

Fair Registration Practices Report

Early Childhood Educators (2014)

The answers that you submitted to OFC can be seen below.

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.

Provision of Information About Registration Practices (1 / 13)

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

Potential applicants may visit the College of Early Childhood Educators (the College) website or contact the College to determine if they qualify for membership in the College. Application Guides and Forms are available in English and French on the College website: www.college-ece.ca. Individuals may download and print a copy of the Application Guide and Application Form. Alternatively, interested applicants who do not have access to the internet can call the College and request that an Application Guide and Application Form be mailed to them. All completed application packages are to be mailed to the College.

A registration tutorial video is also available on the College website. The video contains helpful tips for the applicants and guides them through the application process.

<http://www.college-ece.ca/en/Pages/Home.aspx>

Additional online resources available on the College website include *Becoming an RECE in Ontario*, *Information for Canadian Trained Applicants*, *Information for Internationally Trained Applicants*, *Information for Ontario Students* pamphlets and College newsletter articles:

http://www.college-ece.ca/en/Documents/CECE_Brochure_RegistrationGeneral_English_WEB.pdf

http://www.college-ece.ca/en/Documents/Canadian_insert_EN.pdf

http://www.college-ece.ca/en/Documents/International_insert_EN.pdf

http://www.college-ece.ca/en/Documents/Ontario_insert.pdf

<http://www.college-ece.ca/en/Public/Pages/Archived-News.aspx>

All College materials are available in English and French.

b) requirements for registration

The Educational Requirements for registration as a member of the College can be determined by contacting the College and are specified in the Application Guide and Application Form which can be accessed by using the College website: www.college-ece.ca.

According to the Registration Regulation Section 7(1) IV, the applicant must have satisfied one of the following educational and training requirements:

- i. possession of a diploma from a program in early childhood education offered by an Ontario College of Applied Arts and Technology,
- ii. successful completion of a post secondary program in early childhood education at a Canadian institution which is equivalent to that described in subparagraph i and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
- iii. possession of a degree from a Canadian university, whose major course content, both academic and practical, is relevant to early childhood education and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
- iv. possession of a diploma or degree from a post secondary institution or a combination of a diploma or degree from a post secondary institution and experience which is equivalent to that described in subparagraph i and demonstrated by the successful completion of an assessment process approved by the College or a committee of the College, or
- v. possession of a Letter of Equivalency certificate or a Recognition of Equivalency certificate issued by the Association of Early Childhood Educators Ontario or the Association francophone à l'éducation des services à l'enfance de l'Ontario, in each case, no later than February 23, 2014, if the applicant applied for the letter or the recognition no later than December 31, 2010.

This Registration Regulation is available in English and French on the College website

<http://www.college-ece.ca/en/Documents/Registration%20Regulation.pdf>

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

At a minimum, applicants must successfully complete a two-year diploma in Early Childhood Education from a recognized Ontario College of Applied Arts and Technology (OCAAT) or equivalent.

The College of Early Childhood Educators Policy Regarding the Assessment of Educational Qualifications of Applicants Under Section 7.1.IV of Registration Regulation, delineates the criteria used to determine whether an applicant possesses a diploma or degree from a post secondary institution or a combination of a diploma or degree from a post secondary institution and experience which is equivalent to a diploma from a program in early childhood education offered by an OCAAT. This policy is available to applicants in English and French on the College website:

[http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20\(6\).pdf](http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20(6).pdf)

Applicants applying for an individual assessment of their educational qualifications and experience can access detailed information on the College website:

www.college-ece.ca

<http://www.college-ece.ca/en/BecomeAMember/Documents/Flow%20Chart%20IA.pdf>

<http://www.college-ece.ca/en/BecomeAMember/Pages/Individual-Assessment.aspx>

http://www.college-ece.ca/en/Documents/Assessment_Criteria_EN.pdf

<http://www.college-ece.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx>

<http://www.college-ece.ca/en/BecomeAMember/Pages/Individual-Assessment-FAQs.aspx>

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

None.

e) requirements that may be satisfied through acceptable alternatives

Accepted alternatives include:

Evidence of a match certificate issued by a province or territory through the terms of the Agreement on Internal Trade and the Ontario Labour Mobility Act. The College will accept certificates issued by provinces and territories that are considered a match to the Certificate of Registration issued by the College.

Recognized licences/certificates that are considered a match to the College's Certificate of Registration are:

- Alberta: Child Development Supervisor
- British Columbia: Infant Toddler Educator or Special Needs Educator
- Manitoba Early Childhood: Educator Level II or III
- Newfoundland and Labrador: Child Care Services Levels 2, 3, 4
- Nova Scotia: Level 2 or Level 3 Classification
- Prince Edward Island: Early Childhood Supervisor
- Saskatchewan: Early Childhood Educator Level III
- Yukon Territory: Child Care Worker Level III

f) the steps in the assessment process

The steps in the assessment process are explained to applicants in the Application Guide and on the College website. Potential applicants can also obtain this information by contacting the College by telephone or email. College staff are also available to speak to applicants who come to the College in person. Additionally, *Becoming an RECE in Ontario*, *Information for Canadian Trained Applicants*, *Information for Internationally Trained Applicants* and *Information for Ontario Students* pamphlets are available to applicants in English and French on the College website:

http://www.college-ece.ca/en/Documents/CECE_Brochure_RegistrationGeneral_English_WEB.pdf

http://www.college-ece.ca/en/Documents/Canadian_insert_EN.pdf

http://www.college-ece.ca/en/Documents/International_insert_EN.pdf

http://www.college-ece.ca/en/Documents/Ontario_insert.pdf

The steps are as follows:

Receipt of application – Envelopes are date stamped upon arrival and given to a Registration and Member Services Associate (RMSA) who opens the envelope and date stamps the application form and supporting documents. The application is assigned a reference number, which is placed on every page of the application. The College sends an Acknowledgement of Receipt notice to the applicant by email or mail.

Screening – In the College database, the RMSA inputs the information contained in the Application Form and verifies that the form and accompanying documents are complete. There are two possible outcomes to this step:

a) If the file is screened as incomplete, the RMSA prints an incomplete letter to be mailed to the applicant. Reminder notices are sent to applicants on a regular basis until the file is completed.

b) If the file is screened as complete, the file is given to a Registration Assessment Analyst if an individual assessment is required, or to the Deputy Registrar for approval if no further assessment is required.

Review, Assessment and Member Making – Each applicant file is reviewed and assessed first by an RMSA or the Registration Assessment Analyst and then the Deputy Registrar. The Deputy Registrar then once again reviews all applications to verify that required documents are all present and valid. If the applicant meets all the requirements for registration with the College, then the Deputy Registrar "signs off" on the application as "Complete" and the application proceeds to the Registrar. The Registrar issues a "Member Letter" indicating that the applicant is now registered as a member of the College. The member also receives a membership card, a wall certificate and a receipt for fee payment.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

The documentation required from each applicant is listed in the Application Guide and Application Form: <http://www.college-ece.ca/en/BecomeAMember/Pages/forms.aspx>. This information can be verified by contacting the College by telephone or by email. These required documents include:

Proof of Educational Requirements:

The College requires that applicants arrange to have an official transcript sent directly to the College from the post secondary institution where the applicant completed his/her post-secondary diploma or degree. An internationally trained applicant whose academic credentials have been assessed by a third party assessment agency acceptable to the College, currently World Education Services (WES), is deemed to have satisfied this requirement, provided that the College has received the academic credential evaluation report issued by the agency and any supporting documentation provided by the applicant to the agency.

Proof of Name Change (if applicable):

All applicants must present proof of their name change, to demonstrate name thread, if all of the documents submitted are not in the same name. This may include a copy of one of the following:

- Marriage Certificate or Record of Marriage
- Name Change Certificate
- Other (legal confirmation of name change)

Proof of Canadian Citizenship or Immigration Status:

All Applicants must present proof of Canadian Citizenship or Immigration Status to demonstrate eligibility to live and work in Canada. This may include a copy of one of the following:

- Canadian Birth Certificate
- A valid Canadian passport
- Canadian Citizenship card
- Certificate of Indian Status card
- A valid Permanent Resident card
- Record of Landing
- A work permit valid for a minimum of six months

Required documents from internationally trained applicants:

The College has established an individual assessment process for internationally trained applicants. The College approved the use of World Education Services (WES) as a third-party assessor of educational qualifications. Internationally trained applicants must provide the College with an International Credential Advantage Package (ICAP) Document-by-Document Academic Credential Evaluation Report from WES.

If internationally trained applicants did not complete their post secondary educational requirements in either English or French, they will be required to provide satisfactory evidence of language fluency. The College Policy Regarding Language Fluency, approved on May 25, 2010, requires these applicants to demonstrate, to the satisfaction of the Registrar, that they have met the language proficiency of the Canadian Language Benchmark at level 7 in each of speaking, listening, reading and writing, based on an assessment done by an approved Canadian Language Benchmark assessment centre:

[http://www.college-ece.ca/en/Documents/2.%20Language%20Fluency%20Policy_1061976%20\(5\).pdf](http://www.college-ece.ca/en/Documents/2.%20Language%20Fluency%20Policy_1061976%20(5).pdf)

Internationally trained applicants who were issued a Letter of Equivalency Certificate by AECEO or AFÉSEO, or who are deemed to meet the requirements of Section 7.1 V of the Registration Regulation in accordance with the College Policy Regarding Letter of Equivalency Certificates approved on May 3, 2010, are considered to have met the College requirements for language fluency.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

The College provides a range of options of acceptable documents to be submitted. The College allows applicants unlimited time to produce those documents, if necessary. On occasion, legal confirmation of missing documents is considered, when the applicant has exhausted all possibilities to obtain required documents.

i) how applicants can contact your organization

Information on how to contact the College can be found on our website, www.college-ece.ca. Further detailed contact information is provided on an individual basis. Applicants can contact the College by:

Mail: 438 University Avenue, Suite 1900 Toronto, ON M5G 2K8

Telephone: 416-961-8558 or 1-888-961-8558

E-mail: info@college-ece.ca

Fax: 416-961-8772

j) how, why and how often your organization initiates communication with applicants about their applications

Information about how and why the College would contact an applicant is available on the College website under the Frequently Asked Questions tab:

<http://www.college-ece.ca/en/BecomeAMember/Pages/Registration-Process.aspx>

k) the process for dealing with documents provided in languages other than English or French

The College provides information regarding documents that must be translated into English or French on the Individual Assessment FAQs page of the College website:

<http://www.college-ece.ca/en/BecomeAMember/Pages/Individual-Assessment-FAQs.aspx>

If an applicant submits documents in a language other than English or French, he/she will be notified that all documents must be translated into English or French and must arrange for a translator acceptable to the College to translate the documents. Other than official academic transcripts, translated documents may be sent to the College by the applicant.

The translated documents must be accompanied by a cover letter which contains the following information:

- the type of document(s);
- the date of the translation;
- the translator's identification number or seal (or both);
- the translator's name and contact information;
- the signature of the translator.

To obtain the name of an accredited translator in Ontario, contact:

Association of Translators and Interpreters of Ontario (ATIO)

Telephone: 613-241-2846

Toll-free: 1-800-234-5030

E-mail: info@atio.on.ca

Website: www.atio.on.ca

COSTI-IIAS Immigrant Services

Telephone: 416-658-1600

E-mail: info@costi.org

Website: www.costi.org

The College will also accept translations from:

- the consulate, high commission or embassy to Canada of the country that issued the documents. This information is available at www.international.gc.ca.
- a Canadian embassy, consulate, or high commission in the country from which the document comes. This information is available at www.international.gc.ca.

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

Third Party Assessors

Internationally trained applicants must have their academic credentials assessed by a third party assessment agency acceptable to the College (currently World Education Services). Information regarding the requirement for internationally trained applicants to apply to World Education Services is available in the Application Form and Application Guide, as well as in various sections of the College website.

<http://www.college-ece.ca/en/BecomeAMember/Pages/Individual-Assessment-FAQs.aspx>

http://www.college-ece.ca/en/Documents/International_Application_Process_English_August_2013.pdf

Bridging Programs

Until December 31, 2010 the AECEO/AFÉSEO conducted equivalency assessments and issued learning prescriptions for individuals. Some of these individuals enrolled in bridging programs.

Individuals who acquired a learning prescription prior to December 31, 2010 through AFÉSEO were able to complete their learning prescription requirements through AFÉSEO. On successful completion of the bridging program, they were issued a Letter of Equivalency. These individuals may then apply to the College. The Registration Regulation specifies that the program must be completed on or before February 23, 2014.

The AECEO also continued to issue a Letter of Equivalency for bridging candidates who were issued learning prescriptions prior to December 31, 2010. These individuals must also complete their program on or before February 23, 2014. On successful completion of the bridging program they may apply to the College.

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

There are no timelines, deadlines or time limits that applicants are subject to during the registration process.

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

The College publishes its current typical processing time on the College website:<http://www.college-ece.ca/en/BecomeAMember/Pages/Registration-Process.aspx>

Applications are dealt with on an individual basis. Processing time can vary depending on the complexity and completeness of the application. For a typical application that has been completed in full and includes all of

the appropriate and required documentation, processing time is approximately 4-6 weeks. However, applications that are not complete and/or are missing required documentation can result in delays:

<http://www.college-ece.ca/en/BecomeAMember/Pages/Registration-Process.aspx#question3>

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Information about the Application and Registration Fees can be found on the College website, www.college-ece.ca, in the Application Guide and Application Form or can be obtained by contacting the College by telephone and/or email. Additionally, applicants may refer to *Becoming an RECE in Ontario, Information for Canadian Trained Applicants, Information for Internationally Trained Applicants* and *Information for Ontario Students* pamphlets available in English and French on the College website:

http://www.college-ece.ca/en/Documents/CECE_Brochure_RegistrationGeneral_English_WEB.pdf

http://www.college-ece.ca/en/Documents/Canadian_insert_EN.pdf

http://www.college-ece.ca/en/Documents/International_insert_EN.pdf

http://www.college-ece.ca/en/Documents/Ontario_insert.pdf

A registration tutorial video containing helpful tips for the applicants is also available on the College website:

<http://www.college-ece.ca/en/Pages/Home.aspx>

Application Fee: \$75.00.

This is a one-time fee for the processing an application. It is non-refundable, regardless of the outcome of the application process.

Registration Fee: \$150.00.

This fee is for registration as a member of the College. The registration fee will not be refunded once membership is granted. An annual renewal fee of \$150.00 is payable on the anniversary of the date of registration as a member of the College.

Internationally trained applicants will also incur fees associated with obtaining an International Credential Advantage Package (ICAP) from World Education Services. In 2014 the fee established by WES was \$150.00 for this service. Applicants are directed to contact WES directly to verify current fees and documentation requirements.

Internationally trained applicants who completed their post secondary educational programs in a language other than English or French may incur fees established by the Canadian Language Benchmark (CLB) assessment centres. Applicants need to determine their specific fee by contacting a CLB assessment centre. The assessment service is available without a fee for persons with Landed Immigrant or Permanent Resident status.

p) accommodation of applicants with special needs, such as visual impairment

The College has a formal policy regarding the accommodation of individuals with special needs. All members of College staff have undergone specific training related to providing customer service and accommodation in accordance with Ontario Regulation 429/07 Accessibility Standards for Customer Service.

Some staff members at the College are available to converse in sign language and have experience working with differently abled adults.

The College website has capacity to enlarge fonts for easier reading for users who may have a visual impairment.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

A registration tutorial video containing helpful tips for the applicants was created to provide step-by-step guidance for applicants through the application process:

<http://www.college-ece.ca/en/Pages/Home.aspx>

Fillable electronic forms were implemented for applicant convenience:

<http://www.college-ece.ca/en/Documents/Application%20Form%20OCAAT%20Post%20Secondary.pdf>

<http://www.college-ece.ca/en/Documents/Application%20Form%20AIT.pdf>

<http://www.college-ece.ca/en/Documents/Application%20Form%20AECEO%20AFESAO.pdf>

<http://www.college-ece.ca/en/Documents/Application%20Form%20Individual%20Assessment.pdf>

The College introduced a self-assessment flowchart for those applying for individual assessment:

<http://www.college-ece.ca/en/BecomeAMember/Documents/Flow%20Chart%20IA.pdf>

A document providing information on determination of "good character" and a consequent list of frequently asked questions were created to enlarge the public or the profession's understanding of the requirement:

<http://www.college-ece.ca/en/Documents/Good%20Character%20EN.pdf>

http://www.college-ece.ca/en/Documents/Good%20Character%20Requirement%20Q_A%20Jan%2015%20EN.pdf

The College surveyed its member group for feedback on their registration experiences. The survey allows the College to gain insight into the perceptions and challenges of members related to College registration, as well as entry to practice experiences, career transitions, levels of professional confidence and satisfaction. Based on member feedback, the College identifies areas for future consideration and action, if any, required on its part.

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Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

The College application fees and registration fees remain the same for all applicants.

Internationally trained applicants pay an additional fee to a third-party organization (WES). Internationally trained applicants are asked to obtain up-to-date information on the fee amount by contacting the third-party assessment agency directly. Currently the fee for an International Credential Advantage Package Document-by-Document report is \$150.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

In 2014, the average processing timeline for making registration decisions was approximately 4-6 weeks, provided that the Application Form was submitted with complete and accurate documentation. Incomplete Application Forms result in processing delays.

The following variables may slow down the normal registration process:

- Incomplete application form received by the College. Applicants are asked to check their application form before sending it to the College to ensure that all required fields are completed in full.
- Wrong application form submitted by the applicant. The College website has information on application forms and guides for various categories of applicants:

<http://www.college-ece.ca/en/BecomeAMember/Pages/forms.aspx>

- Payment issues, such as non-sufficient funds cheques, post-dated cheques and declined credit cards.
- Transcript(s) is received from the applicant and not directly from the educational institution(s).
- Transcript(s) received by the College is missing information; for example, the transcript does not indicate whether a degree or diploma was granted; the transcript does not indicate the program name; the transcript contains transfer course credits without any indication as to what credit value they carry; the transcript contains typing errors, etc.
- Documentation in support of the name change was not provided. If the name(s) on the applicant documents is different from his or her current name, the applicant is required to provide a copy of the legal document authorizing the change of name, i.e. marriage certificate, adoption papers, legal name change certificate, affidavit, etc.
- Proof of citizenship/immigration status in Canada was not provided or the document was expired.
- The College did not receive the academic institution's official course outlines, syllabi or course calendar

descriptions for courses completed by the applicant (if applicable).

- The College did not receive the International Credential Advantage Package (ICAP) Document-by-Document Evaluation Report issued by World Education Services (WES) and any supporting documentation provided by the applicant to WES (if applicable).
- The College did not receive documentation or evidence of the applicant's practicum, internship, and/or work experience related to early childhood education (if applicable).
- The College did not receive proof of proficiency in English or French (if applicable). An original Canadian Language Benchmarks (CLB) assessment is required.
- Documents were received in a language other than English or French.

b) What are your timelines for responding to applicants in writing?

Applicants who communicate with the College by email will receive a response from the College within two business days.

Applicants who submit an Application Form receive acknowledgement of receipt of their application within 10 business days or less. Typical processing time for an application is approximately 4-6 weeks, provided that the Application Form and all documentation are complete.

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

Applicants who submit an Application Form receive written acknowledgement of receipt of their application within 10 business days or less. Typical processing time for an application is approximately 4-6 weeks, provided that the Application Form and all documentation are complete.

Applicants who request a review by the Registration Appeals Committee receive acknowledgement of receipt of their request for a review within two weeks or less. A written decision from the Committee is sent within 60 days after the decision has been made. The Registration Appeals Committee or a Panel of the Committee holds monthly meetings which are aimed to improve customer service for appellants and to ensure timely approval of the written decisions.

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

Staff monitors the ongoing work of the Registration Appeals Committee to ensure compliance.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Applicants are asked to contact the College by e-mail at registration@college-ece.ca to make a request for access to any information or documents the College has in their application file. The College keeps all records indefinitely.

The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person (Early Childhood Educators Act, 2007, c.7, Sched. 8, s.26 (2)).

b) Explain why access to applicants' own records would be limited or refused.

The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person (Early Childhood Educators Act, 2007, c.7, Sched. 8, s.26 (2)).

Access to applicants' records would be limited or refused if the person requesting information is someone other than the applicant. Information can only be shared with others if the applicant explicitly authorizes in writing the specific information the College is allowed to share.

c) State how and when you give applicants estimates of the fees for making records available.

The College does not charge any fee to the applicant for making records available.

d) List the fees for making records available.

The College does not charge any fee to the applicant 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 does not charge any fee to the applicant for making records available.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

Available resources to applicants are located on the College website and include:

Standard Application Guide: <http://www.college-ece.ca/en/Documents/Application%20Guide%20EN.pdf>

Registration Tutorial Video: <http://www.college-ece.ca/en/Pages/Home.aspx>

Application Form for graduates of OCAATs and Approved Post Secondary Programs in Early Childhood Education:

<http://www.college-ece.ca/en/Documents/Application%20Form%20OCAAT%20Post%20Secondary.pdf>

Application Form for applicants with AECEO/AFÉSEO Letter of Equivalency Certificate, Recognition of Equivalency Certificate or AECEO Learning Prescription:

<http://www.college-ece.ca/en/Documents/Application%20Form%20AECEO%20AFÉSEO.pdf>

Application Form for applicants who hold a license or certificate granted by a regulatory authority of another province of territory which is considered a match to the Certificate of Registration issued by the College of Early Childhood Educators: <http://www.college-ece.ca/en/Documents/Application%20Form%20AIT.pdf>

Application Guide for Canadian and internationally trained applicants requiring an individual assessment:

<http://www.college-ece.ca/en/Documents/Application%20Guide%20Individual%20Assessment.pdf>

Application Form for Canadian and internationally trained applicants requiring an individual assessment:

<http://www.college-ece.ca/en/Documents/Application%20Form%20Individual%20Assessment.pdf>

Becoming an RECE in Ontario pamphlet: http://www.college-ece.ca/en/Documents/CECE_Brochure_RegistrationGeneral_English_WEB.pdf

Information for Canadian Trained Applicants pamphlet: http://www.college-ece.ca/en/Documents/Canadian_insert_EN.pdf

Information for Internationally Trained Applicants pamphlet: http://www.college-ece.ca/en/Documents/International_insert_EN.pdf

Information for Ontario Students pamphlet: http://www.college-ece.ca/en/Documents/Ontario_insert.pdf

Are You Considering Applying for Individual Assessment flowchart: <http://www.college-ece.ca/en/BecomeAMember/Documents/Flow%20Chart%20IA.pdf>

Early Childhood Educators Act, 2007: <http://www.college-ece.ca/en/AboutUs/Pages/Act-and-Regulations.aspx>

Registration Regulation: <http://www.college-ece.ca/en/Documents/Registration%20Regulation.pdf>

College of Early Childhood Educators Policy Regarding Assessment of Educational Qualifications of Applicants under Section 7.1.IV of the Registration Regulation:

[http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20\(6\).pdf](http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20(6).pdf)

Step-by-Step Application Guidelines for Canadian trained applicants who require individual assessment:

http://www.college-ece.ca/en/Documents/Canadian_Trained_Application_Process_August_2013_ENGLISH.pdf

Step-by-Step Application Guidelines for internationally trained applicants who require individual assessment:

http://www.college-ece.ca/en/Documents/International_Application_Process_English_August_2013.pdf

Frequently Asked Questions regarding registration with the College of ECE: <http://www.college-ece.ca/en/BecomeAMember/Pages/Registration-Process.aspx>

Frequently Asked Questions regarding individual assessment: <http://www.college-ece.ca/en/BecomeAMember/Pages/Individual-Assessment-FAQs.aspx>

Membership Requirements – an explanation of who is required and who is exempt from joining the College: <http://www.college-ece.ca/en/BecomeAMember/Pages/Who-is-Required-to-Join.aspx>

Determination of "Good Character": <http://www.college-ece.ca/en/Documents/Good%20Character%20EN.pdf>

Frequently Asked Questions regarding determination of "good character": http://www.college-ece.ca/en/Documents/Good%20Character%20Requirement%20Q_A%20Jan%2015%20EN.pdf

College of Early Childhood Education Code of Ethics and Standards of Practice: [http://www.college-ece.ca/en/Documents/CECE%20By-law%2021%20STANDARDS%20\(December%201,%202010\).pdf](http://www.college-ece.ca/en/Documents/CECE%20By-law%2021%20STANDARDS%20(December%201,%202010).pdf)

College Newsletters: <http://www.college-ece.ca/en/Public/Pages/Archived-News.aspx>

b) Describe how your organization provides information to applicants about these resources.

The College website is the primary location to access these resources and the College actively encourages its use: www.college-ece.ca

The College provides direction to the location of these resources to applicants through telephone and email communication. College staff members are also available to assist applicants who come to the College office in person.

A registration tutorial video containing helpful tips for the applicants is also available on the College website:

<http://www.college-ece.ca/en/Pages/Home.aspx>

Additionally, *Becoming an RECE in Ontario, Information for Canadian Trained Applicants, Information for*

Internationally Trained Applicants, Information for Ontario Students pamphlets as well as *Are You Considering Applying for Individual Assessment* flowchart are available to applicants in English and French on the College website:

http://www.college-ece.ca/en/Documents/CECE_Brochure_RegistrationGeneral_English_WEB.pdf

http://www.college-ece.ca/en/Documents/Canadian_insert_EN.pdf

http://www.college-ece.ca/en/Documents/International_insert_EN.pdf

http://www.college-ece.ca/en/Documents/Ontario_insert.pdf

<http://www.college-ece.ca/en/BecomeAMember/Documents/Flow%20Chart%20IA.pdf>

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

A registration tutorial video containing helpful tips for the applicants was created to provide step-by-step guidance through the application process:

<http://www.college-ece.ca/en/Pages/Home.aspx>

The College introduced a self-assessment flowchart for those applying for an individual assessment:

<http://www.college-ece.ca/en/BecomeAMember/Documents/Flow%20Chart%20IA.pdf>

A document providing information on determination of "good character" and a consequent list of frequently asked questions were created to enlarge the public or the profession's understanding of the requirement:

<http://www.college-ece.ca/en/Documents/Good%20Character%20EN.pdf>

http://www.college-ece.ca/en/Documents/Good%20Character%20Requirement%20Q_A%20Jan%2015%20EN.pdf

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Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

The College's timelines for completing registration appeals are as follows:

After the Registrar has proposed to refuse to issue a Certificate of Registration, there are 60 days allotted for the Registrar to receive a request for review from the applicant.

Following the request, the College sends an acknowledgement of receipt of the request for review within two weeks or less.

The College provides the applicant with a copy of the documents that will be reviewed by the Registration Appeals Committee. There are 35 days allotted for the applicant to provide any further submission.

The appeal is then heard by the Registration Appeals Committee. The Registration Appeals Committee or a Panel of the Committee holds monthly meetings as needed, which are aimed to improve customer service for appellants and to ensure timely decisions.

Once the Committee or Panel has met, the Registration Appeals Committee provides the Registrar and the applicant with a decision within 60 days.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

Three appeals of registration decisions exceeded the College timelines.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

None

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

Applicants whom the Registrar proposes to refuse a Certificate of Registration and/or whom the Registrar proposes to impose any terms, limitations or conditions without the member's consent, will have the right to appeal to the Registration Appeals Committee (Early Childhood Educators Act 2007, 27 (4)).

The request for review will be in writing and will be served on the Registrar within 60 days after the notice is served on the applicant. The request for review may be accompanied by written submissions.

The Committee may extend the time for requesting a review under the Early Childhood Educators Act, 2007: 27(4) if it is satisfied that there are apparent grounds for granting relief on the review and that there are reasonable grounds for applying for an extension.

The College provides the applicant with a copy of the documents that will be reviewed by the Registration Appeals Committee and provides the applicant with 35 days to make any further submission.

During its review, the Committee will ensure that the person requesting the review was in fact given an opportunity to examine and make written submission on any document that the Committee intends to consider in making its decision, except a document that in the Committee's opinion may jeopardize the safety of a person.

After considering the request for review, the submissions and any document that the Committee considers

relevant, the Committee may make a decision. The Committee will give its decision in writing to the Registrar, with reasons, within 60 days after considering the request for review and shall serve the appellant with a copy.

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.

The applicants will be informed about the review process in writing and they shall also make their submissions in writing (i.e., request for review, additional documents, request for extension).

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.

The Registrar makes the initial registration decision. Only the Registration Appeals Committee is involved in the review of the decision. The work of the Committee is supported by staff members who are not involved in supporting the Registrar with respect to the initial registration decision.

e) Describe your internal review or appeal process.

If the applicant does request a review and serves it within 60 days on the Registrar, the Registration Appeals Committee will conduct the review.

The Registration Appeals Committee or a Panel of the Registration Appeals Committee holds monthly meetings which are aimed to improve customer service for appellants and to ensure timely approval of the written decisions.

The Registration Appeals Committee may extend the time for requesting a review beyond 60 days if it is satisfied that there are apparent grounds for granting relief on the review and that there are reasonable grounds for applying the extension.

During its review, the Committee will ensure that the person requesting the review was in fact given an opportunity to examine and make written submission on any document that the Committee intends to consider in making its decision, except a document that in the Committee's opinion may jeopardize the safety of a person.

After considering the request for review, the submissions and any document that the Registration Appeals Committee considers relevant, the Committee may make an order doing one or more of the following:

- a. Directing the Registrar to issue a Certificate of Registration.
- b. Directing the Registrar to issue the Certificate of Registration and to make it subject to specified terms, conditions or limitations.
- c. Directing the Registrar to vary specified terms, conditions or limitations in the Registrar's proposal.
- d. Directing the Registrar to not issue a Certificate of Registration.

The Committee will give its decision in writing to the Registrar with reasons within 60 days after considering the request for review and shall serve the appellant with a copy.

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.

The Registration Appeals Committee is a statutory committee of Council and is composed of:

- (a) Two elected members of Council who are members of the College
- (b) Two members of Council who are appointed to Council by the Lieutenant Governor in Council
- (c) Two members of the College who are non-Council Members

All committee members who are registered early childhood educators (RECE) are Canadian trained.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The College created a *College of ECE Educational Requirements for Registration in Ontario* insert to provide information on early childhood education (ECE) diploma programs to the applicants who were refused registration in the College on the basis of not meeting the educational requirements.

The College centralized the reporting of statistics and internal timelines for processing internal reviews.

The College commenced a review of its statutory committees by an external party.

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Information on Appeal Rights (7 / 13)

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.

After considering the request for review, the submissions and any document that the Registration Appeals Committee considers relevant, the Registration Appeals Committee may make an order doing one or more of the following:

- a. Directing the Registrar to issue a Certificate of Registration.
- b. Directing the Registrar to issue the Certificate of Registration and to make it subject to specified terms, conditions or limitations.
- c. Directing the Registrar to vary specified terms, conditions or limitations in the Registrar's proposal.
- d. Directing the Registrar not to issue a Certificate of Registration.

The Registration Appeals Committee will give the decision in writing to the Registrar with reasons within 60 days after considering the request for review and shall serve the appellant with a copy.

The Early Childhood Educators Act, 2007 specifies that a person may appeal the decision in divisional court.

This option is communicated to applicants on the College website.

<http://www.college-ece.ca/en/BecomeAMember/Pages/Registration-Process.aspx#question13>

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Assessment of Qualifications (8 / 13)

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.

According to the Registration Regulation Section 7(1) IV the applicant must have satisfied one of the following educational and training requirements:

- i. possession of a diploma from a program in early childhood education offered by an Ontario College of Applied Arts and Technology,
- ii. successful completion of a post secondary program in early childhood education at a Canadian institution which is equivalent to that described in subparagraph i and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
- iii. possession of a degree from a Canadian university, whose major course content, both academic and practical, is relevant to early childhood education and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
- iv. possession of a diploma or degree from a post secondary institution or a combination of a diploma or degree from a post secondary institution and experience which is equivalent to that described in subparagraph i and demonstrated by the successful completion of an assessment process approved by the College or a committee of the College, or a prior learning assessment process approved by the College or a committee of the College, or
- v. possession of a Letter of Equivalency certificate or a Recognition of Equivalency certificate issued by the Association of Early Childhood Educators Ontario or the Association francophone à l'éducation des services à l'enfance de l'Ontario, in each case, no later than February 23, 2014, if the applicant applied for the Letter or the Recognition no later than December 31, 2010.

<http://www.college-ece.ca/en/Documents/Registration%20Regulation.pdf>

If internationally trained applicants completed an educational program in a language other than French or English, the College policy on language fluency requires them to obtain an assessment from a Canadian Language Benchmark assessment centre. Applicants must achieve a score of CLB level 7 on each of speaking, listening, reading and writing.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

World Education Services (WES) has been approved by the College as a third party agency to provide initial assessment of educational qualifications for applicants trained through international programs. The applicant, through WES, provides the College with an Academic Credential Evaluation Report. The College uses this report to inform its decision-making process regarding registration. The academic credential evaluation report as well as any opinion expressed by WES will be taken into account by the College but is not binding on the College. The College will make its own determination regarding an applicant's educational qualifications and experience.

Detailed information regarding the assessment of internationally trained applicants is available on the College website:

<http://www.college-ece.ca/en/BecomeAMember/Documents/Flow%20Chart%20IA.pdf>

[http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20\(6\).pdf](http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20(6).pdf)

http://www.college-ece.ca/en/Documents/Assessment_Criteria_EN.pdf

<http://www.college-ece.ca/en/BecomeAMember/Pages/Individual-Assessment-FAQs.aspx>

c) Explain how work experience in the profession is assessed.

During an individual assessment, the College will consider validated evidence of successful completion of practicum experience or work experience. In the case of work experience, the evidence usually includes an employer reference letter(s) and other official documents which validate, among other things, the applicant's job title, job duties and responsibilities and successful performance.

- An applicant must demonstrate that he or she has satisfactory experience in the practice of early childhood education through work experience, internship experience or practicum experience. It may not be demonstrated through volunteer work.
- The applicant's experience in the practice of early childhood education must relate to at least two of the following three age groupings: infant/toddler, pre-school and school age, provided that the applicant's experience combined with the course content of his or her academic program relates to all three age groupings.
- The nature, content and length of the applicant's experience in the practice of early childhood education must be equivalent to the field placement requirement of a four-semester diploma program in early childhood education offered at an Ontario College of Applied Arts and Technology.

The College recognizes experience obtained outside of Ontario and outside of Canada.

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.

Prior to the transfer of responsibility for the individual assessment of internationally trained applicants to the

College, extensive research was conducted by the College about the services provided by third-party assessors.

The College, after gathering information through contacting these organizations and on-site visits, determined that World Education Services was able to provide evidence of practices and processes that ensure the currency and accuracy of information.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The College maintains a library of past decisions and assessments which are regularly reviewed and referenced by staff members in the Registration and Member Services department who are involved in individual assessment. While these past decisions are used as a reference point, each application is treated individually and assessed independently to ensure all of the College's entry requirements are fulfilled.

The College assessment staff periodically conduct blind reviews of applicant files in which individual assessors conduct an assessment of the same applicant file. Following the assessment, staff meet to identify and discuss the outcomes of the assessments and to compare results. This practice contributes to maintaining consistency when assessing applicants with credentials from the same jurisdictions or institutions.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

In order to meet the College requirements, the diploma or degree held by the applicant must be granted by a post secondary institution recognized in its own jurisdiction.

The assessment report provided by WES informs the College of the status of an institution in its jurisdiction.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

The College has a formal policy regarding the accommodation of individuals with special needs. All members of College staff have undergone specific training related to providing customer service and accommodation in accordance with Ontario Regulation 429/07 Accessibility Standards for Customer Service.

Some staff members at the College are available to converse in sign language and have experience working with differently abled adults.

The College website has capacity to enlarge fonts for easier reading for users who may have a visual impairment.

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.

New applications that are complete are processed within 4-6 weeks on average. Applications requiring an individual assessment are typically processed within a 4-12 week timeframe.

i. State whether the average time differs for internationally trained individuals.

New applications that are complete are processed within 4-6 weeks on average. The average timeline for internationally trained applicants may be longer depending on the complexity of the application and the academic qualifications submitted by the applicant. Timelines for internationally trained applicants would not typically exceed 4-12 weeks once the College is in receipt of all documentation.

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.

The average timeline for internationally trained applicants may be longer depending on the complexity of the application and the academic qualifications submitted by the applicant. Each applicant file is assessed on an individual basis. Timelines for internationally trained applicants would not typically exceed 4-12 weeks once the College is in receipt of all documentation.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The College maintains a library of past decisions and assessments which are regularly reviewed and referenced by staff members in the Registration and Member Services department who are involved in individual assessment. While these past decisions are used as a reference point, each application is treated individually and assessed independently to ensure all of the College's entry requirements are fulfilled.

Effective February 14, 2011, the following registration practices have been implemented by the College:

1. an applicant who is required to satisfy the requirements of the Registration Regulation must provide an official transcript issued by the educational institution at which the applicant obtained his or her academic credential, bearing the institution's seal and signature of the registrar or equivalent official;
2. the transcript described in subparagraph (1) must be sent directly from the educational institution to the College;
3. an applicant whose academic credentials have been assessed by a third party assessment agency, acceptable to the College, is deemed to have satisfied the requirements described in subparagraphs (1) and (2), provided that the College has received the Academic Credential Evaluation Report issued by the agency and any supporting documentation provided by the applicant to the agency.
4. an applicant who has received a Recognition of Equivalency Certificate or a Letter of Equivalency Certificate issued by the Association of Early Childhood Educators Ontario (AECEO) or the Association francophone à l'éducation des services à l'enfance de l'Ontario (AFÉSEO) must provide to the College an original letter on letterhead of the AECEO or the AFÉSEO, signed by a senior official of the AECEO or the AFÉSEO. The letter must confirm the issuance of a Recognition of Equivalency Certificate or Letter of Equivalency Certificate to the applicant, the date on which the applicant applied to the AECEO or the AFÉSEO for the certificate and the date on which the certificate was issued.

For applicants who are internationally trained, World Education Services provides the College with an Academic Credential Evaluation Report which determines the level of the applicant's credentials.

ii. Describe the criteria that are applied to determine equivalency.

The criteria that are applied to determine equivalency are determined by the College Policy Regarding Assessment of Educational Qualifications of Applicants under section 7.1iv. of Registration Regulation.

[http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20\(6\).pdf](http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20%20of%20Registration%20Regulation_2564545%20(6).pdf)

iii. Explain how work experience is taken into account.

During an individual assessment, the College will consider validated evidence of successful completion of practicum experience or work experience. In the case of work experience, the evidence will include an employer reference letter(s) and other official documents which validate, among other things, the applicant's job title, job duties and responsibilities and successful performance.

- An applicant must demonstrate satisfactory experience in the practice of early childhood education through work experience, internship experience or practicum experience. It may not be demonstrated through volunteer work.
- The applicant's experience in the practice of early childhood education must relate to at least two of the following three age groupings: infant/toddler, pre-school and school age, provided that the applicant's experience combined with the course content of his or her academic program relates to all three age groupings.
- The nature, content and length of the applicant's experience in the practice of early childhood education must be equivalent to the field placement requirement of a four-semester diploma program in early childhood education offered at an Ontario College of Applied Arts and Technology.

The College recognizes experience obtained outside of Ontario and outside of Canada.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

Not applicable.

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

Not applicable.

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

Not applicable.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

Not applicable.

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

Not applicable.

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

Not applicable.

l) If your organization administers examinations:

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

Not applicable at this time. The College does not use an exam as a registration requirement.

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

Not applicable at this time.

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

Not applicable at this time.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

The College has approved WES as a third-party assessor to conduct an initial assessment of the educational qualifications of applicants. The academic credential evaluation report as well as any opinion expressed by WES will be taken into account by the College but is not binding on the College. The College will make its own determination regarding an applicant's educational qualifications and experience.

The College has approved Canadian Language Benchmark assessment centres to conduct language fluency testing if required.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

The College researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES.

ii. utilizes current and accurate information about qualifications from outside Canada

The College researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES.

iii. provides timely decisions, responses and reasons to applicants

The College researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES.

iv. provides training to individuals assessing qualifications

The College researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES.

v. provides access to records related to the assessment to applicants

The College researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES.

vi. accommodates applicants with special needs, such as visual impairment

The College researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES.

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.

The College remains independent of the third-party organization and their assessment process for educational qualifications.

ii. Describe the criteria that are applied to determine equivalency.

The College has approved WES as a third-party assessor to conduct an initial assessment of the educational qualifications of internationally trained applicants. The academic credential evaluation report as well as any opinion expressed by WES will be taken into account by the College but is not binding on the College. The College will make its own determination regarding an applicant's educational qualifications and experience.

The criteria applied to determine equivalency are specified in the College Policy Regarding Assessment of Educational Qualifications of Applicants Under Section 7.1.IV of Registration Regulation.

[http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20of%20Registration%20Regulation_2564545%20\(6\).pdf](http://www.college-ece.ca/en/Documents/1.%20Policy%20regarding%20Assessment%20of%20Educational%20Qualifications%20under%20Section%207%201%20iv%20of%20Registration%20Regulation_2564545%20(6).pdf)

iii. Explain how work experience is taken into account.

The College, during an individual assessment, will consider validated evidence of successful completion of practicum experience or work experience. In the case of work experience, the evidence will include an employer reference letter(s) and other official documents which validate, among other things, the applicant's job title, job duties and responsibilities and successful performance.

- An applicant must demonstrate that he or she has satisfactory experience in the practice of early childhood education through work experience, internship experience or practicum experience. It may not be demonstrated through volunteer work.
- The applicant's experience in the practice of early childhood education must relate to at least two of the following three age groupings: infant/toddler, pre-school and school age, provided that the applicant's experience combined with the course content of his or her academic program relates to all three age groupings.
- The nature, content and length of the applicant's experience in the practice of early childhood education must be equivalent to the field placement requirement of a four-semester diploma program in early childhood education offered at an Ontario College of Applied Arts and Technology.

The College recognizes experience obtained outside of Ontario and outside of Canada.

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

i. Describe the methodology used to evaluate competency.

Not applicable.

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

Not applicable.

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

Not applicable.

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

i. Describe the methodology used to evaluate prior learning.

Not applicable.

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

Not applicable.

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

Not applicable.

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

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

Not applicable at this time. The College does not have an exam requirement for registration.

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

Not applicable at this time.

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

Not applicable at this time.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

In 2014, the College made an on-site visit to WES to ensure common understanding and to review expectations. The College will continue to monitor the assessment services provided by WES.

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

The College has trained all staff in the Registration and Member Services department to assess authenticity of transcripts and verify program completion through the information available on the transcript. Staff have also been trained to recognize a Letter of Equivalency or a Recognition of Equivalency certificate issued by the AECEO/AFÉSEO. If required, department staff contact the granting institution to verify that the document format is authentic.

All Registration and Member Services staff meet on a weekly basis to update their knowledge and skills in areas related to registration and member services. Newly hired RMSAs also engage in a structured mentoring and job shadowing experience related to aspects of their role such as setting up an applicant file, inputting data into the College database system, screening applications, and providing service to applicants and members by phone and email.

Registration Assessment Analysts and the Deputy Registrar were hired with assessment knowledge. The College also strengthened staff involved in the individual assessment process by hiring an additional registration assessment analyst. All Registration and Member Services staff receive ongoing training related to any changes affecting the College registration policies and practices. Training this fiscal period has included:

- Canadian Network of National Associations of Regulators (CNNAR) Conference
- Council on Licensure , Enforcement and Regulation (CLEAR) Conference
- Ontario Profession Regulators' Policy Network (OPRPN) seminars
- Ontario Regulators for Access Consortium (ORAC) regular meetings
- Inspiring Public Confidence workshop - provided by the Ontario College of Teachers (OCT)
- How Does Learning Happen workshop - provided by the Ministry of Education
- Association Leadership, Change, Strategy and Structure training course - provided by Canadian Society of Association Executives (CSAE)
- Internal training on optimizing customer service
- Business Writing workshops - intermediate and advanced
- Various outreach activities

ii. individuals who make registration decisions

Individuals who make registration decisions have engaged in, or themselves prepared and presented, the activities listed in Section 10 (a) i of this report. Registration Assessment Analysts have also developed and implemented an ongoing process to provide for blind reviews of applicant files requiring individual assessments. These staff members subsequently meet to identify, compare and discuss the outcomes of these blind reviews and to ensure results are consistent.

In late 2014, Registration Assessment Analysts received admission to Assessment 101, an online distance-education course offered by the Canadian Information Centre for International Credentials (CICIC) in partnership with the University of Manitoba. The course was designed specifically for the community of academic credential assessors to supplement on-the-job training that assessors receive.

The Deputy Registrar interacts regularly with ORAC, OPRN, WES, OFC, CNNAR and CLEAR..

iii. individuals who make internal review or appeal decisions

All Registration Appeals Committee members receive orientation and training from the legal counsel and College staff in the following areas:

- Statutory obligations and role of Registration Appeals Committee
- Appeal process
- Legislation and Common Law Duty of Fairness
- Good conduct
- Regulation and Policies
- Procedure for processing application at the College
- Timing of the decisions
- Reasons for decisions
- Decision writing

New Committee members receive ongoing mentorship from members serving their second term.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Agreements on the Recognition of Qualifications (11 / 13)

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.

The College recognizes Letter of Equivalency or Recognition of Equivalency Certificates granted by the AECEO or AFÉSEO as meeting the educational qualifications requirement for registration and will accept Letter of Equivalency or Recognition of Equivalency Certificates issued no later than February 23, 2014, if the applicant applied for the letter or the recognition no later than December 31, 2010.

If an applicant holds a valid licence or certificate granted by a regulatory authority of another Canadian province or territory that is considered a match to the certificate of registration issued by the College, he/she is able to apply for registration with the College and will not be required to complete additional material training, experience, examinations or assessments. All other standard requirements of registration still apply.

The following list sets out the licences or certificates, granted by a regulatory authority of the provinces or territories indicated below, which are considered a match to the certificate of registration issued by the College:

- Alberta: Child Development Supervisor
- British Columbia: Infant Toddler Educator or Special Needs Educator
- Manitoba: Early Childhood Educator Level II or III
- Newfoundland and Labrador: Child Care Services Levels 2, 3, 4
- Nova Scotia: Level 2 or Level 3 Classification
- Prince Edward Island: Early Childhood Supervisor
- Saskatchewan: Early Childhood Educator Level III
- Yukon Territory: Child Care Worker Level III

b) Explain the impact of these agreements on the registration process or on applicants for registration.

The College's procedures for processing these applications are well established.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Data Collection (12 / 13)

Languages in which application information materials are available

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

Language	Yes/No
English	Yes
French	Yes
Other (please specify)	

Paid staff employed by your organization

b) 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, 1 full-time employee and 1 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	50
Staff involved in appeals process	2.5
Staff involved in registration process	21

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
U.S.	32
U.K.	16
India	12
France	10
Philippines	5
Australia	4
Ireland	3
Iran	3
Jamaica	3
Lebanon	3

¹Persons who have applied to start the process for entry to the profession.
 Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members² were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	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 Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	49813	447	29	143	2097	52529

² Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications 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
New applications received	5448	309	32	102	71	5962
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	5448	309	32	102	71	5962
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	5599	71	10	49	73	5802
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

³ An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

	Class of licence	Description
a)		<input type="text"/>
b)		<input type="text"/>
c)		<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of 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)					
	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	0	0	0	0	0	0
Applicants who initiated an appeal of a registration decision	32	16	4	8	0	60
Appeals heard	24	16	6	22	0	68
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Out of 24 appeals initiated by applicants trained in Ontario, two were adjourned. One appeal subsequently returned to the Registration Appeals Committee and was denied. One appeal remained adjourned.

Out of 16 appeals initiated by applicants trained outside of Ontario, one was adjourned and subsequently withdrawn.

Out of six appeals initiated by applicants trained in the United States, one was adjourned.

Out of 22 appeals initiated by internationally trained applicants, six were adjourned and one was subsequently withdrawn. Upon presenting additional information to the College, the appellant became a member. Three appeals returned to the Registration Appeals Committee and were denied.

One applicant withdrew from the process before a review took place.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Certification (13 / 13)

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
 - all information required to be provided in the Report is included; and
 - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: S.E. Corke

Title: Registrar and CEO

Date: February 26, 2014

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