

Fair Registration Practices Report

Registered Psychotherapists (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.

Index

1. [Qualitative Information](#)
2. [Quantitative Information](#)
3. [Submission](#)

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.

As required by section 19.05 of CRPO's By-laws, all fees set out in the By-laws were increased by four per cent effective Sept. 18, 2016. A full fee schedule can be found at: <http://www.crpo.ca/fees/>.

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

The increase to registration-related fees only impacted invoices generated on or after Sept. 18, 2016. The total amount for any outstanding registration-related invoices generated prior to Sept. 18, 2016 did not increase.

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

The automatic fee increase allows the College to address inflation-based increases to expenditures required in order for the College to fulfill its regulatory mandate under the *Regulated Health Professions Act, 1991*, and to ensure responsible budget planning.

e) Timelines

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

Due to the volume and complexity of applications as the period in which individuals could apply for registration via the grandparenting route draws to a close, as well as an increase in other staff responsibilities, the time required to reach a registration decision has increased.

In 2016, application reviews for the regular route - that is RP (Qualifying) - took on average of 5.8 months before the applicant was informed of the decision. Grandparenting application decisions took 4.3 months on average to review and reach a decision.

When an application has been referred to a panel of the Registration Committee, applicants were informed of the result of the panel's deliberation approximately 11.8 months following the receipt of the Notice of Referral when the application for registration was refused, or a term, condition, or limitation was imposed on the Member's Certificate of Registration. If a panel approved an application, the applicant was informed of the result, on average, 6.5 months after the Notice of Referral had been made.

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

The added time required for processing applications, due to increased volume of applications, has extended the waiting period for applicants to receive a result.

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

Extended processing times increases the workload of College staff, and increases the queue of applications awaiting review. Additional registration staff have been hired to process applications and current staff with additional experience in reviewing applications have been trained to conduct second-level reviews.

As some delays have been caused by applicants failing to respond to inquiries from registration staff, the College has informed applicants, in its monthly communiqué, of efforts to shorten the amount of time an applicant has to respond to inquiries related to their application. The reduced timeframe for responding to inquiries should reduce delays in the review of applications.

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

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

Clinical Supervisor Requirements

Three years after proclamation, a clinical supervisor must be a regulated practitioner in psychotherapy in good standing with her or his College, who has extensive clinical experience, generally five years or more, in the practice of psychotherapy, and who has demonstrated competence in providing clinical supervision.

After extensive review of the requirements to act as a supervisor, as set out by a number of associations representing members of the profession as well as other regulatory bodies, the Registration Committee has approved the following criteria for demonstrating competence in providing clinical supervision:

1. The supervisor must be a Member in good standing of a regulatory college whose members may practise psychotherapy.*
2. The supervisor must have five years' extensive clinical experience.
3. The supervisor must meet CRPO's "independent practice" requirement (completion of 1000 direct client contact hours and 150 hours of clinical supervision).
4. The supervisor must have completed 30 hours of directed learning in providing clinical supervision. Directed learning can include course work, supervised practice as a clinical supervisor, individual/peer/group learning, and independent study that includes structured readings.
5. The supervisor must provide a signed declaration that they understand CRPO's definitions of clinical supervision, clinical supervisor, and the scope of practice of psychotherapy.

CRPO staff may request evidence of 30 hours of directed learning in providing clinical supervision and may also request a letter of verification and a statement describing the supervisor's approach to providing supervision.

It is recommended that a clinical supervisor be able to provide their supervisee with a letter attesting to their competency, as set out in 1 through 5 above, that the supervisee would submit as evidence of supervision in the supervisee's application to CRPO.

*College of Nurses of Ontario; College of Occupational Therapists of Ontario; College of Physicians and Surgeons of Ontario; College of Psychologists of Ontario; College of Registered Psychotherapists of Ontario; Ontario College of Social Workers and Social Service Workers.

Criteria 3-5 listed above will not take effect until April 1, 2018. Supervision received prior to this date must be provided by a Member in good standing of one of the regulatory colleges whose members may practise psychotherapy, who has extensive clinical experience (generally five years or more) in the practice of psychotherapy and who is competent in providing clinical supervision, in order for those hours to count for registration purposes with CRPO.

Return to Active Practice

Registration Committee adopted a policy for Inactive Members wishing to return to active practice (<http://www.crpo.ca/wp-content/uploads/2017/01/Returning-to-Active-Practice-Policy.pdf>) which outlines the requirements and process for Inactive Members to demonstrate the knowledge, skill, and judgement expected of a

Registered Psychotherapy in active practice.

Clarification on Inactive Members Outside Ontario

The Registration Committee stated a position that Members that practise in a jurisdiction that does not regulate the profession must be registered in CRPO's Registered Psychotherapist category, or with another regulatory body. Inactive Members practising in a jurisdiction that regulates the profession can remain in CRPO's Inactive category, but must meet the requirements of the statutory regulatory body in that jurisdiction.

Renewal Deferral Policy

Registration Committee has adopted the following policy for members to request deferrals when completing their annual registration renewals (<http://www.crho.ca/wp-content/uploads/2017/02/Temporary-Renewal-Extension-Deferral-Policy.pdf>).

Removing Former Names from Public Register

Executive Committee adopted a policy for an applicant or Member to formally request withholding one or more former names from the Public Register (<http://www.crho.ca/wp-content/uploads/2016/09/Removing-Former-Names-from-the-Public-Register-Policy.pdf>).

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

Clinical Supervisor Requirements

The full impact of the criteria for demonstrating competency in providing clinical supervision is unclear, as it will begin to take effect for supervision received after April 1, 2018.

The criteria were established well before the date they would take effect in order to allow Members an opportunity to address deficits in any of the criteria they would need to comply with to provide supervision, and to give applicants and Members requiring clinical supervision adequate time to find a qualified supervisor.

Return to Active Practice

The policy's impact on Inactive Members returning to active practice appears to be minimal, as there have been no official referrals to Registration Committee for an Inactive Member.

Clarification on Inactive Members Outside Ontario

No clear impact has been identified as Members transferring to the Inactive category in 2016 did not indicate they would practice in another jurisdiction.

Renewal Deferral Policy

No clear impact has been identified, as no registration renewal deferrals were formally requested.

Removing Former Names from Public Register

The approved policy appears to work as intended, as there has been no identified need to revise the policy.

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

Clinical Supervisor Requirements

The full impact of the criteria for demonstrating competency in providing clinical supervision is unclear, as it will begin to take effect for supervision received after April 1, 2018.

The criteria were established well before the date they would take effect in order to allow Members an opportunity to address deficits in any of the criteria they would need to comply with to provide supervision, and to give

applicants and Members requiring clinical supervision adequate time to find a qualified supervisor.

Return to Active Practice

As all Inactive Members applying to return to active practice have been accepted without referral to Registration Committee, the policy's impact has been minimal.

Clarification on Inactive Members Outside Ontario

No clear impact has been identified, as Members transferring to the Inactive category in 2016 did not indicate they would practice in another jurisdiction.

Renewal Deferral Policy

No clear impact has been identified as no registration renewal deferrals were formally requested.

Removing Former Names from Public Register

The approved policy appears to work as intended as there has been no identified need to revise the policy.

g) Resources for applicants

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

A new document was developed for information regarding registration renewals (<http://www.crpo.ca/wp-content/uploads/2016/02/CRPO-Guide-to-Completing-Your-Registration-Renewal.pdf>).

The College's website was also updated throughout the year to provide additional information to applicants and Members, including a direct page consolidating applicable fees (<http://www.crpo.ca/fees/>), miscellaneous policies (<http://www.crpo.ca/home/council-and-committees/crpo-policies/>), as well as for Members interested in the RP (Inactive) category (<http://www.crpo.ca/transfer-to-inactivereturn-to-active-practice/>).

College staff has also begun to plan a redesign of the entire website to make it more accessible to the public, applicants, and Members. An updated website is expected to be published in 2017.

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

Additional information will provide further clarity to applicants and Members and may reduce the number of inquiries sent to the College as applicants will find answers in documentation provided online.

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

The overall impact of additional documentation and revised information is unclear as the College continues to receive an increasing number of registration-related inquiries and submitted applications as the date for the close of the grandparenting process, March 31, 2017, approaches.

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.

Registration Assistants now observe panel meetings of the Registration Committee as part of their training.

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

As Registration Assistants undertake the review of applications, attending panel meetings allows them to develop a better understanding of the information sought by panel members in order to reach a decision, and the type of questions to ask of applicants in order to gather that information.

While no direct impact has been directly identified with this change, training registration staff to develop more focused questions related to applications will allow for clearer responses and possibly reduce the number of follow-up inquiries related to a specific application.

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

As Registration Assistants undertake the review of applications, attending panel meetings allows them to develop a better understanding of the information sought by panel members in order to reach a decision, and the type of questions to ask of applicants in order to gather that information.

While no direct impact has been directly identified with this change, training registration staff to develop more focused questions related to applications will allow for clearer responses and possibly reduce the number of follow-up inquiries related to a specific application.

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

I) Other (include as many items as applicable)

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

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

No changes this year

[BACK TO INDEX](#)

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:

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	384
Female	1487
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	782
Female	3067
None of the above	0

Additional comments:

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			U.K. 14		
			India 13		
			Iran 13		
			Philippines 2		
			Argentina 2		
			Pakistan 2		
			Spain 4		
			Australia 2		
			Mexico 1		
			Russia 2		
			Romania 2		
			China 1		
			Italy 1		
693	256	143	Switzerland 3	699	1880
			Brazil 2		
			Ireland 2		
			Colombia 2		
			Ukraine 1		
			Malaysia 1		
			Barbados 2		
			Afghanistan 1		
			New Zealand 2		
			Belarus 1		
			Venezuela 1		
			Kazakhstan 1		
			Jamaica 1		
			Korea, Republic Of 1		
			Israel 2		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			S. Africa 1		
			Singapore 1		
			Netherlands 2		
			Albania 1		
			Serbia 1		
			Chile 1		
			Total 89		

¹ 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 education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			U.K. 9		
			Iran 6		
			India 5		
			Spain 4		
			Russia 2		
			Switzerland 2		
			Brazil 2		
			Barbados 2		
			New Zealand 2		
			Philippines 1		
			Argentina 1		
395	150	75	Palau 1	0	672
			Australia 1		
			Mexico 1		
			Romania 1		
			China 1		
			Italy 1		
			Ireland 1		
			Colombia 1		
			Ukraine 1		
			Malaysia 1		
			Afghanistan 1		
			Belarus 1		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Venezuela 1		
			Kazakhstan 1		
			Jamaica 1		
			Korea, Republic Of 1		
			Total 52		

¹ 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 education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			U.K. 49		
			India 27		
			Iran 23		
			Switzerland 20		
			Pakistan 13		
			China 13		
			Australia 11		
			Poland 10		
			Mexico 8		
			Russia 8		
			Israel 8		
			Germany 7		
2420	625	494	Philippines 7	0	3819
			Spain 6		
			Ukraine 4		
			Romania 4		
			Jamaica 4		
			Brazil 4		
			Korea, Republic Of 4		
			S. Africa 3		
			France 3		
			Argentina 3		
			Kenya 2		
			Turkey 2		
			Netherlands 2		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Dominican Republic 2		
			Sri Lanka 2		
			Barbados 2		
			Albania 2		
			New Zealand 2		
			Ireland 2		
			Georgia 1		
			Iraq 1		
			Venezuela 1		
			Liechtenstein 1		
			Japan 1		
			Chile 1		
			Belgium 1		
			Jordan 1		
			Finland 1		
			Azerbaijan 1		
			Colombia 1		
			Lebanon 1		
			Serbia 1		
			Kazakhstan 1		
			Senegal 1		
			Italy 1		
			Bangladesh 1		
			Singapore 1		
			Afghanistan 1		
			Belarus 1		
			Malaysia 1		
			Tanzania, United Republic Of 2		
			Total 280		

¹ 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 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	457	182	93	58	504	1294
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	0	0	0	0	0	0
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	6	2	0	0	12	20
Applicants who became FULLY registered members	551	167	109	78	0	905
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	99	76	23	6	0	204

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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¹ 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:

- Applicants actively pursuing licensing are not tracked
 - Inactive applicants are not tracked

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
a)	Registered Psychotherapist	Description (a)
		Full Member who has met all registration requirements.
b)	Registered Psychotherapist (Qualifying)	Description (b)
		Member who has met minimum requirements for registration. Must practise with Clinical Supervision.
c)	Registered Psychotherapist (Inactive)	Description (c)
		A Member who intends to take an extended period of leave from his/her psychotherapy practice but wishes to maintain membership with the College.
d)	Registered Psychotherapist (Temporary)	Description (d)
		Members are members of a statutory regulatory body that regulates psychotherapy in another jurisdiction, who have a temporary offer of employment as a psychotherapist in Ontario.

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 st to December 31 st 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	27	7	6	1	17	58
Applicants who initiated an appeal of a registration decision	2	0	2	1	2	7
Appeals heard	1	0	0	0	0	1
Registration decisions changed following an appeal	0	0	0	0	0	0

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	20
Staff involved in appeals process	3
Staff involved in registration process	12

Additional comments:

[BACK TO INDEX](#)

3. Submission

I hereby certify that:

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

Deborah Adams

Title:

Registrar

Date:

2017/03/01

[BACK TO INDEX](#)
