

# Fair Registration Practices Report

## Nurses (2015)

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 (FARPACKTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACKTA
- 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.

The following are improvements to the ways in which an applicant can meet certain registration requirements:

- Language proficiency requirement - Expanded the ways in which an applicant can meet language proficiency to include proof of registration as a nurse in another Canadian province or territory within the past two years. See: <http://www.cno.org/en/become-a-nurse/registration-requirements/language-proficiency/>.
- Citizenship, Permanent Residency or Authorization to Practise Nursing requirement - Expanded the way in which an applicant can meet this requirement to include acceptance of a study permit authorizing the practice of nursing in Ontario and accepting evidence of implied status for those applicants who are seeking to extend/renew a work permit where it has expired. See: <http://www.cno.org/en/become-a-nurse/registration-requirements/citizenship/>

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

The improvements provided acceptable alternatives for applicants to meet the language proficiency and the citizenship requirements. For example: with respect to the citizenship requirement, applicants, whose permit has expired, are now not required to wait until they get a new work permit, as long as they can provide evidence of having applied for a new work permit. This enhances timelines for processing the application and accessing the nursing profession.

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

The improvements enhanced staff's ability, on behalf of the Executive Director, to make the determination that an applicant has met the requirements for registration in a transparent, objective, impartial and fair manner.

### 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.**

Changes to fees in 2015 include:

- The fee for an evaluation completed at Touchstone Institute was changed from \$200 to \$400 for evaluations completed after October 31, 2015. The fee was increased by Touchstone to continue the process of becoming self-sufficient.
- Fees for candidates who attempt the required examination to become registered as an RPN, other than the Jurisprudence examination, changed from \$240 to \$255 for examinations completed in 2015. The fee was increased due to a higher cost for purchasing the exam from Assessment Strategies Inc.

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

This change impacts new applicants for an evaluation at Touchstone Institute and RPN applicants who attempt the required examination.

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

The changes to the College's fees are based on a cost recovery principle.

**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.**

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

**g) Resources for applicants**

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

The College enhanced information for applicants available on the website for the following registration requirements:

Nursing education:

- provided more details in the FAQ: Internationally Educated Nurses Competency Assessment Program (IENCAP), including how the IENCAP is used as part of the College's evaluation (<http://www.cno.org/en/become-a-nurse/registration-requirements/education/faq-iencap/>)
- included additional information in the FAQ: Competency Assessment Supplement (CAS), including information about how to write the CAS and citing sources and plagiarism (<http://www.cno.org/en/become-a-nurse/registration-requirements/education/faq-competency-assessment-supplement/>)

Registration examination:

- provided more details on registration exams and processes, including information about repeated attempts, review by the Registration Committee, and extenuating circumstances (<http://cno.org/en/become-a-nurse/registration-requirements/registration-examination/>)
- included additional information and resources about the NCLEX-RN examination administered by the National Council of State

Boards of Nursing (NCSBN) for applicants preparing to meet the examination requirement for registration (<http://www.cno.org/en/become-a-nurse/entry-to-practice-examinations/nclex-rn/>)

Language proficiency:

- provided updated information on an alternate way to meet the language proficiency requirement, and included visuals on the process (<http://cno.org/en/become-a-nurse/registration-requirements/language-proficiency/>)
- Updated Timeline information on the web to specifically outline that written correspondence will be acknowledged within 10 business days (<http://www.cno.org/en/become-a-nurse/new-applicants1/outside-canada/timelines-translations/>)

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

The improvements increased transparency of information available to applicants on the College's website.

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

The improvements enabled the College to communicate more effectively with applicants.

**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.**

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

**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.

On March 7 2013, the Council of the College approved the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as the examination for registration as a Registered Nurse (RN) in the General Class as of January 1, 2015. As of January 1, 2015, the Canadian Registered Nurse Examination was no longer available to RN applicants. The first day the NCLEX-RN examination was offered in Canada was January 5, 2015.

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

The NCLEX-RN is more accessible to applicants. This includes year-round access to the examination, access to test centres across Canada, and issuance of examination results in a more timely manner, within 1-2 business days.

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

As Ontario's nursing regulator, we are accountable for ensuring that registration is granted to only those who demonstrate the nursing knowledge to provide safe care. We regularly review processes for assessing this knowledge in order to determine the most accessible, fair, and efficient approaches. The NCLEX-RN met the College's requirement for being a valid and reliable examination and it leverages advances in technology to enhance efficiency in the examination administration processes.

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

No changes this year

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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	1346
Female	8987
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	12464
Female	158800
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 education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			India 578		
			Philippines 351		
			Iran 28		
			Jamaica 25		
			U.K. 18		
			Nigeria 13		
			Nepal 11		
			Pakistan 10		
			France 8		
			Australia 8		
			Ukraine 4		
			Jordan 4		
			Lebanon 3		
			Ireland 3		
			China 3		
			Brazil 2		
			S Arabia 2		
			Greece 2		
			Algeria 2		
			Belgium 2		
			Antigua And Barbuda 2		
			Bangladesh 2		
			Korea 2		
			Rwanda 1		
			United Arab Emirates 1		
8542	602	79	Singapore 1	0	10333
			Cameroon 1		
			Finland 1		
			Kenya 1		
			Scotland 1		
			Bulgaria 1		
			Uganda 1		
			Ghana 1		
			Zambia 1		
			Colombia 1		
			Russia 1		
			New Zealand 1		
			Egypt 1		
			Grenada 1		
			Serbia 1		
			Norway 1		
			S. Africa 1		
			Haiti 1		
			Israel 1		
			Palestinian Territory, Occupied1		
			Italy 1		
			Iceland 1		
			Zimbabwe 1		
			Congo 1		
			Côte D'ivoire 1		
			Total 1110		

<sup>1</sup> 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 education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			India 868		
			Philippines 457		
			Pakistan 26		
			Iran 23		
			China 21		
			Jamaica 20		
			Jordan 19		
			U.K. 14		
			Nigeria 12		
			Israel 10		
			Korea 8		
			Kenya 7		
			Nepal 7		
			Ukraine 7		
			Australia 4		
			Romania 4		
			United Arab Emirates 4		
			Guyana 3		
			S. Africa 3		
			Cameroon 3		
			Brazil 3		
			Colombia 3		
			Lebanon 3		
			Taiwan, Province Of China 2		
			Peru 2		
			Cuba 2		
7235	440	68	Bulgaria 2	0	9312
			Ethiopia 2		
			Sri Lanka 2		
			Mauritania 2		
			Haiti 1		
			Malta 1		
			Uganda 1		
			France 1		
			Saint Lucia 1		
			Zaire 1		
			Algeria 1		
			Ghana 1		
			Iraq 1		
			Ireland 1		
			Russia 1		
			Hong Kong 1		
			Greece 1		
			Egypt 1		
			Swaziland 1		
			Italy 1		
			Thailand 1		
			Eritrea 1		
			Latvia 1		
			Portugal 1		
			Malaysia 1		
			Puerto Rico 1		
			Iceland 1		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Zimbabwe 1 Moldova, Republic Of 1 Myanmar 1 Total 1569		

<sup>1</sup> 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 education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Philippines 5746 India 3641 U.K. 1712 Poland 594 Hong Kong 549 China 475 Iran 428 Russia 416 Jamaica 410 Macedonia, The Former Yugo 337 Romania 302 Israel 283 Pakistan 219 Nigeria 203 Korea 200 Australia 123 Lebanon 113 Germany 96 Guyana 93 S. Africa 93 Ghana 86 Trinidad 78 Sri Lanka 72 Czech Republic 69 Ukraine 65 Ireland 64 Jordan 60 Netherlands 55 Colombia 52 Ethiopia 47 Kenya 46 Haiti 44 Hungary 44 New Zealand 40 Taiwan, Province Of China 39 Japan 38 Peru 34 Nepal 30 Brazil 28 Zimbabwe 27 Bulgaria 26 France 26 Singapore 25 United Arab Emirates 22 Italy 21 Finland 20 Belgium 20 Sweden 19		
143180	8670	1541		161	171264

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Barbados 18		
			Switzerland 17		
			Cuba 15		
			Albania 15		
			Serbia 14		
			Saint Vincent And The Grenadines 14		
			Uganda 14		
			Chile 14		
			Malaysia 14		
			Portugal 13		
			Rwanda 13		
			Thailand 13		
			Norway 11		
			Turkey 11		
			Grenada 11		
			Uruguay 10		
			Cameroon 9		
			Austria 9		
			Mauritania 9		
			Egypt 9		
			Zambia 9		
			Bosnia And Herzegovina 8		
			Moldova, Republic Of 8		
			Malta 7		
			Congo 7		
			Tanzania, United Republic Of 7		
			Greece 7		
			Uzbekistan 7		
			Denmark 7		
			Belarus 7		
			Mexico 7		
			Croatia 6		
			Burundi 6		
			El Salvador 6		
			Sierra Leone 6		
			Slovakia 6		
			Afghanistan 6		
			Venezuela 5		
			Somalia 5		
			Ecuador 5		
			Nicaragua 4		
			Saint Kitts And Nevis 4		
			Azerbaijan 4		
			Saint Lucia 4		
			Botswana 4		
			Argentina 4		
			Algeria 4		
			Iraq 4		
			Scotland 3		
			Antigua And Barbuda 3		
			Kazakhstan 3		
			Morocco 3		
			Fiji 3		
			Tunisia 3		
			Lithuania 3		
			Iceland 3		
			Latvia 3		
			Puerto Rico 2		
			Eritrea 2		
			Mongolia 2		
			Spain 2		
			Djibouti 2		
			Sudan 2		



Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Georgia 2		
			Swaziland 2		
			Kuwait 2		
			Costa Rica 2		
			Tajikistan 2		
			Dominica 2		
			Panama 1		
			Zaire 1		
			Armenia 1		
			Bahamas 1		
			Liberia 1		
			Côte D'ivoire 1		
			Kyrgyzstan 1		
			Macedonia, The Former Yugo 1		
			Qatar 1		
			Bangladesh 1		
			Lesotho 1		
			Myanmar 1		
			Guatemala 1		
			S Arabia 1		
			Total 17712		

<sup>1</sup> 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 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	8542	597	79	1115	0	<b>10333</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	11492	1017	325	11985	0	<b>24819</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	466	256	155	3577	0	<b>4454</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	674	76	8	71	0	<b>829</b>
<b>Applicants who became FULLY registered members</b>	7235	440	68	1569	0	<b>9312</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	1451	14	0	2	0	<b>1467</b>

<sup>1</sup> 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)	General Class	<p><b>Description (a)</b></p> <p>Most nurses registered with the College belong to the General Class. Both Registered Nurses and Registered Practical Nurses belong in this class.</p>
b)	Extended Class (Nurse Practitioners)	<p><b>Description (b)</b></p> <p>The <b>Extended Class</b> is for RNs who have additional education and clinical experience that allows them to practise as Nurse Practitioners. Members in this class have an expanded scope of practice, with the authority to diagnose, prescribe medication, perform procedures, and order and interpret diagnostic tests.</p>
c)	Non-Practising Class	<p><b>Description (c)</b></p> <p>The <b>Non-Practising Class</b> is for members who want to remain College members at times when they are not practising nursing in Ontario.</p>
d)	Temporary Class	<p><b>Description (d)</b></p> <p>The <b>Temporary Class</b> is an option for applicants who have met all the registration requirements for the General Class <i>except</i> completing the registration exam. Applicants are not eligible if they have failed the exam on one occasion. Members in this class are allowed to practise under defined terms and conditions. They can join the General Class after they pass the exam. Membership ceases at the earliest of the first failure on the exam, expiry of six months or becoming eligible for registration in the General Class.</p>
e)	Special Assignment Class	<p><b>Description (e)</b></p> <p>The <b>Special Assignment Class</b> is a time-limited registration for nurses who have an appointment as an RN or RPN with an approved facility in Ontario. Members in this class can only practise within the scope of their appointment and only under defined terms and conditions.</p>
f)	Emergency Class	<p><b>Description (f)</b></p> <p>The <b>Emergency Assignment Class</b> comes into force when the provincial government declares an emergency and asks the College to issue Emergency Assignment certificates of registration to qualified nurses.</p>

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 <sup>st</sup> to December 31 <sup>st</sup> 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	254	9	21	916	0	1200
Applicants who initiated an appeal of a registration decision	57	0	0	62	0	119
Appeals heard	20	0	1	19	0	40
Registration decisions changed following an appeal	1	0	0	0	0	1

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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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	196
Staff involved in appeals process	4
Staff involved in registration process	38

Additional comments:

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### 3. Submission

I hereby certify that:

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

Anne Coghlan

**Title:**

Executive Director and CEO

**Date:**

2016/02/26

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