



**FAIRNESS** COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

**OFFICE OF THE FAIRNESS COMMISSIONER**

595 Bay Street, Suite 1201, Toronto ON M7A 2B4

## **Fair Registration Practices Report 2020**

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a .pdf on the OFC website.

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

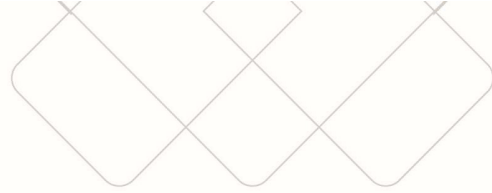
Organization: College of Medical Laboratory Technologists of Ontario

Name of the regulated profession: Medical Laboratory Technologists

Contact Name: Kathy Wilkie

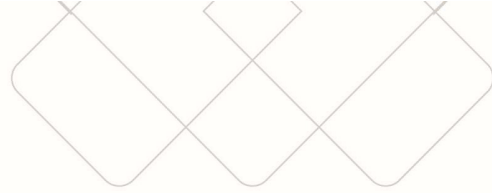
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## Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

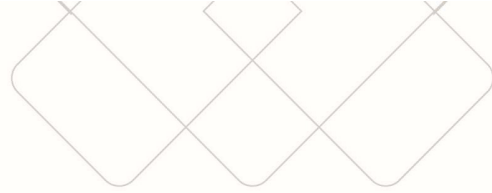
Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

### **a.** Requirements for registration, including acceptable alternatives

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

The CMLTO Registration Committee's Emergency Registration Policy was updated in March 2020 in response to the COVID-19 pandemic and the need for health human resources in Ontario's laboratory sector. The updated policy enables the Registrar to approve an application for registration, with specified terms, conditions and limitations, for those applicants who do not meet the active engagement requirements outlined in Ontario Regulation 207/94 under the *Medical Laboratory Technology Act, 1991*. The registration provided to applicants is time limited and must be supported by a letter from their employer.



The CMLTO Registration Committee approved a policy requiring all applicants to provide a Criminal Records and Judicial Matters Check as part of their supporting documentation during the application process. The new requirement became effective on January 1, 2021.

- ii) Describe the impact of the improvements / changes on applicants

There were zero (0) applicants for registration under the updated Registration Committee Emergency Registration Policy in 2020.

The requirement for a Criminal Records and Judicial Matters Check became effective on January 1, 2021.

- iii) Describe the impact of the improvements / changes on your organization

There were zero (0) applicants for registration under the updated Registration Committee Emergency Registration Policy in 2020.

The requirement for a Criminal Records and Judicial Matters Check became effective on January 1, 2021.

#### **b. Assessment of qualifications**

- i) Describe any improvements/changes implemented in the last year

In response to the COVID-19 pandemic, a process was put in place in March 2020 allowing for electronic submission of guarantor-signed supporting documentation. This process included the development of a fillable PDF Guarantor form. The changes were communicated to students of all accredited Medical Laboratory Science programs, and were placed on the CMLTO website.

- ii) Describe the impact of the improvements/changes on applicants

The updated process enabled seamless and timely processing of applications for registration in 2020, in light of the COVID-19 pandemic.

- iii) Describe the impact of the improvements/changes on your organization

Internal processes were modified to accept electronic submission of guarantor-signed supporting documentation from applicants.



**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

Despite the COVID-19 pandemic, Registration Department service standards were met throughout 2020.

**d. Fees**

- i) Describe any improvements/changes implemented in the last year

The following fees were increased in April 2020:

Letter of Standing & Verification of Professional Licensure / Visa Screen – USA fees:

$\$44.25 + 13\% \text{ HST } \$5.75 = \$50.00$  (members)

$\$132.74 + 13\% \text{ HST } \$17.26 = \$150.00$  (former members)

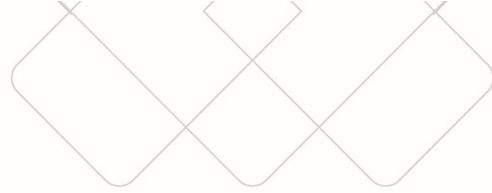
- ii) Describe the impact of the improvements/changes on applicants

These fees do not affect applicants. The Letter of Standing & Verification of Professional Licensure / Visa Screen are used by members or former members applying for registration with their professional regulatory / licensure body in other Canadian provinces and the United States of America, respectively.

- iii) Describe the impact of the improvements/changes on your organization

No changes this year.

**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.

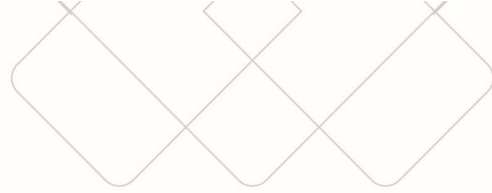
**f. Policies, procedures and/or processes, including by-laws**

- i) Describe any improvements/changes implemented in the last year  
Refer to section a.
- ii) Describe the impact of the improvements/changes on applicants  
Refer to section a.
- iii) Describe the impact of the improvements/changes on your organization  
Refer to section a.

**g. Resource for applicants**

- 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.

**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 applicants' records**

- i) Describe any improvement/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

Annual orientation and training was provided to the Registration Committee, including:

- the legal framework for the Committee;
- introduction to the Canadian Society for Medical Laboratory Sciences Prior Learning Assessment and Certification Examination processes;
- introduction to the Ontario Office of the Fairness Commissioner;
- and review of past Registration Committee cases.



All CMLTO staff reviewed the Steinecke Maciura LeBlanc's "Governance for Regulators: A Handbook for Board and Committee Members" in 2020.

- 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. Describing any improvements/changes implemented in the last year**

- i) Describe any improvements/changes implemented in the last year

No changes this year.

- ii) Describe the impact of the improvements/changes on applicants

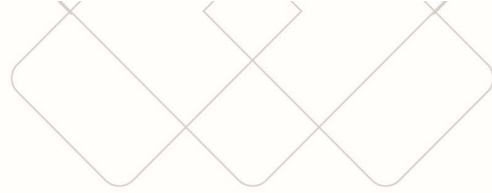
No changes this year.

- iii) Describe the impact of the improvements/changes on your organization

No changes this year.

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

No changes this year.



Provide any additional information:

### Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

#### a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	Yes

All materials 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 applicants and/or members who indicate that their preferred language of communication is French.

Other (please specify):

#### b. Gender applications

Indicate the number of applicants in each category as applicable

Gender	Number of applicants
Male	70
Female	220
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	1462
Female	5559
None of the above	0



Additional Comments:

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

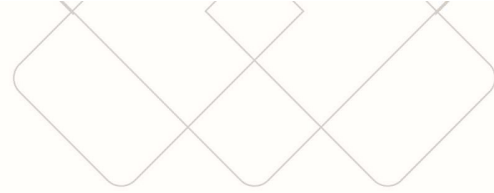
d. Jurisdiction where applicants obtained their initial education

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

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
217	27	1	China – 1 Ethiopia – 3 India – 11 Iran – 9 Iraq – 1 Jordan – 1 Lebanon – 1 Nigeria – 4 Philippines – 10 Qatar – 1 South Korea – 1 Sri Lanka – 1 Sudan – 1	0	290

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 in the profession or trade.

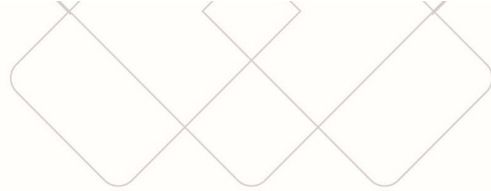
Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
217	27	1	China - 1 Ethiopia - 3 India - 11 Iran - 8 Iraq - 1 Jordan - 1 Lebanon - 1 Nigeria - 4 Philippines - 10 Qatar - 1 South Korea - 1 Sri Lanka - 1 Sudan - 1	0	289

Additional comments:

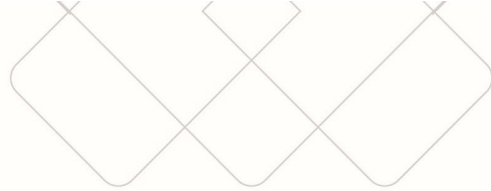
f. Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education in the profession or trade.

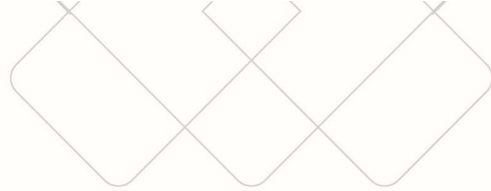
Ontario	Other Canadian Provinces	USA	Other International (list countries)	Unknown	Total
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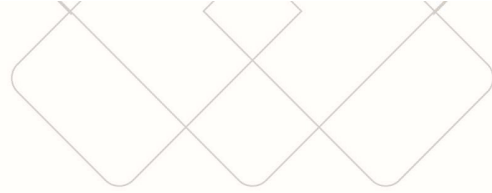
			and # of applicants)		
5244	390	35	Australia – 3 Bangladesh – 1 Barbados – 1 Belarus – 1 Bosnia & Herzegovina – Bulgaria – 1 Cameroon – 5 Chile – 1 China – 36 Columbia – 10 Congo, Democratic Republic – 1 Costa Rica – 1 Czech Republic – 1 Denmark – 1 Egypt – 18 Ecuador – 1 Ethiopia – 5 Finland – 1 France – 1 Ghana – 1 Greece – 1 Guyana – 6 Hong Kong – 29 India – 245	355	7021



			Iran - 57 Iraq - 5 Israel - 1 Jamaica - 15 Jordan - 11 Kuwait - 5 Lebanon - 11 Macedonia - 2 Mauritius - 4 Myanmar - 1 Nepal - 8 Netherlands - 1 New Zealand - 2 Nigeria - 21 Norway - 1 Pakistan - 26 Palestinian Territory, Occupied - 5 Peru - 1 Philippines - 354 Poland - 6 Portugal - 1 Qatar - 3 Rhodesia - 1 Romania - 1	
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			Russian Federation - 4 Saudi Arabia - 1 Scotland - 1 South Africa - 5 South Korea - 3 Sri Lanka - 13 Sudan - 10 Sweden - 1 Switzerland - 1 Taiwan - 3 Thailand - 1 Trinidad & Tobago - 1 Uganda - 1 Ukraine - 1 United Arab Emirates - 2 United Kingdom - 25 Venezuela - 1 West Indies - 2 Yemen - 1 Yugoslavia - 2		
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g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	217	27	1	44	0	290
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	0	0	0	0	0	0
Inactive applicants. Those 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 <u>but did not</u> become members	0	0	0	0	0	0
Applicants who became <u>fully</u> registered members	217	27	1	43	0	289
Applicants who were authorized to receive an alternative licence	0	0	0	0	0	0

<u>but were not</u> issued a licence						
Applicants who were issued an alternative class of licence*	0	0	0	0	0	0

- 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/licence

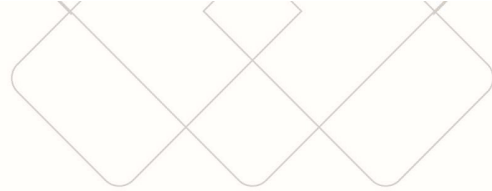
Provide a description of the classes of certificate/license offered by your organization. You should have at least one class listed.

#	Certification	Description
1	Practising	Members have met all the CMLTO registration requirements (education, examination, language fluency, active engagement in the profession) and are able to practise without restriction.
2	Non-Practising	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. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.



January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants that were subject to an internal review or that were referred to a statutory committee of your governing council, such as Registration Committee	0	0	0	1	0	1
Applicants who initiated an appeal of a registration decision	0	0	0	1	0	1
Appeals heard	0	0	0	0*	0	0
Registration decisions changed following an appeal	0	0	0	0*	0	0

**Additional comments:**

One request for an internal appeal of a Registration Committee decision from 2020 was heard in 2021.

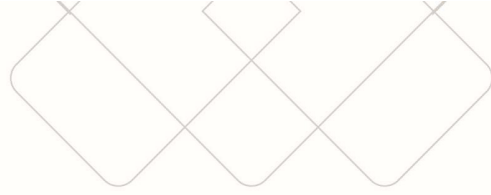
**j. Paid Staff**

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, one full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	8
Number of staff involved in the appeals process	2
Number of staff involved in the registration process	3

**Additional comments:**



Submission

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

**Title: Registrar & CEO**

**Date: April 22, 2021**