the College by either Comparative Education Service (CES) or World Education Services (WES);
- Submission of the university transcript(s) sent directly to the College by the university;
- Submission of a criminal record check (or its equivalent) from the applicant's country of residence; and;
- Evidence of English or French language fluency.

If a university outside Canada or the U.S. is unable to send a transcript directly to the College, the College may accept an alternative form of documentation such as a certified copy of the transcript the university issued to the applicant. Applicants should review the College's Alternative Documentation Policy and contact the College in advance if they find that their university will not issue an original transcript. If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have these documents translated by an official translator. Applicants are responsible for any fees associated with the translation of these documents.

ISSUANCE OF A CERTIFICATE OF REGISTRATION AUTHORIZING SUPERVISED PRACTICE

After initial review, where it is determined the applicant meets the non-exemptible registration requirements of an acceptable post-graduate degree, and for specified supervisor (Section 31. (1), (2) and (3) of the Registration Regulation) the Registrar will proceed to issue a Certificate of Registration Authorizing Supervised Practice.

Supervised practice is a time-limited period in which the applicant prepares for the autonomous practice of applied behaviour analysis. The overall focus of post-degree supervision is to ensure that, by the end of the period under supervision, the supervised member is able to provide competent and ethical professional services, autonomously, within their limits of competence.

Once the Certificate has been issued by the Registrar, the new supervised member receives the Certificate, a letter outlining the decision of the Registrar, a memo indicating important dates and summarizing the information about their supervision, and documents concerning the period of authorized supervised practice. The supervisor(s) will receive a copy of that letter, documents relevant to the supervision of members, and a blank work appraisal form for the period of authorized supervised practice.

REFERRAL TO THE REGISTRATION COMMITTEE

Where there is doubt, on reasonable grounds, as to whether the applicant has an acceptable post-graduate degree, the Registrar will refer such applications to the Registration Committee under Section

15(2)(a) of the RHPA Code. The applicant will be given notice of a thirty-day period in which written submissions may be sent to the Committee prior to the Committee's review. A Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice will not be issued in cases of doubt.

In such cases the Registration Committee, which meets approximately every 6 to 8 weeks throughout the year, will review the application. The Committee may make one of the following decisions:

- Agree that the applicant's academic credentials meet the requirements in the registration regulation. In this case, the Committee will direct the Registrar to use a Certificate of Registration for Supervised Practice to the applicant;
- Direct the Registrar to refuse registration to the applicant. In this case, the applicant will receive a written decision and the reasons for the decision. According to the RHPA (Code) Section 21 this decision may be appealed to the Health Professions Appeal and Review Board (HPARB).

APPLICATION EXPIRY

It is the responsibility of the applicant to check with the College on the status of their application.

Applications are not kept by the College indefinitely. An application for registration as a Behaviour Analyst that has not resulted in the issuance of a Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice will expire 24 months after the date of the application. The College will make reasonable efforts to contact the applicant prior to the date of application expiry.

The College will save an applicant's application form and any supporting documents for 5 years from the date of application expiry. At the end of the 5-year period, the information will be deleted.

Should the applicant re-apply for registration before the end of the 5-year period, they must submit a new application form and application fee to the College, and the College will endeavour to use whatever of the saved original documentation that is appropriate (e.g., transcripts). In all cases, an applicant would be required to meet the College's requirements in effect at the time of their re-application.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
SECTION E – ACADEMIC CREDENTIALS**

The non-exemptible degree requirements for registration as a Behaviour Analyst are specified in Sections 27. (1) 1. and 31. (1) 1. of the Registration Regulation:

The applicant must have obtained,

- i. a post-graduate degree, at a minimum master’s level, from a Canadian institution that is legally authorized to grant the degree and have successfully completed coursework in behaviour analysis recognized by a body approved by the Council for that purpose,*
- ii. a post-graduate degree, at a minimum master’s level, that is considered by a panel of the Registration Committee to be equivalent to a degree described in subparagraph i, and have successfully completed coursework in behaviour analysis recognized by a body approved by the Council for that purpose,*
- iii. a post-graduate degree, at a minimum master’s level, from a program in behaviour analysis accredited by a body, and at an accreditation level, approved by the Council for that purpose, or*
- iv. education and training in behaviour analysis outside of Canada that is considered by a panel of the Registration Committee to be substantially similar to the requirements described in subparagraph i.*

CANADIAN DEGREE PROGRAM WITH RECOGNIZED COURSEWORK IN BEHAVIOUR ANALYSIS (I.)

With respect to 27.(1) 1. i. described above, the following criteria will be used to evaluate a Canadian degree program with coursework in behaviour analysis:

1. The degree awarded by the program is at the master’s level or higher and is offered at a Canadian institution that is legally authorized to grant the degree.
2. The program includes graduate level coursework in behaviour analysis recognized by the Association for Behavior Analysis International (ABAI) or another body approved by Council for that purpose.
3. The applicant’s degree-granting institution attests that the applicant has successfully completed a verified course sequence (VCS) recognized by ABAI.
4. The coursework covers all the content areas and minimum number of credits listed below:
 - i. Ethics and Professionalism (1 course)
 - ii. Research Methods (1 course)
 - iii. Concepts and Principles (2 courses)
 - iv. Behaviour Assessment and Intervention (2 courses)
 - v. Discretionary Courses in Behaviour Analysis (2 courses)
5. The applicant received academic credit for the coursework.
6. In each course, the applicant received a passing grade of “C” or higher in a graded course, or “pass” in a pass/fail system.

DEGREE PROGRAM WITH RECOGNIZED COURSEWORK IN BEHAVIOUR ANALYSIS EQUIVALENT TO CANADIAN MASTER’S DEGREE OR HIGHER (II.)

With respect to 27.(1) 1.ii. described above, the following criteria will be used to evaluate a degree as being equivalent to a Canadian degree:

1. The degree awarded by the program is at the master’s level or higher and is offered at an accredited degree-granting institution from the United States of America; or
2. The degree is offered at a degree-granting institution from another country outside of Canada/USA, that has been evaluated by an acceptable foreign credential evaluation service, as being equivalent in level to a master’s degree or higher offered at a university in Canada.

3. The program includes graduate level coursework in behaviour analysis recognized by the Association for Behaviour Analysis International (ABAI), or another body approved by Council for that purpose.
4. The applicant's degree-granting institution attests that the applicant has successfully completed a verified course sequence (VCS) recognized by ABAI.
5. The coursework covers all the content areas and minimum number of credits listed below:
 - i. Ethics and Professionalism (1 course)
 - ii. Research Methods (1 course)
 - iii. Concepts and Principles (2 courses)
 - iv. Behaviour Assessment and Intervention (2 courses)
 - v. Discretionary Courses in Behaviour Analysis (2 courses)
6. The applicant received academic credit for the coursework.
7. In each course, the applicant received a passing grade of "C" or higher in a graded course, or "pass" in a pass/fail system.

ACCREDITED PROGRAMS (III.)

With respect to 27.(1) 1. iii. described above, the following criteria will be used to evaluate an accredited master's degree or higher in behaviour analysis:

1. The degree awarded by the program is equivalent in academic level to a master's degree or higher from a Canadian university.
2. The degree is offered at an institution that is: A. Canadian institution that is legally authorized to grant the degree, B. an institution in the United States of America that is accredited by an accrediting body recognized by the United States Secretary of Education as a reliable authority concerning the quality of education or training offered by institutions of higher learning or by another accrediting body approved by Council, or C. an institution that is based in a country other than Canada or the United States of America that is considered to be equivalent to an institution described in sub-paragraph A by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services or by another foreign credential evaluation service approved by Council;
3. The program is accredited as a master's program or higher in behaviour analysis by the Association for Behavior Analysis International (ABAI), the Association of Professional Behavior Analysts (APBA), or by a body, at an accreditation level, approved by Council for that purpose.

PROGRAMS SUBSTANTIALLY SIMILAR TO CANADIAN PROGRAMS WITH RECOGNIZED COURSEWORK IN BEHAVIOUR ANALYSIS (IV.)

With respect to 27.(1) 1.iv. described above, the following criteria will be used to evaluate a degree program as being substantially similar to a master's degree or higher from a Canadian university with recognized coursework in behaviour analysis:

1. The degree awarded by the program is equivalent in academic level to a master's degree or higher from a Canadian university.
2. The degree is offered at an accredited degree-granting institution from the United States of America, or a degree-granting institution from another country that has been evaluated by an acceptable foreign credential evaluation service, as being equivalent in level to a master's degree offered at a university in Canada.
3. The applicant's degree-granting institution attests that the applicant has successfully completed coursework in each of the required content areas (see #4 below).
4. The program includes coursework in the following content areas for behaviour analysis:
 - i. Ethics and Professionalism (1 course)
 - ii. Research Methods (1 course)
 - iii. Concepts and Principles (2 courses)

- iv. Behaviour Assessment and Intervention (2 courses)
- v. Discretionary Courses in Behaviour Analysis (2 courses)
- 5. The applicant received academic credit for the coursework.
- 6. In each course, the applicant received a passing grade of “C” or higher in a graded course, or “pass” in a pass/fail system.

DEGREES NOT ACCEPTED UNDER SECTION 27. (1) 1. AND 31. (1) 1. OF THE REGISTRATION REGULATION

If the Registration Committee determines that the master’s degree or higher completed by the applicant does not meet the requirements described in the Registration Regulation, the application will be refused. To become eligible for registration as a Behaviour Analyst, such an applicant must successfully complete any further education which, in the opinion of a panel of the Registration Committee, is required to ensure that the applicant has competencies equivalent to those of an applicant who has obtained a post-graduate degree, at a minimum master’s level, and completed required coursework in behaviour analysis as described in Section 27. (1) 1.i. of *O. Reg 193/23*.

Draft Entry Level

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
SECTION F – AUTHORIZED SUPERVISED PRACTICE**

Candidates must complete a minimum of 1500 hours (and not less than 12 months) of authorized post-graduate supervised practice in applied behaviour analysis in Ontario under the supervision of a Behaviour Analyst member of the College. In order to undertake this supervised practice, approved applicants will be issued with a Certificate of Registration as a Behaviour Analyst Authorizing Supervised Practice. ***This Certificate is the normal prerequisite to eligibility for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.***

REQUIREMENTS FOR ISSUANCE OF A CERTIFICATE OF REGISTRATION FOR SUPERVISED PRACTICE

Sections 27.(1). 1 and 31. (1) of the Registration Regulation specifies that:

- *An applicant must have an acceptable master's degree or higher as described in Section E of these guidelines; and*
- *The applicant must provide a signed undertaking from a member who agrees to supervise their practice for the required term, using the College's Supervisor's Agreement Form.*

In addition, the applicant normally must be working in the profession at least 15 hours per week in Ontario. Please see subsequent section, "Amount of Authorized Supervised Practice Required" for details about the total amount of supervised practice needed.

SUPERVISION – DUTIES AND RESPONSIBILITIES OF SUPERVISED MEMBERS

Choosing a supervisor

The applicant must select a supervisor. As specified in Sections 31.(1) 2. and 31. (3) of the Registration Regulation, the supervisor must be a member (Behaviour Analyst) of the College authorized for autonomous practice. The supervisor's Certificate of Registration must not be subject to any term, condition or limitation that was imposed as a result of a disciplinary proceeding or a fitness to practice proceeding and must not be the subject of any ongoing disciplinary or fitness to practise proceeding.

While it is optimal that the applicant and supervisor work in the same setting, a supervisor who works in a different setting is acceptable, provided that consistent mentoring and regular contact can be ensured, and that the supervisor has access to the client files.

A minimum of one supervisor is mandatory for the duration of the supervised practice period. In exceptional circumstances (e.g., the applicant works in multiple settings) a second supervisor may be named.

If an applicant's administrative supervisor is unable to act as their supervisor, the applicant must arrange supervision for the purposes of registration. In this situation the applicant will have an administrative supervisor to report to, and one registration supervisor who is responsible for the applicant's behaviour analytic activities.

Role of the supervised member

It is the responsibility of the supervised member to work with the supervisors to ensure that the supervision includes training and evaluation, at a minimum in the following areas required for the

professional practice of applied behaviour analysis: assessments, interventions, assessments and interventions, and supervisory activities (see Appendix H for detailed list of supervised practice requirements).

Specific duties and responsibilities of the supervised member

To remain in good standing, a supervised member must:

- Carry out all of the required supervised work experience in the province of Ontario;
- Practise in accordance with all statutes, regulations, standards of professional conduct and guidelines adopted by the College;
- Maintain supervision of all professional activities until issued with a Certificate of Registration for Autonomous Practice;
- Maintain employment in the same setting(s) and under the terms specified when the Certificate was issued, or, inform the College in writing if they intends to change professional duties, work setting(s) and/or supervisors;
- Pay the pro-rated membership fees;
- Take the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) within one year of issuance of the Certificate of Registration for Supervised Practice, and at least yearly thereafter if required;
- Complete the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) within one year of issuance of the Certificate of Registration for Supervised Practice (candidates must complete the JECAABA within 60 days from the date they registered in the course);
- Have successfully complete all remaining registration requirements to achieve eligibility for a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice (i.e., have successfully completed supervised practice, a Training Plan if one was required, the OEPPABA, and JECAABA).

SUPERVISION – DUTIES AND RESPONSIBILITIES OF SUPERVISORS

Role of the supervisor: training and evaluation of areas of knowledge and skills for professional practice

Supervisors play an important role in preparing supervised members for the autonomous practice of applied behaviour analysis. In all aspects, the supervisor should be sensitive to the needs of the supervised member and should make every effort to determine their requirements for training.

The period of formal supervised practice must include training and evaluation in the following areas required for professional practice of applied behaviour analysis (see Appendix H for detailed requirements): assessments, interventions, assessments and interventions, and supervisory activities.

The supervisor accepts tutorial responsibility for raising the level of skills, knowledge and general professional functioning of a supervised member to a level acceptable for autonomous practice, in keeping with the competencies for applied behaviour analysis and any other requirements of the Registration Committee during the authorized supervised practice. As an on-going part of this tutorial process, they provide the supervised member with appraisals of their competencies. They formally agree to provide the College with objective assessments of the supervised member's progress during the period of authorized supervised practice.

The supervisor accepts ultimate responsibility for the behaviour analytic services provided by the supervised member.

Specific responsibilities of the supervisor:

- Setting training goals and objectives for the supervisory period, consistent with the competencies for the practice of applied behaviour analysis and any other requirements of the Registration Committee;
- Assisting the supervised member in reaching the standard for autonomous practice;
- Meeting with the supervised member in individual sessions a minimum of 2 hours every 2 weeks;
- Supervising the supervised member's professional performance, including training, monitoring, and assessment of performance, throughout the supervisory period;
- Promptly bring to the supervised member's attention any areas needing remediation and taking the lead role in developing a remediation plan;
- Providing guidance to the supervised member in preparing for the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) ;
- Reporting to the College on the supervised member's progress, assets, and liabilities, using the dated work appraisals provided by the College. The supervisor must record the dates, duration and content of each supervisory session. Clients' names should not be included. The College must receive all appraisals before a supervised member is eligible for a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice.

Signing reports

Supervisors must co-sign all reports and formal correspondence related to behaviour analytic services prepared by their supervisee (*Standards of Professional Conduct, 2017; [Section 4.1.2](#)*). Please see below for specific guidelines for supervised members working in a private practice setting.

Payment for provision of supervision

Normally, a supervisor is expected to provide supervision as part of their collegial contribution to the profession. In certain circumstances, particularly in private practice settings, it may be necessary for a supervisor to request payment for the provision of supervision to supervised members, subject to the following conditions:

- When the supervised member provides services to the supervisor's clients, it would not be appropriate for the supervisor to seek payment for supervision from the supervised member. The supervision occurs in the normal course of providing services to the client and is part of the supervisor's professional responsibility to the client.
- On occasion, a supervised member may not have access to supervision in their work setting. In such cases, an offsite supervisor may consider charging a reasonable amount.

Use of the Supervisor's Work Appraisal Form

Supervisors' appraisals must be submitted to the College quarterly, using the form provided by the College, with attachments when appropriate.

The Supervisor's Work Appraisal Form includes rating scales, with dimensions and rating categories which are intended to provide a consistent frame of reference for supervisors, supervised members, and the Registration Committee. Since the purpose of registration is public protection, supervisors are reminded that they are expected in their work appraisal forms to take very seriously their ratings of the candidate's readiness for autonomous practice.

The Supervisor's Work Appraisal Form requests a detailed record of supervisory contacts. Supervision should include review of all client files. The supervisor is responsible for ensuring accuracy and

completeness with respect to all contacts with the candidate, the dates and duration of such contacts, and the supervisory themes.

In a separate section of the form, the supervisor is expected to indicate the different professional activities in which the candidate engages, and the hours devoted to each during the reported period.

To ensure that the supervisor and supervised member have reviewed the entire completed form, each must sign the declaration found at the end of the form.

Supervisor ratings indicating readiness for autonomous practice in all categories are a pre-requisite, by the end of the period under supervision, for the supervised member to receive a Certificate of Registration Authorizing Autonomous Practice. The supervisee must maintain six (6) months of consistent supervision with the same supervisor before the end of their supervised practice period, and before they can receive a Certificate of Registration Authorizing Autonomous Practice. Supervised practice members who fail to meet this requirement will be referred to the Registration Committee for resolution.

Public Protection

Supervisors are reminded that the most important purpose of professional regulation is to protect the public from incompetent or unethical service providers. Here, the overall focus of post-degree supervision is to ensure that, by the end of the period under supervision, the supervised member is able to provide competent and ethical professional services, autonomously, within their limits of competence.

Supervised practice in a private practice setting

Supervised members may not conduct a personal private practice because their competencies have not been formally evaluated by the College and therefore the public risk is unknown.

Once a Certificate of Registration for Supervised Practice has been issued to a candidate, any activities which fall within the scope of practice of applied behaviour analysis will now be considered within the purview of the College and must be supervised. Accordingly, during the period of authorized supervised practice all personal private practice of a helping nature, regardless of earlier qualification or designation, is not permitted. This prohibition against private practice is unrelated to the amount of time spent in such activities.

Supervised members may however work in the private practice of a member of the College, under the following conditions:

- The setting provides such diversity in clientele and practice activities as will prepare the supervised member adequately for autonomous practice;
- It is made clear to clients from the outset of provision of service, to third party insurers, and in all public announcements, that services are being provided by a supervised member. As well, the identity of the supervisor must be provided in each of these instances;
- Clients are further advised that meetings between the clients and the supervisor may occur at the request of the client, the supervisor, or the supervised member;
- All formal reports and communications are co-signed by the supervisor;
- The supervised member provides the College with written assurance that billing of clients, and the collection of client fees, are carried out in the name of the supervisor. Such billing must include a statement of the supervisory relationship, the identities of the supervisor and supervisee, and the address and telephone number of the supervisor;

- Where a private practice takes place at more than one site, the supervisor and the supervisee should work in the same site for the majority of the time.

AMOUNT OF AUTHORIZED SUPERVISED PRACTICE REQUIRED

A minimum of 1500 hours (and not less than 12 months) of authorized post-graduate supervised practice is required. This supervised practice must be authorized by the College and carried out while holding a Certificate of Registration for Supervised Practice.

Waiver of supervision

Supervision may be waived only if the applicant has requirements equivalent to those of the College for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst. Applicants applying for a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice under Transitional Route #1 must provide evidence of active BCBA or BCBA-D certification in good standing with the [Behavior Analyst Certification Board](#) (BACB). Applicants who are unable to provide evidence of active BCBA or BCBA-D certification in good standing with BACB, may apply using Transitional Route #2.

Note: The Transitional Routes will close on July 1, 2026.

Approval of start date for supervised practice

The College will approve the start date for the supervised practice based upon the date that the supervisor confirms that supervision began, or the date that the last supporting document for the application was received by the College, whichever is later.

Applicants are strongly encouraged to submit their completed application form and all supporting documentation in a timely manner to avoid any unnecessary delay in the review of their application and the start date of their supervised practice. It is the responsibility of the applicant to check the status of their application.

Expiry of the Certificate of Registration for Supervised Practice

Supervised practice is intended to be a temporary and transitional period during which the candidate actively prepares for autonomous practice. The period of supervised practice is normally at least one year but is not more than two years. The expiry date is indicated on the Certificate of Registration for Supervised Practice.

Prior to the expiry date of the Certificate, the supervised member must submit a written request for an extension of their Certificate, if it is required. It is the responsibility of the supervised member to maintain a current Certificate of Registration for Supervised Practice. Otherwise, the person will cease to be a member of the College and must not hold themselves out as a person who is qualified to practise in Ontario as a Behaviour Analyst. (Section 8.(2), [the Psychology and Applied Behaviour Analysis Act, 2021](#))

As noted in Section 42.(1) of the Registration Regulation, the Certificate of Registration for Supervised Practice will expire immediately if the Registrar issues another Certificate of Registration. Normally it is expected that a Certificate of Registration for Autonomous Practice will be issued following the successful completion of all required examinations, prior to the date of expiry of the Certificate of Registration for Supervised Practice.

DESIGNATION OF SUPERVISED MEMBERS

In all written and oral communications, the supervised member shall indicate that they are a Behaviour Analyst Authorized for Supervised Practice. In writing, the designation should be as follows:

Chris Doe, R.B.A. (Ont.) (Supervised Practice)

Draft Entry Level

REGISTRATION GUIDELINES: BEHAVIOUR ANALYST SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)

SECTION G – JURISPRUDENCE AND ETHICS COURSE AND ASSESSMENT IN APPLIED BEHAVIOUR ANALYSIS

The College's Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) is a required course that focuses on legislation, regulations, standards, guidelines, and codes of ethics, applicable to the practice of applied behaviour analysis in Ontario. The College administers the JECAABA through a learning system in the application portal. Only eligible applicants will be given access to the JECAABA. Once an applicant receives access to the JECAABA, the applicant has 60 days to successfully complete the course, including the assessments. Applicants who fail to complete the course within the 60-day period will lose their access to the course, including any progress made up until that date. It is the applicant's responsibility to contact the College to re-take the course and pay the access fee.

The JEE will not include questions based upon changes in legislation, regulations, standards, guidelines, and codes of ethics that occurred in the six months prior to the module's administration.

COMPOSITION OF THE JECAABA

Each course module will consist of a set of scenarios based on that module's topic, which are followed by assessment questions developed by subject matter experts.

JECAABA BLUEPRINT

Content

Content areas are domains of legislation, regulations, standards of practice, and codes of ethics relevant to the practice of Applied Behaviour Analysis. There are seven Content Categories, defined below. The practice of the profession includes the activities of practice, research and teaching/supervision.

Self-Regulation, Professionalism, and RHPA

Professional self-regulation, fiduciary duty, and the public interest.

Professional behaviour in the practice of the profession. Courtesy, respectfulness, civility and sensitivity in interactions with clients, students, research participants, colleagues, members of other professions and disciplines, and the public. (For example: self-monitoring, cultural sensitivity, timeliness of response, clarity and tone of communications, sensitive communication of feedback.)

The RHPA, controlled acts, regulatory processes (reactive and pro-active) to protect the public, prevention of sexual abuse. Hierarchy of rules; legislation, regulations, standards of practice, guidelines, code of ethics.

Informed Consent

Informed consent in the context of the practice of the profession, and for the release of confidential information. Includes awareness of issues with respect to vulnerable populations. (For example: capacity, freedom of consent, adequacy of information provided, substitute decision-making, assent, use of consent forms; and knowledge of relevant legislation and regulations).

Managing Boundaries/Dual Relationships

Avoidance and management of dual and multiple relationships and the establishment and maintenance of boundaries, in the practise of the profession. (For example: conflicts of interest; unacceptable

dual/multiple relationships; methods for managing dual/multiple relationships and conflicts of interest; appropriate boundaries; risk to boundaries; and knowledge of relevant legislation and regulations.)
Prevention of sexual abuse of clients.

Business-Professional Practices/Quality Assurance

Appropriate business practices related to the practice of the profession. (For example: advertising; use of title; billing practices; arrangements for absences; fiscal and personnel management; mandatory reporting responsibilities as manager or partner; quality management activities; ongoing continuing education practices; accountability to the College and other regulators, including College Quality Assurance Reports, response to College inquiries; required office safety inspections.)

Confidentiality/Privacy/Mandatory Reporting

Protections, security, and exceptions regarding privacy and maintaining confidentiality, as related to the practice of the profession. (For example: limitations on information to be collected; maintaining security of collected information; ownership of and rights to access stored confidential information; protection of privacy of third parties, duty to protect/warn; mandatory reporting of a child in need of protection; mandatory reporting of sexual abuse by regulated health professionals; and knowledge of relevant legislation and regulations.)

Service Delivery, Feedback and Reports

The process and procedures related to the practice of the profession. (For example: knowledge of the scope of practice of members and its relationship to other professionals; competence; risk-benefit analyses; adequacy of assessment tools and practices; awareness and appropriate management of biases and values.)

Providing accurate, clearer, objective and understandable feedback and reports regarding assessments, evaluations, and findings, as related to the practice of the profession. (For example: communicating a diagnosis; writing reports and articles that are clear, justifiable, and balanced; and attending to characteristics such as sensory impairments.)

Supervision, Teaching and Research

The process, procedures and responsibilities related to the practice of the profession. For example: supervision of those about to become members of the College (supervised practice certificate of registration), members of the regulated professions, unregulated individuals providing care to clients under the supervision of a member of the College.

[JECAABA Blueprint](#)

Activity	Average % of Course Content
Content	
Self-Regulation, Professionalism, and RHPA	20%
Informed Consent	15%
Managing Boundaries and Multiple Relationships	15%
Business-Professional Practice	10%
Confidentiality and Privacy	15%
Service Delivery, Feedback and Reports	15%

Supervision, Teaching and Research	10%
	100%

PREPARING TO TAKE THE JECAABA

Candidates are encouraged to review the Behavior Analyst Certification Board [Ethics Code for Behavior Analysts \(2020\)](#).

JECAABA FEE

Eligible candidates will receive a notice of when they can access the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis. Only eligible candidates will receive access to the course. To be eligible, the candidate must have received a Certificate of Registration as a Behaviour Analyst from the College.

During the period of pre-registration, and for the first two years after proclamation, from July 1, 2024, to June 30, 2026, applicants who apply for a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice using the transitional route provisions will be eligible to take the course once the candidate has submitted an application for registration to the College and received written confirmation of eligibility.

The fee for taking the JECAABA is, in all cases, payable in advance of accessing the JECAABA. Please see [Appendix A, Fees in the Registration Process](#), for the current fee.

ADMINISTRATION OF THE JECAABA

The Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis will be administered through a secure Learning Management System. An eligible candidate will be assigned a unique login that they will use to access the course.

NUMBER OF ATTEMPTS AT THE JECAABA

Candidates will have an unlimited number of attempts at the JECAABA within the 60-day period. A candidate must have successfully completed all sections of the JECAABA, including assessments, before they receive certificate of completion.

LANGUAGE OF THE JECAABA

The Jurisprudence module will be offered to applicants in both English and French.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The questions on the module are confidential and are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario. Candidates will be asked to sign an acknowledgement of confidentiality before completing the JECAABA.

RESULTS OF THE JECAABA

The JECAABA is offered as PASS/FAIL, and candidates will receive their results of each assessment immediately following its completion.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)**

SECTION H: ONTARIO EXAMINATION FOR PROFESSIONAL PRACTICE IN APPLIED BEHAVIOUR ANALYSIS

The Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) is a written examination that all supervised practice applicants, and all applicants applying under Transitional Route #2, must pass in order to obtain a Certificate of Registration.

The Entry-to-Practice Competency Profile for Behaviour Analysts in Ontario is based on the Behavior Analyst Certification Board's (BACB) Board Certified Behavior Analyst (BCBA) Test Content Outline (6th ed.), which has been adapted to reflect practice of the profession in Ontario.

COMPOSITION OF THE OEPPABA

The OEPPABA is a standardized multiple-choice examination delivered through computer-based administration. Each exam consists of 120 questions drawn from an item bank developed by subject matter experts.

Each item is categorized according to its Domain. Domains, defined below, were developed to reflect the breadth of members' work, and were informed by a job task analysis. The job task analysis resulted in the examination's Competency Profile and Blueprint. The OEPPABA adheres to this Competency Profile, which represents knowledge, skills and attitudes identified as being important for Behaviour Analysts at entry-level and throughout their career. The examination's Competency Profile can be found [here](#). The Blueprint provides information to candidates about the weighting of each Domain on the examination:

Examination Blueprint	
Domain	% of Exam
1. Behaviourism and Philosophical Foundations	5%
2. Concepts and Principles	14%
3. Measurement, Data Display and Interpretation	11%
4. Experimental Design	7%
5. Ethical and Professional Issues	10%
6. Equity, Diversity & Inclusion (EDI)	6%
7. Behaviour Assessment	13%
8. Behaviour-Change Procedures	14%
9. Selecting and Implementing Interventions	10%
10. Personnel Supervision and Management	10%
Total Questions	100%

REGISTRATION AND FEE FOR THE OEPPABA

Advance registration for the OEPPABA is required. The College will send notification to all eligible candidates in advance of the examination date. Only eligible candidates are permitted to take the OEPPABA. Supervised Practice applicants must have received their Certificate of Registration as a Behaviour Analyst Authorizing Supervised Practice from the College before taking the examination. Autonomous Practice (Transitional Route #2) applicants who apply during the transitional period, must receive a written confirmation of eligibility from the College before taking the examination. The fee for

taking the OEPPABA is, in all cases, payable in advance of taking the examination. Please see [Appendix A, Fees in the Registration Process](#), for the current fee.

If a candidate finds that they are unable to attend the examination, they must notify the College in writing in advance to cancel their administration.

For notices of cancellation received more than 5 business days before the examination date, the College will refund the full examination fee.

For notices of cancellation received in 5 business days or less before the examination date, the College will refund the examination fee, minus a cancellation fee.

TIMING OF THE OEPPABA AND IMPORTANT DEADLINES

The College administers the OEPPABA on-line.

- **Transitional Route #2 candidates** are required to pass the OEPPABA before the College will issue them a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice.
- **Supervised practice candidates** must, to remain in good standing, attempt the OEPPABA within a year of issuance of the certificate authorizing supervised practice. The certificate authorizing supervised practice may not be issued for a period of greater than two years.

Should the certificate authorizing supervised practice be suspended at the two-year point for failure to pass the OEPPABA (before reaching the maximum number of attempts permitted), candidates may subsequently:

- i) submit a passing score on the OEPPABA;
- ii) submit an agreement form from one supervisor in accordance with the guidelines for supervised practice.

The certificate authorizing supervised practice will then be re-issued for a period of not less than three months nor more than nine months to enable the supervised member to complete their remaining registration requirements.

NUMBER OF ATTEMPTS AT THE OEPPABA

Candidates may attempt the OEPPABA a maximum of four times. Candidates who cannot demonstrate through the passing of the OEPPABA, the knowledge, skills and attitudes required for the practice of ABA in Ontario, are not permitted to continue in the registration process.

LANGUAGE OF THE OEPPABA

The examination is available in English or French. Language choice is specified at the time of registering to take the examination.

The [Registration Regulation, Section 3.2.](#), states that, “The applicant must be able with reasonable fluency to speak and write either English or French.” Therefore, candidates for whom English or French is not a first language must prepare to write the examination in the standard writing time.

EXAMINATION ACCOMMODATIONS

Candidates who require examination accommodations arising from documented disabilities or impairments must complete the College's Examination Accommodation Form and provide the College with the required supporting documentation. The form may be completed at the time of initial application to the College, or later if necessary. In order to allow the College sufficient time to approve and arrange the specified accommodation, candidates are required to submit the form and supporting documentation at least 60 calendar days prior to the examination date.

The College's Examination Accommodation Policy is found in Appendix G of these guidelines. The Examination Accommodation Form is available on the College's website as part of the Applications for Supervised Practice, and Autonomous Practice using Transitional Route #2.

Accommodations for the OEPPABA can only be made available consistent with what is allowable by the examination's administrator, Meazure Learning.

Questions for the College regarding examination accommodations should be directed to exams@cpo.on.ca

LATE ARRIVAL POLICY

Latecomers will not be allowed any additional time beyond the scheduled examination completion time. The examination proctor has the discretion to deny access to latecomers.

IMPLICATIONS OF CHEATING

If the College receives a report from Meazure that a candidate participated in any irregularity occurring prior to, during, or subsequent to this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, the College reserves the right to invalidate the candidate's examination score.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The questions on the OEPPABA are confidential and are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario. Candidates will be asked to sign an acknowledgement of confidentiality when completing the OEPPABA registration form. An example of this acknowledgement follows:

CANDIDATE ACKNOWLEDGEMENT

By taking this examination, I hereby acknowledge that I understand and agree to the following:

1. I understand and acknowledge that the content of the Ontario Examination for Professional Practice in Applied Behaviour Analysis is confidential in nature.
2. I acknowledge that the Ontario Examination for Professional Practice in Applied Behaviour Analysis and the items therein are the exclusive property of the College of Psychologists and Behaviour Analysts of Ontario.
3. I understand that no examination material may be copied or disclosed by any means without the permission of the Registrar of the College of Psychologists and Behaviour Analysts of Ontario.
4. I agree to maintain the confidentiality and security of the Ontario Examination for Professional Practice in Applied Behaviour Analysis and test questions.

PASSPOINT OF THE OEPPABA

(pending)

RESULTS OF THE OEPPABA

The College provides Examination scores to candidates in writing typically within six weeks of the administration of the examination. College staff are not permitted to provide scores to candidates by telephone, fax, or via e-mail.

CANDIDATES FEEDBACK

Candidates may submit their questions or comments about the examination in writing to the College at exams@cpo.on.ca.

Draft Entry Level

REGISTRATION GUIDELINES: BEHAVIOUR ANALYST

SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)

SECTION I – GUIDELINES FOR TRAINING PLANS FOR SUPERVISED PRACTICE MEMBERS

Section 27. (1) 5. Of the Registration Regulation 193/23 indicates as a non-exemptible registration requirement that the supervised member must have completed all further professional training or experience that, in the opinion of a panel of the Registration Committee, is required to ensure competence of the applicant for autonomous practice as a behaviour analyst.

Supervised members (or eligible candidates) who are missing competencies equivalent to those of an applicant who has obtained a post-graduate degree, at a minimum master's level, and completed required coursework in behaviour analysis as described in Section 27. (1) 1. can expect their application to be referred to the Registration Committee for a review of their education.

In their review, the Registration Committee will identify any knowledge gaps where further education is required, by comparing the coursework in behaviour analysis already completed with the knowledge requirements outlined in the College's Registration Guidelines: Supervised Practice. The Registration Committee will determine the extent to which the supervised member must augment their knowledge and will require them to submit a proposal for a training plan.

In developing a proposal for a training plan, the supervised member must ensure that they undertake such study needed to yield the requisite knowledge for the practice of behaviour analysis.

The supervised member's proposal for the training plan is reviewed by the Registration Committee and approval is given, or revisions suggested.

The Registration Committee will require documentation to verify the satisfactory completion of the approved training plan before a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice is issued.

COMPONENTS OF A TRAINING PLAN

A training plan entails coursework designed to provide the required knowledge in applied behaviour analysis.

KNOWLEDGE

Recognized graduate courses in applied behaviour analysis offered at Ontario universities are preferred.

Supervised members must provide documentation of the course to be undertaken in order to demonstrate how it addresses the identified knowledge gap. Documentation should include: the course outline, the course reading list, the name and credentials of the course instructor, and the evaluation method.

LENGTH OF TIME TO COMPLETE TRAINING PLAN

Supervised members who are undertaking a training plan frequently take longer than the minimum 12-month period. Fifteen hundred (1500) hours of authorized supervised practice is the minimum requirement for members. Completion of a training plan often requires longer and more intensive supervision than this. However, certificates authorizing supervised practice are not issued for a period of greater than two years. No exceptions can be granted for this, even when a training plan is required. For this reason, if the supervised member is notified by the Registration Committee that a training plan is

required, it is important to have this training plan proposal submitted promptly so that it can receive Registration Committee approval early in the registration process.

Draft Entry Level

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX A – FEES IN THE REGISTRATION PROCESS FOR ABA**

Please note that fees are subject to periodic change.

Application for Supervised Practice fee	\$230
Application for Autonomous Practice fee under Transitional Registration provisions	\$230
Application for Certificate of Registration Authorizing Interim Autonomous Practice is \$100	\$100
Application fee for Temporary Emergency Class Certificate of Registration	\$100
Application fee for Removal of a Term, Condition, or Limitation fee	\$100
Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)	\$400
Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)	\$200
Autonomous Practice Members – Annual Fee	\$795
Supervised Practice Members – Annual Fee (invoiced semi-annually)	\$550
Autonomous Practice Members Registered in Psychology and Applied Behaviour Analysis (Dual-Registration)	\$1200*
Temporary Emergency Class Certificate of Registration – Annual Fee	\$300

*** This fee will be in effect until June 30, 2026, and is subject to Council review prior to that date.**

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX B – TIMELINES IN THE REGISTRATION PROCESS**

The following table shows the usual time it takes to complete each step in the registration process.

From the time an application is complete (application form and all supporting documentation) until initial review	4 to 6 weeks
From the time of initial review until a written response and supporting documents are sent	1 to 2 weeks
If, at initial review, an application is referred to the Registration Committee (the Committee meets every 6 to 8 weeks) for further review	30 days notice period + number of days until the next meeting
From the date of a Committee meeting until a written decision is sent	4 to 6 weeks
From the date of issuance of a certificate authorizing supervised practice until issuance of a certificate authorizing autonomous practice	a minimum of 1 year and a maximum of 2 years
From the issuance of a certificate authorizing supervised practice until writing the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)	a maximum of 1 year
From the issuance of a certificate authorizing supervised practice until completion of the Jurisprudence & Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)	60 days from the date of access
From the date of receipt of an application until expiry (i.e., if not all supporting documents are received and a certificate for registration is not issued)	2 years

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX C – VULNERABLE SECTOR SCREENING POLICY**

Section: Registration

Applies to: All applicants for all classes of registration as a Behaviour Analyst

Approved by:

Effective Date: [date pre-registration opens]

PURPOSE

To describe the vulnerable sector screening process required for registration as a Behaviour Analyst with the College.

SCOPE

Applies to all applicants for all classes of registration as a Behaviour Analyst

POLICY STATEMENT

One of the ways that the College of Psychologists and Behaviour Analysts of Ontario ensures that members of the public receive competent and ethical professional services from qualified providers, is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to provide the results of a Vulnerable Sector Check as part of their application. The practice of Applied Behaviour Analysis is used widely to treat autism and other developmental disabilities, and Behaviour Analysts work closely with and have authority over children and other vulnerable persons in their care. A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

PROCESS

As part of their application with the College, an applicant must provide the results of a Vulnerable Sector Check completed no more than 6 months before the date the applicant submits their application. It is the applicant's responsibility to obtain the correct type of check and pay all related fees.

The Vulnerable Sector Check must be completed on the applicants current and previous legal name(s). The applicant's full legal name, previous name(s), and date of birth on the Vulnerable Sector Check must match the information the applicant has reported to the College in their application form. The College reserves the right to refuse a check that does not match the applicant's information.

The College will accept a Vulnerable Sector Check from the following: a municipal police service, a First Nations police service, or the [Ontario Provincial Police](#).

A Vulnerable Sector Check with one or more findings will not necessarily result in a refusal to register. The College's Registrar will review the finding(s) and may request further details from the applicant.

Where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred their application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

EXCEPTION

Applicants who can prove to the Registrar that they are unable to obtain a Vulnerable Sector Check must complete a criminal record screening approved by the Registrar. This applies to applicants residing in regions that do not issue Vulnerable Sector Checks for registration purposes (see below), as well as international applicants who do not and have not lived in Canada.

Applicants from the Ottawa, Gatineau or Halton regions must complete a Level 2 Criminal Record and Judicial Matters Check. These applicants will also be asked to complete an acknowledgement, declaration, and undertaking with the College.

RELATED POLICIES AND LEGISLATION

- Good Character Policy
- Ontario Regulation 193/23: Registration, under the [*Psychology and Applied Behaviour Analysis Act, 2021*](#)
- Health Professions Procedural Code, Schedule 2 to the [*Regulated Health Professions Act, 1991*](#)

Draft Entry Level

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX D – CRITERIA FOR EVALUATING GOOD CHARACTER**

One of the ways that the College of Psychologists and Behaviour Analysts of Ontario ensures that members of the public receive competent and ethical professional behaviour analysis services from qualified providers, is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to complete a Declaration of Good Character and obtain a Vulnerable Sector Check as part of their application. The Declaration of Good Character requires applicants to provide details about their past conduct.

Good character also is an on-going expectation of members of the College of Psychologists and Behaviour Analysts of Ontario, who are required to provide declarations of their conduct to the College as part of the annual membership renewal process.

The purpose of this document is:

- to describe the process by which the College of Psychologists and Behaviour Analysts of Ontario evaluates information about an applicant’s past conduct prior to registration in Ontario; and
- to identify the criteria that the College uses when conducting such an evaluation.

TO WHOM DOES THIS POLICY APPLY?

This policy applies to all applicants of the following classes of certificates of registration offered by the College of Psychologists and Behaviour Analysts of Ontario:

1. Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice.
2. Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice.

WHY DO I NEED TO OBTAIN A VULNERABLE SECTOR CHECK?

A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant’s good character.

The College will accept a valid Vulnerable Sector Check completed for another agency that was issued no more than 6 months from the date the applicant submits their application.

RELEVANT LEGISLATION

The following legislation identifies registration requirements in relation to an applicant’s past conduct:

O. Registration Reg. 193/23 Section 3.1:

“3. The following are registration requirements for all certificates of registration:

1. *The applicant must provide details of any of the following that relate to the applicant:*
 - i. *A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.*
 - ii. *a finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.*
 - iii. *a current proceeding for professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.”*

WHEN IS A MORE DETAILED REVIEW OF AN APPLICANT'S DECLARATION OF GOOD CHARACTER INITIATED?

A "yes" answer by an applicant to any question or questions in the Declaration of Good Character, and/or a finding on a Vulnerable Sector Check will not necessarily result in a refusal to register. However, the College's Registrar will request further details from the applicant for any questions answered in the affirmative on their Declaration of Good Character, and/or for a charge identified on a Vulnerable Sector Check.

The Registrar initiates a review of an applicant's Good Character in cases where:

- an applicant answers "yes" to any question or questions in the Declaration of Good Character; and/or
- when a confirmation of a criminal conviction is found on the applicant's Vulnerable Sector Check or Criminal Record Check; and/or
- when a confirmation of an applicant's registration from another jurisdiction in relation to the profession of applied behaviour analysis or another health profession indicates a finding or current proceeding of professional misconduct, incompetency, or incapacity.

Following a review, where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred his or her application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

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.

The applicant will be notified of the referral of his or her application to the Registration Committee in writing and will be provided with a period of at least 30 days to submit any supporting documentation to the Registration Committee.

WHAT TYPES OF SUPPORTING DOCUMENTATION CAN THE APPLICANT PROVIDE?

The following are some examples of supporting documentation that the applicant may provide to the College upon submission of his or her application for registration, or upon receiving written notification that his or her application has been referred to the Registration Committee:

- A personal statement describing the incident(s), and an explanation as to whether or not the incident(s) currently impacts the applicant's likelihood of practising the profession competently and ethically.
- Official copies of any court documents, discharges, pardons etc. (official copies of these types of documents must be sent directly to the College from the proper authority);
- Evidence of successful completion of any rehabilitation or remediation imposed by a court or other regulatory body;
- Letters of reference from employers or colleagues who are aware of the facts of the matter;
- Letters from health care providers who were engaged in treating the applicant, providing their professional opinion on the applicant's capacity to practice.

Supporting documentation will form the material to be reviewed by the Registration Committee before a decision on registration is made. Should the applicant find that additional time is needed in order to

arrange for supporting documentation to be sent to the College, the applicant must contact the College directly to request an extension.

HOW DOES THE REGISTRATION COMMITTEE UNDERTAKE THE REVIEW?

Decisions are made in the public interest. When undertaking a review, the Registration Committee will consider each application on a case-by-case basis and will consider all of the information provided. Should the Committee find that additional information or clarification of any information is necessary before a decision can be reached, the Committee will notify the applicant in writing. The applicant will then be afforded a period of additional time to supply any requested additional information or clarification.

WHAT CRITERIA ARE USED TO ASSESS THE INFORMATION PROVIDED BY THE APPLICANT BOTH IN THE REGISTRAR'S INITIAL REVIEW AND IN THE REGISTRATION COMMITTEE'S REVIEW?

The Registration Committee will consider the following criteria when reviewing the applicant's information:

1. The nature of the conduct in question:
 - a. The seriousness of the conduct;
 - b. Duration and frequency of the conduct;
 - c. How long ago the incident(s) occurred;
 - d. How the incident(s) is relevant to professional practice;
 - e. Whether there is a potential risk to the public posed by the applicant's conduct; and,
 - f. Whether there were any mitigating circumstances.
2. Honesty of the applicant:
 - a. Did the applicant make an honest declaration in their Declaration of Good Character? Or,
 - b. Did the College learn of the applicant's conduct by some other means e.g., from their Vulnerable Sector Check, another regulatory board, or from an academic institution.
3. Resulting actions taken by the applicant:
 - a. Was there any remediation or rehabilitation taken by the applicant?
 - b. Was there an expression of remorse from the applicant?
 - c. Was the applicant able to subsequently practise the profession of behaviour analysis following the incident(s) with no further evidence of issues of conduct occurring?

WHAT ARE THE POTENTIAL OUTCOMES OF THE REGISTRATION COMMITTEE'S REVIEW?

Following their review, the Registration Committee will make a decision on the applicant's eligibility for registration with the College of Psychologists and Behaviour Analysts of Ontario.

The following are the potential Committee decisions:

1. Accept the application for registration with no terms, conditions, or limitations imposed; or
2. Accept the application for registration with terms, conditions, or limitations imposed; or
3. Refuse the application for registration.

HOW WILL THE REGISTRATION COMMITTEE COMMUNICATE THEIR DECISION TO THE APPLICANT? WHAT RECOURSE DOES THE APPLICANT HAVE IF THEY ARE REFUSED REGISTRATION?

In all cases applicants will be provided with a written notification of the Registration Committee's decision including the reasons for its decision.

All decisions of the Registration Committee may be appealed by the applicant to the [Health Professions Appeal and Review Board \(HPARB\)](#) within 30 days of receiving the written notification from the Registration Committee.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX E – LANGUAGE FLUENCY POLICY**

APPLICABLE TO APPLICANTS FOR THE FOLLOWING CLASSES OF CERTIFICATE OF REGISTRATION:

- Certificate of Registration for a Psychologist Authorizing Autonomous Practice
- Certificate of Registration for a Psychologist Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychologist Authorizing Supervised Practice
- Certificate of Registration for a Psychological Associate Authorizing Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Supervised Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice

Type of requirement: Exemptible

APPLICABLE REGULATION:

ONTARIO REGULATION [193/23, REGISTRATION:](#)

“3. The following are registration requirements for all certificates of registration:

2. The applicant must be able with reasonable fluency to speak and write either English or French.”

PRINCIPLE(S):

Effective communication is essential for the provision of competent, safe and quality psychological and behaviour analytic services. Language fluency enhances public protection by ensuring that members can communicate effectively with clients and other members of the health-care team. For these reasons the Registration Committee believes that applicants must provide persuasive evidence of language fluency in English or French.

DECISION CRITERIA:

An applicant may meet the requirement by:

1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in either Canada, or the USA; or
2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or
3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant’s highest-level psychology or applied behaviour analysis degree was completed in either English or French; or
4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of one test and test results will be considered valid for two years from the date the test was administered.

TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT – COLLEGE OF PSYCHOLOGISTS OF ONTARIO					
English				French	
Test	TOEFL internet based test (iBT)	IELTS (Academic or General Training)	CELP/IP General	TEF (Test d'évaluation du français)	TCF (Test de connaissance du français pour le Canada)
Required score(s)	Writing: 27 Speaking: 24 Listening: 24 Reading: 24	Writing: 7 Speaking: 7 Listening: 7 Reading: 7	Writing: 8 Speaking: 8 Listening: 8 Reading: 8	Writing: 349 Speaking: 349 Listening: 280 Reading: 233	Writing: 12-13 Speaking: 12-13 Listening: 503-522 Reading: 499-523

OR

5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession of psychology or applied behaviour analysis (whichever is applicable) in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.
6. An applicant may be exempted from the requirement if they cannot meet it through the means described in 1., 2. or 4. above and has a documented disabilityⁱ that would affect their ability to meet the requirement by completing a standardized language fluency test, as described in 3. Such exemption will be considered on a case-by-case basis by the Registration Committee.

POSSIBLE OUTCOMES:

1. An applicant who can provide acceptable evidence of fluency will be deemed to have met the language fluency requirement for registration.
2. An applicant who cannot provide sufficient evidence of fluency will be notified that they cannot be registered until they have met this requirement.
3. An applicant who can satisfy the Registration Committee that they should be exempted from the requirement based on the criteria indicated in 5 or 6 above may be exempted from meeting the requirement.

ⁱ The [Access for Ontarians with Disabilities Act](#) defines “disability” as:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,

-
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d. a mental disorder, or
 - e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

Draft Entry Level

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX F – ALTERNATIVE DOCUMENTATION POLICY**

APPLICABLE TO APPLICANTS FOR THE FOLLOWING CLASSES OF CERTIFICATE OF REGISTRATION:

- Certificate of Registration for a Psychologist Authorizing Supervised Practice
- Certificate of Registration for a Psychologist Authorizing Interim Autonomous Practice
- Certificate of Registration for a Psychological Associate Authorizing Supervised Practice
- Certificate of Registration for a Psychological Associate Authorizing Interim Autonomous Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice
- Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice

Type of requirement: Exemptible

APPLICABLE REGULATION:

ONTARIO REGULATION [193/23, REGISTRATION](#)

PROCESS:

1. An applicant who is unable to obtain required original documents must advise the College in writing, identifying which documents they are unable to obtain, and detailing the reason for this. The reasons why original documentation may not be obtainable include, but are not limited to:
 - a. The closure of the issuing educational institution or government authority;
 - b. The loss or destruction of the documents by the issuing educational institution or government authority;
 - c. The institution or government authority is unable to provide documentation because of war, natural disaster, or other crises.
 - d. There is a risk of harm to the applicant and/or their family if the applicant attempts to obtain the original documents.
2. The applicant's information will be considered by the College Registrar, who will determine if alternative documentation will be accepted.
3. The Registrar may request that the applicant provide additional information or evidence to support their request to provide alternative documentation.
4. The Registrar will request alternative evidence to demonstrate that the applicant has met the registration requirements. Considering each application on a case-by-case basis, this evidence might include one or more of the following:
 - a. Certified/notarized copy of documentation from the applicant; or
 - b. Documentation received by the College directly from another source (university, licencing authority, testing authority, credential evaluation service).
5. If the documents provided are in a language other than English or French, the applicant must arrange for their translation by an official translator. Applicants are responsible for any fees associated with the translation of these documents.
6. In all cases, alternative documentation must allow for a meaningful assessment of the applicant's information.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX G – EXAMINATION ACCOMMODATION POLICY (ABA)**

Applicable to all applicants attempting any of the examinations required for registration with the College, as outlined in ss. 27 (1) 3. of O.Reg. 193/23 Registration under the [Psychology and Applied Behaviour Analysis Act, 2021](#).

The examination for Applied Behaviour Analysis is the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA).

This policy is also applicable to members attending a focused interview for the purpose of modifying or removing a term, condition or limitation on their certificate for practice or requesting an expansion or addition to their areas of practice.

LEGISLATIVE FRAMEWORK:

- This policy was developed in compliance with the following statutes, which over-ride the Regulated Health Professions Act (RHPA), 1991 and the Psychology and Applied Behaviour Analysis Act 2021:
 - The Ontario Human Rights Code (OHRC): The Code prohibits actions that discriminate against people based on a protected ground (disability) in a protected social area (membership in unions, trade or professional associations)¹.
 - O.Reg. 429/07: Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11².
- The privacy provisions of this policy were developed in compliance with Section 36 (1) of the RHPA and the College's own Privacy Code³.

PRINCIPLE(S):

The College of Psychologists and Behaviour Analysts of Ontario is committed to providing accessible and equitable service to all exam candidates. This includes administering the entry-to-practice examination for applied behaviour analysis in Ontario in a way that respects the dignity and independence of persons with disabilities.

In reviewing accommodation requests, the College must balance the rights of the individual examination candidate with its mandate to protect the security, fairness, validity and reliability of the examinations. Accommodations for the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA) can only be made available consistent with what is allowable by the exam owner, Measure Learning.

In supporting individuals requesting accommodation for the examinations the College will base its decisions on the following fundamental principles:

1. No applicant to the College should be disadvantaged in the examination process due to disability.
2. The individual's private information, including personal health information, will be used only for the purpose of assessing the accommodation request and will be protected at all times.
3. The College will provide reasonable accommodation fairly and in a manner that respects the dignity and independence of the applicant.

4. Accommodations will be provided in a way that ensures that applicants receiving accommodation are not provided an unfair advantage in relation to other candidates completing the examinations.
5. The College's duty to provide accommodation will only be limited by considerations of undue hardship⁴ and the need to protect the integrity and confidentiality of the examinations.

PROCEDURE:

Applicants who require accommodation to complete the registration examinations are required to: complete the Examination Accommodations section of the Application for Supervised Practice (supervised practice applicants) or, complete the Examination Accommodations section of the Application for Autonomous Practice (transitional route #2 applicants)

and provide to the College:

Form 1 – Examination Accommodation – Medical Documentation, along with appropriate documentation, completed by a medical doctor, Psychologist, Psychological Associate or other regulated health professional who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested complete and sent directly to the College; or

Form 2 – Examination Accommodation – Academic Documentation, along with appropriate documentation, completed by an accessible services representative of the post-secondary institution where applicant's degree(s) were completed, indicating accommodations approved and used during their academic studies. The form and documentation should also be sent directly to the College.

A candidate seeking an accommodation is not required to disclose a health diagnosis. The request however, must clearly demonstrate the following:

- how the identified impairment impacts the ability of the candidate to successfully participate in the examination, and
- how the requested accommodation(s) mitigate(s) the impairment within the specific context of the examination.

In order to allow the College sufficient time to prepare accommodations, applicants are required to submit requests and all supporting documentation at least 60 calendar days prior to the exam date.

Exam candidates requesting accommodation will be advised of the College's decision within ten (10) business days of the submission date, unless more information is needed to effectively evaluate the accommodation request.

ADDITIONAL CONDITIONS:

1. Candidates may request accommodations as needed for either permanent or temporary disabilities.
2. Candidates are responsible for any costs associated with obtaining documentation from a regulated health professional or university regarding their disability or impairment and/or history of accommodations provided during their university education.
3. Requests must be directed to the Senior Registration Assistant. Requests should be made at the same time as applying for any of the examinations, but no later than 60 calendar days before the date of the exam administration.

4. Documentation of a disability requiring accommodation will be considered current for three years from the date of assessment of a permanent disability and six months from the date of assessment of a temporary disability.
5. A candidate who has been granted accommodation for a permanent or long-term disability will not be required to re-apply for accommodation for subsequent attempts. However, if the request was related to a temporary condition (e.g., recent injury or pregnancy-related conditions) or if five years have passed since the initial accommodation request, the College may request updated information confirming the continued need for accommodation.

DECISION RULE:

Exam candidates who complete and submit appropriate documentation within the timelines indicated will be provided accommodations as per the College's duty, limited only by considerations of undue hardship and the need to protect the integrity and confidentiality of the examinations.

REQUIRED DOCUMENTATION:

1. Completed Section D – Examination Accommodation, of College application form(s); and
2. Completed Form 1 or 2 with required documentation.

¹ This has been legally interpreted by the OHRC to include membership in a regulated profession.

² The College's Accessible Customer Service Plan, developed in compliance with this regulation, can be downloaded from: cpo.on.ca/about-cpo/accessibility/.

³ In compliance with these obligations the College has also developed a Privacy Code (<http://cpo.on.ca/components/handlers/search.router.ashx?id=653>) and the provisions of this Code apply to all information requested, used, retained and/or disclosed as part of the registration process, including personal health information related to requests for accommodation.

⁴ The Ontario Human Rights Commission provides guidelines regarding the definition and considerations to be taken into account regarding whether the provision of accommodation would cause an organization (e. g. employer, educational institution etc.) undue hardship: <http://www.ohrc.on.ca/en/policy-and-guidelines-disability-and-duty-accommodate/5-undue-hardship>.

**REGISTRATION GUIDELINES: BEHAVIOUR ANALYST
SUPERVISED PRACTICE (ENTRY LEVEL ROUTE)
APPENDIX H - SUPERVISED PRACTICE REQUIREMENTS FOR APPLIED BEHAVIOUR ANALYSIS**

Scope of Practice: “The practice of applied behaviour analysis is the assessment of covert and overt behaviour and its functions through direct observation and measurement and the design, implementation, delivery and evaluation of interventions derived from the principles of behaviour in order to produce meaningful improvements.” (Section 3. (2) [Psychology and Applied Behaviour Analysis Act, 2021.](#))

It is the responsibility of the supervised member to work with their supervisor to ensure that the supervision includes training and evaluation, at a minimum, in the areas required for professional practice in applied behaviour analysis: assessments, interventions, assessments and interventions, and supervisory activities.

The College does not set a limit on the total number of hours a supervisee may spend delivering services in each of the required areas for supervised practice. However, during the year of supervised practice, the supervised member is expected to engage in each of the activities, with sufficient client contact to enable their supervisor to evaluate readiness for autonomous practice on the final work appraisal form.

Supervisors are reminded that the most important purpose of professional regulation is to protect the public from incompetent or unethical service providers. Here, the overall focus of post-degree supervision is to ensure that, by the end of the period under supervision, the supervised member is able to provide competent and ethical professional services, autonomously, within their limits of competence.

By the conclusion of supervised practice, the supervisee must demonstrate competence in each of the following areas:

ASSESSMENT AND INTERVENTION PROCESSES:

ASSESSMENTS:

- Assess behaviour and its functions using formal or informal observations and measurement and interpretation of results (e.g., stimulus preference assessment, functional assessment, experimental functional analysis, staff performance assessment).
- Determine client goals based on factors such as client preferences, supporting environments, risks, constraints, and social validity.
- Selection of appropriate interventions based on assessment results, supporting environments, risks, constraints, social validity, clinical experience, and supported by currently accepted scientific evidence.

INTERVENTIONS:

- Design, implement, and systematically monitor skill-acquisition and behaviour reduction programs.
- Delivery of ABA interventions directly to individuals who present with a range of skills, levels of functioning, and ages. Plan for and identify unwanted effects of the recommended interventions.
- Implement a full range of scientifically validated, behaviour analytic procedures (i.e., reinforcement, extinction, incidental teaching, and use of naturalistic teaching methods).
- Utilize ABA procedures through direct, caregiver mediated and/or group intervention formats.
- Train staff and/or caregivers as they deliver new or revised behavioural services.

- Research and implement scientifically validated effective procedures, relevant to the needs of the client for promoting generalization of behaviour change.
- Conduct mediator (e.g., caregivers, direct support professionals) training using ABA procedures.
- Work collaboratively with professionals from other disciplines.
- Demonstrate adherence to professional ethical expectations. These would include, where applicable, billing, and administrative (office management) practices.

ASSESSMENTS/INTERVENTIONS:

- Design appropriate data collection and analysis to make data-based decisions to help monitor or modify intervention procedures.
- Discuss assessment results, goals, service options and progress with clients/mediators/caregivers.
- Evaluate and monitor effectiveness of interventions.

SUPERVISORY ACTIVITIES

- Delegate to your supervisees only those responsibilities that such persons can reasonably be expected to perform competently, ethically, and safely. A supervisor cannot delegate any task that they themselves are not competent to perform.
- Assign team members to implement behaviour plans and/or train caregivers to implement behaviour plans.
- Observe interventions and assessments carried out by staff and/or caregivers and monitor intervention fidelity.
- Supervisor has sufficient direct contact with the client and/or their caregivers to ensure adequate service delivery.
- Confirm that supervisees maintain competence to perform the tasks assigned to them, considering numerous factors, including skills, education, and experience.
- Demonstrate an understanding of the limits of their competency and the importance of referring clients to other professionals when necessary.
- Oversee and provide clinical feedback for clinicians/Behaviour Analysts who carry their own caseload/support their own clients.
- Provide ongoing direction and guidance to staff to ensure services are being delivered correctly and effectively.
- Review behaviour plans and assessment outcomes.
- Review data and measure client progress.
- Maintain detailed notes of progress, key decisions, and next steps.

The Process of Standard Setting

The passing score for many high-stakes certification programs is established through a psychometrically valid standard setting process. Meara et al. (2000) note that “One of the most critical and controversial aspects of the credentialing examination process is standard setting. The process...is critical because the pass-fail decisions can have tremendous consequences for the examinees...Passing scores, for the most part, are judgmental in nature. They do not reflect any universal truth” (Meara, Hambleton, & Sireci, 2000). However, even if cut scores are not universal truths, it is important to document that an acceptable, systematic, and thoughtful process was followed in arriving at the recommended cut score standard (National Commission for Certifying Agencies, 2014). Hambleton indicates that “the defensibility of the resulting standards is considerably increased if the process reflects careful attention to: (a) the selection of panelists; (b) the training of panelists; (c) the sequence of activities in the process; (d) validation of the performance standards; and, (e) careful documentation” (Hambleton, 2001, p. 93).

During the process of standard setting, a task force of subject matter experts discusses the minimum level of competence that is required for passing the examination and obtaining the credential. After evaluating and analyzing the difficulty of each question, as well as the specific knowledge, skills and abilities that qualified practitioners possess, a raw cut score, or the passing score, is set for that particular exam form. This becomes the standard for the program. As new exam forms are created, equating is done to adjust the passing score as needed to account for any differences in form difficulty.

Standard Setting Methodology

There are various procedures available for setting passmarks on examinations. The Angoff procedure and its derivatives, such as the Modified Angoff procedure (Angoff, 1971), is one of the most commonly used approaches to setting passmarks on multiple-choice credentialing examinations. According to the 2008 standard setting survey of credentialing organizations whose certification programs were accredited by the *National Commission for Certifying Agencies (NCCA)*, 75% of organizations used the Modified Angoff procedure. When asked about critical factors that influenced their choice of the standard setting procedure, the organizations mentioned the reliability of the procedure, its acceptability in regard to the NCCA or ISO/IEC accreditation standards, and the ease of use.

There is much evidence that the Modified Angoff procedure is easy to explain and efficient to implement. The participants can easily comprehend instructions for this standard setting procedure, and it takes them a reasonable amount of time to complete standard setting ratings. Research has shown that the Modified Angoff procedure produces reasonable results that meet testing standards for assessment reliability and validity of assessment scores. This procedure offers the best balance between technical adequacy and practicability.

The Modified Angoff procedure used to conduct standard setting for exams involves the following steps:

1. Familiarity with the Exam

The subject matter experts participating in the standard setting study are made familiar with the exam by having contributed to the content development activities, or by reviewing the exam form at the beginning of the standard setting study.

2. Introductions and overview of standard setting objectives

Participants are provided with an opportunity to introduce themselves, explain their background (geographic location, practice setting) and whether they had previous exam development or standard setting experience. Following general introductions, they are provided an overview of the standard setting activities and described the goals and objectives of the meeting (i.e., to establish passmarks for questions on the examination).

3. Discussion of the minimally-competent candidate

Next, the participants are introduced to the concept of a minimally-competent candidate. The target candidate has the minimum level of knowledge and skill required to practice competently in his or her profession. The target candidate is commonly referred to as the *minimally-competent* candidate.

4. Development and review of performance-level descriptors

Performance-level descriptors (PLDs) provide information about the typical knowledge and skills of candidates who fall into three performance groups, including *not-yet-competent*, *minimally-competent*, and *competent*. The participants develop and review the PLDs for all three performance levels paying special attention to the descriptors of minimal competence and how they were different from those for low competence and high competence.

5. Modified-Angoff training

Once the participants are confident in their understanding of the minimally-competent candidate, the modified Angoff standard setting procedure is explained. Participants are trained to individually express their judgments as to how a hypothetical group of minimally-competent candidates is expected to perform on each question. Specifically, participants are instructed to imagine 100 minimally-competent practitioners and to estimate how many of these would answer each item correctly. The participants are instructed to consider the PLDs of the minimally-competent practitioner.

Next, the participants are told that they would have two opportunities to make ratings (i.e., Round 1 and Round 2). Participants are also informed that they would be discussing their initial Angoff ratings for items, and that impact data (i.e., the percentage of beta candidates who answered an item correctly) would be shown in order to provide realism as to the actual difficulty of the item for entry-to-practice candidates.

6. Completion of Round 1 ratings, Review and Discussion

After completing the training, the participants enter their Round 1 Angoff ratings into a worksheet while reviewing each exam question. Following the completion of Round 1, the ratings are collected, analyzed, and documented by the psychometrician. Then, the ratings with high variance are presented to the panel

for discussion. Based on the group discussions and the reality data, the participants are advised to adjust their ratings if they think it is necessary.

7. Completion of Round 2 ratings

Following group discussion of Round 1 ratings, participants are asked to provide their Round 2 ratings. Round 2 ratings are the final ratings for exam questions. The ratings are then averaged out for each question to arrive at the question-level passmark. Average of ratings across all questions and participants constitute the panel recommended passmark for the exam form.

Determination of Final Passmark

The final passmark determined by the Exam committee may be based on panel recommended cut score in addition to the impact data (resulting exam performance based on panel recommended passmark) and pass rates. The scores may be held while impact data from test-takers is evaluated. Once a standard is established, its relevance must be periodically evaluated. Any time a Job Analysis Study is performed, or the examination content is altered, a new standard setting study must take place to re-establish a passing standard which is aligned to the new content outline.

References

Angoff, W. (1971). Scales, norms, and equivalent scores. In R. L. Thorndike (ed.), *Educational Measurement*. Washington, DC: American Council on Education.

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National Commission for Certifying Agencies (2014). *Standards for the Accreditation of Certification Programs* (pp. 20-21). Retrieved November 14, 2018 from:
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BRIEFING NOTE

2023.06.31

DECEMBER 2023 COUNCIL MEETING

POLICY II-4(II): DISCIPLINE COMMITTEE: RULES OF PROCEDURE

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

MOTION FOR CONSIDERATION

That the amendments to *Policy II-4(ii): Discipline Committee: Rules of Procedure*, be approved.

Moved By TBD

PUBLIC INTEREST RATIONALE

To ensure that the Rules of Procedure are clear and address relevant issues that already have, and may continue, to come up in hearing processes.

BACKGROUND

The College's Rules of Procedure were reviewed with several key issues in mind, including that most pre-hearings, motions, and hearings are now held virtually, and that timeliness can sometimes be a challenge. Some proposed changes are also meant to clarify procedures, including the expectation that members attend pre-hearing conferences, how allegations may be withdrawn, and the specific procedure for obtaining third-party records. The Rules also contemplate addressing situations where a member is unwilling or unable to attend for a reprimand. This issue is one currently before the Discipline Committee, and the proposed Rules offer an avenue to address this specific lack of cooperation, as well as other matters should they arise in the future.

ATTACHMENTS

1. Table of proposed changes to Rules of Procedure;
2. Draft amended *Policy II - 4(ii): Discipline Committee Rules of Procedure*

BUDGETARY IMPLICATIONS

None.

CONTACT FOR QUESTIONS

Zimra Yetnikoff, Director, Investigations & Hearings

Table of Proposed Changes

Rule	Discussion
3.01(1) Pre-hearing Conference	New requirement for members to attend a pre-hearing
3.06 Case Management Conferences	Proposed new rule to address timeliness issues
5.01(2) Written Hearings	Order for written hearings, instead of requiring consent
5.01(3) & (4) Written Hearings	Adjustments based on changes to 5.01(2)
5.02(2) Electronic Hearings	Clarity about how to proceed with an electronic hearing
5.02(4) Electronic Hearings	Deleted – no longer necessary as mechanisms standard
6.01(1) Withdrawal of Allegations	Amendment to allow withdrawal to proceed by way of motion instead of requiring a hearing
7.02 Production from Third Parties	New rule to address a party seeking information for a hearing that is not in the investigation record
8.04(10) Reprimands	New rule to address situations where a member is unable or unwilling to receive a reprimand

POLICY AND PROCEDURE MANUAL

POLICY	Discipline Committee: Rules of Procedure		
SECTION	Council & Committees	POLICY #	II – 4(ii)
DATE CREATED	March 1996	DATE LAST REVISED	March 2023
NEXT REVIEW DATE	2023/2024	PAGE #	1 of 13

POLICY STATEMENT

The Discipline Committee shall conduct its business according to approved rules of procedure.

PREAMBLE

The Rules of Procedure shall be made available to the public, in both English and French, on the College website. The format of the publication may be different from the format of this policy and may include a Table of Contents.

PROCEDURE

RULE 1: GENERAL

1.01 Fundamental objective

1.01(1) The fundamental objective of these Rules is to ensure that proceedings before the Discipline Committee of the College are dealt with according to legislative requirements, the rules of procedural fairness and natural justice, and in the public interest.

1.02 Definitions

1.02(1) In these Rules, unless the context requires otherwise,

“Chair” means the Chair of the full Discipline Committee or their designate;

“Code” means the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991*;

“College” means the College of Psychologists of Ontario;

“counsel” means a person legally authorized to represent a party or other participant at a Discipline Hearing;

“Discipline Committee” means the Discipline Committee of the College, and includes a Panel of the Discipline Committee selected by the Chair;

“document” includes handwritten files, printed files, electronic media, sound recordings, video tapes, photographs, charts, graphs, plans, maps, surveys, book of accounts and information recorded or stored by means of any device;

“electronic”, with respect to a proceeding, means a proceeding held by video conference, telephone conference, or some other form of electronic technology, which allows persons to speak to and hear one another simultaneously, and “electronically” has a corresponding meaning;

“holiday” means,

- a. any Saturday or Sunday;
- b. New Year's Day;
- c. Family Day;
- d. Good Friday;
- e. Easter Monday;
- f. Victoria Day;
- g. Canada Day;
- h. Civic Holiday;
- i. Labour Day;
- j. Thanksgiving Day;
- k. Christmas Day;
- l. Boxing Day;
- m. any special holiday proclaimed by the Governor General or the Lieutenant Governor; and
- n. any other day designated by the College as a holiday, and where New Year's Day, Canada Day, Christmas Day or Boxing Day falls on a Saturday or Sunday, the day designated by the College is a holiday;

“independent legal counsel” means the counsel appointed to provide advice to a Panel of the Discipline Committee in accordance with section 44 of the *Code*;

“member” means a member of the College who is the subject of a proceeding before the Discipline Committee, and includes former members;

“motion” is a request made to the Discipline Committee to make an order in a particular proceeding;

“motion participant” means a party and any other person who would be affected by the order sought;

“Notice of Hearing” means a Notice issued by the College under the *Code* that is served on the member against whom allegations have been made, which contains allegations of professional misconduct and/or incompetence against a member;

“order” means any decision made by the Discipline Committee, the Chair or a Pre-hearing Chair and includes a procedural direction given by the Discipline Committee, the Chair or a Pre-hearing Chair;

“Panel” means a Panel of the Discipline Committee selected by the Chair, presiding over a proceeding;

“Panel Chair” means the person Chairing the hearing or the motion;

“party” means a party or parties under section 41 of the *Code*; namely, the College and the member against whom allegations have been made;

“Pre-hearing Chair” means the person designated by the Chair to preside over the Pre-hearing Conference;

“proceeding” means any step in the Hearing process and includes a motion, a Pre-hearing Conference, and the Hearing itself;

“vulnerable witness” means a witness who, in the opinion of the Discipline Committee, will have difficulty testifying, or will have difficulty testifying in the presence of a party, for appropriate reasons related to age, handicap, illness, trauma, emotional state or similar cause of vulnerability.

1.03 Interpretation

- 1.03(1) These Rules shall be liberally construed to secure the just, most expeditious and cost-effective determination of every proceeding before the Discipline Committee.
- 1.03(2) Where matters are not provided for in these Rules, they shall be determined by analogy to them, and in a manner consistent with them and consistent with the *Regulated Health Professions Act, 1991* and the *Statutory Powers Procedure Act*.
- 1.03(3) Where a party or participant in the proceeding is not represented by counsel, anything these Rules permit or require counsel to do shall be done by the party.

1.04 Computation, Extension or Abridgement of Time

- 1.04(1) In the computation of time under these rules or under an order, except where the contrary intention appears,
- (a) where there is a reference to a number of days between two events, they shall be counted by excluding the day on which the first event happens and including the day on which the second event happens, even where the words “at least” are used;
 - (b) where a period of less than seven days is required, holidays shall not be counted;
 - (c) where the time for doing an act under these rules expires on a holiday, the act may be done on the next day that is not a holiday; and,
 - (d) service of a document made after 4:00 p.m. or at any time on a holiday shall be deemed to have been made on the next day that is not a holiday.
- 1.04(2) Any time periods required by these rules may be extended or abridged with the agreement of both parties and notice to the Chair of the Discipline Committee.
- 1.04(3) Should the parties not agree on an extension or abridgement of time, the Discipline Committee may decide whether to extend or abridge any time required by these rules or an order, on such

terms or conditions as the Discipline Committee considers just either before or after the expiration of the time.

RULE 2: APPLICATION AND WAIVER OF RULES

2.01 Application of Rules

2.01(1) These Rules apply to all proceedings before the Discipline Committee of the College including, with all necessary modifications, to applications for reinstatement under sections 72 and 73 of the *Code*.

2.02 Initiation of Rules

2.02(1) The Discipline Committee may exercise any of its powers under these Rules at the request of a party, a motion participant, or on its own initiative.

2.03 Compliance and Waiver

2.03(1) A failure to comply with these Rules is an irregularity and does not render a proceeding or a step, document, or order in a proceeding invalid.

2.03(2) If a party substantively complies with these Rules in every important way, the party will be deemed to have met the requirements of the Rules.

RULE 3: PRE-HEARING CONFERENCE

3.01 Pre-hearing Conference

3.01(1) ~~The Chair of the Discipline Committee may direct the parties to participate in a Pre-hearing Conference.~~In a matter that has been referred to the Discipline Committee, the College and the Member will attend a pre-hearing conference, unless the Chair of the Discipline Committee orders otherwise. The Member must attend the pre-hearing, and may have legal counsel.

3.01(2) If a party fails to attend a scheduled Pre-hearing Conference, the Discipline Committee Panel may, in an appropriate case, make an order with respect to the costs of the Pre-hearing Conference.

3.01(3) The Pre-hearing Chair appointed by Rule 3.02 shall, after consultation with the defense counsel and the prosecutor, schedule a date for the Pre-hearing Conference to be held, and shall notify the parties of the date. At least 30 days' notice of the Pre-hearing Conference will be provided, unless the parties agree to an earlier date.

3.01(4) Matters to be addressed at a Pre-hearing Conference shall include the following:

- (a) issues related to the disclosure and exchange of information;
- (b) identification and simplification of issues, including legal and jurisdictional questions;
- (c) identification of any preliminary motions, and motions to be raised during the Hearing;

- (d) procedural matters related to the form of the Hearing (e.g. oral, electronic, written), requests for adjournment, etc.;
- (e) identification of facts or other evidence upon which the parties are in agreement;
- (f) settlement of any or all of the issues; and,
- (g) other matters that may assist in the timely disposition of the proceeding.

3.01(5) Prior to the Pre-hearing Conference the parties shall exchange Pre-hearing Conference memoranda that address the matters set out in 3.01(4) and that set out the essential facts and submissions of the parties.

- (a) Not less than 20 days before the Pre-hearing Conference, the College shall provide a copy of its Pre-hearing Conference memorandum to the member and to the Pre-hearing Chair.
- (b) Not less than 10 days before the Pre-hearing Conference, the member shall provide a copy of its Pre-hearing Conference memorandum to the College and to the Pre-hearing Chair.

3.02 Pre-Hearing Chair

3.02(1) The Chair of the Discipline Committee shall appoint one member of the College to preside at the Pre-hearing Conference. The Chair of the Discipline Committee cannot be appointed as Pre-hearing Chair.

3.02(2) The Pre-hearing Chair will facilitate dialogue between the parties on any matters identified in the notice of the hearing, or that arise in the course of the Conference.

3.02(3) The Pre-hearing Chair may express opinion on the matters being addressed, in order to assist the parties in reaching a settlement.

3.02(4) The Pre-hearing Chair may make any orders necessary or advisable with respect to the conduct of the Pre-hearing Conference.

3.02(5) The Pre-hearing Chair may also make orders with respect to the conduct of a Hearing not otherwise specifically dealt with in the *Health Professions Procedural Code* or the *Statutory Powers Procedure Act*, subject to review by the Panel of the Discipline Committee conducting the Hearing, or on consent of the parties.

3.02(6) The Pre-hearing Chair and any member of the Discipline Committee who attends a Pre-hearing Conference may not become a member of the Panel constituted to hear the matter, without the express written consent of the parties.

3.03 Without Prejudice Basis

3.03(1) A Pre-hearing Conference shall not be open to the public and, except for any orders, directions, agreements and undertakings made at a Pre-hearing Conference, it shall proceed on a without prejudice, confidential basis, unless the parties consent otherwise.

3.03(2) If an Agreed Statement of Facts and a Joint Submission on Penalty result from a Pre-hearing Conference:

- (a) The final versions of Agreed Statement of Facts and Joint Submission on Penalty may be provided by the parties to Independent Legal Counsel, who will provide these to the Pre-hearing Chair.
- (b) The Pre-hearing Chair may provide a written view of the Agreed Statement of Facts and Joint Submission on Penalty to independent legal counsel who will then provide such written view to the parties.

3.04 Binding Agreement

3.04(1) An agreement at the Pre-hearing Conference to settle any or all of the issues will be binding upon the parties, subject to the review and approval of the settlement by a Panel of the Discipline Committee, following a written, electronic or oral Hearing.

3.05 Pre-hearing Conference Report

3.05(1) The Pre-hearing Conference Chair shall prepare a report listing any orders, directions, undertakings, and agreements made at a Pre-hearing Conference and a copy of the report shall be distributed to the parties.

3.06 Case Management Conferences

3.06(1) At the request of a party or on the initiative of the Pre-hearing Conference Chair, the Pre-hearing Conference Chair or the Chair of the Discipline Committee may require the parties to attend a case management conference before a Pre-Hearing Chair in order to set times for steps in the proceeding, the delivery of documents and/or dates for motions or hearings.

3.06(2) Parties will request a case management conference as soon as they are aware of anything that may affect the timely and efficient conduct of a motion or hearing.

3.06(3) The Pre-hearing Conference Chair may make a case management direction following written communications or submissions from the parties.

RULE 4: DISCLOSURE

4.01 Reciprocal Disclosure

4.01(1) Each party to a Hearing shall disclose to the other party the existence of every document and thing that the party, or a witness called by or on behalf of the party, may seek to adduce in evidence or put to any witness at a Hearing.

- (a) The College must produce the information as set out in (1) above as soon as is reasonably practicable after the Notice of Hearing is served, and not less than 30 days before the

commencement of the Hearing.

(b) The member must produce the information as set out in (1) above as soon as reasonably practicable after disclosure by the College, but not less than 15 days before the commencement of the Hearing.

- 4.01(2) Where a party, after making disclosure, comes into possession or control of or obtains power over another document or thing that the party may seek to adduce in evidence or put to any witness at a Hearing, the party shall forthwith disclose to the party opposite the existence of the document or thing, and shall produce a copy of it, if requested.
- 4.01(3) Each party to a Hearing shall provide to the other party, at least 10 days before the Hearing, the name of each witness the party intends to call as a witness at the Hearing, and a summary of the evidence of each witness.
- 4.01(4) A party who does not disclose a witness, document or thing in compliance with the Rule may not call the witness or refer to the document or thing or introduce it in evidence at the Hearing, without leave of the Discipline Panel, which may be granted on any conditions that the Discipline Panel considers just.

RULE 5: WRITTEN AND ELECTRONIC PROCEEDINGS

5.01 Written Hearings

- 5.01(1) Either party to a proceeding, the Pre-hearing Chair or the Panel constituted to hear a matter, may propose that a Pre-hearing Conference or a Hearing be conducted entirely or partially through written submissions. Such a proposal may be made prior to a Hearing or Pre-hearing Conference, at a Pre-hearing Conference, or at any point during the course of the Hearing.
- 5.01(2) ~~A written Hearing will only be conducted upon the consent, in writing, of the parties.~~ The Pre-hearing Chair, the Chair of the Discipline Committee, or the Panel constituted to hear a matter, may make an order that the matter proceed entirely or partially in writing.
- 5.01(3) Upon ~~consent~~ an order that a hearing proceed entirely or partially in writing, a date will be established by which submissions must be received at the College offices. ~~M~~Members of the Panel constituted to hear the matter will then review the submissions and arrive at a binding decision.
- 5.01(4) The written submissions for a motion or hearing will be available at the College offices for public review at the same time as the materials are made available to the Panel, which will normally be no later than five business days after the date established for submission of the material.

5.02 Electronic Hearings

- 5.02(1) Either party to a proceeding, the Pre-hearing Chair or the Panel constituted to hear a matter, may propose that a Pre-hearing Conference or a Hearing be conducted entirely or partially through electronic means. Such a proposal may be made prior to a Hearing or Pre-hearing Conference, at a Pre-hearing Conference, or at any point during the course of a Hearing.

5.02(2) The Pre-hearing Chair, the Chair of the Discipline Committee, or the Panel constituted to hear a matter may make an order that the matter proceed as an electronic hearing.

5.02(~~2~~3) Conducting a Hearing electronically will not occur if either party satisfies the Hearing Chair that holding an electronic rather than an oral Hearing is likely to cause the party significant prejudice.

5.02(~~3~~4) Subject to 5.02(~~2~~3), the Panel constituted to hear a matter may require that a Hearing be conducted entirely or partially through electronic means, when this is desirable in order to achieve a timely disposition of the matter. When a Hearing has been scheduled or is underway, notice of the decision to conduct the Hearing electronically will be given as soon as possible prior to the scheduled start or resumption of the Hearing. When no date for the start or resumption of the Hearing has yet been set, the date will be established after consultation with the parties.

~~5.02(4) —When an electronic Hearing is to be conducted, and upon consent of or after consultation with the parties, a date and mechanism will be arranged for conduct of the electronic Hearing.~~

5.02(5) The College will provide a facility in Toronto through which any party to the proceeding may participate in an electronic Hearing, and through which members of the public may observe and/or hear the proceeding.

RULE 6: WITHDRAWAL OF A NOTICE OF HEARING OR ALLEGATIONS

6.01 Withdrawal of Allegations

6.01(1) Where a Hearing has or has not commenced, and the parties consent, and an explanation has been provided, the College may seek permission, from the Discipline Committee, to withdraw some or all of the allegations contained in a Notice of Hearing, by way of motion.

6.01(2) Where the Committee grants the College permission to withdraw all or part of a Notice of Hearing, the Committee will clearly note on the exhibited copy of the Notice of Hearing which allegation(s) it has permitted to be withdrawn.

6.01(3) Where a Notice of Hearing has been withdrawn in whole or in part and a member of the public seeks access to the Notice of Hearing, and the Notice is otherwise available, the College shall provide a copy of the exhibited Notice referred to in subrule 6.01(2).

RULE 7: MOTIONS

7.01 Motions Before a Plea is Entered

7.01(1) A motion shall be made by Notice of Motion that specifies the relief requested and the grounds for the motion.

7.01(2) All procedural or interlocutory matters and issues shall be raised as soon as possible and shall be heard on a day fixed by the Chair of the Discipline Committee Panel. The motion may be heard by means of a written or an electronic Hearing unless the Chair of the Discipline Committee Panel determines that the motion should be heard at an oral Hearing.

7.01(3) The party or person bringing a motion shall deliver the Notice of Motion, all material in support of the motion, and brief written argument, at least 20 days before the motion is to be heard.

7.01(4) Any other motion participant who wishes to reply shall deliver responding material 10 days before the motion is scheduled to be heard.

7.02 Production from Third Parties

7.02(1) A summons sought on behalf of a Member for the production of documents that are not in the College's possession shall not require the production of any documents before the commencement of the hearing.

7.02(2) A motion relating to the production of documents from third parties by summons may be heard in advance of the commencement of the hearing.

7.02(3) A Notice of Motion relating to the production of documents as described in this Rule shall be provided to the person possessing the documents and to any other person having a significant interest, including privacy interest, in the documents.

7.02(4) The requestor shall deliver the notice of motion to the third party holding the records together with a summons requiring their attendance on the motion date and attendance money. The summons must be served at least 21 days before the motion date.

RULE 8: PROCEDURES FOR THE HEARING

8.01 Notice of Constitutional Questions

8.01(1) Section 109 of *the Courts of Justice Act*, R.S.O. 1990, c. C.43, as amended, applies in respect of any Constitutional Question before the Discipline Committee at a Hearing.

8.02 Vulnerable Witnesses

8.02(1) The Discipline Committee will ensure that a vulnerable witness participating in a Hearing has access to a private room in which to wait so that they do not have to come into contact with the defendant member.

8.02(2) The Discipline Committee will ensure the availability of a translator, or other communication assistance, to assist the witness where language or disability compromises the witness' ability to hear, understand and otherwise communicate freely and fully.

8.02(3) The Discipline Committee may order that a support person be permitted to be present and to sit near a vulnerable witness while testifying and may issue directions regarding the conduct of the support person during the testimony of the witness.

8.02(4) The Discipline Committee may order that a vulnerable witness testify outside the Hearing room or behind a screen or other device that would allow the vulnerable witness not to see the member if the Discipline Committee is of the opinion that the exclusion is necessary to obtain a full and candid account of the matter.

8.02(5) The Discipline Committee shall not make an order under subrule 8.02(4) unless arrangements are made for the member, the Discipline Committee, and counsel for the parties to watch the

testimony of the vulnerable witness by means of closed-circuit television or otherwise and the member is permitted to communicate with counsel while watching the testimony.

- 8.02(6) The Discipline Committee may order that a member not personally conduct the cross-examination of a vulnerable witness if the Discipline Committee is of the opinion that the order is necessary to obtain a full and candid account of the vulnerable witness' testimony or to prevent an abuse of the process.
- 8.02(7) Where the Discipline Committee makes an order under subrule 8.02(6), it may appoint counsel for the purpose of conducting the cross-examination.
- 8.02(8) The Discipline Committee may make other orders protecting vulnerable witnesses, such as an order prohibiting the publication of their identities where required by law or where it concludes it is just and fair to do so.

8.03 Oral and Written Argument

- 8.03(1) The Discipline Committee may place reasonable limits on the length of oral submissions.
- 8.03(2) The Discipline Committee may, before or after Hearing oral submissions, order the parties to submit written submissions on some or all of the issues at the Hearing and may give directions as to the form and timing of such written submissions.

8.04 Reprimands

- 8.04(1) When an order of the Discipline Committee includes a reprimand, the reprimand will be delivered in public, which can include electronic means where public access can be facilitated.
- 8.04(2) When an appeal of the Panel's decision is waived, the reprimand may be delivered at the conclusion of a Hearing.
- 8.04(3) If not delivered on the date of the Hearing, the reprimand will be delivered on a date fixed by the College after the appeal period expires, or after an appeal is finally disposed of and the Courts uphold the decision of the Discipline Committee.
- 8.04(4) The reprimand will be delivered by the Chair of the Hearing Panel, or any other member(s) of the Panel, professional or public, that the Panel agrees would be appropriate.
- 8.04(5) If the reprimand is delivered at the conclusion of the Hearing, the entire Hearing Panel is present for the reprimand. All those in attendance at the Hearing will have the option of remaining to hear the reprimand.
- 8.04(6) If the reprimand is delivered at a later date, all available members of the Hearing Panel, or at minimum, a quorum of the Hearing Panel, shall be present in person or electronically. If a quorum of the Hearing Panel is not available, a quorum of any Discipline Committee Panel, as appointed by the Chair of the Discipline Committee, may present the reprimand. The date fixed for the reprimand will be public information, and the delivery of the reprimand open to the public.

- 8.04(7) The reprimand will be recorded by the court reporter.
- 8.04(8) Upon delivery of the reprimand the Discipline Committee Hearing is concluded.
- 8.04(9) Copies of the transcript of the reprimand will be provided to the member and the College as soon as they are available.

8.04(10) Where a reprimand has been ordered by the Discipline Committee, and the member is unwilling or unable to attend to receive the reprimand, the Discipline Committee may consider reviewing its decision pursuant to Rule 10.02. This review may include providing context for why the reprimand was not delivered, incorporating the substance of the reprimand into the decision and reasons, and/or correcting any reasons that relied on or made reference to the issuance of a reprimand.

8.05 Public Access

- 8.05(1) If a member of the public wishes to have access to all or part of the record of the Discipline Committee, other than the Notice of Hearing or the transcript of evidence, that person shall bring a motion before the Discipline Committee, upon notice to the parties, and such motion shall be made, considered and decided in writing by the Chair of the Discipline Committee or by a Panel of the Discipline Committee appointed by the Chair, without an oral Hearing.
- 8.05(2) The provision of the transcript of evidence and any other part of the record of the Discipline Committee shall exclude any part of the Hearing, and corresponding record, from which the public is excluded, as well as that part of the transcript and record that is the subject of an order prohibiting publication. The Chair or Panel of the Discipline Committee shall determine those parts of the transcript and record requested that are subject to an order excluding the public or to an order prohibiting publication.
- 8.05(3) A member of the public granted access to all or part of the transcript or record of the Discipline Committee shall first pay to the College the cost of the transcript requested, the expense of redaction, as required, of the transcript or record or part thereof that is requested, and the cost of reproducing the record, before any part of the record and transcript are released to the member of the public.

8.06 Interfering with a Hearing

- 8.06(1) No person may take or attempt to take a photograph, audio or video recording or other record by any means at a proceeding or publish, broadcast, reproduce or otherwise disseminate a photograph, audio or video recording or other record taken unless permitted to do so by the Rules or an order of the Discipline Committee.
- 8.06(2) Subrule 8.06(1) does not apply to:
- (a) a person unobtrusively making handwritten or typed notes or sketches at a proceeding;
 - (b) a party or a party's counsel unobtrusively making an audio recording at a proceeding that is used only as a substitute for handwritten or typed notes for the purposes of the proceeding;

- (c) a person taking a photograph, audio or video recording or other record with the prior written authorization of the Discipline Panel;
- (d) the court reporter; or
- (e) a person using a device to compensate for a disability.

RULE 9: COSTS

9.01 Procedure for Requesting Costs

- 9.01(1) A party requesting an order for costs and expenses other than on consent shall, where practicable, deliver a detailed written explanation of the basis upon which the costs and expenses requested are calculated.
- 9.01(2) Where the request for costs and expenses includes disbursements or out-of-pocket expenses, these may be proved by an affidavit attaching a copy of any invoice or receipt.
- 9.01(3) Where the request for costs or expenses includes the cost or expense to the College of conducting a day of Hearing, no evidence of the cost or expense of a day of Hearing is needed if the request is equal to or less than the amount set out in Tariff A.
- 9.01(4) The Discipline Committee may direct that the issue of costs, including how costs and expenses should be calculated, be dealt with through written submissions or at a motion conducted separately from the Discipline Hearing on the merits.

9.02 Costs for Non-Compliance with Rules or Unreasonable Conduct

- 9.02(1) Where the Discipline Committee is entitled to order the payment of costs or expenses by a party, the Discipline Committee may consider the failure of that party to comply with these Rules.
- 9.02(2) Subject to s.53 of the *Code*, where the Discipline Committee concludes that the conduct or course of conduct of a party was unreasonable, frivolous or vexatious or the party acted in bad faith, it may order the party to pay another party's costs.
- 9.02(3) Examples of unreasonable conduct by a party can include, depending on the circumstances, a late request for an adjournment, the late acceptance of an offer for a joint submission and an unreasonable refusal to conduct part or all of the proceedings in writing or electronically.

RULE 10: DECISIONS AND REASONS

10.01 Correction of Errors

- 10.01(1) A party may, within thirty (30) days after receiving a copy of the Discipline Committee's decision, order or written reasons, request that the Discipline Committee correct any typographical, formatting, calculation, or similar errors by delivering such request, in writing.

10.01(2) The Discipline Committee may, on its own initiative and at any time, correct any typographical, formatting, calculation, or similar errors made in its decision, order or written reasons.

10.01(3) Where the Discipline Committee makes a correction on its own initiative, it shall advise the parties.

10.02 Review of Decision and Order

10.02(1) The Panel of the Discipline Committee that issues a decision or order may review all or part of its decision or order, and may confirm, vary, suspend, or cancel all or part of its decision or order, upon application by either party.

10.02(2) An application to review shall be in writing and shall set out fully the submissions of the party that applies for the review. The application to review must be made within a reasonable time following the issuance of the decision or order sought to be reviewed.

10.02(3) If the Panel decides to review the matter, the other party may make submissions in writing in response to the application, and the applicant may make brief reply submissions, within the time periods prescribed by the Chair of the Panel.

RULE 11: REINSTATEMENT APPLICATIONS**11.01 Initiating a Reinstatement Application**

11.01(1) A person making an application for reinstatement under sections 72 and 73 of the *Code* shall deliver to the Registrar a notice of the application specifying:

- (a) the order sought;
- (b) the grounds of the application, including reasons why a certificate should be re-issued;
- (c) a declaration of good conduct in a form acceptable to the Registrar;
- (d) a statement, in a form acceptable to the Registrar, of every location where the person has been employed since the date of revocation and the number of hours the person has worked at each location;
- (e) a statement, in a form acceptable to the Registrar, of every activity the person has taken since the date of revocation to maintain current knowledge, skills and judgment in practising the profession;
- (f) an estimate of the anticipated length of the Hearing; and,
- (g) any document and a summary of any oral evidence that the person will introduce.

11.02 Scheduling a Reinstatement Hearing

11.02(1) The Discipline Committee shall not schedule a reinstatement application for a Hearing until the person making the application has complied with subrule 11.01.

11.02(2) When a reinstatement application has been scheduled for a Hearing, the Discipline Committee shall arrange for the service of a Notice of Hearing on the parties.

11.02(3) When a reinstatement application has been scheduled, the College shall deliver to the member making the application and have available at the reinstatement Hearing, the record of the original Hearing and a record of any previous application for reinstatement made by the member and arising out of that original Hearing. For the purpose of the reinstatement application, the record does not include a transcript of the evidence at the original Discipline Committee Hearing, unless the transcription is available irrespective of the reinstatement application.

11.02(4) Counsel for the College shall deliver to the applicant for reinstatement a copy of any documents, other than those referred to in subrule 11.02(3) that the College intends to rely upon at the reinstatement Hearing.

TARIFF A**COSTS AND EXPENSES FOR THE COLLEGE TO CONDUCT A HEARING**

Costs and expenses of half a day of Hearing.....	\$6,372.50
Costs and expenses of a day of Hearing.....	\$10, 155.00

BRIEFING NOTE

2023.06.03J

DECEMBER 2023 COUNCIL MEETING

EPPP AND EXAMINATION REVIEW WORKING GROUP

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

MOTION FOR CONSIDERATION

That the mandate for the EPPP Working Group be extended to include a review (including recommendations) of the College's psychology entry-to-practice examinations.

Moved By TBD

PUBLIC INTEREST RATIONALE

Entry-to-practice requirements are an important quality control mechanism to ensure that competent candidates are selected as registrants of the College. The Oral Examination (Orals) and Jurisprudence and Ethics Examination (JEE) provide information about a candidate's knowledge at entry into the profession. The ability of these examinations to predict future behaviour is unclear. That is, it is unclear if performance on the Orals or JEE are related to the likelihood of being found to have engaged in misconduct in the future. Excessive examinations are not in alignment with Right Touch Regulation and pose a potential barrier to entry into the profession that may disproportionately impact newcomers to Ontario which is contradictory to the Ministry of Health's mandate to improve Equity, Diversity, and Inclusion. The College is currently categorized as "moderate to high risk" with respect to registration processes by the Office of the Fairness Commissioner, and decisions should also take this status into consideration.

BACKGROUND

The College of Psychologists of Ontario requires three examinations in order to enter the profession of psychology: the Examination for Professional Practice in Psychology (EPPP), the JEE, and the Orals. The EPPP is administered by a third party, the Association for State and Provincial Psychology Boards (ASPPB) and is a standard entry requirement to the profession essentially across North America. There is extensive psychometric data available on the EPPP, which is a knowledge-based examination. The EPPP Part 2, was created to test clinical skills and competence and has significant psychometric data to substantiate its use. As of January 1, 2026, each jurisdiction will be required to decide on adopting the entire EPPP (Parts 1 and 2) or not at all. If Ontario does not adopt the EPPP, there will no longer be a general knowledge-based examination at the College.

The College's examination infrastructure is not financially sustainable. Since 2013, the JEE cost \$694,880.94 and generated a net loss of -\$154,920.94. The Orals cost \$1,948,562.67 with a net loss of -\$665,561.67 for a total net loss of -\$820,482.61. Given that the EPPP is an externally administered examination, it does not result in expenses to the College.

A decision about entry-to-practice examinations will require a review of the examination infrastructure of the College more generally. If a change is made regarding one examination, this may have an impact on

the greater examination system. Decision-making must also align with the Strategic Plan, with a specific focus on *Innovation in Regulation* and *Continuous Quality Improvement Culture*.

RISK

If the College does not make a timely decision, it risks not being in compliance with the [Registration Regulation of the Psychology Act](#). The current examination system of the College is a financial risk as a result of the ongoing deficit.

BUDGETARY IMPLICATIONS

No additional budgetary implications other than the potential requirement of the Working Group to require more meetings than initially anticipated, resulting in per diem expenses.

NEXT STEPS

The Working Group is expected to begin in January 2024.

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

BRIEFING NOTE

2023.06.031

DECEMBER 2023 COUNCIL MEETING

PILOT PROJECT FOR ICRC INVESTIGATIONS

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

FOR INFORMATION

There is no action to be taken at this time.

PUBLIC INTEREST RATIONALE

Thorough, timely and fair investigations are integral to the College's mandate of protecting the public interest. The ICRC is committed to innovating its processes to improve the efficiency, thoroughness, and fairness of its investigations. As such, the ICRC is piloting a new process whereby it will not disclose member responses to complainants.

BACKGROUND

The *Regulated Health Professions Act, 1991* (RHPA) requires the College to disclose investigation materials to the member and to request a response.¹ The RHPA does not require the College to disclose the member's response to the complainant.

The practice of disclosing member responses is set out in College Policy II-3(ii) Release of the Member's Response to the Complainant.

This policy came into effect in 2000. The goals of the policy, as articulated at that time, were to:

- Streamline the process;
- Make the process more open;
- Increase fairness in the process; and
- Allow for the possibility of more frequent informal resolution of concerns.

Twenty-three years later, there have been several amendments to the RHPA and significant evolutions in investigation practices and professional regulation. In this context, the policy should be revisited. In addition, it appears that the policy's original goals have not been borne out.

¹ Pursuant to s.25(6) of the Health Professions Procedural Code (Code), being Schedule 2 to the RHPA, the Registrar "shall" give the member, among other things, "notice of the complaint." In addition, s.25.2(1) of the Code provides that "A member who is the subject of a complaint or a report may make written submission to the Inquiries, Complaint and Reports Committee within 30 days of receiving notice under subsection 25(6)."

Streamlining the process:

Between June 2022 and November 2023:

- The ICRC Chair spent 11 hours and 30 minutes considering issues related to the disclosure of members' responses; and
- Providing member responses added, on average, 67 days to investigation timelines.

Making the process fair and more open:

Sharing a member's response offers transparency and a sense of fairness to the complainant, as well as an opportunity for the complainant to provide additional documentation. However, there are several disadvantages to the practice, including that:

- Responses may be redacted or withheld, and third-party information cannot be shared;
- Responses may aggravate and/or retraumatize a complainant;
- Member responses are often drafted with the assistance of legal counsel, leading to complainants feeling that the process is weighted in members' favour and therefore unfair;
- Complainants only get a member's first response, which may not provide much substance;
- Complainants may hold back information in their complaint in anticipation of the member's response, in an attempt to "catch them out";
- Complainants sometimes seek to use member responses in other processes; and
- Complainants may provide new information/allegations in response, prolonging the process.

More frequent informal resolution of complaints:

It is possible that a member's response will address a complainant's concerns to the degree that a complainant will then seek to withdraw their complaint. However, this has not happened to the extent it may have been hoped or anticipated, and certainly not often enough to counteract the disadvantages to the practice noted above. More often, member responses appear to entrench complainant positions.

Several other regulatory health colleges are proceeding in this way. In a poll of attendees at a recent investigations and hearings group meeting, over half indicated that they do not provide member responses to complainants.

PILOT PROJECT PROCESS

Upon receipt of a complaint, College staff will, where necessary, clarify allegations with complainants and obtain supporting information.

The member's response to a complaint will not be provided to the complainant. College investigators, acting on behalf of the ICRC, will follow up with complainants, members, witnesses, and others, to obtain relevant information as part of the investigation. This may include confirming information provided by a member with a complainant.

The ICRC's decision will, as always, include information provided by both the complainant and the member as part of the background, analysis, and reasons. Complainants and members reading an ICRC decision will be able to see the full scope of the investigation, and how the information provided by both parties was considered and analyzed.

RISK

The Pilot Project as described is contrary to existing policy. However, it appears that this policy needs to be reassessed. The Pilot Project will allow the ICRC to continue investigating complaints in the spirit of

timeliness, thoroughness, and fairness, while obtaining data essential to future decision-making on this policy.

There is also a risk that not disclosing member responses will lead to increased requests for HPARB reviews based on allegations of inadequate investigations. This risk can be countermanded by assiduously investigating any contradictions or gaps in member responses and following up with complainants where necessary. Colleges that do not provide member responses and are overseen by the Board have not reported any increased requests for reviews.

Finally, there are risks in not exploring opportunities to adapt and modernize investigation processes. The ICRC is carrying a large accumulation of complaints, and complaints to this College continue to be disproportionately high relative to the size of its membership. It is important for the ICRC to take concrete steps to ameliorate timelines.

BUDGETARY IMPLICATIONS

None.

ATTACHMENTS

1. Policy II - 3(ii) Release of the Member's Response to Complainant

NEXT STEPS

The next steps and timelines for the Pilot Project are as follows:

- In December 2023, College staff will amend public information and procedural documents.
- Starting January 1, 2024, for new complaints received, the College will not disclose the member responses to complainants.
- College staff will monitor:
 - Investigation timelines and other efficiency markers;
 - Feedback from members, complainants, ICRC members and other interested parties; and
 - Any emerging issues relating to adequacy and reasonableness of investigations.
- College staff will report to the ICRC on the above monitoring components at its next plenary sessions, on May 30, 2024, and in Fall 2024 (date TBD).
- In Fall 2024, the ICRC will review the outcomes of the Pilot Project to determine whether discontinuing the practice of providing member responses to complainants has improved timelines and efficiencies, without unduly affecting procedural fairness and transparency. Upon this review, the ICRC will make recommendations to Council regarding whether Policy II-3(ii) should remain in effect, be amended, or be revoked.
- In March 2025, Council will review and consider the ICRC's recommendations.

CONTACT FOR QUESTIONS

Zimra Yetnikoff

Director, Investigations & Hearings

POLICY AND PROCEDURE MANUAL

POLICY	Release of the Member's Response to the Complainant		
SECTION	Council & Committees	POLICY #	II – 3(ii)
DATE CREATED	June 2000	DATE LAST REVISED	June 2021
NEXT REVIEW DATE	2024/2025	PAGE #	1 of 2

POLICY STATEMENT

The member's response to a complaint shall ordinarily be provided to the complainant by the College, however the member's clinical records and other documentation will not be released.

BACKGROUND

Pursuant to the direction of the *Health Professions Appeal and Review Board* and in response to concerns raised by members of the public, the College Council created a policy on the release of the member's response to the complainant in June 2000.

PROCEDURE

1. The College will advise members that their response to complaint allegations will be provided to the complainant. The College will provide members with the opportunity to indicate whether they believe disclosure of their response could result in harm to the complainant or any other person.
2. In all relevant cases, the College will advise both the member and the complainant that if the complainant is not a client of the member, or the parent, legal guardian, or legal representative of the client, the College will not disclose any information that would violate the confidentiality of the client. For example, an individual who has concerns about services received by a spouse or an adult child may choose to lodge a complaint. In such a situation, the complainant would be entitled to receive only those parts of the member's response that do not include confidential information.
3. Upon receipt of a member's written reasons for concern about the disclosure of their response, whether due to potential harm or breach of confidentiality, the Chair of the Inquiries, Complaints and Reports Committee (ICRC), or their designate, will consider if all or part of a member's response should not be disclosed to the complainant. The Chair or designate may request that the matter be considered by a full panel of the ICRC, if appropriate. If a panel has been convened to hear the matter, then it is expected that the Committee Chair will designate the panel Chair to consider the request.
4. In considering potential harm, the Chair, their designate or the full panel, will weigh the member's arguments against the advantages of releasing the response, and make a decision regarding disclosure of the member's response to the complainant. In making this decision, the panel may take guidance from s.32(3) of the Health Professions Procedural Code (Code), being Schedule 2 to the *Regulated Health Professions Act, 1991*, in assessing whether releasing the member's response could result in harm to the complainant or any other person. Section 32(3) of the Code provides the Health Professions Appeal and Review Board (HPARB) with authority to refuse to disclose anything in the complaint file that may, in HPARB's opinion:
 - a. disclose matters involving public security;

- b. undermine the integrity of the complaint investigation and review process;
- c. disclose financial or personal or other matters of such a nature that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that disclosure be made;
- d. prejudice a person involved in a criminal or in a civil suit or proceeding; or
- e. jeopardize the safety of any person.

The College however, is not restricted to those situations identified in s.32(3) of the Code, and may consider any other circumstance, such as one which may prejudice a person involved in a family law matter, in which harm may be caused by the release of the member's response.

- 5. In sending the member's response, complainants will be advised that the College will accept *new* information from them within 14 days, and that the member will be given an opportunity to respond to the *new* information provided. Requests for extensions to provide *new* information occasioned by the member's response will be considered.
- 6. Should all or part of the member's response not be released to the complainant, whether due to concerns about harm or confidentiality, and if the matter is ultimately referred to HPARB for a review, the College will:
 - a. advise HPARB that the member's response (or parts thereof) was not released to the complainant during the investigation;
 - b. explain the reasons why the member's response (or parts thereof) was not released to the complainant during the investigation; and
 - c. ask HPARB not to release the member's response (or the relevant parts thereof) to the complainant.

REPORT TO COUNCIL

2023.06.04A

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

PRESIDENT'S REPORT

It has been a pleasure to represent Council in College activities over the past quarter year. I have observed our hardworking staff, professional and public members in meetings and via reporting at every turn. I will take this opportunity to highlight a few examples.

OUR COLLEGE STAFF, COMMITTEES & WORKING GROUPS:

The College functions effectively to fulfil its mandate of protecting the public when staff members, along with professional and public members of committees and Council work collaboratively toward this shared goal. Our current goal remains the governance of the College of Psychologists of Ontario, yet much of our focus for the remainder of the College year will be on the creation and implementation of a governance plan for the College of Psychologists and Behaviour Analysts of Ontario. It will be imperative for us to establish an approach to governance and regulatory policies and procedures that values the distinctness of these two separate professions. Simultaneously, our goal will be to support the development of a unified plan to execute the tasks that will move us ahead as one group with a shared vision, mission and strategic plan.

Today, we have received the culmination of a great deal of work by College staff in the form of a package of draft By-law amendments for review. These draft documents focus on the necessary initial changes that will be required for the College to pre-register Behaviour Analyst applicants. The By-laws also focus on necessary areas of change in election processes and governance structure to enable the addition of Behaviour Analysts to Council as soon as possible following proclamation of the new Psychology and Applied Behaviour Analysis Act in July 2024. New Behaviour Analyst registration guidelines are also ready for our review and membership consultation.

The staggered timeline we are following in this change process includes work that is progressing well in the area of Quality Assurance. Here, committee members and departmental staff have turned their attention to the development of appropriate ways to align psychology and applied behaviour analysis quality assurance processes. Likewise, the Professional Standards Working Group is progressing toward the necessary review and update of our current Standards of Professional Conduct. Their identified goal includes creating a draft document that will outline shared standards for both psychology and applied behaviour analysis practice, while also addressing differences where applicable.

Although we are working within tight timelines, I remain optimistic that as a group we will successfully meet our change goals for July 1, 2024.

Finally, a second time-sensitive issue has made it a priority for the College to launch the new EPPP Working Group, and we will have an opportunity at our Council meeting to consider the scope of their mandate. Professional members have now been appointed to the group and they will begin meeting in the new year.

OUR MEMBERSHIP:

I hope that each Council member had the opportunity to read the October [HeadLines](#) publication. I want to thank Dr. Tony DeBono for his initiative to implement a professional members' series in *HeadLines*. The first *Zeitgeist* article titled "[Musings about the future of psychology practice in Ontario](#)" was co-authored by Dr. Peter Bieling, our Academic Member of Council, and Dr. Martin Antony from Toronto Metropolitan University.

OTHER ORGANIZATIONS:

The past three months have included multiple opportunities to meet with other provincial and state regulators. The ASPPB held its semi-annual meeting in September with a focus on the "nuts and bolts of regulation". The group considered differences and similarities across jurisdictions when reviewing a mock disciplinary hearing. Ms. Zimra Yetnikoff, our Director, Investigations and Hearings, was one of the legal panel experts during this discussion of regulation in disciplinary matters. Meeting participants also considered a regulator's use of language and content focus when collecting information during the registration process, given the goal of ensuring that an equity, diversity and inclusion lens is applied. An additional focus was on various jurisdictional approaches and their relative strengths in the ways they have developed and then monitor their members' continuing professional development plans for quality assurance purposes. Dr. Tony DeBono presented Ontario's approach during this series of talks.

I had the opportunity to give a presentation to the jurisdictional Board Chairs outlining the new Memorandum of Understanding for the provision of interjurisdictional continuity of care services across participating Canadian provinces and territories. The ensuing discussion raised important points for consideration regarding the provision of supervised psychological services across jurisdictional boundaries.

This focus on issues in interjurisdictional supervision was also an agenda item at the semi-annual ACPRO meeting in November. While many topics of interest arose, there was thoughtful consideration of the impacts of significant governance changes in British Columbia. Efforts to establish effective means of sharing information about members who apply for registration in other jurisdictions, particularly when discipline has occurred was an additional topic of interest.

As we count down the remaining days in 2023, I want to take the opportunity to wish each of you very Happy Holidays, including an excellent and meaningful start to the New Year.

SUBMITTED BY

Wanda Towers, Ph.D., C. Psych.

REPORT TO COUNCIL

2023.06.04B

DECEMBER 2023 COUNCIL MEETING

REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

REGISTRAR'S OUTREACH ACTIVITIES

September 2023

- September 29 – The Royal Ottawa Mental Health Centre – Pre-Doctoral Residency Seminar – Ethics & Jurisprudence
- September 30 – Association of State and Provincial Psychology Boards (ASPPB) Annual Conference – “The Why Behind Continuing Professional Development,” Oral Presentation

October 2023

- October 11 – Registrar's Visit to Kinark Child and Family Services
- October 20 – Registrar's Visit to the Association of Psychology Leaders in Ontario Schools (APLOS)
- October 27 – GTA Residency Seminar Series, “Hard to Swallow: Suicidal Behaviour in Adolescence”

November 2023

- November 2 – Registrar's Visit to uOttawa – Graduate Ethics Class
- November 6 – Bioethics Week, Hospital for Sick Children – Tricky Issues in the Ethical Practice of Psychology (with Barry Gang)
- November 7 – uOttawa - Telfer School of Management, Lecture; Equity, Diversity, Inclusion, and Indigeneity in Healthcare
- November 8 – 11 – ACPRO Annual Meeting
- November 10 – The Dos and Don'ts of Advertising a Psychology Practice: The Registrar's Perspective, Oral Presentation
- November 15 - Registrar's Visit to WesternU – Graduate Ethics Class
- November 22 – Registrar's Visit to OISE Consortium Pre-Doctoral Residency Meeting

December 2023

- December 1 – Registrar's Visit to the Toronto Catholic District School Board

ABA Stakeholder Reach Outs and Meetings

- October 18 – Halton Catholic District School Board
- October 19 – 1st ABA information video recorded
- November 7 – The Royal Ottawa Mental Health Centre
- November 16 – Peel District School Board
- November 21 – Hamilton Health Sciences
- November 22 – Kinark Child and Family Services (Autism team)
- November 22 – CAMH
- November 23 – Kinark Child and Family Services (Mental Health team)
- November 27 – Children's Hospital of Eastern Ontario (CHEO)

- November 27 – Mackenzie Health
- November 30 – Surrey Place
- December 5 – Trillium Health Partners
- December 5 – Ontario Shores Centre for Mental Health Sciences

ABA STAKEHOLDER REACH OUTS AND MEETINGS

In preparation for the proclamation of the *Psychology and Applied Behaviour Analysis Act (2021)*, my team and I are conducting personalized reach outs to a number of employers of Behaviour Analysts. These targeted reach outs are designed for the College to assist employers with meeting their regulatory duties within the realities of their operational demands (e.g., union collective agreements, models of care, etc.). This approach will help mitigate the risk of any service disruptions to clients and their families following proclamation of the *Act*. These personalized meetings also provide the College with intelligence from the clinical marketplace regarding current models of care in operation and provide considerations for the implementation of the *Act*. It is expected that personalized reach outs will continue to occur, as it appears that the demand for this service is strong and reflects a need for guidance in the marketplace.

REGISTRAR'S OUTREACH INITIATIVES

I continue to meet with our membership and trainees through personalized sessions with graduate programs and pre-doctoral residency sites. Through these sessions, I hope to build trust with the membership, to encourage participation in College activities (i.e., Council and Committees) and to share the College's Strategic Plan. I have received important intelligence from our members, including concerns about the College and the future of the profession. I will continue to meet with faculty and their trainees to build strong relationships in the shared pursuit of quality care for the people of Ontario. This mission cannot be accomplished without the engagement of our members who serve the public.

STANDARDS OF PROFESSIONAL CONDUCT WORKING GROUP UPDATE

The group continues their work and is ensuring that the profession of ABA is represented in the development of the Standards. The workgroup remains mindful of "Right Touch Regulation," and is formulating the new Standards based on this concept to avoid over- or under-regulation of the profession. I would like to extend my sincerest thanks to Mr. Barry Gang, Deputy Registrar and Director of Professional Affairs, for his leadership in this work. A more extensive update is expected in the new year.

MASTERS LEVEL REGISTRATION REPORT UPDATE

The College is in the midst of finalizing a White Paper regarding the Council's decision to close Master's-level registration, as per the Action List item, "*To pursue amendments to O.Reg. 74/15 Registration under the Psychology Act, 1991 to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.*"

The report will be ready for dissemination for the first Executive Committee and Council meetings of the calendar year.

ASSOCIATION OF CANADIAN PSYCHOLOGY REGULATORY ORGANIZATIONS UPDATE

The membership of the Association of Canadian Psychology Regulatory Organizations (ACPRO) met on November 9th and November 10th in Vancouver, for the annual ACPRO meeting. A number of timely topics were discussed, such as: Medical Assistance in Dying (MAiD), medication-assisted therapies (e.g., MDMA, psilocybin, etc.), and copyright of testing materials. The limited telepsychology MOU is expected to be finalized and in effect on January 1, 2024. The College has approved the MOU in principle with practice in Ontario being restricted primarily to continuity of care and specific practice scenarios. Senior College staff

continue to prepare their portfolios for the implementation of the MOU, as it will have implications for registration, professional affairs, and investigations.

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
Registrar & Executive Director

REPORT TO COUNCIL

2023.06.04C

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

REGISTRATION COMMITTEE QUARTERLY REPORT

COMMITTEE MEMBERS:

Marjory Phillips, Co-Chair, College Member
 Adrienne Perry, Co-Chair, Council Member
 Fred Schmidt, Council Member
 Archie Kwan, Council Member
 Peter Bieling, Council Member
 Kendra Thomson, Council Member
 Paul Stopciati, Public Member

Nadia Mocan, Public Member
 Pascale Gonthier, Public Member
 Christine Heger, College Member
 Mark Watson, College Member
 Sheila Tervit, College Member
 Samantha Longman-Mills, College Member

STAFF

Lesia Mackanyn, Director, Registration

COMMITTEE ACTIVITIES

Meetings of the Registration Committee:

September 14, 2023: Plenary Session

The Committee reviewed the College's Strategic Plan for 2023-2028. The Committee discussed their Work Plan looking at future and ongoing projects. In terms of a current project, the Committee generated ideas for developing a form for autonomous practice members seeking to expand their authorized areas of practice/client groups, including a review of language in the current guidelines document called *Guidelines for Change of Area of Practice for Autonomous Practice Members*. The Committee reviewed the OFC's risk assessment and compliance framework which includes an action plan for the College in terms of its registration practices. Discussion of next steps to address the OFC's concerns were identified. The Committee plans to continue its consideration of the OFC's feedback and recommendations at future Plenary Sessions.

September 14, 2023: Panel B

The Registrar referred a total of 35 cases to Panel B.

These cases included:

- 5 cases involving academic credential reviews (1 doctoral, 4 masters);
- 15 cases involving training for supervised practice members or eligible candidates (3 doctoral, 12 masters);
- 15 cases involving requests for change of area of practice.

September 15, 2023: Panel A

The Registrar referred a total of 41 cases to Panel A.

These cases included:

- 5 cases involving academic credential reviews (1 doctoral, 4 masters);

- 17 cases involving training for supervised practice members or eligible candidates (5 doctoral, 12 masters);
- 2 cases involving an application for removal or modification of limitation and/or condition;
- 16 cases involving a request for change of area of practice;
- 1 case involving a request to return to an autonomous certificate from an inactive certificate.

November 2, 2023: Plenary Session

The Committee reviewed its workplan and in particular discussed their work on reviewing specific items related to the OFC's risk assessment, they agreed to review the registration requirements for those applicants who are already registered to practice psychology in another jurisdiction outside of Canada. The Committee looked at draft of a template created for members of the College interested in creating a graduate level course equivalent in an area where coursework may be difficult to obtain. The Committee continued its work on developing a form for autonomous practice members seeking to expand their authorized areas of practice/client groups - they considered a draft version of the form and provided some feedback, and plan to review again at their next meeting. Lastly, the Committee received two separate decisions from the Health Professions Appeal and Review Board (HPARB) in which the Committee's decision to refuse registration to an applicant whose academic credentials did not meet the College's requirements was upheld.

November 2, 2023: Panel B

The Registrar referred a total of 26 cases to Panel B.

These cases included:

- 1 case involving academic credential reviews (doctoral);
- 20 cases involving training for supervised practice members or eligible candidates (12 doctoral, 8 masters);
- 5 cases involving a request for change of area of practice.

November 3, 2023: Panel A

The Registrar referred a total of 34 cases to Panel A.

These cases included:

- 2 cases involving academic credential reviews (1 doctoral, 1 masters);
- 23 cases involving training for supervised practice members or eligible candidates (13 doctoral, 10 masters);
- 1 case involving an application for removal or modification of limitation and/or condition;
- 1 case involving a reciprocity application;
- 6 cases involving requests for change of area of practice;
- 1 case involving a request to return to an autonomous certificate from an inactive certificate.

SUBMITTED BY

Marjory Phillips, Ph.D., C.Psych., Co-Chair

Adrienne Perry, Ph.D., C.Psych., Co-Chair

REGISTRATION RELATED TERMS

- ***Academic Credential Review:*** Cases where after an initial review, the Registrar has referred an application for supervised practice to the Registration Committee for a further review to determine whether the applicant has an acceptable master's or doctoral degree.

- **Change of Area of Practice:** *Autonomous practice members who wish to be authorized to practice in a new area and/or with a new client group.*
- **Examination Outcome:** *Individual cases that require a review of the outcome of, or an issue with, the Oral Examination, JEE, or EPPP.*
- **Reciprocity Application:** *Reviews of cases where an applicant has applied from a jurisdiction in which the College has entered into a written reciprocity agreement.*
- **Removal or modification of limitation and/or condition:** *Autonomous practice members who wish to have a registration related limitation and/or condition removed (or modified) from their certificate of practice.*
- **Retraining:** *Applies to supervised practice members and eligible candidates. If after an initial review, it appears that a candidate is missing required components in the area for which they have declared competence to practise, the Registrar will refer the candidate's application to the Registration Committee for a review of their education and training. The Committee will determine whether the candidate must augment their knowledge and skills via a retraining plan.*
- **Return to Autonomous Certificate from Inactive Certificate:** *Members who have held an Inactive Certificate of Registration for longer than 2 years and who wish to return to a Certificate of Registration Authorizing Autonomous Practice.*

REPORT TO COUNCIL

2023.06.04D

SECOND QUARTER, SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

COMMITTEE MEMBERS:

Melanie Morrow, College Member, Chair
 Scott Warnock, Public Member, Vice-Chair
 Tanaya Chatterjee, College Member
 Karen Cohen, College Member
 Adam Ghemraoui, College Member
 David Gold, College Member
 Allyson Harrison, College Member
 Jacob Kaiserman, Council Member
 Marilyn Keyes, College Member
 Karen MacLeod, College Member

Ilia Maor, Public Member
 Denise Milovan, College Member
 Conrad Leung, Council Member
 Ian Nicholson, Council Member
 Cenobar Parker, Public Member
 Jasmine Peterson, College Member
 Rana Pishva, College Member
 Naomi Sankar-DeLeeuw, College Member
 Esther Vlessing, Public Member

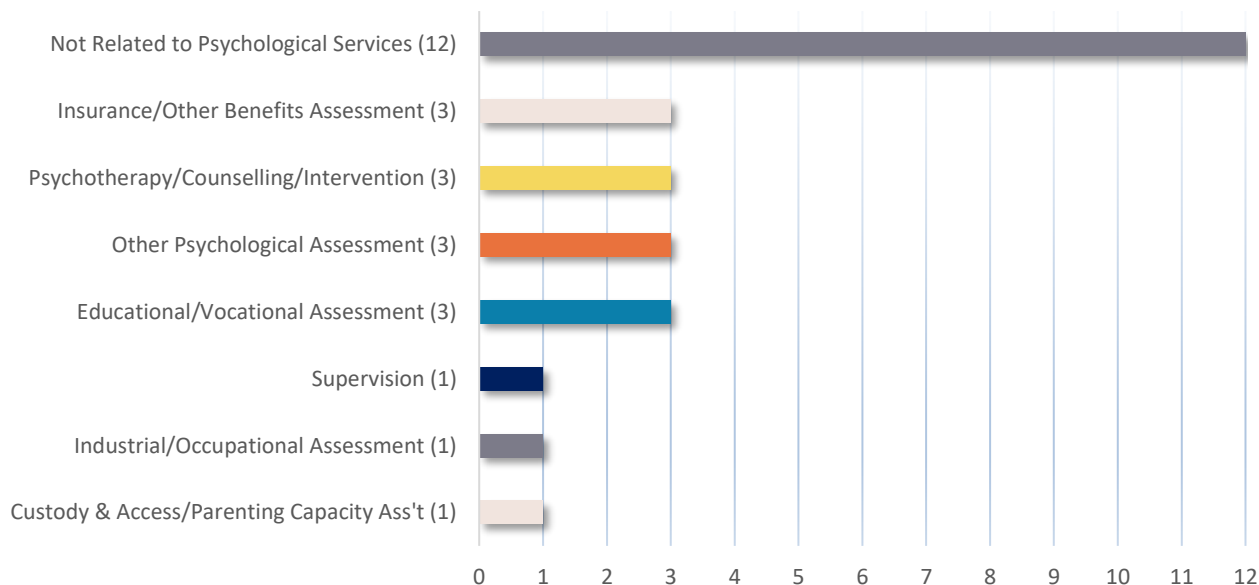
STAFF

Zimra Yetnikoff, Director, Investigations & Hearings

COMMITTEE ACTIVITIES

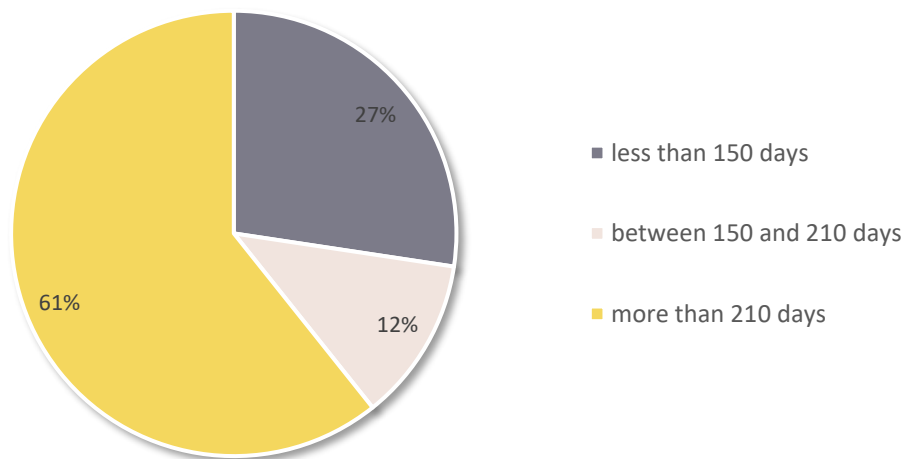
New Complaints and Reports

In the 2nd Quarter, the College received 27 new complaints. The nature of service in relation to these matters is as follows:



Timeline Snapshot

There are currently 168 open Complaints and Registrar’s Investigations being actively investigated.



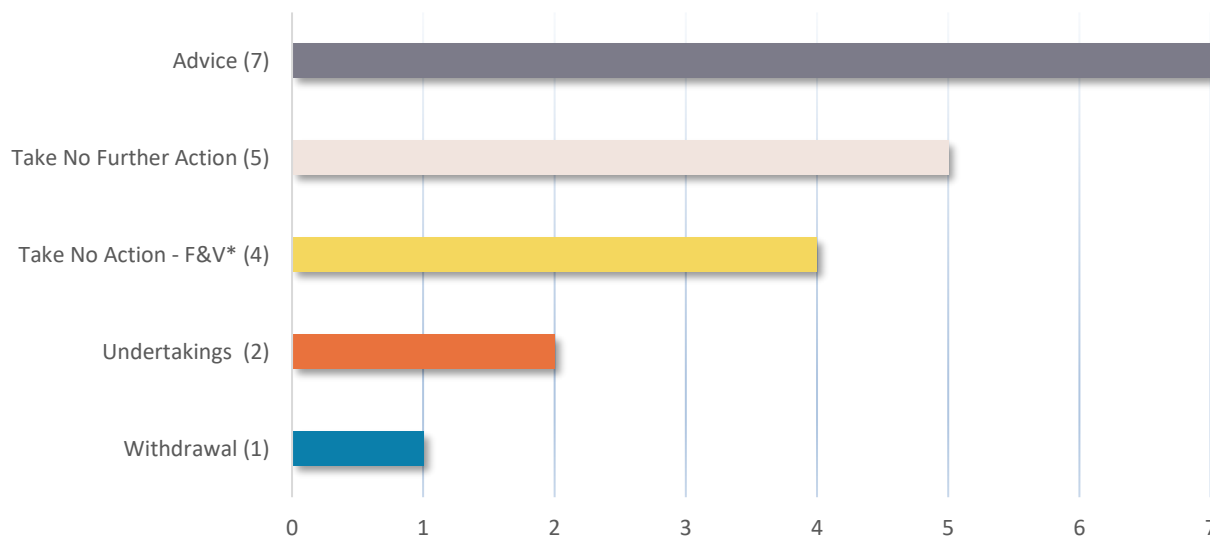
ICRC Meetings

The ICRC met on September 5, October 5, October 30, and November 8 to consider a total of 22 cases. In addition, the ICRC held 16 teleconferences to consider 26 cases.

The next ICRC meeting is scheduled for December 7, 2023, with 8 cases on the agenda.

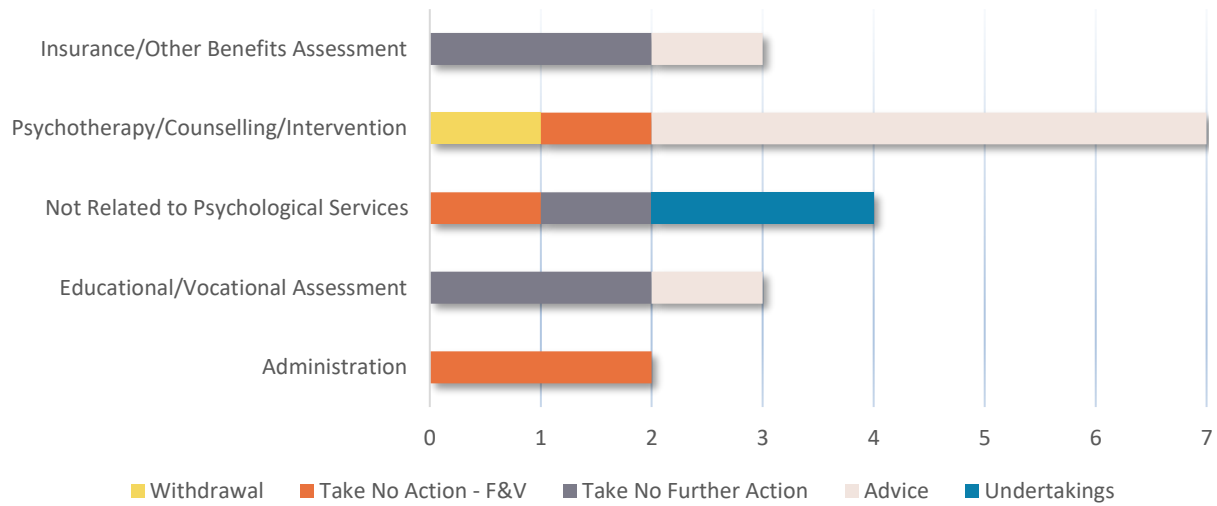
ICRC Dispositions

The ICRC disposed of 19 cases during the 2nd Quarter, as follows. The ICRC took some action, ranging from providing advice to obtaining Undertakings, in 9, or 47%, of these cases:



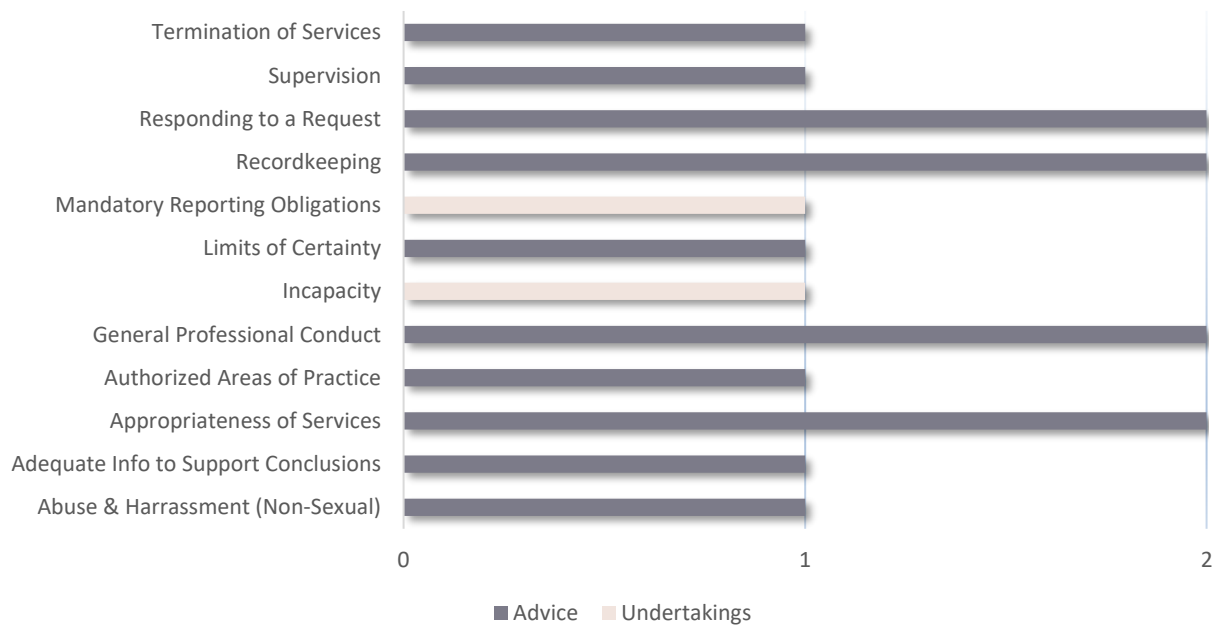
*F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code.

The dispositions of these 19 cases, as they relate to nature of service, are as follows:



Disposition of Allegations

The 19 cases disposed of included the consideration of 56 allegations. The ICRC took some action with respect to 16, or 29%, of these allegations.



Health Professions Appeal and Review Board (HPARB)

In the 2nd Quarter, one HPARB reviews of an ICRC decision was requested. The College received one HPARB decision, confirming the ICRC decision.

SUBMITTED BY

Melanie Morrow, M.A., C.Psych.Assoc., Chair

BRIEFING NOTE

2023.06.04E

DECEMBER 2023 COUNCIL MEETING

PER DIEMS AND COUNCIL AND COMMITTEE COMPENSATION

STRATEGIC DIRECTION REFLECTION

Innovation in Regulation

MOTION FOR CONSIDERATION

That amendments to *Policy III F-4: Per Diems and Council and Committee Compensation* to include a preparation time allowance for Discipline Committee members, be approved.

Moved By TBD

PUBLIC INTEREST RATIONALE

To ensure that the College appropriately compensates volunteers for the time they commit in service of the public interest.

BACKGROUND

The College's per diem policy does not currently include preparation time for members of the Discipline Committee. In the normal course, preparation time is not required for disciplinary hearings. Matters are brought before the Discipline Committee without panels having any foreknowledge of the issues. However, in recent years, there have been motions and hearings where Discipline Committee panels have been required to review materials before a hearing. These materials can be quite voluminous.

The per diem policy as written would only allow members of the Discipline Committee who have invested time in preparing for motions and hearings to claim that preparation time as an "additional request." There have been questions about the mechanisms and effectiveness of such requests. Having an explicit reference to Discipline Committee preparation time would be helpful. It would also convey that the College acknowledges and appreciates the preparation time members of the Discipline Committee commit in volunteering on these difficult issues in the public interest.

ATTACHMENTS

1. Draft amended *Policy III F-4: Per Diems and Council and Committee Compensation*

BUDGETARY IMPLICATIONS

This will depend on the nature of each motion and hearing, and the volume of materials to review. However, preparation time for Discipline Hearings still remain the exception rather than the norm.

CONTACT FOR QUESTIONS

Zimra Yetnikoff, Director
Investigations & Hearings

POLICY AND PROCEDURE MANUAL

POLICY	Per Diems and Council and Committee Compensation		
SECTION	Operational – Financial	POLICY #	III F – 4
DATE CREATED	December 2005	DATE LAST REVISED	June 2022
NEXT REVIEW DATE	2025/2026	PAGE #	1 of 2

POLICY STATEMENT

The College shall provide members of the College with a per diem for prescribed work done on behalf of the College.

PROCEDURE

1. The per diem or honorarium for members of the College is \$325.
2. Meeting Attendance:

Per diems for attendance at meetings are paid based on the **scheduled** meeting duration as follows:

 - a. Up to 2 hours - ¼ day per diem
 - b. More than 2 hours up to 4 hours - ½ day per diem
 - c. More than 4 hours up to 6 hours - ¾ day per diem
 - d. More than 6 hours - full day per diem
3. Meeting Cancellations
 - a. If a meeting scheduled for one or more consecutive calendar days or consecutive business days has commenced and concludes in less than the scheduled time, the full per diem for the consecutive days scheduled will be paid.
 - b. If a meeting is cancelled before it has commenced but less than 24 hours before it would have commenced, the per diem to be paid is half what would have been paid had the meeting gone ahead as scheduled.
 - c. If a scheduled meeting is cancelled with more than 24 hours' notice, no per diem is paid.
4. Decision Writing per diems are payable in ½ day increments to the Chair or other panel member of the Discipline Committee and Fitness to Practice Committee who writes the Decision after a Hearing.
5. Preparation Time

Preparation time is payable only for those meetings for which file reviews are necessary. This is payable in ¼ day increments as follows:

 - a. Inquiries, Complaints and Reports Committee preparation time per diems is paid equivalent to the **scheduled** duration of the meeting:
 - i. Up to 2 additional days may be paid for exceptionally complex cases, with the approval of the Committee Chair and the Registrar.
 - b. Registration Committee preparation time per diems is paid equivalent to the **scheduled** duration of the meeting:
 - i. Up to an additional half day may be paid for exceptionally numerous or complex cases with the approval of the Committee Chair and the Registrar.

- c. Pre-hearing Conference Chair receives a one-day preparation per diem for each initial conference. Should additional pre-hearing conferences be necessary for the same matter, preparation time, if needed, will be paid up to the **scheduled** duration of subsequent conference.
 - d. Discipline Committee preparation per diems are payable in ¼ day increments up to two full days, where Committee members are provided with written documentation to review for motions or hearings. Requests are to be approved by the Committee Chair, and may be made on behalf of multiple members of the Committee.
 - e. Quality Assurance Committee preparation per diems is paid equivalent to the **scheduled** duration of the meeting.
 - f. Special Projects preparation per diems are payable in ¼ day increments up to one full day for Council members and other College members assigned preparatory reading or writing for a Special Project with the approval of the Chair and the Registrar.
 - g. Additional Requests: individual requests for meeting preparation time from members of Committees other than those noted above, will be considered individually by the Executive Committee.
6. Professional Association Conventions/Meetings for attendance as a representative/presenter on behalf of the College are payable as follows:
- a. ASPPB - - per diem for each day in attendance
 - b. ACPRO - - per diem for each day in attendance
 - c. Barbara Wand Symposium - ½ or full day per diem dependent upon the scheduled length of Symposium
 - d. OPA/OAMHP Convention: per diem for each day in attendance
 - e. CPA Convention: per diem for each day in attendance
7. Travel Time claims must be included with the expense claim and are payable to all members as follows:
- a. travel of more than 40km, one way, for College business, a half day per diem is payable;
 - b. travel outside of Ontario on College business, a per diem for actual travel time is payable in half day increments.
8. Stipend for President
The President's stipend is paid monthly at the annual rate of \$8,500 to the serving President to cover meetings with the Registrar, incidental time for telephone calls, e-mails and other intermittent communication, based on an assumption of an average of half a day per week being devoted to these activities.
9. Office Overhead Allowance for Eligible Private Practitioners
- a. This section applies to private practitioners who derive more than half of their income from self-employment.

- b. This allowance is not intended to replace lost income. Rather it is intended to offset additional significant expenses associated with running a practice office; e.g., rent, insurance, property taxes, secretarial support; that is, expenses which are normally claimed against income.

An office overhead allowance is payable at the rate of \$200 per day in 1/4 day increments parallel to the per diem payment for meeting attendance.

REPORT TO COUNCIL

2023.06.04F

DECEMBER 2023 COUNCIL MEETING

INTEGRATED RISK MANAGEMENT REPORT TO COUNCIL

STRATEGIC DIRECTION REFLECTION

Continuous Quality Improvement Culture

PUBLIC INTEREST RATIONALE

To identify and mitigate risks to ensure the College can continue to fulfill its public interest mandate. These include risks to the office/staff, the College's reputation, and the public (from members).

BACKGROUND

In December 2017, Council approved the introduction of an Integrated Risk Management Plan using the Risk Management Register through the Healthcare Insurance Reciprocal of Canada (HIROC). The risk assessment included a review of three categories of risk: Risks to Office/Staff, Risks to the College (reputation/self-regulation), and Risks to the Public (from members). The initial review identified 18 risks. Of those, five have had controls and mitigation strategies implemented and have been closed. An example is, *Termination of an employee resulting in legal action against the College*. The College has an annual performance review process in place to identify any potential issues and obtains legal advice as necessary.

The Risk Management Register is monitored throughout the year and annually reviewed to assess the effectiveness of the strategies applied and to identify any new risks to be included. In October and November 2023, an assessment was undertaken to review current active risks and to identify any other risks to be added to the Risk Register. This review includes the budgetary implications of any identified risks.

Currently, there are 26 open risks, which include risks carried over from the previous year. For the most part, these are considered "residual" risks and will remain open to ensure continuous monitoring and mitigation. An example is "sexual abuse of a client by a member". While the College, through the Client Relations Committee, provides educational materials regarding this risk, the College cannot guarantee that even with such mitigation, that the risk will be eliminated. Therefore, this remains on ongoing, "residual" risk.

New Risks

The Risk Management Register review undertaken in 2023 resulted in the identification of two new risks: social media risk and recruitment/retention risk.

Social Media Risk:

With the rise in use of social media, the College is exposed to reputational and security risks related to use of the medium by members. In the case of ICRC issues, the ability of the College to refute misinformation is limited by the RHPA. The risk is difficult to mitigate, however, these include the use of legal advice and the possible use of a public relations professional in the future, as needed.

Recruitment/Retention Risk

The pandemic has shifted the workplace significantly in terms of employee expectations and recruitment challenges. The College has experienced a significant drop in qualified applicants for positions and have lost several to higher paying organizations. Mitigation includes a review of College compensation, benefits, and work-from-home arrangements to ensure the College remains competitive in the employment market.

Closed Risks

Overall, to date, five risks have been closed as mitigation strategies have been put into effect to reduce the risk to an extremely low level and a determination has been made that no additional actions are required. These closed risks include three in the Human Resources Category and two in the financial category.

Human Resources

- Whistle-blowing
- Violence/Disruptive Behaviour

A Policy has been developed which speaks to “whistle-blowing” and the protection of staff who may wish to report concerns about other staff or management. In addition to education regarding legislation related to violence or disruptive behaviour in the workplace, the College has a clear staff behaviour expectation.

- Wrongful Dismissal

Procedures are in place which require managers to monitor staff performance on an ongoing basis. Should concerns arise that are not amenable to remediation, appropriate steps are taken on a case-by-case basis, in conjunction with legal advice to ensure that any termination that may be necessary is conducted in a manner which would not constitute “wrongful dismissal”.

Financial

- Financial Malfeasance

The College has extensive financial controls in place to safeguard the variety of decisions and approvals made by management in the course of handling the College’s assets. These controls are reviewed annually by the auditor during the year-end financial audit and are consistently found to be adequate and appropriate.

- Loss of Assets; Theft/Break In

This risk is related to the loss of assets within the College office due to theft or break in. Both the office suite and the building in which the offices are located have security measures in place. The office suite has controlled access and building access is restricted outside of regular business hours. With regard to internal theft of assets, in addition to having insurance coverage in place, the College maintains a list of assets and to whom they are assigned.

In October and November 2023, an assessment was undertaken to review current active risks and to identify any other risks to be added to the Risk Register. This review includes the budgetary implications of any risks identified.

Risks by Category and Risk Level 2023
Current Open Identified Risks

	Low	Medium	High	Total
Human Resources	0	3	1	4
Financial	1	1	0	2
Leadership	0	1	1	2
External Relations	0	1	0	1
Information Management / Technology	2	0	1	3
Facilities	1	1	0	2
Regulatory	0	9	2	11
Regulation - Professional	0	1	0	1
Total	4	17	5	26

CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.
 Registrar & Executive Director

STRATEGIC DIRECTION 2023-2028

2023.06.05A

MISSION *[Why we exist]*

To protect the public through the responsible regulation of psychological care.

VISION *[What we aspire to be]*

Excellence in self-regulation and quality psychological care for the people of Ontario.

VALUES *[What we uphold in all our activities]*

Beneficence: The College functions in service of the public good.

Dignity: The College treats all persons and peoples with dignity.

Fairness: The College approaches decisions in a just, reasonable and impartial manner.

Accountability: The College acts as a self-sustaining, responsible steward of resources grounded in the fiduciary duty to the public.

Integrity: The College acts honestly, ethically, and responsibly.

STRATEGIES *[How we accomplish our Mission]*

Strategy 2023-2028 is an ecological model that will focus on five interrelated priorities. At the core of the strategy is excellence in care, ensuring that the public receives ethical, safe, and high-quality services. Quality care is delivered through our registrants/members who have expertise to impart upon their peers and who participate on College Council, Committees, and Workgroups. The College will need to continue to modernize its regulation practices to best meet the needs of the public, now, and into the future (including “Right-Touch Regulation”). Encapsulating the overall strategy is a commitment to continuous quality improvement of College processes with a focus on maximizing value and minimizing waste.



This work will be informed by principles that will guide the College in all of its activities:

- Cultivate a College culture of humility grounded in a growth mindset.
- Apply innovative and proportionate approaches to regulation.
- Engage members to impart expertise to each other and the communities they serve.
- Remain agile in responding to advancements in society, technology, and the profession to meet the needs of Ontarians.

2023-2028 IMPLEMENTATION CHART - UPDATED NOVEMBER 24, 2023

Agenda Key	Strategies	Recent Activities	In Development
S1	Excellence in Care		<ul style="list-style-type: none"> Review of the <i>Standards of Professional Conduct, 2017</i> (June 2023)
S2	Membership Engagement	<ul style="list-style-type: none"> Barbara Wand Seminar (June 2023) Registrar Virtual Visit with UTSC Clinical Psychology Graduate Students (July 2023) Joint Presentation with Registrar and President of OPA to Ontario Shores Mental Health Sciences Centre: The Ethical Imperative of Psychology in Hospitals (July 2023) Registrar and Deputy Registrar: ONTABA Board Meeting Presentation on ABA (virtual; August 2023) Amendments to <i>By-law 18: Fees</i> (September 2023) Inaugural members' article in <i>HeadLines</i> series, <i>Zeitgeist</i>, published (October 2023) Registrar Virtual Visit, Kinark Child & Family Services (October 2023) ABA Stakeholder Customized Sessions (October 2023 – Present) Registrar Virtual Visit, Association of Psychology Leaders in Ontario Schools meeting Registrar Virtual Visit to University of Guelph (October 2023) Ontario Psychological Association, 76th Annual Conference. The Dos and Don'ts of Advertising a Psychology Practice: The Registrar's Perspective (November 2023) 	

S3	Innovation in Regulation	<ul style="list-style-type: none"> • Pilot project to assess all CFTA candidates on their competence to perform the controlled act of communication of a diagnosis. (June 2023) • ABA Knowledge Examination Blueprint (June 2023) ABA Transitional Guidelines for Registration (June 2023) • ABA Regulations (General, Registration, Professional Misconduct) approved by MOHLTC – proclamation date announced, July 1, 2024. • ABA Regulation – Intercollege Collaboration: Shared FAQ information (November 2023) 	<ul style="list-style-type: none"> • Pursue amendments to O.Reg. 74/15 under the <i>Psychology Act, 1991</i> to discontinue Master’s level registration and at that time, grant the title Psychologist to all existing Psychological Associates. (September 2019) • ACPRO MOU: Limited Interjurisdictional Telepsychology (June 2023) • Complete By-law Review (November 2023)
S4	Continuous Quality Improvement Culture		<ul style="list-style-type: none"> • Financial analysis of programs and processes Internal examinations, JEE & Orals (November 2023)

The items shown in BLUE have been added by the Registrar since September 2023 as activities undertaken in service of the College’s Strategic Directions 2023-2028.