



Fair Registration Practices Report

1. Provision of Information About Registration Practices

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process	<p>Applicants can obtain information about how to initiate the registration process by:</p> <ul style="list-style-type: none">• clicking on 'Optometry as a Career' on the left-hand menu of every page on the College website. This page provides general information and links to additional information and printable application packages, as well as providing a link to the International Optometric Bridging Program.• contacting the College by phone, email, letter mail or fax for information and/or application forms.
b) requirements for registration	<p>General information regarding the requirements for registration are on the 'Optometry as a Career' on the left-hand menu of every page on the College website. A copy of the registration requirements as they appear in the Registration Regulation with a recommendation regarding the sequence for completing the requirements and with notes in plain language to help explain the requirements is available on this page. This information is also included in all application packages. An application package may be obtained by:</p> <ul style="list-style-type: none">• clicking on 'Optometry as a Career' on the left-hand menu of every page on the College website.• contacting the College by phone, email, letter mail or fax for information and/or application forms.

1. Provision of Information About Registration Practices	
	A copy of the full Registration Regulation is available on the college website. The website also provides general information for international applicants and a link to the International Optometric Bridging Program.
c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content	The College has collaborated with the University of Waterloo School of Optometry to develop the International Optometric Bridging Program (IOBP) to assist applicants with the academic equivalency requirement. Information regarding criteria for equivalency can be obtained directly from the program. The College website provides general information for international applicants and a link to the International Optometric Bridging Program. Any international graduate who contacts the college by phone, fax, email or in person would be given contact information for the IOBP.
d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario.	The International Optometric Bridging Program (IOBP) includes a practical externship that must be completed as part of the program. The externship may be in Ontario or another Canadian province/territory. The College website provides a link to the International Optometric Bridging Program and any international graduate who contacts the college by phone, fax, email or in person would be given contact information for the IOBP.
e) requirements that may be satisfied through acceptable alternatives.	<p>The requirements for having fluency in English or French, no criminal convictions and the letter of good standing are exemptible. Information regarding exemptible requirements is provided to applicants during the Jurisprudence Seminar conducted by the College prior to the Ontario Optometric Jurisprudence Exam.</p> <p>International graduates who did not graduate from an optometry program accredited by the Accreditation Council on Optometry Education (ACOE) may participate in the International Optometric Bridging Program in order to assess/obtain academic equivalence. The College website provides general information for international applicants and a link to the International Optometric Bridging Program. Any international graduate who contacts the college by phone, fax, email or in person would be given contact information for the IOBP.</p>

1. Provision of Information About Registration Practices	
<p>f) the steps in the assessment process</p>	<p>The College website provides general information for international applicants and a link to the International Optometric Bridging Program. Detailed information may be obtained directly from the program. Any international graduate who contacts the college by phone, fax, email or in person would be given contact information for the IOBP.</p>
<p>g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applications</p>	<p>A list of documents required of all applicants is available in all application packages. Printable application packages are available on the College website. Copies may also be obtained by contacting the College by phone, email, letter mail or fax.</p> <p>In lieu of a copy of a degree from a recognized optometry program, international graduates are required to arrange to have a letter sent to the College directly from the Director of the International Optometric Bridging program, indicating the applicant's successful completion of either Bridging One or Bridging Two. Also, if the international applicant is not a Canadian citizen he or she is required to provide a notarized copy of a permanent residency document or authorization under the <i>Immigration Act</i> to engage in the practice of optometry.</p>
<p>h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control</p>	<p>Applicants who inform the College that they cannot provide a letter of good standing from an optometry regulator in their country of origin are informed of the College policy that a letter may be sent by the highest authority available, as follows:</p> <ol style="list-style-type: none"> 1. a letter of good standing from the regulator, or 2. a letter of good standing from the authority that could remove the applicant's right to practice (e.g., Ministry of Health or relevant state or government agency), or 3. a letter of good standing from the employer (e.g., state hospital, university) <p>Where none of the above are possible, the applicant is asked to sign an affidavit.</p> <p>If an applicant cannot obtain a Canadian Police Information Centre (CPIC) report (criminal record check) because he or she is not yet resident in Canada, but has</p>

1. Provision of Information About Registration Practices	
	<p>completed all of the other requirements for registration, the applicant is informed that he or she may request registration with the College as a non-practising member. The applicant must sign an Undertaking with the College that a CPIC report will be provided immediately once the he or she is in Canada. The applicant is not authorized to practise optometry until such time as the College receives the CPIC report.</p> <p>When an applicant informs the College that he or she is unable to obtain immigration documents authorizing him/her to practise optometry in Ontario but has otherwise met all of the requirements for registration, the College assists the applicant by providing him or her with a letter that can be presented to immigration officials.</p>
i) how applicants can contact your organization	<p>Information regarding how applicants can contact the College by letter, e-mail, telephone, fax or in person is available on the College website under 'Contact Us' on every page. The College also ensures that our telephone contact information is included in the yellow pages phone book for every community in Ontario.</p>
j) how, why and how often your organization initiates communication with applicants about their applications	<p>The College formally initiates communication with applicants through a minimum of four letters:</p> <ul style="list-style-type: none"> • An initial letter confirms receipt of the application for registration and lists any outstanding documents needed in order to complete the application. The letter is accompanied by a payment receipt. • A second letter accompanies a copy of the Jurisprudence Resource Binder. This binder includes information regarding the structure and role of the College and relevant legislation, policies and guidelines with which members must be familiar. This information is the basis of the Ontario Optometric Jurisprudence Exam and is reviewed in a seminar that applicants may attend the day before each administration of the exam. The binder is sent out 4-6

1. Provision of Information About Registration Practices	
	<p>weeks before the exam along with the seminar outline and details of the seminar/exam schedules and location(s).</p> <ul style="list-style-type: none"> • A third letter is sent with the results of the Ontario Optometric Jurisprudence Exam. If the applicant's file is now complete, he or she is assigned a registration number, sent an invoice for their (prorated) membership fee and is asked to complete a Report Upon Entering Practice form and Confirmation of Malpractice Insurance form. If the applicant's file is incomplete, the third letter provides the results of the Ontario Optometric Jurisprudence Exam and serves as a reminder of the documents required to complete the file. • A fourth letter is sent when the applicant becomes registered confirming that their registration number has been activated by the Registrar. Enclosed with the letter are the applicant's Certificate of Registration and a receipt for their membership fee. <p>In addition to the above, the College communicates with applicants via e-mail as necessary.</p>
<p>k) the process for dealing with documents provided in languages other than English or French</p>	<p>Documents that are not in English or French would be submitted as part of an international graduate's application to the International Optometric Bridging Program. The College website provides general information for international applicants and a link to the International Optometric Bridging Program. Detailed information may be obtained directly from the program.</p>
<p>l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process</p>	<p>The College website provides general information for international applicants and a link to the International Optometric Bridging Program. Detailed information may be obtained directly from the program. Any international graduate who contacts the college by phone, fax, email or in person would be given contact information for the IOBP.</p> <p>The Canadian Examiners in Optometry (CEO) administers Canadian Standard Assessment in Optometry (CSAO), the entry to practice exam for the profession. General information about the exam and contact information for CEO are included on the College website and in every application package.</p>

1. Provision of Information About Registration Practices

m) any timelines, deadlines or time limits the applicants will be subject to during the registration process

All application packages include a list of requirements and any related timelines, as follows:

An application for registration may remain open at the College for 24 months. An applicant may submit a new application if they do not complete the registration process in 24 months. No applicant may have more than one valid application for registration open with the College at any one time. Applicants who re-apply are not required to re-submit documents already submitted to the College unless they are subject to the timelines/deadlines listed below:

- Ontario Optometric Jurisprudence Exam: This exam must be successfully completed within one year of applying for registration (otherwise the applicant will be required to submit a new application form and application fee).
- Criminal Record Check: A Canadian Police Information Centre report must be submitted and must be dated no more than six months prior to the Certificate of Registration being issued and activated.
- Letter of Good Standing (if required): A letter of good standing must be sent to the College directly from the issuing body and must be dated no more than six months prior to the Certificate of Registration being issued and activated.
- Permanent residency or authorization under the Immigration Act to engage in the practice of optometry (if required): If the applicant is not a Canadian citizen, he or she must submit a notarized copy of their immigration/Authorization document. In order for a Certificate of Registration to be issued and activated, this document must be valid.

n) the amount of time that the registration process usually takes

The application package includes information regarding timelines and informs applicants that their application is valid for 24 months from the date the application is received by the College. Most applicants complete the process within 9-10 months.

1. Provision of Information About Registration Practices	
o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence	The College provides information about fees on our website and a list of fees is included in every application package. Applicants are referred to the Canadian Examiners in Optometry for information, including fees, related to taking the Canadian Standard Assessment in Optometry exam. Applicants are referred to the International Optometric Bridging Program for information, including fees, related to that program.
p) accommodation of applicants with special needs, such as visual impairment	The College has not had to deal with special needs applicants in the past but is willing to do so. Special needs would be looked at on an individual basis. The College building is wheelchair accessible.

2. Amount of Fees	
Are any of the fees different for internationally trained applicants? If yes, please explain.	No.

3. Provision of Timely Decisions, Responses and Reasons	
a) What are your timelines for making registration decisions.	Registration decisions are typically made within 2-3 days of the relevant information being sent to the Registrar.
b) What are your timelines for responding to applicants in writing.	College staff typically respond to applicants in writing within 2-3 business days of a reported update on the applicant's file (e.g., sending a letter within 2-3 business days after Jurisprudence or Canadian Standard Assessment in Optometry results become available).

3. Provision of Timely Decisions, Responses and Reasons

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions.

A letter is sent to applicants who fail the Ontario Optometric Jurisprudence Exam within 2-3 business days of the results becoming available and includes information regarding areas of weakness shown by their results.

If an applicant fails to meet one of the requirements for registration, they will receive a letter indicating which requirement they have failed to meet and informing them that the Registrar proposes to refuse their application for registration and the matter is being referred to the Registration Committee. The letter is typically sent out within five business days of the application being completed. The applicant is told that he/she has 30 days to make a written appeal to the Registration Committee. The Registration Committee will consider appeals at their immediate next meeting; the Committee meets on a quarterly basis or as necessary depending on what issues are on the agenda. Meeting dates are judiciously set to allow prompt consideration of appeals. Once the minutes of the meeting dealing with the matter have been confirmed by the Chair, College staff will write to any applicant(s) who have had their application reviewed, informing them of the Committee's decision. This is typically done within three weeks following the meeting.

d) explain how your organization ensures that it adheres to these timelines.

College staff have the responsibility to process decisions as quickly as possible within the timelines specified in 3a.

If waiting for the next scheduled Registration Committee meeting means that an applicant is not going to receive an appropriately timely response, the Committee may decide to deal with a member's appeal electronically, prior to their next face-to-face meeting.

4. Access to Records	
a) Describe how you give applicants access to their own records related to their applications for registration.	Usually, the College does not receive requests from applicants requesting access to their records. Should an applicant request a copy of his or her record, for instance to prepare for an appeal to the Health Professions Appeal and Review Board (HPARB), the College makes a copy of the documents provided to HPARB available to the applicant.
b) Explain why access to applicants' own records would be limited or refused.	The College would only limit or refuse access to an applicants' own record in order to protect a third party.
c) State how and when you give applicants estimates of the fees for making records available.	The College currently does not charge a fee for making records available.
d) List the fees for making records available.	The College currently does not charge a fee for making records available.
e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.	The College currently does not charge a fee for making records available.

5. Resources for Applicants	
a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.	<p>Comprehensive application packages are available on the College website or by contacting the College offices. These packages include:</p> <ul style="list-style-type: none"> • information regarding how to fill in the application form; • a description of what it means to get a document notarized;

5. Resources for Applicants

- contact information for the Canadian Examiners in Optometry (CEO), the third party organization that administers the Canadian Standard Assessment in Optometry (CSAO), the entry to practice exam for the profession;
- information regarding how to obtain a Canadian Police Information Centre report (criminal record check);
- a copy of the registration requirements as they appear in the Registration Regulation with a recommendation regarding the sequence for completing the requirements and with notes in plain language to help explain the requirements.
- a checklist to help ensure the application is complete.

Applicants registered for the Ontario Optometric Jurisprudence Exam are sent a copy of the Jurisprudence Resource Binder 4-6 weeks before the exam. On the day before the exam, the College offers a one-day seminar to help prepare applicants for the exam. A comprehensive agenda listing the topics for discussion at the seminar and the location of the relevant information in the binder is provided to applicants with their binder. Sample exam questions are reviewed at the end of the seminar.

The College refers international optometric graduates to the International Optometric Bridging Program via telephone, email or links on the College website.

Applicants looking for information regarding the Canadian Standard Assessment in Optometry (CSAO) exam are referred to the Canadian Examiners in Optometry; an extensive guide for the CSAO exam and sample exam questions are available on their website.

College staff respond to registration inquiries on a daily basis by phone and email.

5. Resources for Applicants	
<p>b) Describe how your organization provides information to applicants about these resources.</p>	<p>Information about these resources is available on the College website and is included in all application packages.</p> <p>College staff respond to registration inquiries and provide information regarding relevant resources on a daily basis by phone and email.</p> <p>The College notifies applicants for registration via letter and/or e-mail about the jurisprudence seminar and exam.</p>

6. Internal Review or Appeal Processes	
<p>a) List your timelines for completing internal reviews or appeals of registration decisions.</p> <p>i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines</p> <p>ii. Among internal reviews or appeals that exceeded your timelines, state the number that was from internationally trained applicants.</p>	<p>If an applicant fails to meet one of the requirements for registration, they will receive a letter indicating which requirement they have failed to meet and informing them that the Registrar proposes to refuse their application for registration and the matter is being referred to the Registration Committee. The applicant is told that he/she has 30 days to make a written appeal to the Registration Committee. The Registration Committee will consider the matter at their immediate next meeting; the Committee meets on a quarterly basis or as necessary depending on what issues are on the agenda. If waiting for the next scheduled Registration Committee meeting means that an applicant is not going to receive an appropriately timely response, the Committee may decide to deal with a member's appeal electronically, prior to their next face-to-face meeting.</p> <p>i. To our best knowledge, there were no internal reviews or appeals of registration decisions that exceeded our timelines in 2008.</p> <p>ii. To our best knowledge, there were no internal reviews or appeals of registration decisions associated with internationally trained applicants that exceeded our timelines in 2008.</p>

6. Internal Review or Appeal Processes	
<p>b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.</p>	<p>When a letter is sent to the applicant informing him/her of the Registrar's proposal to refuse registration, a clause is included about the applicant's rights to make a written submission to the Registration Committee. Similarly, the applicant is notified of his/her rights during any telephone or e-mail communications.</p>
<p>c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.</p>	<p>In almost every instance, when the Registrar proposes to refuse registration it is because the applicant has failed to successfully complete the Canadian Standard Assessment in Optometry or the Ontario Optometric Jurisprudence exam in the required timeframe. The following standard clause is used in written correspondence with these applicants:</p> <p>“You have the right to make a written submission to the Committee within 30 days of the receipt of this letter if you wish to do so (quoting Regulated Health Professions (Code), Section 15. – (3)). After considering your application, the results and your written submission, if any, the Registration Committee will make a decision respecting your application (Ibid, Section 18. – (2)).”</p>
<p>d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.</p>	<p>The Registrar makes the initial registration decision. The Registration Committee considers all appeals and the Registrar is not involved.</p>

6. Internal Review or Appeal Processes	
<p>e) Describe your internal review or appeal process.</p>	<p>When an applicant sends a written submission to the College, the College staff person supporting the Registration Committee notifies the Committee Chair. The appeal is added to the agenda of the Committee's immediate next meeting. Copies of the applicant's submission are distributed to the Committee members in advance of the meeting. Once the minutes of the meeting have been written and confirmed with the Chair, the applicant is informed of the Committee's decision.</p>
<p>f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee; how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.</p>	<p>The Registration Committee is a statutory committee made up of four optometrists, one of whom is a member of Council, and one public member of Council appointed by the Government of Ontario.</p>

7. Information on Appeal Rights	
<p>This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.</p>	<p>Directly following a meeting of the Registration Committee to consider the applicant's appeal, a letter is written to the applicant incorporating the following clause:</p> <p>"You have the right to appeal the decision of the Registration Committee. If you choose to appeal this decision, your appeal should be addressed to: Health Professions Appeal and Review Board 151 Bloor Street West, 9th Floor Toronto, Ontario M5S 2T5"</p>

8. Assessment of Qualifications

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

The requirements for registration are outlined in detail in the Registration Regulation under the *Optometry Act*. The College issues General Certificates of Registration and Academic Certificates of Registration.

The academic requirement for a General Certificate is:

- successful completion of the course in optometry at the School of Optometry of the University of Waterloo and the award of the degree of doctor of optometry by the university, or
- successful completion of a course of study outside Ontario which the Registration Committee of the College deems to be the equivalent of the course at the School of Optometry of the University of Waterloo and the award of a degree that the Registration Committee determines is comparable to the degree of Doctor of Optometry of the University of Waterloo.

In order to be eligible for an Academic Certificate of Registration, the applicant must hold a full-time appointment as a faculty member of a university or other optometric educational facility in Ontario approved by the College. Holders of an Academic Certificate of Registration may engage in the practice of optometry only at the School of Optometry of the University of Waterloo or at another university or optometric educational facility in Ontario approved by Council. The academic requirement for an Academic Certificate is:

- successful completion of a course in optometry at a school accredited by the Accreditation Council on Optometric Education, together with the award of a degree of doctor of optometry from that university, or

8. Assessment of Qualifications

- successful completion of a course in optometry at a university in the United Kingdom, together with the award of a degree from that university, and current or past membership in the British College of Optometrists, or
- successful completion of a course outside of Ontario that the Registration Committee, having considered the rest of the applicant's qualifications, determines is acceptable.

The College has collaborated with the University of Waterloo School of Optometry to develop the International Optometric Bridging Program (IOBP) to assist international applicants with the academic equivalency requirement. In order to be eligible for the program, candidates must meet the following criteria:

- be currently licensed or registered to practice optometry outside Canada and have successfully completed:
 - two years of university undergraduate courses followed by a four-year optometry degree program*; or
 - a four-year optometry degree program* followed by two years of optometric work experience; or
 - one year of university undergraduate courses followed by a four-year optometry degree program* followed by one year of optometric work experience.

As of 2008 (graduating class of 2012), the prerequisite for programs accredited by the Accreditation Council on Optometric Education (the body that accredits programs recognized by the College) will be three years of undergraduate science courses. Accordingly, as of 2012, eligibility criteria for the IOBP will be:

- be currently licensed or registered to practice optometry outside Canada and have successfully completed:
 - three years of university undergraduate courses followed by a four-year optometry degree program*; or
 - a four –year optometry degree program* followed by three years of optometric work experience; or
 - one year of university undergraduate courses followed by a four-year

8. Assessment of Qualifications	
	<p>optometry program* followed by two years of optometric work experience; or</p> <ul style="list-style-type: none"> ➤ two years of university undergraduate courses followed by a four-year optometry degree program* followed by one year of optometric work experience. <p>*a three year optometry program followed by a mandatory pre-registration practice year prior to licensing will be accepted as a four-year program.</p>
<p>b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.</p>	<p>The International Optometric Bridging Program includes a comprehensive process that involves assessment of academic credentials, language skills, and prior learning.</p>
<p>c) Explain how work experience in the profession is assessed.</p>	<p>Work experience is not a requirement for registration.</p> <p>When applicants apply for the International Optometric Bridging Program, work experience may be considered in lieu of undergraduate education prior to the four-year professional optometric degree [see 8.a) above]. Optometric work experience is defined as working as an optometrist in a country outside Canada. Applicants are required to submit reference letters from their employers.</p> <p>All applicants for registration who have practised optometry in another jurisdiction must not have any finding of, or current proceeding involving an allegation of professional misconduct, incompetence or incapacity or any like finding or proceeding against him/her in another jurisdiction.</p>

8. Assessment of Qualifications	
<p>d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.</p>	<p>Assessment of international graduates is conducted by the International Optometric Bridging Program. They verify accuracy and currency of documents by direct communication with the overseas universities.</p> <p>If an applicant has ever been licensed or registered to practise optometry or any other regulated health profession, the applicant is to arrange for the licensing body where he/she practised to send the College a letter outlining their current status in that jurisdiction and whether there have ever been any proceedings against the applicant involving allegations of professional misconduct, incapacity or like finding. This letter must be dated no more than six months before their Certificate of Registration was issued and activated.</p> <p>The applicant is to complete their application form, sign it and have it notarized. Upon successful completion of the application process, the applicant is asked to confirm the accuracy of the information provided in their application form. If the applicant provides the College with false or misleading information on their application, the applicant will be deemed not to have satisfied the requirements for registration.</p>
<p>e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.</p>	<p>Over the past five years, the International Optometric Bridging Program has developed a database that compares the academic programs from many universities. This has been done by requesting syllabi from the universities and comparing categories of specific courses. The database includes information from all previously assessed academic institutions along with the year the program was assessed. New applicants are checked against the database to determine if their specific program and year have previously been assessed. The database continues to be added to on a regular basis.</p>

8. Assessment of Qualifications	
<p>f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.</p>	<p>An optometry degree from an overseas university must be recognized for licensure as an optometrist in that country and/or must be from a university recognized by the World Council of Optometry.</p>
<p>g) Describe how your organization accommodates applicants with special needs, such as visual impairment.</p>	<p>The College has not had to deal with special needs applicants in the past but is willing to do so. Providing an individual had the physical ability to perform the clinical procedures necessary to practise optometry, special needs would be accommodated. The College building is wheelchair accessible.</p>
<p>h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.</p> <ul style="list-style-type: none"> i. State whether the average time differs for internationally trained individuals. ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference. 	<p>Not all those who apply to the College to practise optometry in Ontario follow through with their application. The length of time required to complete the entire registration process varies depending on the individual's circumstances. The average length of time for applicants to complete the entire registration process is approximately 9-10 months. Applications may be submitted at any time and many applicants submit their application well in advance of completing the requirements for registration, e.g., many students submit an application several months before graduating from their optometry program.</p> <ul style="list-style-type: none"> i. The average time differs for the majority of IOGs. ii. The time that IOGs take to complete the entire registration process is typically greater than the average for all applicants because it often takes more than one attempt to pass the entry-to-practice exams.
<p>i) If your organization conducts credential assessments:</p> <ul style="list-style-type: none"> i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment. ii. Describe the criteria that are applied to 	<p>The College does not conduct credential assessments. Credential assessments are conducted by the International Optometric Bridging Program (IOBP).</p>

8. Assessment of Qualifications	
<p>iii. determine equivalency. Explain how work experience is taken into account.</p>	
<p>j) If your organization conducts competency assessments:</p> <ul style="list-style-type: none"> i. Describe the methodology used to evaluate competency. ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated. iii. Explain how work experience is used in the assessment of competency. 	<p>The College does not conduct competency assessments. Competency assessments are conducted by the International Optometric Bridging Program (IOBP).</p>
<p>k) If your organization conducts prior learning assessments:</p> <ul style="list-style-type: none"> i. Describe the methodology used to evaluate prior learning. ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated. iii. Explain how work experience is used in the assessment of prior learning. 	<p>The College does not conduct prior learning assessments. Prior learning assessments are conducted by the International Optometric Bridging Program (IOBP).</p>
<p>l) If your organization administers examinations:</p> <ul style="list-style-type: none"> i. Describe the exam format, scoring method and number of rewrites permitted. 	<p>The College administers the Ontario Optometric Jurisprudence Exam.</p> <ul style="list-style-type: none"> i. It is an open book exam that consists of 60 multiple choice questions which cover all aspects of legislation governing the practice of optometry in Ontario. Applicants must successfully complete the exam within 12 months of submitting their application to the College. The

8. Assessment of Qualifications	
<p>ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.</p> <p>iii. State how often exam questions are updated and the process for doing so.</p>	<p>exam is offered at least twice annually.</p> <p>ii. The College reviews the exam before and after each administration to ensure that the exam maintains its validity and reliability. If results indicate that a question is not valid, it is rewritten or removed from the bank of questions.</p> <p>iii. The exam questions are updated twice annually by two College examiners.</p>

9. Third-Party Organizations	
<p>a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.</p>	<p>The College relies on the International Optometric Bridging program for the assessment and bridging of international optometric graduates. The College also relies on the Canadian Examiners in Optometry to develop and administer the Canadian Standard Assessment in Optometry exam.</p>
<p>b) Explain what measures your organization takes to ensure that any third-party organization that it relies on to make an assessment:</p> <p>i. provides information about assessment practices to applicants</p> <p>ii. utilizes current and accurate information about qualifications from outside Canada</p> <p>iii. provides timely decisions, responses and reasons to applicants</p> <p>iv. provides training to individuals assessing qualifications</p> <p>v. provides access to records related to the assessment to applicants</p> <p>vi. accommodates applicants with special needs, such as visual impairment</p>	<p>The Registration Committee was closely involved with the development of the International Optometric Bridging Program and continues to monitor the program on an ongoing basis. The Committee receives a report from the Director of the program at each Committee meeting, as well as detailed annual reports.</p> <p>Canadian Examiners in Optometry (CEO) is a not-for-profit corporation whose shareholders are the ten provincial Regulators including the College. The Registration Committee reviews the Canadian Standard Assessment in Optometry Exam syllabus annually and is in the process of re-evaluating CEO's administrative procedures. The College's Executive Committee reviews CEO's annual reports and makes recommendations concerning CEO to the College's Council for approval.</p>

9. Third-Party Organizations

c) If your organization relies on a third party to conduct credential assessments:

- i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.
- ii. Describe the criteria that are applied to determine equivalency.

iii. Explain how work experience is taken into account.

- i. The International Optometric Bridging Program (IOBP) does not determine the level but rather determines that the applicant has successfully completed a four-year optometry degree.
- ii. Equivalency is not determined by the name of the degree. The IOBP assessment verifies the following:
 - that the applicant completed a primary and secondary education that allows for entrance to university –level education
 - that the applicant's higher secondary education (including the professional optometry education) is at a university degree level
 - that the applicant graduated from an accredited/recognized/approved optometry program
 - that the applicant completed a minimum of a four-year optometric degree program with required courses in identified categories
 - that the applicant, through their education, is eligible for licensure to practise as an optometrist where their education was completed
 - that the applicant is proficient in either English or French.

A “successful” result on the academic credentialing assessment confirms that the applicant has met the minimal credentialing standard and can move forward to the Prior Learning Assessment (PLA). An “unsuccessful” result indicates that no mechanism exists through the IOBP for the applicant to move forward. The PLA is an important component for determining equivalency.

iii. If a candidate does not have two years of university undergraduate education followed by a four-year optometry degree, the IOBP will accept a four-year optometry degree followed by two years of work experience.

A three-year optometry program followed by a mandatory pre-registration practice year prior to licensure is deemed to be equivalent to a four-year optometry degree.

The PLA is used to assess the work experience of international graduates.

9. Third-Party Organizations

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

iii. Explain how work experience is used in the assessment of competency.

i. All applicants are required to pass the Canadian Standard Assessment in Optometry (CSAO) competency-based exam administered by the Canadian Examiners in Optometry (CEO).

In the International Optometric Bridging Program, the prior learning assessment is a form of competency assessment and is conducted in two parts:

- Written test of optometric knowledge and clinical judgment that consists of 280 multiple-choice questions. 40% of these questions are exchanged on a yearly basis
- An evaluation of clinical technical skills consisting of four forty five minute sessions

ii. With regard to the CSAO, competency-based performance standards (CBPS) were developed by the CEO Competence Committee and the CBPS Working Group, a group of practising optometrists from across Canada. The Competency-Based Performance Standards have been sent for review to all provincial regulatory authorities in optometry, and national and international stakeholders. Initial versions were reviewed in detail by CEO committees and focus groups.

With regard to the PLA, the written assessment is administered and validated on a regular basis by the Canadian Examiners in Optometry (CEO). CEO administers the entry to practice examination for optometry in Canada and the PLA is validated by the same methods used for validating this examination. The clinical assessment follows the CEO format.

iii. Work experience may be beneficial but is not required or specifically accounted for.

9. Third-Party Organizations

e) If your organization relies on a third party to conduct prior learning assessments:

- i. Describe the methodology used to evaluate prior learning.
- ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.
- iii. Explain how work experience is used in the assessment of prior learning.

- i. In the International Optometric Bridging Program, the prior learning assessment is conducted in two parts:
 - Written test of optometric knowledge and clinical judgment that consists of 280 multiple-choice questions. 40% of these questions are exchanged on a yearly basis
 - An evaluation of clinical technical skills consisting of four forty five minute sessions
- ii. The written assessment is administered and validated on a regular basis by the Canadian Examiners in Optometry (CEO). CEO administers the entry to practice examination for optometry in Canada and the PLA is validated by the same methods used for validating this examination. The clinical assessment follows the CEO format.
- iii. Work experience may be beneficial but is not required or specifically accounted for.

f) If your organization relies on a third party to administer examinations:

- i. Describe the exam format, scoring method and number of rewrites permitted.

- i. The Canadian Standard Assessment in Optometry (CSAO) is the national entry to practice examination. It is comprised of seven components, each of which represents an essential collection of competencies and attributes required of an optometrist. Each component is administered using either written examinations or performance examinations. Please refer to the Canadian Examiners in Optometry (CEO) guide at: [www.ceo-eco.org/2008%20Guide%20to%20the%20CSAO%20\(English\).pdf](http://www.ceo-eco.org/2008%20Guide%20to%20the%20CSAO%20(English).pdf) for detailed information regarding the exam format and scoring method. Candidates must pass all components of the exam within three (3)

9. Third-Party Organizations

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

iii. State how often exam questions are updated and the process for doing so.

consecutive administrations before being issued a report and certificate indicating that they are competent.

ii. A rigorous process of question analysis is undertaken by CEO's Assessment Committee following an administration of the CSAO in order to ensure that the questions included in the examination are unambiguous and discriminating. Questions that fail standard measures of their integrity are removed from scoring for all candidates.

Candidate's individual assessment experiences are also considered. If a question was not administered appropriately to an individual applicant, the item may be deleted from the scoring of that applicant alone. For example, if an event within the administration of a Skills component prevented a candidate from obtaining particular results, then the affected questions are deleted from that candidate's scoring.

Assessor's responses to questions are reviewed to ensure accuracy by comparing the expected clinical results to a candidate's results. Inaccuracies in assessor's responses are corrected prior to scoring.

Before publishing results, the Assessment Committee considers the overall reliability of scores generated. Particular attention is paid to ensure that item analysis determinations, generally and individually, have been applied to each candidate's assessment.

When a candidate appears to have failed a component, a further analysis is undertaken prior to publishing the results to ensure that the score resulted from that candidate's performance and not from administrative factors.

iii. The CSAO Committee is responsible for specifying the structure of the CSAO, setting minimum performance levels for the CSAO, selecting questions from the assessment questions database for its written components, administering the CSAO, and reporting.

10. Training

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

i. CEO has training for its own clinical assessors and test question writers.

The IOBP has assessors who assess qualifications, conduct academic credentialing, administer prior learning assessments and deliver the Bridging Program.

- Individuals assessing academic credentials have attended workshops offered by WES on this topic. The Registrar's office at the University of Waterloo is also a resource should questions arise.
- Clinical skills assessments are administered by optometric practitioners. These practitioners undergo an orientation session to familiarize them with expectations from candidates as well as cultural differences that might arise during the assessment process.
- The Bridging Programs are delivered by optometric faculty at the University of Waterloo. Faculty undergoes performance evaluations with regard to their teaching on an annual basis.

ii. individuals who make registration decisions

iii. individuals who make internal review or appeal decisions

ii. and iii. College Registration Committee members are provided with an orientation at the beginning of each fiscal year. Both Registration Committee members and College staff attend seminars such as the Fair Registration Practices Procedures seminar offered by Mr. Richard Steinecke and his associates. In addition, College staff receive registration-related newsletters published by Mr. Steinecke. The College is a member of the Ontario Regulators for Access (ORAC) and College staff attended the Managing Cultural Differences workshop provided by ORAC. College staff members also attend Federation working group meetings where registration issues are discussed.

11. Agreements on the Recognition of Qualifications	
Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.	
a) List any agreements on the recognition of qualifications that were in place during the reporting period.	<p>Mutual Recognition Agreement (MRA) Among Regulators of Optometry in Canada, April 22, 2001</p> <p>Agreement on Internal Trade (AIT) agreement, December 2008</p>
b) Explain the impact of these agreements on the registration process or on applicants for registration	<p>The MRA currently applies to applicants from other Canadian jurisdictions. It has national impact, applying differentially to applicants registered before July 1, 2001 and after July 1, 2001. The impact is that it makes it easier for these applicants to move from another Canadian province/territory than previously.</p> <p>Given the AIT agreement initiated by federal/provincial/territorial governments, it is highly likely that a new regime of recognizing applicants for registration coming from other Canadian provinces and territories will come about in August 2009.</p>

12. Data Collection							
Languages in which application information materials are available							
a) Indicate the languages in which application information materials are available.	<table> <tr> <td>English</td> <td>Yes</td> </tr> <tr> <td>French</td> <td>No</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>	English	Yes	French	No	Other	
English	Yes						
French	No						
Other							

12. Data Collection																							
<p>Paid staff employed by your organization</p> <p>b) State the number of paid staff employed by your organization in the following categories:</p>	<table border="0"> <tr> <td>Total staff employed by the regulatory body</td> <td>6</td> </tr> <tr> <td>Staff involved in appeals process</td> <td>2</td> </tr> <tr> <td>Staff involved in registration process</td> <td>3</td> </tr> </table>					Total staff employed by the regulatory body	6	Staff involved in appeals process	2	Staff involved in registration process	3												
Total staff employed by the regulatory body	6																						
Staff involved in appeals process	2																						
Staff involved in registration process	3																						
<p>Countries where internationally educated applicants were initially trained</p> <p>c) List the countries where your internationally educated applicants were initially trained in the profession, and the number of applicants trained in each country:</p>	<p>In 2008:</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Country of training (Can excl.)</th> <th style="text-align: center;">No. of Applicants</th> </tr> </thead> <tbody> <tr> <td>Largest number</td> <td>United States</td> <td>45</td> </tr> <tr> <td>2nd largest number</td> <td>India</td> <td>5</td> </tr> <tr> <td>3rd largest number</td> <td>China</td> <td>4</td> </tr> <tr> <td>4th largest number</td> <td>Iran</td> <td>4</td> </tr> <tr> <td>5th largest number</td> <td>Australia</td> <td>2</td> </tr> </tbody> </table>						Country of training (Can excl.)	No. of Applicants	Largest number	United States	45	2 nd largest number	India	5	3 rd largest number	China	4	4 th largest number	Iran	4	5 th largest number	Australia	2
	Country of training (Can excl.)	No. of Applicants																					
Largest number	United States	45																					
2 nd largest number	India	5																					
3 rd largest number	China	4																					
4 th largest number	Iran	4																					
5 th largest number	Australia	2																					
<p>Jurisdiction where members were initially trained</p> <p>d) Indicate where your members' were initially trained in the profession.</p> <p>Total members, non-practising members</p>	<p>Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Ontario</th> <th style="text-align: center;">Other Province</th> <th style="text-align: center;">USA</th> <th style="text-align: center;">Other Int'l</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Pract.</td> <td style="text-align: center;">1222</td> <td style="text-align: center;">43</td> <td style="text-align: center;">271</td> <td style="text-align: center;">69</td> <td style="text-align: center;">1586</td> </tr> <tr> <td>Non-prac.</td> <td style="text-align: center;">10</td> <td style="text-align: center;">1</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> <td style="text-align: center;">19</td> </tr> </tbody> </table>						Ontario	Other Province	USA	Other Int'l	Total	Pract.	1222	43	271	69	1586	Non-prac.	10	1	5	3	19
	Ontario	Other Province	USA	Other Int'l	Total																		
Pract.	1222	43	271	69	1586																		
Non-prac.	10	1	5	3	19																		

12. Data Collection

Applications your organization processed in the past year

e) State the number of applications your organization processed in the past year:

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

	Ontario	Other Province	USA	Other Int'l	Total
i. New applications received.	48	3	45	21	117
ii. Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year).	6	0	14	7	27
i. Inactive applicants (applicants who had no contact with your organization in the reporting year).	0	0	2	1	3
ii. Applicants who met all requirements and were authorized to become members but did not become members.	4	1	5	7	17
iii. Applicants who became members.	41	2	37	10	90
iv. Applicants who were authorized to receive an alternative class of licence but were not issued a licence.	0	0	0	0	0
v. Applicants who were issued an alternative class of licence.	0	0	1	0	1

12. Data Collection					
Reviews and appeals your organization processed in the past year	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)				
	Ontario	Other Province	USA	Other Int'l	Total
f) State the no. of reviews and appeals your organization processed in the past year:					
i. 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.	i.	0	0	0	0
ii. Applicants who initiated an appeal of a registration decision.	ii.	0	0	1	1
iii. Appeals heard.	iii.	0	0	0	0
iv. Registration decisions changed following an appeal.	iv.	0	0	0	0