

## 2021 Fair Registration Practices Report

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 Regulated Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges
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The aim of the FRP is:

- To collect data and information on individual regulators;
- To understand how a regulator has implemented fair registration practices during the reporting period; and,
- To help oversee compliance

Overseeing compliance requires, among other things, the following series of functions and activities:

- Monitoring
  - Assessing
  - Mitigating and/or enforcing
  - Educating and promoting
  - Reporting on progress
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Please note that future FRP Reports will likely change, in format and content, as we migrate to a more permanent portal and database solution, and as the FARPACTA changes re: registration timelines are finalized.

The first half of the FRP is intended to collect qualitative information to highlight a regulator's enhancements to improve fair registration practices year over year.

The second half is to collect quantitative data for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

1. **Please indicate which regulator you are and your main point of contact should we require follow up.**

College of Early Childhood Educators (CECE)  
Beth Deazeley, Registrar  
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**Section 1 - During the reporting period (January 1st–December 31st, 2021), please indicate if your organization has introduced any changes in the following areas impacting your registration processes by clicking on each of the appropriate boxes below.**

2. Registration requirements either through regulation, by-law or policy.

Yes

No

Description of change/improvement that would impact fair registration outcomes

Removal of the Eligibility to work in Canada requirement:

- On August 30, 2021, amendments were made to the O.Reg 221/08 to reduce regulatory burden and eliminate the requirement that applicants had to be eligible to work in Canada.
- Once the eligibility to work in Canada registration requirement with the College was removed from Ontario Regulation 221/08, effective January 1, 2022, applicants no longer had to provide supporting documents, such as proof of Canadian citizenship, permanent residency status in Canada, or a current work permit under the *Immigration and Refugee Protection Act (Canada)*
- The change in the regulation impacted active and prospective applicants by removing a barrier for registration.

Amendment to the *Language Fluency Policy*:

- In November 2021, the College's Council approved an amendment to the *Language Fluency Policy* which removed tests that had been discontinued by testing agencies and added additional test options in their place. While the standard for the language fluency requirement is unchanged, more options are available to applicants to meet the language fluency registration requirement.

3. New or consolidated class of certificates or licenses

Yes

No

Description of change/improvement that would impact fair registration outcomes

4. Assessment of qualifications

Yes

No

Description of change/improvement that would impact fair registration outcomes

Removal of Eligibility to work in Canada requirement:

- Amendments to the O.Reg 221/08 allowed the College to remove the requirement for applicants and members to hold Canadian citizenship or permanent residency status in Canada, or a current work permit under the *Immigration and Refugee Protection Act (Canada)*.
- Applicants are still required to submit proof of identity, such as government issued I.D., to verify their identity. Applicants are provided with additional options for identification allowing for greater flexibility in the application process.

Amendment to the *Language Fluency Policy*:

- The amendment to the policy allowed for several additional language tests to be considered in the application process. Applicants now have greater choice in meeting this registration requirement.

5. Timelines for registration, decisions and/or responses

Yes

No

Description of change/improvement that would impact fair registration outcomes

6. Registration and assessment fees

Yes

No

Description of change/improvement that would impact fair registration outcomes

7. Resources for applicants

Yes

No

Description of change/improvement that would impact fair registration outcomes

The following changes were made to the College's website, including the section designed for applicants:

- FAQs and guides on the application process were revised to reflect the removal of the Eligibility to work in Canada requirement and provided additional guidance to applicants on submitting proof of identity documentation. The clarity of information provided to applicants allows for better understanding of the options available to them.

8. Changes to internal review or appeal process

Yes

No

Description of change/improvement that would impact fair registration outcomes

9. Access by applicants to their records

Yes

No

Description of change/improvement that would impact fair registration outcomes

10. Mutual recognition agreements

Yes

No

Description of change/improvement that would impact fair registration outcomes

## 11. Training and resources for staff regarding registration

Yes

No

Description of change/improvement that would impact fair registration outcomes

Training sessions for Council:

- Anti-Racism training
- Regulation in the public interest
- Governance transition at the Ontario College of Teachers
- Beliefs and Bias
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Awareness

Training sessions for Registration Committee and Registration Appeals Committee:

- Fair registration principles and practices
- College policies
- Anti-racism training
- Practice Readiness Initiative
- Regulatory membership structures
- Labour mobility
- Conflicts of interest/bias
- Policy development process
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Awareness

Training sessions for Staff:

- Thinking about wellness
- The Power of Words and Images: A focus on race in children's books
- Let's Talk about Race Study in Early Childhood
- Indigenous Perspectives
- Managing Challenging Conversations – provided by Achieve Centre for Leadership
- Guidance for transitioning to practice as an RECE
- Resources for Working with Internationally Educated Applicants – provided by World Education Services
- Introduction to ZenDesk
- Introduction to iMIS database
- Introduction to M365
- How to process incomplete files and draft incomplete PTRs
- How to manage the reinstatement and reapplication process
- Introduction to the GAPs process
- How to draft general application PTRs
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Awareness

Through such training the College:

- Upholds its focus on providing transparent, objective, fair and impartial registration practices for applicants, within the context of its mandate to protect the public interest.
- Remains current on changes in the regulatory environment and the early learning and care sector by drawing on the knowledge and opportunities provided to continue to inspire public confidence
- Encourages staff to engage with how race affects lived experiences and socialization, as well as to reflect on their own biases to then employ anti-racist practices within their work at the College.

#### 12. Relationship with third party service provider(s)

- Yes  
 No

Description of change/improvement that would impact fair registration outcomes

#### 13. Accreditation of educational programs

- Yes  
 No

Description of change/improvement that would impact fair registration outcomes

Re-accreditation (re-approval) of the Bachelor of Applied Science – Child, Youth and Family (Child Stream)/Child Studies program offered by the University of Guelph:

- Under the *Approval of Education Programs Policy*, the College has the authority to approve post-secondary programs that meet the education requirement for registration. The College completed an assessment and re-approved the Bachelor of Applied Science – Child, Youth and Family (Child Stream)/Child Studies program offered by the University of Guelph. Graduates of this program are deemed to automatically meet the education requirement for registration without additional assessment of their education qualifications.

#### 14. Technological or digital improvements

- Yes  
 No

Description of change/improvement that would impact fair registration outcomes

Migration to Microsoft 365:

- The College migrated its document storage and internal communication systems to Microsoft 365. This digital ecosystem increased staff capacity to collaborate, review, and assess files in a timelier manner for both on-site and remote staff. This has increased efficiency in the application screening and assessment process.

Implementation of Macros in ZenDesk application system:

- The College also implemented Macros to its Zendesk ticketing system. Macros provided easily accessible response templates that address frequently received inquiries. The implementation and frequent audit of Macros, as well as training on adapting templates for relevancy, has ensured that applicants receive thorough, consistent, and timely responses during the registration process.

#### 15. Anti-racism and inclusion-based policies and practices

Yes

No

Description of change/improvement that would impact fair registration outcomes

Commitment to Anti-Racism:

- With the implementation of the College's *Statement on Commitment to Anti-Racism* in 2020, the College has continued to embed anti-racism into all aspects of its work and began evaluations of all College policies and practices through an anti-racism lens.
- The College also created a proposal for the collection of race-based data that was positively received by Council
- There was no impact to applicants at this time.

#### 16. Organizational Structure

Yes

No

Description of change/improvement that would impact fair registration outcomes

#### 17. Contingency or continuity of operations plans

Yes

No

Description of change/improvement that would impact fair registration outcomes

#### 18. Documentation requirements for registration

Yes

No

Description of change/improvement that would impact fair registration outcomes

Proof of Identity Documentation requirement:

- With the removal of the eligibility to work in Canada registration requirement, applicants are required to submit a copy of government issued identification as proof of their identity.

- Because supporting documentation no longer has to prove the applicant's eligibility to work in Canada, the list of accepted documents has been expanded providing more options for applicants during the application process.

#### 19. English/French language proficiency testing

- Yes  
 No

Description of change/improvement that would impact fair registration outcomes

Amendment to the *Language Fluency Policy*:

- The expanded options for language fluency tests provided more choice for applicants and reduced potential barriers.

#### 20. Section 2 – If applicable, please list your organization's top three accomplishments during the reporting period that relate to fair registration practices

The top three accomplishments of the College during the reporting period include:

- The Removal of the Eligibility to work in Canada requirement
  - The removal of the requirement significantly streamlined the application process and removed barriers to registration for applicants.
- Amendment to the *Language Fluency Policy*:
  - The amendment to the policy expanded the options for language fluency tests which provided more choice to applicants.
- Anti-racism initiatives
  - In 2020, the College made a commitment to embed anti-racism in all its work in its *Statement of Commitment to Anti-Racism*. Since that time, the College has worked to provide additional training and resources to staff and members and created a proposal to collect race-based data which was positively received by the College's Council.

#### 21. Section 3 – If applicable, please list the top three risks that impacted your organization's ability to achieve better registration outcomes for applicants during the reporting period. Please also indicate the measures you have taken to mitigate the impacts of these risks.

Risks that impacted the College's ability to achieve faster registration outcomes, which relate to the COVID-19 pandemic, include:

- Delay in receiving documentation from third parties
  - The College experienced delays in receiving supporting documents and information from post-secondary institutions in other provinces/jurisdictions, regulators in Ontario and other provinces/jurisdictions, and other third parties (such as documents from overseas, documents relating to good character, proof of professional

standing etc.) necessary to complete an application assessment. This resulted in delayed assessments and decisions for applicants.

- The College streamlined processes in 2020 (as noted in the 2020 Fair Registration Practices Report) to procure necessary documents from post-secondary institutions, regulatory bodies in Ontario and other provinces, and third parties. However, the College was still subject some instances of delays in receiving these documents that were outside the College's control.

22. Section 4 – Do you believe that you have a Canadian Experience Requirement (CER)?

If so, please describe the applicant competencies that you seek to develop through this requirement in the comment box below

CER: work experience or experiential training obtained in Canada.

Yes

No

Other (please specify)



## QUANTITATIVE SECTION

The following quantitative information is collected for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

### Languages

23. Indicate the languages in which you make available application materials and information about the application process.

- English
- French
- Other (please specify below)

### Membership Data – Demographic Data

24. As of December 31, 2021, please indicate the number of members in each gender category identified below and the number of total members.

Total Male	1,101
Total Female	57,036
Total Non-binary	0
Gender not provided	0
<i>Neither term applies</i>	<i>44</i>
Overall Total	58,181

*In relation to your members:*

25. Do you collect race-based data?

- Yes
- No

Other (please specify)

26. Do you collect other identity-based or demographics data?

- Yes
- No

Other (please specify)

The College collects information on Francophone and/or Indigenous Heritage demographics.

27. Do you plan to collect race-based data in the future?

Yes

No

Other (please specify)

The College is currently in the research and consultation stages of the race-based data collection process. While the College has identified the need for and importance of collecting this information, the College must still consult with stakeholders and community leaders before implementing any collection mechanisms.

#### Class of License/Certificate Data

28. As of December 31, of the reporting year, please indicate the number of members under each class or license category as applicable.

Full/Independent Practice	58,169
Provisional/Limited License/Certificate	12
Emergency License/Certificate	0
All other classes	0
Overall Total	58,181

#### *Jurisdiction where members were initially trained*

29. As of December 31, of the reporting year, please indicate the membership type and total number of registered members for each category listed below.

<i>Ontario</i>	<b>55,585</b>
<i>Other Canadian Provinces and Territories</i>	<b>820</b>
<i>USA</i>	<b>25</b>
<i>Other Countries</i>	<b>133</b>
<i>Multiple and/or Unspecified Jurisdiction</i>	<b>1,618</b>
<b>Total</b>	<b>58,181</b>

30. Please indicate the total number of registered members for the top 12 international countries or jurisdictions where these individuals obtained their initial education in the profession or trade.

Country	Total Members
United Kingdom/Britain	27
India	17
Australia	9
France	6
Serbia	6
Brazil	4
China	4
Philippines	4
South Korea	4
Jamaica	3
Lebanon	3
Portugal	3

**Applications Data – Demographics Data**

31. Indicate the number of applicants who filed an application between January 1 and December 31 of the reporting year, in each applicable category.

Total Male	125
Total Female	4,387
Total Non-binary	0
Gender not provided	0
Neither term applies	5
Overall Total	4,517

32. In relation to the applications, you received: Do you collect race-based data?

- Yes
- No

33. Do you collect other identity-based or demographics data?

- Yes
- No

If yes, please indicate the type:

The College collects information on Francophone and/or Indigenous Heritage demographics.

**Category of Applicants**

34. Number of applicants who voluntarily or involuntarily (through inactive and lapsed applications) withdrew from the application process between January 1 and December 31, 2021:

**133**

35. Please indicate the total number of applicants from Ontario who filed an application between January 1 and December 31, 2021 for the following categories as applicable.

Number of Applicants	4,317
Number of Applicants Licensed/Certified	4,108
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.
Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.

36. Please indicate the total number of applicants from Canadian provinces and territories (excluding Ontario) who filed an application between January 1 and December 31, 2021 for each of the following categories as applicable.

Number of Applicants	75
Number of Applicants Licensed/Certified	4
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.
Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.

37. Please indicate the total number of certificate-to-certificate (labour mobility) applicants who filed an application between January 1 and December 31, 2021 for each of the categories as applicable.

Number of Applicants	59
Number of Applicants Licensed/Certified	51
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.

Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.
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38. Please indicate the total number of applicants from international jurisdictions (not including USA) who filed an application between January 1 and December 31, 2021 for each of the categories as applicable.

Number of Applicants	88
Number of Applicants Licensed/Certified	27
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.
Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.

39. Please indicate the total number of applicants from multiple and/or jurisdictions not specified who filed an application between January 1 and December 31, 2021 for each of the categories as applicable.

Number of Applicants	66
Number of Applicants Licensed/Certified	51
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.
Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.

40. Please indicate the total number of applicants from accredited Canadian post-secondary institutions who filed an application between January 1 and December 31, 2021 for each of the categories as applicable.

Number of Applicants	4,392
Number of Applicants Licensed/Certified	4,112
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.

Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.
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41. Please indicate the total number of applicants who re-registered after withdrawing from the application process between January 1 and December 31, 2021 for each of the categories as applicable

Number of Applicants	5
Number of Applicants Licensed/Certified	5
Average Time to Process Application in Weeks from First Point of Applicant Contact	*Refer to response in question 42.
Average Time to Process Application in Weeks from Receipt of all Required Documents	*Refer to response in question 42.

42. Please provide any additional comments you may have for questions 33-41.

At this time, the College's data management system only captures data points for application submission date and date an *approved* decision is made on an application. Other data points required to assess process times as currently unavailable. The College is in the process of systems upgrades in order to capture required data points and assess processing times, with the anticipated changes expected to be fully implemented by the end of 2022.

The College experienced a decline in the overall membership compared to 2020; this was to be expected as the College returned to regular operations following the winding down of the temporary COVID-19 measures implemented by the College in 2020. Temporary COVID-19 measures included halting the suspension process and waiving late fees for members. As a result, members who would have been administratively suspended during 2020 were not suspended until 2021.

43. Jurisdiction where applicants obtained their initial education. Please indicate the total number of applicants for the top 12 international countries or jurisdiction where applicants obtained their initial education in the profession or trade.

Country	Total Applicants
India	24
Philippines	9
United Kingdom	8
United States of America	6

France	5
Pakistan	4
Australia	3
Bangladesh	3
Belgium	2
Brazil	2
Hong Kong	2
Iran	2

## Processing time

44. As of December 31, 2021, how many full licenses/certificates did your organization issue?

**4,646**

45. Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31, 2021, according to the following timelines.

<i>0 – less than 3 months</i>	1,631
<i>3 months – less than 6 months</i>	1,867
<i>6 months – less than 12 months</i>	796
<i>12 months – less than 18 months</i>	226
<i>18 months – less than 24 months</i>	47
<i>24 months or greater</i>	79
	4,646

## Age of Active Applications

46. As of December 31, 2021 what were the total number of active applications in your case inventory?

**1,109**

47. Please provide a breakdown (and total) of active applications according to the length of time (age) that they have been open.

<i>0 – less than 3 months</i>	221
<i>3 months – less than 6 months</i>	250
<i>6 months – less than 12 months</i>	304
<i>12 months – less than 18 months</i>	238
<i>18 months – less than 24 months</i>	70
<i>24 months or greater</i>	26
	1,109

## Other Licenses/Certificates of Registration Processed

48. Please indicate the number of applicants who were issued an alternative class of license\* that your organization processed in the reporting year (January 1-December 31, 2021).

Enter the data by the 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.

\* An alternative class of license/certificate enables the holder to practice with limitations, but additional requirements must be met for the member to be fully licensed/certified.

Ontario	0
Other Canadian Provinces and Territories	0
Certificate to Certificate (Labour Mobility)	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	1
TOTAL	1

49. Please indicate the number of applications, If applicable, who were issued an emergency license/certificate that your organization processed in the reporting year (January 1-December 31, 2021). Enter the data by the 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.

Ontario	0
Other Canadian Provinces and Territories	0
Certificate to Certificate (Labour Mobility)	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	0
TOTAL	0



50. Please indicate the number of Provisional license/certificate or alternative class of license/certificate holders who were fully licensed/certified by your organization which were processed in the reporting year (January 1-December 31, 2021). Enter the data by the 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.

Ontario	0
Other Canadian Provinces and Territories	0
Certificate to Certificate (Labour Mobility)	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	0
TOTAL	0

#### Number of Reviews and Appeals Processed

51. State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2021). **For applicants who were subject to an internal review or who were referred to a statutory committee of your governing council, such as a Registration Committee.** Enter the data by the 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.

Ontario	7
Other Canadian Provinces and Territories	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	1
TOTAL	8

52. State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2021). **For applicants who initiated an appeal of a registration decision.** Enter the data by the 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.

Ontario	0
Other Canadian Provinces and Territories	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	0
TOTAL	0

53. State the number of reviews and appeals heard in the reporting year (January 1-December 31, 2021). Enter the data by the 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.

Ontario	7
Other Canadian Provinces and Territories	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	1
TOTAL	8

54. State the number of registration decisions changed following an appeal and/or review that your organization processed in the reporting year (January 1-December 31, 2021). Enter the data by the 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.

Ontario	6
Other Canadian Provinces and Territories	0

USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	0
TOTAL	6

55. List the top three reason for appeals (by percentage) of a registration decision

\*Refer to response in question 58.

56. List the top five reasons (by percentage) for not Issuing a License/Certification to Internationally Trained Individuals

1. Incomplete Applications – 53%
2. Do Not Meet Educational Requirements – 45%
3. Do Not Meet Language Fluency – 2%

57. List the top Five Reasons (by percentage) for not Issuing a License/Certification to Canadian Graduates

1. Incomplete Applications – 66%
2. Do Not Meet Educational Requirements – 21%
3. Non-payment of Fees – 13%
4. Issues Potentially Affecting Practice (good character) – 1%

58. Please provide any additional comments you may have:

**Regarding Question 24 and 31:** In regard to gender on the College’s application and related forms, the question reads:

I identify my gender as:

1. Female
2. Male
3. If neither term above applies to you, please check this box

The reported data for the “Total Non-Binary” category is based on individuals who chose that neither term applies to them.

**Regarding Questions 28, 29, 48-54:** The reported data for the “multiple and/or unspecified jurisdictions” category includes individuals who applied on the basis of their equivalency certificate from AECEO/Aféseo or under the Agreement on Internal Trade (AIT). These individuals are considered based on the credentials held; underlying training for their applicants is not evaluated by the College.

**Regarding Question 45:** Application processing times for question 45 were determined from the date of the initial application submission to the date an approved decision is made on the application.

**Regarding Question 47:** The application processing times for question 47 were determined from the date of application submission to the end date of the calendar year (December 31, 2021) of applications still in the assessment process.

**Regarding Questions 45 and 47:** Applications that remain open for longer than 24 months include those who are currently participating in the Gaps in Education Training program. These applicants are actively pursuing additional education in order to meet the education requirement for registration. As addressed in the 2018 Fair Registration Practices Report, the College developed this program to assist eligible applicants address the gaps in their professional education in order to meet the education requirement for registration. The College places these application assessments on “hold” while applicants pursue additional studies, which extends their application processing time with the College.

**Regarding Questions 51-54:** The data reported for applicants that were subject to an internal review refers to the number of applicants who submitted a Request for Reconsideration of their application in 2021. Applicants who submit a Request for Reconsideration provide additional information during the review process to substantiate their application which may lead to membership. The College did not receive any requests for the Registration Appeals Committee in 2021.