

Fair Registration Practices Report

Registered Psychotherapists (2019)

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.

1. Currently for an RP (Qualifying) registrant to transfer to RP, they must pass the Registration Exam, and have 450 direct client contact hours and 100 clinical supervision hours. At least 50 per cent of the required clinical supervision hours must be completed in an individual or dyadic format. The remaining 50 per cent may be group supervision. Up to 20 per cent of group supervision hours can be completed in groups of nine to 12 supervisees. All remaining supervision hours can include up to eight supervisees. <https://www.crpo.ca/new-members-registered-psychotherapist-qualifying/>

Starting April 1, 2022, only group supervision of up to eight supervisees will be accepted. Research shows that eight supervisees is typically the maximum for group supervision to be effective. The change in the requirement will not take effect until 2022 to ensure there is sufficient time to communicate the change to education programs, applicants, and registrants.

2. CRPO now has an accepted bridging program. The Registration Committee accepted successful completion of the Bridge to Registration and Employment in Mental Health program (BREM) program delivered by the Mennonite New Life Centre of Toronto as satisfying section 6(1)(1)(iv) of the Registration Regulation for meeting education requirements for registration. <https://www.crpo.ca/accepted-bridging-program/>

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

1. Applicants and registrants will have to transition to smaller group supervision if they want to count group supervision hours towards meeting registration requirements.

2. Applicants who have completed the BREM program will not have to complete the Mapping Tool to demonstrate their education is substantially equivalent to a recognized program. As such, they also do not have to pay the \$100 +HST fee for review of their education. In the application form, they just select the program from a drop-down menu and have the BREM transcript sent directly to CRPO. They are not required to submit evidence of their international training.

Completion of the BREM program is not required for internationally trained practitioners but is an available option if they want to gain clinical experience in Canada and ensure their education will meet CRPO's registration requirements.

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

1. Processing supervision hours will be easier because staff will not have to manually tally the maximum larger group size hours.

Staff have already communicated with several of our recognized programs that have larger group supervision to ascertain how this change might affect them or their students. They had no issues or concerns with the change.

We will start communicating and posting information on the website about the change as we approach April 2020 so there will be two years notice about the change.

2. The processing time of the application is shorter if the applicant has completed the BREM program because review of a Mapping Tool is not required.

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.

Two registration staff and one contract decision writer completed a workshop titled "Effective Decision Writing for Administrative Adjudicators" offered by The Society of Ontario Adjudicators and Regulators.

We have fewer applications requiring review by a panel of the Registration Committee since we have processed all grandparenting applications.

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

Regular route applicants receive their notice of referral to the Registration Committee typically within six to eight months of application submission. The timeline is dependent on whether the application submitted was complete and how quickly an applicant responds to CRPO staff's follow-up questions. The application is considered at a panel meeting typically within two months of the notice being sent. The written decision and reasons are issued typically within two months after the panel meeting. These timelines are significantly shorter than when we were processing grandparenting applications.

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

Registration staff are trained and prepared to draft decision and reason documents should our contract writer require assistance, or should the need arise if volume increases.

d) Fees

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

1. Previously, a registrant in the RP (Inactive) category who returned to the RP category part way through the registration year (April 1 - March 31) would be required to pay a transfer fee and the difference in the

registration fee for the full RP category, which would be pro-rated for the number of months remaining in the registration year.

This policy was revised by the Executive Committee so that registrants returning to active practice now only pay the transfer fee.

The annual fee for the RP category is \$589.00 +HST.

The annual fee for the RP (Inactive) category is \$295.00 +HST.

The category transfer fee is \$80.00 +HST. This fee is not required to transfer to the Inactive category.

<https://www.crpo.ca/leaves-resignation/>

2. The fee for the Registration Exam is set and paid to the third-party administrator, COMPASS. The current fee to write the exam is \$525 +HST. The fee will increase starting with the fall 2020 administration of the exam to \$545 +HST. Registrants were notified two exam sittings in advance of this change.

<https://www.crpo.ca/registration-exam/>

3. The cost for a program to apply for review and recognition is \$4000 +HST, which is paid directly to the Registration Committee approved third-party reviewer, Word It Write. Programs renew their recognition every five years (see section "ff" number "4." for more information). 2019 was the first year that programs were due for renewal since proclamation. If there were no substantial changes to the program, the renewal fee is \$1000 +HST, which is paid directly to CRPO. If staff determined substantial changes were made, the program would not pay a fee to CRPO and would pay the \$4000 +HST to Word It Write for the required full review.

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

1. Improved accessibility for registrants to return to active practice in that they pay less than they would have previously when transferring part way through the registration year.
2. Increased cost to write the registration exam.
3. Reduced cost to programs if the program did not make substantial changes.

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

1. Minor impact financially but the process and administrative work is more streamlined with this change.
2. No impact to CRPO since the fee is paid directly to COMPASS.
3. Cost recovery for CRPO staff to review the renewal application in cases where no substantial changes were made. No impact if a full review by Word It Write is required.

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.

1. The Registration Committee (RC) approved a policy to define “program” as used in section 6(1)(1)(iv) in the Registration Regulation.

<https://www.crpo.ca/wp-content/uploads/2019/03/Program-Definition-Policy.pdf>

2. Internationally educated applicants are required to submit a third-party credential assessment in their application. RC approved a policy which outlines acceptable third-party credential assessments.

<https://www.crpo.ca/wp-content/uploads/2019/05/Credential-Assessment-Policy.pdf>

3. RC approved a procedure for referring RP (Qualifying) registrants to the Registration Committee when their certificate of registration expires.

RP (Qualifying) registrants have several obligations they must meet in order to avoid their certificate of registration expiring. These include: writing the registration examination for the first time within two years of application, passing the examination within three attempts and within five years of application, to be actively pursuing the requirements to transfer to full RP status, and completing all requirements for full RP status within five years of becoming an RP (Qualifying) registrant. Registrants are informed of their obligations at initial registration and on an ongoing basis.

When staff learns an RP (Qualifying) registrant may be non-compliant with the requirements for ongoing registration, they will conduct informal inquiries, or send formal notice that registration is set to expire. If the Registrar or Examination Committee is not satisfied that there are extenuating circumstances warranting an extension, the RP (Qualifying) registrant’s certificate will expire.

The expired registrant will then be given the option of having their application referred to the Registration Committee for further consideration. This is because decisions made by the Registrar or Examination Committee cannot be appealed to the Health Professions Appeal and Review Board (HPARB). Expired registrants who do not wish to remain registered with the College do not need to have their application go before the Registration Committee. They can simply accept the expiration of their certificate and reapply for registration in the future if they wish to rejoin the College. In the case of a registrant whose certificate expired because they failed the registration examination three times, they must complete another recognized or substantially equivalent program before they can reapply for registration.

4. RC approved a program recognition renewal process.

CRPO’s Framework for Reviewing and Recognizing Psychotherapy Education & Training Programs states that “Recognition status will be granted for a period of five years, after which the program must submit a new application for Recognition.”

As part of the renewal process, programs are asked to describe how the program’s content and structure has changed since initial recognition by CRPO. It is expected that programs may make minor changes to some program components in order to respond to advancements in the field or changes in the professional environment. It is also expected that programs will evolve and improve their offerings over time. Minor changes or improvements to program delivery such as adding a course or content will not generally impact a program’s recognition renewal.

Assessment of the renewal form will focus on whether the program has made substantive changes, such as dropping a core course, that could affect its ability to continue to deliver entry-to-practice training that meets CRPO’s registration requirements.

If substantive changes are reported, the program will be asked to submit a full program recognition application, including an updated Mapping Tool and supporting documentation, to demonstrate that their program continues to meet the entry-to-practice requirements. Programs that only report minor changes will not be required to submit an updated program recognition application.

Depending on whether substantive changes were made, Word It Write or CRPO staff would submit a report recommending renewal or refusal to the Registration Committee.

5. RC approved adoption of guidelines for Prior Learning Assessment and Recognition policies for recognized programs.

<https://www.crpo.ca/wp-content/uploads/2019/06/CRPO-PLAR-Guidelines.pdf>

6. RC rescinded the renewal extension policy.

In 2016, RC approved a policy on requesting extensions to the annual registration renewal deadline. The policy set out the grounds on which extensions may be granted (e.g. illness) and required documentation for the extension request. The extension would apply to submitting the renewal form only and the extension request was required in advance of the renewal deadline. The annual renewal fee was still required by the usual deadline.

The policy was no longer necessary or advisable for the following reasons:

- The policy did not protect the public. The renewal form is used to ensure CRPO has up to date information from registrants. On the renewal form, registrants are required to disclose changes in their mental or physical health that may impact their practice, any new offences or convictions, and any significant changes in their practice context. The College must be made aware of such changes in a timely fashion in order to ensure that registrants continue to practise safely.
- Since 2016, we have made the renewal form significantly shorter, easier, and more streamlined to complete. The form takes less than 10 minutes to fill out online.
- Registrants have two months to complete the renewal process and several new resources to assist registrants have been created (e.g. video about the process). https://www.youtube.com/watch?v=mEWOHQfzVAw&feature=emb_logo

CRPO had not received extension requests from registrants based on this policy. Typically, registrants who are unable to complete the process due to extenuating circumstances (e.g. illness) do not notify CRPO until after the renewal deadline. In those cases, we review on a case-by-case basis to determine whether the late renewal fee (\$150 +HST) is waived.

7. Council approved the following by-law changes related to registration history on the public register:

Enacting as article 21.08(xxiii), “any past classes of registration held by the member and the date on which each certificate was issued;”

Amending article 21.08(vi) after the words “non-payment of fees” by adding “and reinstatement occurred on or before [by-law enactment date]”; and

Enacting as article 21.12 – Removal of Suspension Notation, “Notwithstanding article 21.08(vi), the Registrar shall remove from the register notation of termination of membership if all of the following conditions are met: a. the suspension or revocation was only for non-provision of information required for annual registration renewal or for non-payment of fees, b. the Member submits a request in the form provided by the Registrar, and c. as of the date of the request, the Member has held continuous College membership for the immediate past 12 months.

https://www.crpo.ca/wp-content/uploads/2020/01/2020-01-24-Council-Meeting_for-website.pdf (pages 7-12)

<https://www.crpo.ca/wp-content/uploads/2020/01/Council-Highlights-January-242020-FINAL.pdf>

8. Council approved a process for posting non-College conduct on the public register.

<https://www.crpo.ca/wp-content/uploads/2019/11/Posting-Conduct-on-Public-Register-November-212019.pdf>

9. Policy posted on French Language Services.

<https://www.crpo.ca/wp-content/uploads/2019/10/French-Language-Policy.pdf>

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

1. Improved transparency, consistency, and fairness.

2. Improved transparency, consistency, and fairness.

3. The procedure gives the registrant a mechanism for appealing the expiration to HPARB rather than bringing the matter to Divisional Court. It would be more costly to bring the matter to court.

4. Streamlined process for programs that have not made substantive changes.
5. Improved transparency, consistency, and fairness.
6. No significant impact since we had not received requests based on this policy and we still review late renewal submissions on a case-by-case basis to determine whether the late fee is waived.
7. Improved transparency.
8. Improved transparency.
9. Improved transparency, accessibility, and fairness.

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

1. Improved consistency, continuity, and fairness.
2. Improved consistency, continuity, and fairness.
3. There is more administrative work for staff, but it is also less costly for the College if there is a mechanism for appeal to HPARB rather than going to court.
4. Increase in administrative work for staff to review the program renewal form submissions.
5. No impact.
6. No impact.
7. Improved transparency. Increase in administrative work for staff.
8. Improved transparency. Increase in administrative work for staff.
9. Improved transparency, accessibility, and fairness.

g) Resources for applicants

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

CRPO regularly makes website changes to add/update information. For example, in the last year we posted the following:

- Information, implications, and frequently asked questions related to the controlled act of psychotherapy which came into force January 1, 2020.
<https://www.crho.ca/controlled-act-of-psychotherapy/>
- Frequently asked questions about the RP (Inactive) category.
<https://www.crho.ca/inactive-category-faq/>
- A video about the Registration Examination and updated exam related resources and forms.
https://www.youtube.com/watch?time_continue=2&v=7sdgEoEZqFw&feature=emb_logo
<https://www.crho.ca/registration-exam/>
- A video about how to make a payment to CRPO.
<https://www.youtube.com/watch?v=JNw6q5hOTts&feature=youtu.be>
- An updated video about registration renewal.
https://www.youtube.com/watch?v=mEWOHQfzVAw&feature=emb_logo

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

Increased accessibility of information presented in a variety of formats.

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

Staff can direct prospective applicants and current registrants to the resources available on the website as helpful tools in response to their inquiries. By having this information available online, CRPO staff can more efficiently respond to inquiries and refer individuals to these resources to reduce further inquiries. By reducing the number of inquiries received, staff can dedicate more time and resources towards application processing and registrant services.

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.**

1. We developed a more extensive schedule for new Council members, spreading out the training over a 4-month period, which will allow for new Council members to better absorb and retain important information. We are now using a combination of in-person and online training, allowing a Council member to learn using electronic modules, followed by taking an online worksheet assessing their knowledge, followed by a meeting with the president to address any gaps. We have also scheduled regular check-ins over the first year of a new Council member's term for them to engage with the president and/or committee chairs about the things they are learning and that they have questions about.

We are developing an extensive resource library for Council and committee members where they can access previously recorded educational videos, tip sheets (e.g. conflict of interest, committee chair and member roles, etc.) and other training materials. We are filming educational sessions as they happen, editing them and posting them in the resource library as a way of building up the training materials Council members can access at any time.

In the last year, we've asked all Council members to receive external legal counsel Steinecke Maciura Leblanc's Grey Areas newsletter as an ongoing way of enhancing their knowledge of professional regulation.

2. Two registration staff completed training offered by San'yas Indigenous Cultural Safety Training.

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

1. We only just began to roll out the training in January 2020 so this is TBD.

2. Registration staff members can ensure open, transparent and fair registration practices for applicants applying through CRPO's Indigenous Registration Pathway.

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

1. The goal is to have informed Council members who are better aware of their responsibilities and their role as members of a governing body, leading to strong regulatory decision-making and accountability.

2. The training will assist Registration staff members in making informed and fair decisions regarding applications submitted through CRPO's Indigenous Registration Pathway.

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.

CRPO hosted a pan-Canadian psychotherapy meeting. All ten provinces were represented, and sessions were geared toward issues of shared interest across regulated and seeking-to-be-regulated provinces, including the topic of labour mobility.

Following the meetings, CRPO has set up a mechanism to share resources and exchange information among provinces. A commitment in principle was made to meet on a regular basis.

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

No impact.

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

No impact.

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

Under the *Regulated Health Professions Act, 1991*, the controlled act of psychotherapy came into force January 1, 2020. While this does not impact registration requirements or the processing of applications to CRPO, it does impact individuals who are fulfilling requirements in order to register with one of the six colleges whose registrants are authorized to perform the controlled act of psychotherapy. The six colleges are CRPO, College of Nurses of Ontario, College of Occupational Therapists of Ontario, College of Physicians and Surgeons of Ontario, College of Psychologists of Ontario, Ontario College of Social Workers and Social Service Workers.

Section 29(1)(b) of the *Regulated Health Professions Act, 1991*, is an exception that allows non-regulated individuals (e.g. students) to perform the controlled act of psychotherapy if they are fulfilling requirements to become a member of a health profession as long as they are under the supervision of someone of the same profession. Prior to January 1, 2020, many students only received supervision from non-RPs (e.g. psychologists or social workers) in their placements. The need for RP supervisors for students has increased significantly. Students can still receive supervision from non-RPs provided that it does not include the controlled act and CRPO will accept those hours towards meeting registration requirements. Individuals receiving some supervision from a non-RP will need to ensure that they also work with an RP supervisor before assuming competence with the controlled act.

In this year's renewal form, we added a question regarding whether the registrant is providing clinical supervision to collect data on the number of RP supervisors.

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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	146
Female	764
None of the above	8

Additional comments:

CRPO has eight applicants whose gender is listed as "Other".

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	1444
Female	6065
None of the above	6

Additional comments:

CRPO has six registrants whose gender is listed as "Other".

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
			Brazil 4		
			Colombia 1		
			Dominican Republic 1		
			Ireland 1		
			Greece 1		
			India 12		
			Iran 8		
			Israel 1		
			Italy 1		
			Jamaica 2		
			Kuwait 1		
546	246	43	Macedonia, The Former Yug... 1	27	918
			Malaysia 1		
			Nicaragua 2		
			New Zealand 1		
			Pakistan 6		
			Philippines 1		
			Russia 2		
			S. Africa 2		
			Syrian Arab Republic 1		
			Turkey 1		
			U.K. 5		
			Total 56		

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

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
478	228	37	Australia 3 Brazil 4 China 1 Colombia 1 Egypt 1 Germany 1 Greece 1 India 8 Iran 7 Jamaica 1 Libyan Arab Jamahiriya 1 Mexico 1 Netherlands 2 New Zealand 1 Pakistan 6 Philippines 1 Russia 1 S. Africa 2 Turkey 1 Total 44	28	815

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
5124	1208	678	Albania 1 Argentina 4 Australia 12 Brazil 13 Bulgaria 1 China 10 Colombia 1 Croatia 1 Denmark 1 Dominican Republic 2 Ecuador 1 Egypt 2 El Salvador 1 France 4	247	7515

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Germany 4		
			Greece 1		
			India 28		
			Iran 20		
			Iraq 1		
			Ireland 7		
			Israel 4		
			Italy 2		
			Jamaica 2		
			Japan 1		
			Jordan 1		
			Kyrgyzstan 1		
			Libyan Arab Jamahiriya 1		
			Mexico 10		
			Netherlands 2		
			New Zealand 1		
			Pakistan 9		
			Peru 2		
			Philippines 6		
			Poland 5		
			Portugal 2		
			Korea, Republic Of 2		
			Romania 5		
			Russia 11		
			Serbia 1		
			Singapore 1		
			Somalia 1		
			S. Africa 6		
			Spain 3		
			Sri Lanka 1		
			Sudan 1		
			Switzerland 14		
			Taiwan, Province Of China 1		
			Trinidad 1		
			Turkey 2		
			Ukraine 1		
			U.K. 41		
			Uruguay 1		
			Venezuela 1		
			Total 258		

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	546	246	43	56	27	918
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	5	9	0	2	2	18
Applicants who became FULLY registered members	28	8	4	2	3	45
Applicants who were authorized to receive an alternative class of licence ³ but were not issued a licence	5	9	0	2	1	17
Applicants who were issued an alternative class of licence ³	450	220	33	42	25	770

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:

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 registrant who has met all registration requirements.
b)	Registered Psychotherapist (Qualifying)	Description (b)
		Registrant who has met minimum requirements for registration. Must practise with clinical supervision and pass the Registration Examination.

		Description (c)
c)	Registered Psychotherapist (Inactive)	Registrant who intends to take an extended period of leave from their psychotherapy practice but wishes to maintain registration with the College.
		Description (d)
d)	Registered Psychotherapist (Temporary)	Registrant 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	50	13	12	14	1	90
Applicants who initiated an appeal of a registration decision	28	4	0	6	0	38
Appeals heard	16	4	2	4	0	26
Registration decisions changed following an appeal	8	0	0	2	0	10

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	4

Staff involved in registration process

6

Additional comments:

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3. Submission

I hereby certify that:

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

Deborah Adams

Title:

Registrar

Date:

2020/02/26

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