

Fair Registration Practices Report

Medical Laboratory Technologists (2017)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Index

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

1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

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

No changes this year

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

No changes this year

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

No changes this year

b) Assessment of qualifications

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

No changes this year

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

No changes this year

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

No changes this year

c) Provision of timely decisions, responses, and reasons

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

No changes this year

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

No changes this year

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

No changes this year

d) Fees

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

Registration renewal processes were modified to only accept credit card and interac online payment through a third party provider, Chase Paymentech.

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

A small number of MLTs that traditionally paid for their registration renewal fees by cheque or directly through their bank were not allowed to do so this year. Those members successfully used the online payment service.

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

The move to online payment streamlined the registration renewal payment processes, leading to greater efficiency and effectiveness in financial accounting of registration renewal fees.

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.

To comply with the Minister of Health and Long-Term Care Eric Hoskins' request for Ontario's regulatory health Colleges to make transparency a priority objective in their strategic plans and make more information available to Ontarians, Colleges expanded the information they make public about members on their Public Registers.

After considering the feedback collected through an open consultation period, the CMLTO Council approved the

Bylaw amendments which added the following CMLTO member information to the Public Register, effective January 1, 2017:

- Full registration history
- All places of practice
- Inquiries, Complaints & Reports Committee (ICRC) Cautions
- ICRC Specified Continuing Education or Remediation Programs (SCERPs)
- ICRC Undertakings
- ICRC Cautions will be removed from the Public Register after two (2) years.
- SCERPs and Undertakings will be removed from the Public Register when the ICRC orders have been completed/complied with.

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

The changes to the CMLTO Consolidated Bylaws regarding information on the Public Register had no impact on applicants. For members, the impact was that more information was publicly available, including a full registration history, effective January 1, 2017. This change was communicated to all members in 2017, and is mirrored in formal correspondences with members.

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

Internal information technology processes were augmented to ensure that the CMLTO Public Register is up to date in real time with any and all changes to the registration status of any and all members.

g) Resources for applicants

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

Flow charts depicting the following processes were developed and included on the CMLTO website in 2017:

- Changing registration class
- Mandatory reports

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

Flow charts assist applicants and members in understanding registration processes while increasing transparency.

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

Flow charts ensure that the registration processes are transparent and communicated in alternative formats to applicants and members.

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

l) Other (include as many items as applicable)

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

No changes this year

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

No changes this year

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

No changes this year

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

No changes this year

[BACK TO INDEX](#)

2. Quantitative Information

a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

All communications related to registration matters (e.g. initial notification of membership, change of class notification, registration renewal notification) are available in French, and are sent to members who indicate that their preferred language of communication is French.

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	74
Female	221
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	1394
Female	5487
None of the above	0

Additional comments:

d) Jurisdiction where applicants obtained their initial education

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

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
192	33	2	Armenia 1	0	295
			Cameroon 1		
			Colombia 2		
			Egypt 3		
			India 22		
			Iran 4		
			Jamaica 3		
			Lebanon 1		
			Nepal 3		
			Nigeria 3		
			Pakistan 3		
			Philippines 18		
			Sudan 2		
			Taiwan, Province Of China 1		
Peru 1					
Total 68					

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
192	33	2	India 21	0	294
			Armenia 1		
			Cameroon 1		
			Colombia 2		
			Egypt 3		
			Iran 4		
			Jamaica 3		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Lebanon 1		
			Nepal 3		
			Nigeria 3		
			Pakistan 3		
			Peru 1		
			Philippines 18		
			Sudan 2		
			Taiwan, Province Of China 1		
			Total 67		

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
			Ecuador 1		
			Ethiopia 1		
			Finland 1		
			Hong Kong 33		
			Iraq 6		
			Israel 1		
			Jamaica 14		
			China 37		
			Egypt 17		
			India 218		
5049	396	33	Philippines 327	466	6881
			Sudan 8		
			Congo 1		
			U.K. 30		
			Nepal 8		
			Netherlands 3		
			New Zealand 2		
			Nigeria 13		
			Pakistan 27		
			Peru 1		
			Costa Rica 1		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Czech Republic 1		
			Australia 2		
			Bangladesh 1		
			Belarus 1		
			Bosnia And Herzegovina 3		
			Bulgaria 1		
			Cameroon 3		
			Chile 1		
			Colombia 8		
			Denmark 1		
			Poland 9		
			Japan 1		
			Jordan 10		
			Kuwait 5		
			Lebanon 9		
			Malaysia 1		
			Mauritius 3		
			Myanmar 1		
			Qatar 2		
			Romania 2		
			OTHER 20		
			Russia 5		
			S. Africa 8		
			Sri Lanka 13		
			Sweden 1		
			Switzerland 1		
			Taiwan, Province Of China 5		
			Trinidad 1		
			Ukraine 1		
			United Arab Emirates 2		
			Venezuela 1		
			Yemen 1		
			Belgium 1		
			Ghana 1		
			Greece 1		
			Macedonia, The Former Yugoslav 2		
			S Arabia 1		
			Uganda 1		
			Guyana 5		
			Iran 43		
			Norway 1		
			Palestinian Territory, Occupied 5		
			Portugal 2		
			Total 937		

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	192	33	2	68	0	295
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	192	33	2	68	0	295
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	0	0	0	0	0	0
Applicants who became FULLY registered members	190	33	2	67	0	292
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	0	0	0	0	0	0

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)	Practising	Description (a)
		Members have met all the CMLTO registration requirements (education, examination, active engagement in the profession) and are able to practise without restriction.
b)	Non-Practising	Description (b)
		Members have met the CMLTO registration requirements, but are not permitted to practise.

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	3	0	0	1	0	4
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	10
Staff involved in appeals process	2
Staff involved in registration process	3

Additional comments:

[BACK TO INDEX](#)

3. Submission

I hereby certify that:

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

Kathy Wilkie

Title:

Registrar & CEO

Date:

2018/02/20

[BACK TO INDEX](#)