

# HEALTH and SUPPORTIVE CARE PROVIDERS

## Oversight Authority

### 2024 Fair Registration Practices Report

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Prepared for the Office of the Fairness Commissioner (OFC)



**FAIRNESS** COMMISSIONER  
COMMISSAIRE À L'ÉQUITÉ

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# 1. Background

Under section 20 of the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA), which is substantially similar to section 22.7(1) of Schedule 2 of the Regulated Health Professions Act, 1991 (RHPA),

“A regulated profession shall prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations”.

Section 23 of FARPACTA and Section 22.9 of Schedule 2 of the RHPA then go on to indicate that the Fairness Commissioner shall specify the form in which these reports shall be prepared, along with the required filing dates. This section also stipulates that a regulator must make these reports public.

It is pursuant to these authorities that the Office of the Fairness Commissioner (OFC) has required that each regulator complete its annual Fair Registration Practices Report (FRP).

Please note that this report covers the time-period from January 1 to December 31, 2024.

The FRP:

- Collects information about the organization, applicants to the profession and current membership.
- Provides information to the public about how the organization has implemented fair registration practices during the reporting period.
- Helps the OFC to successfully undertake the education and compliance activities which include monitoring, applying a risk-informed compliance framework, assessing performance, and sharing best practices.
- Determines whether the regulator is complying with recently enacted legislative and regulatory provisions designed to reduce barriers for domestic labour mobility and internationally trained applicants.
- Identifies trends across regulated professions and regulated health colleges.

## 2. Organization information

|                          |   |
|--------------------------|---|
| <b>Organization name</b> | HEALTH and SUPPORTIVE CARE PROVIDERS<br>Oversight Authority |
|--------------------------|---|

For questions about this report, please contact:

|                  |                          |
|------------------|--------------------------|
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## 3. Registration requirements

Applicants to the regulated professions and compulsory trades must fulfil registration requirements to practice their profession or use a professional title. This section summarizes registration requirements for each profession or trade regulated by HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority

Licensing requirements (brief description for each requirement listed):

| <b>Profession/ Trade Name</b> | Personal Support Worker   |
|-------------------------------|---|
| <b>Academic requirement</b>   | Completion of a personal support worker (PSW) education program in Ontario on or after July 1, 2014, that meets the Ministry of Colleges and Universities (MCU) PSW Standards, or a program that has been assessed to be equivalent through HSCPOA's Competency Assessment Substantial Equivalence process. |
| <b>Experience requirement</b> | Path 1: Ontario PSW Education: Graduation from an Ontario PSW program that was at least 600 hours   |

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|  | <p>including class and practical training time that meets the requirements set by the Ontario MCU to issue a PSW certificate (a diploma or certificate of completion) on or after July 1, 2014.</p> <p>Path 2: Employed as a PSW (or equivalent) in Ontario: A. Employed as a PSW within the past 3 years and worked a minimum of 600 hours in Ontario (includes those with no formal education who learned skills on the job), OR B. Employed as a PSW (or equivalent) within the past 3 years for less than 600 hours in Ontario but completed a 600-hour personal support services education program, within or outside of Canada. Includes those educated in Ontario as a PSW before July 1, 2014, who would not be eligible through Path 1. NOTE: Path 2 is the legacy/grand-parented pathway to recognize PSWs who have been actively contributing to the PSW workforce in Ontario. As per the Registration Regulation, this registration pathway will close December 1, 2027.</p> <p>Path 3: Labour Mobility: Applicants currently registered with:</p> <ul style="list-style-type: none"><li>• British Columbia Care Aide &amp; Community Health Worker Registry</li><li>• Alberta Health Care Aide Directory, OR</li><li>• Nova Scotia Continuing Care Assistant Registry</li></ul> <p>Must have also provided personal support care in the 3 years before applying for registration with HSCPOA.</p> <p>Path 4: Competency Assessment: Completed a personal support services education program outside of Ontario that was a minimum</p> |
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|  | <p>of 600 hours in duration, including both class time and practical training time. Includes applicants who do not have Ontario PSW work experience within the past 3 years and are educated internationally or the United States as a personal care provider, or educated as a personal care provider in Canada outside of Ontario and not eligible to apply for registration through the Labour Mobility pathway. HSCPOA also has a Recognition of Nurses and Midwives Policy (see next section for more details).</p>   |
| <p><b>Language requirement</b></p>   | <p>As per HSCPOA’s Language Proficiency Policy: 1. The applicant’s first language is English or French. 2. The applicant completed their qualifying education program in English or French. 3. The applicant completed other post-secondary education in English or French. 4. The applicant completed a standardized English or French language test approved by HSCPOA within the past two years and achieved the required scores set by HSCPOA as outlined in HSCPOA’s Language Proficiency Policy. 5. The applicant provides other compelling evidence of language proficiency acceptable to HSCPOA’s Chief Executive Officer.</p> |
| <p><b>Additional information on licensing requirements (may include links to appropriate page on regulator website):</b></p> | <p>Recognition of Nurses and Midwives: Nurses and midwives are eligible for registration as a PSW with HSCPOA if they meet the requirements outlined in HSCPOA’s Recognition of Nurses and</p>   |

|  |   |
|--|---|
|  | <p>Midwives Policy. This includes applicants who are:</p> <ul style="list-style-type: none"> <li>• an internationally educated nurse or midwife,</li> <li>• a current nurse or midwife registered with a regulatory body in Canada,</li> <li>• a former nurse or midwife who was previously registered with a regulatory body in Canada, OR</li> <li>• a recent graduate of a nursing or midwifery program in Canada.</li> </ul> <p>Good Character and Conduct:</p> <ol style="list-style-type: none"> <li>1. Criminal Record Check as per HSCPOA's Criminal Record Check Policy: Valid (within 12 months) Criminal Record and Judicial Matters Check or a Vulnerable Sector Check.</li> <li>2. Letter of Standing if an applicant is currently or was previously registered with any regulatory body within or outside of Ontario.</li> <li>3. Declarations about conduct, offences, health on the online application form.</li> </ol> |
|  |   |

### 4. Third party assessments

Third party organizations that assess qualifications on behalf of the regulator.

| <b>Organization name</b>   | <b>Function</b>                |
|--|--------------------------------|
| Competency Assessment Assessors  | Competency-based assessment    |
| World Education Services (WES), Comparative Education Service (CES), International Qualifications Assessment Service (IQAS), International Credential Assessment Service (ICAS), | Academic credential evaluation |

|   |  |
|---|--|
| International Credential Service (ICES),<br>Validential |  |
|---|--|

Fair access legislation requires regulators to take reasonable measures to ensure that any third parties undertake assessment of qualifications in a way that is transparent, objective, impartial and fair.

HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority takes the following measure(s) to ensure fair and timely assessments:

HSCPOA’s Competency Assessment Assessors are trained annually on fair, timely and transparent assessments, including avoiding potential bias. Assessors have secure access to applicant documentation through unique login credentials and mechanisms to ask questions and suggest quality improvements. For credential assessment evaluation HSCPOA ensures all vendors follow privacy, confidentiality, and best practices for credential assessments are met and appeal mechanisms are in place, through secure portals to access documentation and/or password protected emailed documents.

## 5. Accomplishments, risks and mitigations

Key accomplishments and risks pertaining to fair registration practices during the reporting period are summarized below.

### A. Accomplishments

|   |  |
|---|--|
| 1 | Online user-friendly, secure application form for all pathways to registration as outlined in HSCPOA’s Registration Regulation.  |
| 2 | HSCPOA has extensive website information, instructional demo videos on how to apply, and an Application Guide as helpful resources for applicants and other system partners to apply for registration. The online application form also guides applicants through the process; applicants can upload most of their application documentation themselves. |
| 3 | Recognition of Nurses and Midwives Policy to recognize domestic and internationally educated nurses and midwives as eligible for registration as a   |

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| <p>PSW in Ontario if certain criteria are met. This ensures there are no barriers for those currently working in Ontario as PSWs with these credentials to easily apply for registration as a PSW with HSCPOA. This policy contributes to HSCPOA’s approach of not placing barriers on applicants who wish to apply to become registered or inadvertently hindering the PSW supply in Ontario.</p> |
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**B. Risks and Mitigations**

| <b>Risk</b>  | <b>Mitigation Measure</b>   |
|--|---|
| No recognized bridging program.  | HSCPOA is exploring partnerships with PSW education institutions to establish a program for applicants requiring PSW bridging.  |
| Competency Assessment Substantial Equivalence Process vs online knowledge and competency assessment. | HSCPOA’s Competency Assessment process considers education, professional development, and employment experience in the substantial equivalence process. An upcoming project in 2025 includes developing an online module for all applicants registered through the Competency Assessment process to orient these applicants to PSW care delivery within the Ontario health care system. HSCPOA is also considering a future competency assessment process that would assess eligible applicants through an online remotely proctored knowledge and competency assessment process which would be accessible from any location. |
| Voluntary Registration – Unpredictable volume of registration  | HSCPOA only began registering PSWs as of December 1, 2024, and has been monitoring the trends in application volume to estimate when additional registration staff should be recruited to   |



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|  | assist with our increased application volume. Plans to recruit additional staff members as needed are in place and one new registration staff member was hired in early 2025. Efficiencies have been incorporated to process applications quicker, including process automation within the online application process. |
|--|--|

## 6. Changes to registration practices

During the January 1 to December 31, 2024 reporting period, HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority has introduced the following changes impacting its registration processes. Changes, anticipated impacts, and risk mitigation are summarized below.

### A. Registration requirements and practices

| <b>Registration process</b>   | <b>Changes Made (Yes / No)</b> | <b>Description</b>   |
|---|--------------------------------|--|
| Registration requirements either through regulation, by-law or policy | Yes                            | All the registration requirements are outlined in HSCPOA's Registration Regulation. Requirements include: • Education and/or experience requirements noted previously (includes recognition of those on-the-job trained, through our legacy pathway which is in place until Dec 1, 2027). • Language proficiency, as outlined in HSCPOA's Language Proficiency Policy. • Good character and conduct through a criminal record check, as per HSCPOA's Criminal Record Check Policy, Letters of Standing (if applicable), and declaration questions on the application form. |

|   |     |  |
|---|-----|--|
| New or consolidated class of certificates or licenses                                 | Yes | One class of registration: Personal Support Worker   |
| Assessment of qualifications, including competency-based assessments and examinations | Yes | HSCPOA's Competency Assessment uses a substantial equivalence process to assess whether an applicant's education, professional development, and work experience are equivalent to graduates of PSW education programs in Ontario that meet the requirements set by the Ministry of Colleges and Universities for programs designed to prepare an individual to provide personal support services. No licensing exam is required at this time.  |
| Documentation requirements for registration   | Yes | The documentation requirements for registration have been set out in each pathway to registration, which are listed on HSCPOA's website and within the online application form.  |
| Timelines for registration, decisions and/or responses                                | Yes | Applications are typically reviewed within one to three days of completion (e.g., following receipt of all documentation).   |
| Registration and/or assessment fees   | Yes | No fees are currently being charged to applicants and/or registrants. If an applicant doesn't have a criminal record check (CRC) within the past 12 months of the date of application to HSCPOA, they must undergo a new CRC. HSCPOA offers applicants the ability to complete a CRC with Certn, through the online application form, costing \$23.60. CRC fees are charged to applicants through any respective CRC vendor they select. HSCPOA strives to keep the costs low for PSW applicants and has negotiated a cost-effective option through Certn. |

|  |     |  |
|--|-----|--|
| Changes to internal review or appeal process | No  |  |
| Access by applicants to their records        | Yes | Applicants have access to their records through their applicant dashboards and will also have ongoing access to documentation through their registrant portal. |
| Other  |     |  |

**B. Training, policy and applicant supports**

| <b>Registration process</b>   | <b>Changes Made (Yes / No)</b> | <b>Description</b>  |
|---|--------------------------------|---|
| Training and resources for staff who deal with registration issues                | Yes                            | All staff receive training in reviewing application documentation in the database and responding to registration-related inquiries.   |
| Resources or training to support applicants to move through the licensing process | Yes                            | Applicants have access to the website pages which provide an overview of the application process, including the Application Guide. There are also demo videos for each application so applicants can visually see the process before applying. Applicants can also contact HSCPOA with their questions.   |
| Anti-racism and inclusion-based policies and practices                            | Yes                            | HSCPOA's Competency Assessment Process Policy ensures that an applicant's education, professional development, and work experience are all considered in the substantial equivalence process, which provides a better indication of what an applicant currently knows and can do. HSCPOA has a Recognition of Nurses and Midwives Policy to ensure that internationally educated nurses and midwives, |

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|  |  | who often work as PSWs in Ontario, can become registered as a PSW with HSCPOA. |
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**C. System partners**

| <b>Registration process</b>   | <b>Changes Made (Yes / No)</b> | <b>Description</b>  |
|---|--------------------------------|---|
| Steps to increase accountability of third-party service provider(s) | Yes                            | HSCPOA’s Competency Assessment Assessors are trained annually on fair, timely and transparent assessments, including avoiding potential bias. Assessors have secure access to applicant documentation through unique login credentials and mechanisms to ask questions and suggest quality improvements. Their documentation specifies what was met/un-met to ensure transparency of decision making. |
| Accreditation of educational programs                               | Yes                            | Not applicable. Currently there is no accreditation process for education programs. The Ministry of Colleges and Universities has provided the Ministry of Health with a list of recognized PSW education programs in Ontario. HSCPOA relies on this list for eligibility of registration through Path 1: Ontario PSW Education.  |
| Mutual recognition agreements                                       | Yes                            | Through the Labour Mobility registration pathway, HSCPOA recognizes applicants who are currently registered as a personal care provider with: • British Columbia Care Aide & Community Health Worker Registry • Alberta Health Care Aide Directory, OR • Nova Scotia Continuing Care Assistant Registry No other formal mutual recognition agreements are in place.                                   |

**D. Responsiveness to changes in the regulatory environment**

| <b>Registration process</b>                                  | <b>Changes Made (Yes / No)</b> | <b>Description</b>  |
|--|--------------------------------|---|
| Emergency registration plans                                 | No                             |   |
| Technological or digital improvements                        | Yes                            | new database implementation, website page content to clearly explain application process. |
| Steps to address labour shortages in the profession or trade | Yes                            | Voluntary Registration  |

## 7. Membership and application data

The Office of the Fairness Commissioner collects membership and application data from regulators through annual Fair Registration Practices Reports, which are also made available to the public. Information is collected for the purpose of discerning statistical changes and trends related to a regulator’s membership, application volumes, licensure/certification results, and appeals year over year.

### A. Race-based data collected

|            | <b>Race-based data collected?<br/>(Yes or No)</b> |
|------------|---|
| Members    | No  |
| Applicants | No  |

Additional description:

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## B. Other identity-based or demographic data collected

|            | <b>Other identity-based or demographic data collected?<br/>(Yes or No)</b> |
|------------|--|
| Members    | No   |
| Applicants | No   |

Additional description:

|  |
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## C. Languages of service provision

HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority makes application materials and information available to applicants in the following languages.

| <b>Language</b>        | <b>Yes / No</b> |
|------------------------|-----------------|
| English                | Yes             |
| French                 | Yes             |
| Other (please specify) |                 |

## D. Membership Profile

| <b>Profession Name</b>  | <b>Total Number of Members</b> |
|-------------------------|--------------------------------|
| Personal Support Worker | 415                            |

| <b>Class of License</b>              | <b>Total Number of Members</b> | <b>Number of Internationally Educated Members</b> |
|--------------------------------------|--------------------------------|---|
| Full / General/ Independent Practice | 415                            | 3   |

| <b>Gender</b>   | <b>Number of Members</b> |
|---|--------------------------|
| Male  | 93                       |
| Female  | 321                      |
| X (includes trans, non-binary, and two-spirit people) | 1                        |

| <b>Jurisdiction of Initial Training</b> | <b>Number of Members</b> |
|---|--------------------------|
| Ontario                                 | 317                      |
| Other provinces and territories         | 18                       |
| Other International                     | 3                        |
| Other/not collected                     | 77                       |

| <b>Country of Initial Training</b> | <b>Number of Members</b> |
|------------------------------------|--------------------------|
| Canada                             | 335                      |
| Iran                               | 1                        |
| Uganda                             | 1                        |
| Nigeria                            | 1                        |
| Other Countries                    | 77                       |

| <b>Official language of preference</b> | <b>Number of Members</b> |
|--|--------------------------|
| English                                | 415                      |

| <b>Racial identity (optional)</b> | <b>Number of Members</b> |
|-----------------------------------|--------------------------|
| Not collected                     | 415                      |

## E. Data Notes

For A.4. the Other countries = 77 is for those applicants who have not completed any formal education as a PSW but have gained skills and competence on the job. Therefore, initial country of training is not applicable. Registration for HSCPOA began Dec 1, 2024, so this data only includes one month.

## F. Applicant Profile

| Profession Name         | Total Number of Applicants |
|-------------------------|----------------------------|
| Personal Support Worker | 447                        |

| Gender  | Number of Applicants |
|---|----------------------|
| Male  | 98                   |
| Female  | 348                  |
| X (includes trans, non-binary, and two-spirit people) | 1                    |

| Jurisdiction of Initial Training | Applications received in 2024 | Applications with decisions pending (in progress at end of reporting year) |
|----------------------------------|-------------------------------|--|
| Other/not collected              | 88                            | 11   |
| Ontario                          | 337                           | 46   |
| Other provinces and territories  | 18                            | 0  |
| Other International              | 4                             | 1  |



| <b>Country of Initial Training</b> | <b>Number of Applicants</b> |
|------------------------------------|-----------------------------|
| Canada                             | 355                         |
| Iran                               | 1                           |
| Uganda                             | 1                           |
| Nigeria                            | 1                           |
| Poland                             | 1                           |
| Other Countries                    | 88                          |

| <b>Official language of preference</b> | <b>Number of Applicants</b> |
|--|-----------------------------|
| English                                | 447                         |

| <b>Racial identity (optional)</b> | <b>Number of Applicants</b> |
|-----------------------------------|-----------------------------|
| Not collected                     | 447                         |

### **G. Data Notes**

For B.3, Other Countries = on the job trained as no Not Applicable option. These applicants have no formal education, but have been trained on the job as a PSW.

### **H. Application Decisions**

The table below summarizes the outcome of registration decisions finalized in 2024. Some applications may have been received in the previous year.

| <b>Jurisdiction of initial training</b> | <b>Successful</b> | <b>Unsuccessful</b> | <b>Withdrawn</b> |
|---|-------------------|---------------------|------------------|
| Other/not collected                     | 77                | 0                   | 12               |
| Ontario                                 | 317               | 0                   | 29               |

|                                 |    |   |   |
|---------------------------------|----|---|---|
| Other provinces and territories | 18 | 0 | 0 |
| Other International             | 3  | 0 | 1 |

## I. New Registrants

For the 2024 reporting year, the breakdown of new registrants by class of registration is provided below:

| Class of registration                | Total new registrants | Number of internationally educated registrants |
|--------------------------------------|-----------------------|--|
| Full / General/ Independent Practice | 415                   | 3  |

## J. Data Notes

For B.7., There were 42 applications withdrawn. Other/not collected refers to those who are on the job trained in Ontario and have not received any formal PSW education.

## K. Reviews and Appeals

Applicants for registration may appeal a registration decision. An **internal review or appeal** involves formal reconsideration of a registration decision further to an application and submissions by the applicant.

| Jurisdiction of initial training | Number of internal reviews and appeals processed | Number of decisions changed following internal review or appeal |
|----------------------------------|--|---|
| Ontario                          | 0  | 0   |
| Other provinces and territories  | 0  | 0   |

|                        |   |   |
|------------------------|---|---|
| United States          | 0 | 0 |
| Other International    | 0 | 0 |
| Multiple Jurisdictions | 0 | 0 |
| Other/not collected    | 0 | 0 |

An **external review or appeal** involves review of a registration decision by an external appeal tribunal or court, such as the Health Professions Review and Appeal Board or Divisional Court.

| Jurisdiction of initial training | Number of applicants who sought external review or appeal | Number of decisions changed following external review or appeal |
|----------------------------------|---|---|
| Ontario                          | 0   | 0   |
| Other provinces and territories  | 0   | 0   |
| United States                    | 0   | 0   |
| Other International              | 0   | 0   |
| Multiple Jurisdictions           | 0   | 0   |
| Other/not collected              | 0   | 0   |

**Issues raised in reviews and appeals** can point to challenges in the registration process. The table below summarizes top issues or reasons that applicants raised during these appeal proceedings.

| Issue or reason raised | Number of appeals |
|------------------------|-------------------|
|                        |                   |

**Internationally trained applicants** face additional challenges in the registration process. The table below summarizes top reasons for not registering internationally trained individuals.

| Reason for not registering   | Number of internationally trained applicants |
|--|--|
| 1. Awaiting nursing/midwifery documentation to complete an application under HSCPOA's Recognition of Nu<br>2. Awaiting credential assessment reports for Canadian equivalence documentation<br>3. Awaiting documentation to undergo a Competency Assessment substantial equivalence process. | 1<br>1<br>4                                  |

## L. Data Notes

No internal review or appeals received in 2024. Registration for HSCPOA began Dec 1, 2024, so this data only includes one month.

## 8. Registration Timelines

### Profession: Personal Support Worker

#### i. Domestic Labour Mobility Applicants

9.1 (4) of FARPACTA prescribes that regulators must make a registration decision within 30 business days from the time that they receive a complete application “and everything required by the regulated profession in respect of the application.”

HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority requires the following documentation before beginning to count the 30-day registration time-period. This would be the starting point of the registration process for the purpose the data summarized below.

- Completed application form
- Letter of standing / good character
- Criminal record check

For domestic labour mobility applications received between January 1, 2024 and November 30, 2024 and decisions made to December 31 (one month later), registration timelines and outcomes are summarized below:

| Registration decisions           | 30 days or less | More than 30 days |
|----------------------------------|-----------------|-------------------|
| Full registration granted        | 16              | 0                 |
| Alternative registration granted | 0               | 0                 |
| No registration granted          | 0               | 0                 |

## ii. Internationally Trained Individuals

Sections 5 and 6 of Ontario Regulation 261/22 made under FARPACTA establish two-time standards for ITIs:

- **A six-month time limit** for a regulator to make a registration decision following receipt of everything that it requires in respect of an application for registration. (This time limit must be met in 90% of all cases.)
- **A 12-month standard** for the regulator to report on its ability to register ITIs, who are eligible for registration without condition, from the earlier of the date that:
  - (a) the regulated profession receives everything it requires in respect of the individual's application for registration, or
  - (b) any third-party that assesses the individual's qualification on behalf of the regulated profession, receives everything it requires for this purpose.

Section 6 of the regulation further stipulates that the regulator's annual Fair Registration Practices Report shall include data on a regulator's compliance with the six-month standard, and its ability to meet the 12-month standard and, where the regulator has

been unable to meet this one-year standard, the steps that the regulator is taking to meet this target.

HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority requires the following documentation before beginning to count the six-month registration time-period for internationally educated individuals.

- Completed application form
- Credential assessment report
- Competency-based assessment results
- Letter of standing / good character

For applications from internationally trained individuals received between July 1, 2023 and June 30, 2024 and decisions made to December 31 (six months later), registration timelines and outcomes are summarized below.

| <b>Registration decisions</b>           | <b>6 months or less</b> | <b>More than 6 months</b> |
|---|-------------------------|---------------------------|
| <b>Full registration granted</b>        | 3                       | 0                         |
| <b>Alternative registration granted</b> | 0                       | 0                         |
| <b>No registration granted</b>          | 0                       | 0                         |

Average time in weeks to communicate a registration decision following receipt of everything required by the regulator in respect of an application for registration.

Less than 1 week

**For regulators where a third-party service provider is the first point of contact for applicants:**

HEALTH and SUPPORTIVE CARE PROVIDERS Oversight Authority addresses the twelve-month standard as follows:

N/A

## Glossary of terms

**Applicant:** An individual who has applied for membership in a regulated profession or compulsory trade, with the associated rights to practice their profession / trade or use a professional title.

**Domestic labour mobility:** Applications subject to the Canadian Free Trade Agreement, which stipulates that a certificate issued by one province or territory should be recognized by all others unless there is an exception due to public health, safety and security reasons.

**Internationally educated / trained:** An individual whose initial professional education was not from a Canadian educational institution, or who is applying for trade certification based on experience gained outside Canada. This category includes individuals with education / training in the US and other countries. It also includes individuals who completed their initial professional education outside Canada and later addressed gaps with courses or a bridging program based in Canada.

**Jurisdiction of initial training:** For professions, the jurisdiction in which an applicant obtained their initial professional education used in full or partial fulfilment of registration requirements. For trades, the jurisdiction of initial trade experience listed on a Trades Equivalency Assessment (TEA) application.

**Member:** An individual who has satisfied the conditions for registration in their profession / trade and has been granted the right to practice and/or the right to use a professional designation or title. Members may hold a full license to engage in independent practice, or they may hold an alternate class of registration.

**Racial identity:** Voluntary self-report data of racial identity as a social description. Follows categories identified in the Ontario Anti-Racism Directorate Data <<https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism>> .

**Registration requirements:** the entry-to-practice requirements that that an applicant must meet to be granted full membership in a regulated profession or trade, with the associated right to practice or right to use a professional title.



- **Academic requirement:** The formal education, or equivalent, that is required for licensing or certification in a particular regulated profession or trade.
- **Experience requirement:** The experiential training or work experience that is required for licensing or certification in a particular regulated profession or trade.
- **Language requirement:** The level of language proficiency that is required for licensing or certification in a particular regulated profession or trade, and the language proficiency tests accepted in fulfillment of this requirement.

**Third party service provider:** An external organization that assesses applicant qualifications on behalf of the regulator.