

# Fair Registration Practices Report

## Chiropractors (2016)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

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

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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

No changes this year

#### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

#### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

### b) Assessment of qualifications

#### i. Describe any improvements / changes implemented in the last year.

No changes this year

#### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

#### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

### c) Provision of timely decisions, responses, and reasons

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

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

**i. Describe any improvements / changes implemented in the last year.**

CCO amended Policy P-054 in December 2015 to include an applicant completing an in-person workshop or course on the controlled acts authorized to chiropractors in Ontario as one way in demonstrating competency to the Registration Committee upon returning to the General class of registration after 2 years or more.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants are able to choose a workshop or course that is relevant to their practice style and have been able to complete this requirement.

**iii. Describe the impact of the improvements / changes on your organization.**

The Registration Committee can better protect protect the public interest by having additional assurances that an applicant is competent to practise upon returning to the General class of Registration.

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

CCO continuously updates the "Prospective Members" section of the website, including links to all relevant organizations, sample letters and a break down of fees involved in the Registration process.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants are able to access all required information involved in the registration process through the CCO website.

**iii. Describe the impact of the improvements / changes on your organization.**

CCO is better able to communicate information to applicants.

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

CCO continues to provide training, workshops and continuing education opportunities to council members and staff. This included a scenario based presentation at the Council orientation session, and a presentation on accomodating various disabilities at a focused Council meeting.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

Council members and staff are better able to understand scenarios and processes that may involve a conflict of interest or apperance of bias.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

CCO has began the process of updating its membership database, website and member portal system.

**ii. Describe the impact of the improvements / changes on applicants.**

CCO expects to complete this upgrade in late 2017, which will make the renewal process more automated for members and applicants.

**iii. Describe the impact of the improvements / changes on your organization.**

CCO's renewal process will function more efficiently with these upgrades.

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

No changes this year

## 2. Quantitative Information

### a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

French available upon request.

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	88
Female	84
None of the above	0

Additional comments:

### c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	2943
Female	1764
None of the above	0

Additional comments:

No additional comments.

### d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
164	1	36	Australia 1 S. Africa 2 Brazil 1	0	205

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Total 4		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
161	1	30	Australia 1 Total 1	0	193

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
3414	10	1244	Australia 18 U.K. 18 New Zealand 3 Total 39	0	4707

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	164	1	33	4	0	<b>202</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	163	1	28	1	0	<b>193</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	163	1	28	1	0	<b>193</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	0	0	0	0	<b>0</b>

<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

Three new applicants were issued inactive licenses in 2015.

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
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a)	General (active)	<p style="text-align: center;"><b>Description (a)</b></p> <p>A license which grants the member to right to practise chiropractic within the chiropractic scope of practice, and in accordance with CCO regulations, standards of practice, policies and guidelines, in Ontario. The member may bill third party payors under his/her license.</p>
b)	General (terms, conditions or limitations)	<p style="text-align: center;"><b>Description (b)</b></p> <p>A license where the member must practise in accordance with specific terms, conditions or limitations set by the Registration Committee (eg., supervised practice).</p>
c)	Inactive	<p style="text-align: center;"><b>Description (c)</b></p> <p>A member must not practise chiropractic, perform any controlled acts or bill third-party payors.</p>
d)	Retired	<p style="text-align: center;"><b>Description (d)</b></p> <p>A member must not practise chiropractic, perform any controlled acts or bill third-party payors.</p>
e)	Temporary	<p style="text-align: center;"><b>Description (e)</b></p> <p>A license which grants an individual who is licensed in another regulated jurisdiction a right to practise chiropractic in Ontario for a period of time not exceeding 12 weeks.</p>

**Additional comments:**

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).



Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	3	0	5	3	0	11
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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**Additional comments:**

**j) Paid staff**

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	10
Staff involved in appeals process	3
Staff involved in registration process	3

**Additional comments:**

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### 3. Submission

**I hereby certify that:**

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

Jo-Ann Willson

**Title:**

Registrar and General Counsel

**Date:**

2017/03/01

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