#7

COMPLETE

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Page 1: Fair Registration Practices Report 2022

Q1

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

Ontario Professional Foresters Association
Fred Pinto, Executive Director and Registrar
executive.director@opfa.ca

Q2   **No**

Section 1 - During the reporting period (January 1st– December 31st, 2022), 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.Registration requirements either through regulation, by-law or policy.

Q3   **No**

Assessment of qualifications

Q4   **No**

Timelines for registration, decisions and/or responses

Q5

Registration and assessment fees

Yes,

Description of change/improvement that would impact fair registration outcomes:

Introduction of Limited Competency Assessment Fee ($250) to cover the costs required to allow applicants for Associate Membership with a limited scope of practice to undergo a competency assessment through the OPFA Registration Committee and become licensed without being required to undergo the National Credential Assessment Process (CAP) – which not all applicants are eligible for. All Annual Membership Fees increased by 5% to account for rising costs. The Annual Provisional Member Fee for Provisional Members who do not meet the registration requirements within the provided 6 years to become licensed and remain as Provisional Members on extensions was raised from $100 to $310 (50% of the Full/Associate Membership fees). The goal is to encourage individuals to work through the requirements and become licensed instead of stalling out as Provisional Members.

Q6

Resources for applicants

No

Q7

Changes to internal review or appeal process

No

Q8

Access by applicants to their records

No

Q9

Mutual recognition agreements

No

Q10

Training and resources for staff regarding registration

No

Q11

Relationship with third party service provider(s)

No

Q12

Accreditation of educational programs

Yes,

Description of Change/Improvement that would impact Fair Registration Outcomes:
The Ontario Govt. announced a scheme to enable community colleges to grant applied degrees as a result we have been working with Trent U and Sandford College to develop an accredited forestry program.

Q13

Technological or digital improvements

No

Q14

Anti-racism and inclusion-based policies and practices

No

Q15

Organizational structure

No

Q16

Contingency or continuity of operations plans

No

Q17

Documentation requirements for registration

No

Q18

English / French language proficiency testing

No

Q19

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

1   **Introduced the Shadow a Forester Program to provide opportunities for Student and Provisional Members to network, learn about different jobs and gain experience and connections.**

2   **Raised awareness of Associate Membership as a licensing option open to those who may not be eligible for assessment through the Credential Assessment Process (CAP) for Full Membership through webinars and orientation sessions.**

3   **Saw increases in Provisional, Associate and Full Membership numbers. Associate Membership numbers increased for the first time in a decade.**

Q20

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.

1   **Provisional Members struggling to build a network & connections in different fields and gain relevant experience, especially newcomers to Canada and those from families not connected to forestry. Introduced the Shadow a Forester Program to provide opportunities for Student and Provisional Members to network, learn about different jobs and gain experience and develop their professional networks.**

2   **A lack of awareness that professional forestry is a regulated profession in Ontario, and what that means. Communications strategy developed in 2022, with both print and web-based communications materials to be developed (ongoing work).**

3   **Applicants from an increasingly wide range of backgrounds, many of whom do not meet the competency requirements for Full Membership. Worked on raising awareness of Associate Membership as a more flexible option, open to those who may not be eligible for assessment through the Credential Assessment Process (CAP) for Full Membership and sharing this information through webinars and orientation sessions.**

Q21

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.

No,

Other (please specify):
OPFA removed this requirement in 2013 and was commended by the OFC that year

Q22

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.

English ,

Other (please specify):
Only the national Certification Standards and Credential Assessment Process (CAP) Manual are available in French.

Q23

Membership Data Demographics Data As of December 31, 2022, please indicate the number of members in each gender category identified below and the number of total members.

Total Male	**692**
Total Female	**255**
Total Non-binary	**0**
Gender not provided	**11**
Overall Total	**958**

Q24

In relation to your members: Do you collect race-based data?

No,

Other (please specify):
Note: we had an anonymous voluntary Count Me In survey in 2023 but do not collect any mandatory data from the membership as a whole.

Q25

Do you collect other identity-based or demographics data?

Yes,

Other (please specify):
Date of birth Note: we had an anonymous voluntary Count Me In survey in 2023 but do not collect any mandatory data from the membership as a whole.

Q26

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

Yes,

If yes, please indicate the type::
Only as part of periodic anonymous voluntary Count Me In surveys.

Q27

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.

Full/Independent Practice	**539**
Provisional/Limited License/Certificate	**175**
Emergency License/Certificate	**0**
All other classes	**202**
Overall Total	**958**

Q28

Jurisdiction where members were initially trainedAs of December 31, of the reporting year, please indicate the membership type and total number of registered members for each category listed below.

Ontario	**706**
Other Canadian Provinces and Territories	**199**
USA	**4**
Other Countries	**43**
Multiple and/or Unspecified Jurisdiction	**6**
Total	**958**

Q29

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.

1	**Nepal-7**
2	**China-6**
3	**United Kingdom-5**
4	**India-3**
5	**Ghana-2**
6	**Albania-2**
7	**Germany-2**
8	**Bangladesh-1**
9	**Brazil-1**
10	**Bulgaria-1**
11	**Columbia-1**
12	**Croatia-1**

Q30

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.

Total Male	**42**
Total Female	**24**
Total Non-binary	**0**
Gender not provided	**0**
Overall Total	**66**

Q31

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

No

Q32

Do you collect other identity-based or demographics data?

No

Q33

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, 2022:

2

Q34

Please indicate the total number of applicants from Ontario who filed an application between January 1 and December 31, 2022 for the following categories as applicable.

Number of Applicants	**51**
Number of Applicants Licensed/Certified	**4**
Average Time to Process Application in Weeks from First Point of Applicant Contact	**7**
Average Time to Process Application in Weeks from Receipt of all Required Documents	**6**

Q35

Please indicate the total number of applicants from Canadian provinces and territories (excluding Ontario) who filed an application between January 1 and December 31, 2022 for each of the following categories as applicable.

Number of applicants	**2**
Number of applicants fully licensed/certified	**0**

Q36

Please indicate the total number of certificate-to-certificate (labour mobility) applicants who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	**3**
Number of applicants fully licensed/certified	**3**
Average Time to Process Application in Weeks from First Point of Applicant Contact	**7**
Average Time to Process Application in Weeks from Receipt of all Required Documents	**6**

Q37

Please indicate the total number of applicants from international jurisdictions (not including USA) who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	**7**
Number of applicants fully licensed/certified	**0**

Q38

Please indicate the total number of applicants from multiple and/or jurisdictions not specified who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	**1**
Number of applicants fully licensed/certified	**0**

Q39

Please indicate the total number of applicants from accredited Canadian post-secondary institutions who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	**39**
Number of applicants fully licensed/certified	**3**
Average Time to Process Application in Weeks from First Point of Applicant Contact	**11**
Average Time to Process Application in Weeks from Receipt of all Required Documents	**5**

Q40

Please indicate the total number of applicants who re-registered after withdrawing from the application process between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants	**0**
Number of applicants fully licensed/certified	**0**

Q41

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

Respondent skipped this question

Q42

Jurisdiction where applicants obtained their initial educationPlease 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.

1	**Nepal-2**
2	**Denmark-1**
3	**Cuba-1**
4	**India-1**
5	**China-1**

Q43

Processing Time As of December 31, 2022, how many full licenses/certificates did your organization issue?

24

Q44

Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31, 2022, according to the following timelines.

0 – less than 3 months	**24**
3 months – less than 6 months	**0**
6 months – less than 12 months	**0**
12 months – less than 18 months	**0**
18 months – less than 24 months	**0**
24 months and greater	**0**

Q45

Age of Active Applications As of December 31, 2022 what were the total number of active applications in your case inventory?

175

Q46

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

0 – less than 3 months	**8**
3 months – less than 6 months	**20**
6 months – less than 12 months	**34**
12 months – less than 18 months	**17**
18 months – less than 24 months	**18**
24 months and greater	**78**
TOTAL	**175**

Q47

Other Licenses/Certificates of Registration ProcessedPlease 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, 2022).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	5
Other Canadian Provinces and Territories	0
Certificate to Certificate (Labour Mobility)	0
USA	0
Other International	0
Multiple and/or Unspecified Jurisdictions	0
TOTAL	5

Q48

Other Licenses/Certificates of Registration ProcessedPlease 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, 2022). 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

Q49

Other Licenses/Certificates of Registration ProcessedPlease 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, 2022). 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	22
Other Canadian Provinces and Territories	1
Certificate to Certificate (Labour Mobility)	0
USA	0
Other International	1
Multiple and/or Unspecified Jurisdictions	0
TOTAL	24

Q50

Number of Reviews and Appeals Processed State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). 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	0
Other Canadian Provinces	0
USA	0
OtherCountries	0
Multiple and/or Unspecified Countries	0
TOTAL	0

Q51

State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). 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	0
USA	0
OtherCountries	0
Multiple and/or Unspecified Countries	0
TOTAL	0

Q52

State the number of reviews and appeals heard in the reporting year (January 1-December 31, 2022). 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	0
USA	0
OtherCountries	0
Multiple and/or Unspecified Countries	0
TOTAL	0

Q53

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, 2022). 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	0
USA	0
OtherCountries	0
Multiple and/or Unspecified Countries	0
TOTAL	0

Q54

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

Respondent skipped this question

Q55

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

1	-

Q56

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

1	-

Q57

Please provide any additional comments you may have: