



Policy Title: RECOGNITION OF NURSES AND MIDWIVES ELIGIBILITY APPEAL PROCESS		Section: REGISTRATION	Policy Number: REG - 510
Approved by: Kathy Wilkie, CEO	Date Approved: November 25, 2024	Date Reviewed/Revised: December 16, 2024	

PURPOSE

This policy outlines the appeal process for nursing and midwifery applicants who have been deemed ineligible to apply for registration as a Personal Support Worker (PSW) under the Health and Supportive Care Providers Oversight Authority's (HSCPOA's) [Recognition of Nurses and Midwives Policy](#).

BACKGROUND

HSCPOA's [Recognition of Nurses and Midwives Policy](#) specifies how internationally educated nurses (IENs) and midwives (IEMs), and current/former nurses and midwives in Canada may become eligible for registration as a PSW with HSCPOA in Ontario.

HSCPOA has a mandate to establish and maintain educational and skills-based qualifications for each category of registrants, beginning with PSWs. By applying a risk-based approach, HSCPOA strives to balance the minimum education and competence requirements to ensure safe care, while not imposing any unintended barriers on applicants seeking registration as a PSW in Ontario that may impact the PSW supply in the province.

POLICY

An applicant has the right to appeal a decision deeming them ineligible to apply for registration under HSCPOA's [Recognition of Nurses and Midwives Policy](#).

HSCPOA's Chief Executive Officer (CEO) will review all appeals related to decisions about an applicant's eligibility for HSCPOA's [Recognition of Nurses and Midwives Policy](#). The review will focus on determining whether the existing policies were applied in a manner that is transparent and fair.

PROCEDURE

1. An applicant must submit to HSCPOA a written request for appeal, no more than 30 calendar days after the ineligibility decision was made.
2. An applicant's appeal request must include an explanation for why the appeal is being made, including all relevant documentation demonstrating they have completed nursing and/or midwifery education.
3. Requests for appeal must be emailed directly to HSCPOA at: registration@hscpoa.com
4. HSCPOA will acknowledge the appeal from the applicant within 15 business days of receiving the request. The acknowledgement letter will outline the appeal process and the expected timelines.
5. Once all required appeal documentation has been received, HSCPOA's CEO will review the appeal.
6. In considering the appeal, the CEO will determine whether existing policies were applied fairly in determining eligibility for the applicant to apply for registration as a PSW under HSCPOA's [Recognition of Nurses and Midwives Policy](#).
7. The candidate can withdraw their appeal up until a decision is made.
8. Following the review of the appeal, the CEO will notify the candidate in writing of its decision and the reason(s).
9. If the appeal is granted, the applicant may proceed to apply for PSW registration under the [Recognition of Nurses and Midwives Policy](#) with HSCPOA.
10. If the appeal is refused, the applicant will be advised about other pathways to registration (e.g., completing recognized PSW education in Ontario).

11. If the applicant is not satisfied with the decision of the CEO, they may request a written review by the Health Professions Appeal and Review Board (HPARB).