Fair Registration Practices Report 2021

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

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

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The aim of the FRP:

- To collect data and information 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 the following to the 2021 FRP report:

- It is our intention that the 2021 FRP will be submitted through Survey Monkey;
- The 2021 FRP 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; and,

Organization:
Name of the regulated profession: Ontario Professional Foresters Association
Contact Name: Fred Pinto, Registrar and Executive Director
Contact Email: executive.director@opfa.ca
Contact Phone Number:705-476-9006

Qualitative Information

The following qualitative information is collected for the purposes of highlighting a regulator's enhancements to improve fair registration practices year over year.

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.

Area	Yes	No	Description of Change/Improvement that would impact Fair Registration Outcomes
a. Registration requirements either through regulation, by-law or policy.	☐	x☐	
b. New or consolidated class of certificates or licenses	☐	x☐	
c. Assessment of qualifications	x☐	☐	• The updated national Certification Standards were implemented in July 2021. Updates were completed to clarify the entry level competencies required to become a professional forester in Canada and allow applicants to apply under their strengths/area of expertise by selecting one of the five options in Standard 8 (area of professional practice). • The national Credential Assessment Process (CAP) was updated in July 2021 to an entirely online assessment process to improve the user experience and efficiency for applicants, their competency witnesses and assessors.
d. Timelines for registration,	☐	x☐	

decisions and/ or responses			
e. Registration and assessment fees	☐	x☐	
f. Resources for applicants	x☐	☐	- The [Application Processes and Forms section of the website](#) was reorganized to make information easier to find based on applicant stream and membership category. - Guidance documents were updated (ongoing). - Provisional Member Orientation Sessions (through Zoom) implemented for all Provisional Members within 2 weeks of approval to meet OPFA staff and receive personalized guidance through the registration process, as well as have their specific questions answered. [Pre-Screening tool](#) made available at no cost for applicants to self-assess their education and experience against the Certification Standards to identify potential competency gaps. This tool aids OPFA staff in providing guidance regarding appropriate membership categories and additional training. - Presentation delivered for internationally trained individuals through the **Pancanadian Diversity Recruitment and Retention Program** held by the Société Économique de l'Ontario.
g. Changes to internal review or appeal process	☐	x☐	
h. Access by applicants to their records	☐	x☐	
i. Mutual recognition agreements	☐	x☐	

j.	Training and resources for staff regarding registration	x☐	☐	● Registration Manager participated in the CAP assessor training to learn more about the assessment process and provide feedback to both assessors and applicants. Participation will continue at future training sessions.
k.	Relationship with third party service provider(s)	☐	x☐	
l.	Accreditation of educational programs	☐	x☐	
m.	Technological or digital improvements	x☐	☐	● EasyLMS testing software purchased and utilized to allow for testing and certificates to be provided for online training/professional development. ● Moving the CAP to an entirely online system using the CAP web portal eliminated the requirement for applicants to work on large spreadsheets and for witnesses to submit paper forms. ● Zoom and Pheedloop were utilized more often to meet with applicants and provide training and networking opportunities through the virtual conference.
n.	Anti-racism and inclusion-based policies and practices	x☐	☐	● OPFA Equity & Inclusion Task Team and OPFA Council developed an [Anti-Discrimination Statement](#). ● Review of all OPFA policies and practices with equity, diversity & inclusion lens was begun.
o.	Organizational structure	☐	x☐	
p.	Contingency or continuity of operations plans	☐	x☐	
q.	Documentation requirements for registration	☐	x☐	

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r. English / French language proficiency testing	☐	ₓ☐	Not required.	

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

1	Implementation of the updated Certification Standards improves flexibility and allows for applicants to apply under their areas of strength/expertise.
2	The move to an online Credential Assessment Process (CAP) improving the efficiency of the assessment process and user experience.
3	The ongoing work of the Equity & Inclusion Task Team and OPFA Council to develop the Anti-Discrimination Statement and undertake a review of all practices and policies with an equity, diversity & inclusion lens.

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.

	Risk	**Mitigation Measure**
1	The large number of applicants from programs that are from programs that are not accredited by Canadian Forestry Accreditation Board (CFAB) programs. These applicants have to undergo a competency assessment to evaluate their education and experience against the Certification Standards, and often have competency gaps identified which require additional training before they can become licensed.	● The introduction of the Pre-Screening tool allows for applicants to get an estimate on how many competency gaps they are likely to have identified, and enables them to prioritize and get a head start on the additional training that they need. ● The OPFA continues to offer the Bridge Training Program for Foresters in collaboration with the Canadian Institute of Forestry, the University of Toronto and Lakehead University to assist individuals in filling competency gaps to become licensed. However, with the introduction of the new Certification

		Standards in July 2021 many of these training modules require restructuring and updating. Funding to achieve this has been sought from several sources but not secured so far. ● Applicants who reach out to OPFA staff and enquire about the process to become a professional forester in Canada are advised about the Canadian Forestry Accreditation Board (CFAB) accredited programs that are available if they are interested in continuing their education and following the accredited graduate process to licensure.
2	The time required for applicants to assemble/prepare documentation to have their education and experience assessed through the Credential Assessment Process (CAP). This can be challenging for applicants to prioritize around their work and family etc. and can lead to delays in the registration process.	● The move to the online system has streamlined this for both applicants, their witnesses and the assessors, however a significant amount of time is still required.
3	Limited funds. The OPFA is a small regulatory body with limited resources and staff. Additional/improved training opportunities for applicants (including but not limited to the Bridge Training) could be provided if more resources were available. Funding for updating existing programs is difficult to secure.	● OPFA staff discuss funding opportunities with other forestry regulators, forestry related non-profit organizations and educational institutions in Canada to identify potential opportunities on an ongoing basis. ● Collaboration opportunities are sought out when possible to share resources and improve reach of initiatives.

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

☐ Yes

☒ No

If so, please describe the applicant competencies that you seek to develop through this requirement?

CER: work experience or experiential training obtained in Canada.
(can be a text box that we can provide)

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

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

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

1. **Membership Data**

   Demographics Data

   As of December 31, of the reporting year, please indicate the number of members in each gender category identified below:

Gender	Number of members (not including publically appointed members)
Total Male	677
Total Female	245
Total Non-binary	0
Gender not provided	10
OVERALL TOTAL	932

In relation to your members:

Do you collect race-based data? (YES/NO) No

Do you collect other identity-based or demographics data? (YES/NO) No

Do you plan to collect race-based data in the future? (YES/NO) Yes

If yes, please indicate the type: Through a voluntary count me in survey
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a. Class of License/Certificate Data

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

Class of License/Certificate	Number of members
Full/Independent Practice	530
Provisional/Limited License/Certificate	158
Emergency License/Certificate	0
Associate/Limited Scope of Practice	38

Non-Resident/Unable to practice in Ontario	15
Life/Unable to Practice	77
Inactive/Unable to Practice	45
Honourary/Unable to Practice	6
Student/Unable to Practice	63
OVERALL TOTAL	932

b. Jurisdiction where members were initially trained

As of December 31, of the reporting year, please indicate the total number of registered members that is Full & Associate for each category below.

Type	Description (Drop Down)	Count
Membership	Ontario	439
Membership	Other Canadian Provinces and Territories	102
Membership	USA	4
Membership	Other Countries	20
Membership	Multiple and/or Unspecified Jurisdiction	2
TOTAL		567

c. Please indicate the total number of registered members (Full & Associate) for the top 12 international countries or jurisdictions where these individuals obtained their initial education in the profession or trade.

Name of Country	Count
Nepal	**3**

China	**2**
Zambia	**2**
United Kingdom	**3**
Ethiopia	**1**
Croatia	**1**
Pakistan	**1**
Poland	**1**
Uzbekistan	**1**
Albania	**1**
Iran	**1**
Taiwan	**1**

2. **Applications Data**

Demographics Data

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

Gender	Number of applicants
Total Male	30
Total Female	25
Total Non-binary	0
Gender not Provided	1
OVERALL TOTAL	56

In relation to the applications, you received:

Do you collect race-based data? (YES/NO) No

Do you collect other identity-based or demographics data? (YES/NO) No

If yes, please indicate the type:

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a. Category of Applicants

Number of applicants who voluntarily or involuntarily (through inactive and lapsed applications) withdrew from the application process between January 1 and December 31 of the reporting year: _____2_____.

Please indicate the total number of applicants who filed an application between January 1 and December 31 of the reporting year for each of the category as applicable.

Category	Number of applicants	Number of applicants fully licensed/certified	Average Time to Process Application in Weeks from First Point of Applicant Contact	Average Time to Process Application in Weeks from Receipt of all Required Documents
Applicants from Ontario	50	17	15	6
Applicants from other Canadian provinces and territories	4	2	15	6
Certificate-to-certificate (labour mobility) applicants	5	5	15	6
Applicants from international jurisdictions (not including USA)	2	0	15	6
Applicants from multiple and/or jurisdictions not specified	0	0	0	0

Applicants from accredited Canadian post-secondary institutions	33	16	15	6
Applicants from unaccredited Canadian post-secondary institutions	23	3	15	6
Number of applicants who re-registered after withdrawing from the application process	0	0	0	0

Additional comments:

b. 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.

Name of Jurisdiction	Count
Phillippines	1
Albania	1

c. Processing Time

As of December 31, of the reporting year, how many full licenses/certificates did your organization issue _____19_____.

Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31 of the reporting year, according to the timelines noted in the table below.

Timeline	Total Applications Processed	Percentage (system can calculate by dividing column 2 by total license issued)
0 – less than 3 months	8	.4
3 months – less than 6 months	1	.05
6 months – less than 12 months	2	.10
12 months – less than 18 months	5	.26
18 months – less than 24 months	3	.16
24 months and greater	0	0

d. Age of Active Applications

As of December 31, what were the total number of active applications in your case inventory? __158____ **Please note that this number includes individuals that have met all the academic requirements as well as those that have gaps in their academic requirements.**

Please provide a breakdown of these active applications according to the length of time that they have been open.

Age	Total
0 – less than 3 months	10
3 months – less than 6 months	13
6 months – less than 12 months	25

12 months – less than 18 months	11
18 months – less than 24 months	18
24 months and greater	81

e. Other Licenses/Certificates of Registration Processed

Please indicate the number of applications that your organization processed in the reporting year that relate to other classes or types of license/certificates. 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.

January 1 to December 31	Ontario	Other Canadian Provinces and Territories	Certificate to Certificate (Labour Mobility)	USA	Other International	Multiple and/or Unspecified Jurisdictions	Total
Applicants who were issued an alternative class of license*	0	0	0	0	0	0	0
If applicable, applicants who were issued an emergency license/certificate	0	0	0	0	0	0	0

Provisional license/certificate or alternative class of license/certificate holders who were fully licensed/certified	0	0	0	0	0	0	0

* 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.

Additional comments:

f. Number of Reviews and Appeals Processed

State the number of reviews and appeals that your organization processed in the reporting year. 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.

January 1 to December 31	Ontario	Other Canadian Provinces	USA	Other Countries	Multiple and/or Unspecified Countries	Total
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	0	0	0	0	0	0
Applicants who initiated an appeal of a	0	0	0	0	0	0

registration decision						
Number of appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

g. Top Three Reasons for these Appeals

Reason   Percentage

_____   _____

_____   _____

_____   _____

h. Top Five Reasons for not Issuing a License/Certification to Internationally Trained Individuals

Reason   Percentage

_____   _____

_____   _____

_____   _____

Additional comments:

i. Top Five Reasons for not Issuing a License/Certification to Canadian Graduates

Reason	Percentage
_____	_____
_____	_____
_____	_____

Additional comments: