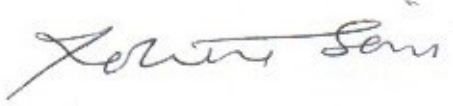




THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)

RC 24

Decision Appeal Process Registration Committee

DATE APPROVED BY COMMITTEE	:	April 17, 2025
PUBLICATION DATE	:	N/A
DATE REVIEWED	:	April 17, 2025
DATE REVISED	:	April 17, 2025
NEXT REVIEW DATE	:	April 2028
REVIEW FREQUENCY	:	3 years
KEY WORDS	:	
LEGISLATIVE REFERENCES	:	O. Reg. 207/94 under the <i>Medical Laboratory Technology Act, 1991</i>
REFERENCE MATERIALS	:	
APPENDICES	:	
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COMMITTEE CHAIR SIGNATURE	:	 Rohini Soni April 17, 2025



1.0 INTRODUCTION

Panels of the Registration Committee (RC) consider applications for registration that are referred to it by the Registrar. After a decision is rendered, legislation, specifically Section 21 of the Health Professions Procedural Code of the *Regulated Health Professions Act, 1991*, provides Applicants and Registrants the right to appeal the Panel's decision.

2.0 BACKGROUND

3.0 THE POLICY

There are two (2) ways that Applicants or Registrants can make an appeal regarding the Panel's decision.

1. Appeal to HPARB:

Applicant or Registrant has the right to require the Health Professions Appeal and Review Board (HPARB) to hold a review of an application and its supporting documents or to hold a hearing of that application.

Appeal Process

To appeal, the Applicant must provide written notice to HPARB within 30 days after the Panel gives notice of Decision and Reasons. This written notice must be sent to HPARB. The Applicant may choose to have either a documentary review of the Registration Committee's order or an oral hearing before the Board.

HPARB Appeal Outcome

After the hearing or review, HPARB will make an order and provide the Applicant or Registrant with its written decisions and reasons. As per Section 22(6) of the *Regulated Health Professions Act, 1991*, Health Professions Procedural Code, HPARB may:

1. Confirm the order made by the panel of the College's Registration Committee,
2. Require the Registration Committee to order the College's Registrar to issue a certificate of registration to the applicant if the Applicant successfully completes particular examinations or training the Committee may specify,
3. Require the Registration Committee to order the College's Registrar to issue a certificate of registration to the Applicant, with or without the imposition of specific terms, conditions and limitations the Board considers appropriate, or
4. Refer the matter back to the Registration Committee for further consideration by a panel, together with any recommendations the Board considers appropriate.



2. Appeal to CMLTO Internal Appeal Panel:

An Applicant or Registrant can also appeal through the CMLTO Internal Appeal process. If they have additional information or documents the Panel did not have when making their initial decision, then an Internal Appeal may be requested. A new Panel of the Registration Committee can review the case with the additional information. The Appeal Panel must be composed of different committee members than those who formed the initial Panel.

Appeal Process:

To appeal, the Applicant or Registrant must provide written notice to the CMLTO within 30 days after the Panel gives notice of Decision and Reasons. The Applicant or Registrant is required to submit additional supporting documentation within the prescribed deadline.

CMLTO Appeal Panel Outcome:

The Appeal Panel's decision outcomes are the same as the initial Panel. Those outcomes are described in section 18(2) of the *Regulated Health Professions Act, 1991*.

Appeal Panel Decision and Reasons

After the Appeal Panel reaches a decision, the Panel will provide the Applicant or Registration with its written decisions and reasons.

4.0 PURPOSE

To outline the appeal process and options for Applicants and Registrants have appealed a Registration Committee decision.

5.0 SCOPE

This policy applies to Applicants or Registrants who request an appeal.

6.0 COMMITTEE PROCESS AND PROCEDURES *(If applicable)*

7.0 PRINCIPLES

8.0 DEFINITIONS

9.0 EXCEPTIONS
