

HUMAN RESOURCES Professionals Association

2023 Fair Registration Practices Report

Prepared for the Office of the Fairness Commissioner (OFC)



FAIRNESS COMMISSIONER
COMMISSAIRE À L'ÉQUITÉ

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1. Background

Under section 20 of the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA), which is substantially similar to section 22.7(1) of Schedule 2 of the Regulated Health Professions Act, 1991 (RHPA),

“A regulated profession shall prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations”.

Section 23 of FARPACTA and Section 22.9 of Schedule 2 of the RHPA then go on to indicate that the Fairness Commissioner shall specify the form in which these reports shall be prepared, along with the required filing dates. This section also stipulates that a regulator must make these reports public.

It is pursuant to these authorities that the Office of the Fairness Commissioner (OFC) has required that each regulator complete its 2023 Fair Registration Practices Report (FRP).

Please note that this report covers the time-period from January 1 to December 31, 2023.

The FRP:

- Collects information about the organization, applicants to the profession and current membership.
- Provides information to the public about how the organization has implemented fair registration practices during the reporting period.
- Helps the OFC to successfully undertake the education and compliance activities which include monitoring, applying a risk-informed compliance framework, assessing performance, and sharing best practices.
- Determines whether the regulator is complying with recently enacted legislative and regulatory provisions designed to reduce barriers for domestic labour mobility and internationally trained applicants.
- Identifies trends across regulated professions and regulated health colleges.

Please note that the 2023 version of the FRP has changed from the previous version in terms of both form and content as the OFC's enabling statutes have evolved and as the office migrates to a more permanent portal-enabled database solution.

2. Organization information

| | |
|--------------------------|---|
| Organization name | HUMAN RESOURCES Professionals Association |
|--------------------------|---|

For questions about this report, please contact:

| | |
|------------------|---|
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3. Registration requirements

Applicants to the regulated professions and compulsory trades must fulfil registration requirements to practice their profession or use a professional title. This section summarizes registration requirements for each profession or trade regulated by HUMAN RESOURCES Professionals Association

Licensing requirements (brief description for each requirement listed):

| Profession/ Trade Name | Human Resources Professional |
|-------------------------------|--|
| Academic requirement | There are no academic requirements to register with the HRP. If a registrant would like to pursue a CHRP or CHRL designation, there is a requirement that can be met through one or more of coursework, experience, or challenge exams. If an applicant would like to register in the HRP's reduced-fee student class, the applicant must be registered at an accredited Ontario post-secondary institution taking HRP-approved courses. |

| | |
|---|--|
| Experience requirement | There is no experience requirement to register with the HRP. If a registrant would like to pursue a CHRL or CHRE designation, there is an experience requirement that can be met through domestic or international experience (3 years at the professional level for the CHRL and 10 years of experience for the CHRE, including significant and executive-level HR experience). |
| Language requirement | There are no language requirements to become an HRP member. |
| Additional information on licensing requirements (may include links to appropriate page on regulator website): | Not applicable. |
| | |

4. Third party assessments

Third party organizations that assess qualifications on behalf of the regulator.

| Organization name | Function |
|--------------------------|-----------------|
|--------------------------|-----------------|

Fair access legislation requires regulators to take reasonable measures to ensure that any third parties undertake assessment of qualifications in a way that is transparent, objective, impartial and fair.

HUMAN RESOURCES Professionals Association takes the following measure(s) to ensure fair and timely assessments:

The HRP does not work with third-party service providers to assess applicant qualifications in relation to registration or the ability to practise human resources as a regulated HRP registrant. Third-party service providers, such as credentialing evaluation service providers (e.g., WES), would only be involved if a

registrant seeks a CHRP or CHRL designation. The CHRL designation has a degree requirement, so any international degree needs to be assessed as being equivalent to a Canadian degree.

5. Accomplishments, risks and mitigations

Key accomplishments and risks pertaining to fair registration practices during the reporting period are summarized below.

A. Accomplishments

| | |
|---|--|
| 1 | The HRPAs completed an upgrade to our registrant database in Spring 2023. Upgrades are an important step in maintaining system security. |
| 2 | The Appeal Committee and the Discipline Committee's Rules of Procedure were updated to reflect the changes made to the Statutory Powers Procedure Act. |
| 3 | The HRPAs developed a new Practice Standard: Addressing Workplace Violence, Including Domestic Violence. |

B. Risks and Mitigations

| Risk | Mitigation Measure |
|--|--|
| Given changing regulatory and operational requirements, there is a risk that increasing manual work will be required over time, affecting the efficiency both of registration activities and data collection and analysis. | In 2023, the HRPAs approved the retainer of a third-party contractor to update two key modules of our registrant database. In late 2023, we began the process of updating the module that allows new registrants to join the HRPAs. The updating of this module is scheduled for 2024. Plans to update the module that allows existing registrants to renew are scheduled for 2025. We expect these updates to increase efficiency, thereby reducing |

| | |
|--|---|
| | the risk of potential delays or human error in the registration and renewal processes. |
| Due to volume of information, it can be difficult for some applicants and registrants to find specific information on the HRPAs website, resulting in inbound inquiries. | In late 2023, the HRPAs embarked on a simplification project, the key goal of which is to ensure that applicants, registrants, and members of the public can easily find and understand all relevant information and complete any required forms. |
| The HRPAs heard from some registrants that the HRPAs renewal dues financial assistance program – the Renewal Dues Assistance Program (RDAP) - did not include their specific category of financial need. | In late 2023, the HRPAs worked on updating our financial assistance program to include a new category for registrants renewing for 2024–2025. This new category reflected the changing nature of our registrants’ needs and circumstances. |

6. Changes to registration practices

During the January 1 to December 31, 2023 reporting period, HUMAN RESOURCES Professionals Association has introduced the following changes impacting its registration processes. Changes, anticipated impacts, and risk mitigation are summarized below.

A. Registration requirements and practices

| Registration process | Changes Made (Yes / No) | Description |
|---|-------------------------|-------------|
| Registration requirements either through regulation, by-law or policy | No | |

| | | |
|---|-----|--|
| New or consolidated class of certificates or licenses | No | |
| Assessment of qualifications, including competency-based assessments and examinations | Yes | In 2023, we moved from three sittings a year to two for our employment law exams (CHRP and CHRL Employment Law Exams). We had already moved to two sittings a year in 2022 for our knowledge exams (CHRP and CHRL Knowledge Exams) but kept the employment law exams as three sittings a year to ease our registrants into a new exam schedule. |
| Documentation requirements for registration | No | |
| Timelines for registration, decisions and/or responses | No | |
| Registration and/or assessment fees | Yes | In 2023, the HRPAs' initial registration dues for the Practitioner and Allied Professional class and renewal dues for the CHRE, CHRP, CHRL, Practitioner, and Allied Professional classes were raised approximately 6%. The HRPAs' regulatory fees were also raised in line with cost of living. The new regulatory fees took effect December 22, 2023. The following fees were affected: The course approval application for out-of-province coursework was \$90 per course and increased to \$95 per course, an increase of 5%. The CHRP and CHRL knowledge exam prep program was \$250 and increased to \$260, an increase of 4%. |
| Changes to internal review or appeal process | No | |

| | | |
|---------------------------------------|----|--|
| Access by applicants to their records | No | |
|---------------------------------------|----|--|

B. Training, policy and applicant supports

| Registration process | Changes Made (Yes / No) | Description |
|---|--------------------------------|--|
| Training and resources for staff who deal with registration issues | Yes | Regulatory Affairs staff participated in a number of external training options in 2023. In 2023, staff attended CLEAR’s Introduction to Regulatory Governance Webinar series (February – June 2023). |
| Resources or training to support applicants to move through the licensing process | No | |
| Anti-racism and inclusion-based policies and practices | Yes | In January 2023, the HRPAs retained a consultant to help engage with Indigenous communities. The HRPAs dedicated March 2023 as a Wellness Month for HRPAs employees. We held mental health discussions to help to normalize the need for mental health supports and reduce the stigma around mental health and wellness. In November 2023, staff attended unconscious bias training. In addition, the HRPAs made available to all staff a course intended to foster and enable inclusion, diversity, equity, and accessibility in practice. In 2023, the HRPAs started a student co-op program in human resources to help students, including internationally trained students, gain experience in the workplace. The HRPAs launched a new staff committee – the IDEA Committee - to assist in developing the HRPAs’ internal diversity, equity, and inclusion work. |

| | | |
|--|--|--|
| | | The HRPAs, through a third-party consultant, implemented mandatory training for all executives in inclusion, diversity, equity, and accessibility. |
|--|--|--|

C. System partners

| Registration process | Changes Made (Yes / No) | Description |
|---|--------------------------------|---|
| Steps to increase accountability of third-party service provider(s) | No | |
| Accreditation of educational programs | No | |
| Mutual recognition agreements | Yes | The Chartered Professionals in Human Resources Act, SM 2023, c. 40, received royal assent on May 30, 2023, and the HRPAs began to recognize designations from CPHR Manitoba at that time. |

D. Responsiveness to changes in the regulatory environment

| Registration process | Changes Made (Yes / No) | Description |
|---------------------------------------|--------------------------------|--|
| Emergency registration plans | Yes | The HRPAs submitted our first emergency registration plan to the OFC on April 19, 2024. |
| Technological or digital improvements | Yes | In 2023, the HRPAs began a process to migrate to a new database provider. To mitigate the impact on registrants, the HRPAs is implementing the change in stages. The module for registrants to join the HRPAs is scheduled to be tested and launched in 2024 |

| | | |
|--|----|--|
| | | and the module for registrants to renew their registration is scheduled to be tested and launched in 2025. The new modules are designed to increase automation and efficiency and offer a more user-friendly portal. |
| Steps to address labour shortages in the profession or trade | No | |
| Other | No | |

7. Membership and application data

The Office of the Fairness Commissioner collects membership and application data from regulators through annual Fair Registration Practices Reports, which are also made available to the public. 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.

A. Race-based data collected

| | Race-based data collected? (Yes or No) |
|------------|---|
| Members | No |
| Applicants | No |

Additional description:

B. Other identity-based or demographic data collected

| | Other identity-based or demographic data collected? (Yes or No) |
|------------|--|
| Members | No |
| Applicants | No |

Additional description:

| |
|--|
| |
|--|

C. Languages of service provision

HUMAN RESOURCES Professionals Association makes application materials and information available to applicants in the following languages.

| Language | Yes / No |
|------------------------|---|
| English | Yes |
| French | Yes |
| Other (please specify) | All materials are primarily available in English, but documents can be provided in French upon request. |

D. Membership Profile

| Profession Name | Total Number of Members |
|------------------------------|--------------------------------|
| Human Resources Professional | 23517 |

| Class of License | Total Number of Members | Total Number of Internationally Educated Members |
|--------------------------------------|--------------------------------|---|
| Full / General/ Independent Practice | 23517 | 2038 |

| Gender | Number of Members |
|-----------------------|--------------------------|
| Other / not collected | 23517 |

| Jurisdiction of Initial Training | Number of Members |
|---|--------------------------|
| Ontario | 20862 |
| Other provinces and territories | 458 |
| United States | 95 |
| Other International | 1911 |
| Multiple Jurisdictions | 32 |
| Other/not collected | 159 |

| Country of Initial Training | Number of Members |
|------------------------------------|--------------------------|
| Canada | 21320 |
| Afghanistan | 2 |
| Albania | 3 |
| Argentina | 1 |
| Armenia | 4 |
| Australia | 25 |
| Austria | 1 |
| Bahamas | 2 |
| Bangladesh | 24 |
| Barbados | 6 |
| Brazil | 33 |
| Burkina Faso | 1 |
| Burundi | 1 |
| Cameroon | 3 |
| Chile | 1 |
| China | 60 |
| Colombia | 16 |
| Dominica | 1 |
| Dominican Republic | 6 |
| United Arab Emirates | 55 |

| | |
|-----------------|-----|
| Ecuador | 3 |
| Egypt | 15 |
| Ethiopia | 3 |
| Finland | 1 |
| France | 24 |
| Georgia | 1 |
| Germany | 4 |
| Ghana | 4 |
| Guatemala | 3 |
| Guyana | 3 |
| Honduras | 2 |
| Hungary | 3 |
| India | 766 |
| Iran | 11 |
| Iraq | 1 |
| Ireland | 9 |
| Israel | 1 |
| Italy | 3 |
| Jamaica | 37 |
| Japan | 1 |
| Jordan | 6 |
| Kazakhstan | 1 |
| Kenya | 2 |
| South Korea | 5 |
| Kuwait | 5 |
| Lebanon | 13 |
| Macedonia | 1 |
| Malaysia | 3 |
| Mauritius | 4 |
| Mexico | 14 |
| Moldova | 1 |
| Other Countries | 170 |
| Morocco | 5 |
| Nepal | 6 |
| Netherlands | 2 |
| New Zealand | 3 |
| Nigeria | 236 |
| Oman | 1 |

| | |
|--------------------------|-----|
| Pakistan | 91 |
| Peru | 11 |
| Philippines | 65 |
| Poland | 4 |
| Portugal | 1 |
| Qatar | 6 |
| Romania | 5 |
| Russia | 9 |
| Rwanda | 1 |
| Saint Lucia | 1 |
| Saudi Arabia | 4 |
| Senegal | 1 |
| Serbia | 1 |
| Singapore | 8 |
| South Africa | 24 |
| Spain | 4 |
| Sri Lanka | 12 |
| Sudan | 2 |
| Sweden | 1 |
| Switzerland | 1 |
| Syria | 1 |
| Thailand | 2 |
| Trinidad and Tobago | 20 |
| Tunisia | 1 |
| Turkiye | 6 |
| Uganda | 3 |
| United Kingdom | 175 |
| Ukraine | 7 |
| United States of America | 95 |
| Venezuela | 6 |
| Vietnam | 8 |
| Zimbabwe | 3 |

| Official language of preference | Number of Members |
|---------------------------------|-------------------|
|---------------------------------|-------------------|

| | |
|---------|-------|
| English | 23517 |
|---------|-------|

| Racial identity (optional) | Number of Members |
|----------------------------|-------------------|
| Not collected | 23517 |

E. Data Notes

For question A6, the category "Other Countries" is 170. 1 is for a registrant who indicated Yugoslavia and 169 is for those who didn't specify the country. The HRPAs does not collect data on official language of preference. The HRPAs most common language of preferred communication is English. If a registrant indicates a desire to communicate in French, documents and services can be provided in French. The HRPAs does not collect gender, racial, or identity-based data as part of registration or renewal. Gender, language, and racial identity data are collected in relation to registrants who elect to write a designation exam. Because many registrants do not write an exam and because the data is reported for a single year (2023), the data represent only a fraction of the HRPAs registrants. Out of 1838 exam writers in 2023, the following reflects the data collected: • 1538 answers reflected that that writer identified as female, 281 as male, 18 preferred not to answer, and 1 identified as other; and • 722 identified as being a visible minority. The following identity-based questions are asked as part of the exam registration process: • What is your first language? • Are you an internationally educated professional? Out of 1838 exams written in 2023, the following reflects the data collected: • 1417 identified English as their first language, 17 identified French, 397 identified that neither English nor French was their first language, and 7 did not specify a first language; and • 14 identified as being an internationally educated professional, 1654 did not identify as being an internationally educated professional, and 170 did not specify whether they identify as being an internationally educated professional.

F. Applicant Profile

| Profession Name | Total Number of Applicants |
|------------------------------|-----------------------------------|
| Human Resources Professional | 2717 |

| Gender | Number of Applicants |
|-----------------------|-----------------------------|
| Other / not collected | 2717 |

| Jurisdiction of Initial Training | Applications received in 2023 | Applications with decisions pending |
|---|--------------------------------------|--|
| Ontario | 1822 | 62 |
| Other provinces and territories | 57 | 4 |
| United States | 22 | 1 |
| Other International | 719 | 25 |
| Multiple Jurisdictions | 0 | 0 |
| Other/not collected | 97 | 4 |

| Country of Initial Training | Number of Applicants |
|------------------------------------|-----------------------------|
| Canada | 1879 |
| Afghanistan | 1 |
| Albania | 1 |
| Australia | 6 |
| Bangladesh | 10 |
| Barbados | 3 |
| Brazil | 8 |
| Cameroon | 2 |
| China | 25 |
| Colombia | 3 |
| Dominican Republic | 4 |
| Ecuador | 1 |

| | |
|---------------------|-----|
| Egypt | 2 |
| France | 8 |
| Germany | 1 |
| Ghana | 2 |
| Guatemala | 2 |
| Honduras | 1 |
| India | 329 |
| Iran | 7 |
| Iraq | 1 |
| Ireland | 1 |
| Israel | 1 |
| Jamaica | 7 |
| Jordan | 2 |
| Kazakhstan | 1 |
| Kenya | 1 |
| South Korea | 2 |
| Kuwait | 3 |
| Lebanon | 6 |
| Malaysia | 1 |
| Mexico | 1 |
| Morocco | 2 |
| Nepal | 5 |
| New Zealand | 1 |
| Nigeria | 109 |
| Pakistan | 30 |
| Peru | 7 |
| Philippines | 43 |
| Poland | 1 |
| Portugal | 1 |
| Qatar | 1 |
| Russia | 3 |
| Saint Lucia | 1 |
| Singapore | 2 |
| South Africa | 5 |
| Spain | 1 |
| Sri Lanka | 4 |
| Thailand | 1 |
| Trinidad and Tobago | 3 |

| | |
|--------------------------|-----|
| Turkiye | 1 |
| Uganda | 2 |
| Ukraine | 5 |
| United Arab Emirates | 11 |
| United Kingdom | 29 |
| United States of America | 22 |
| Vietnam | 3 |
| Zimbabwe | 2 |
| Other Countries | 100 |

| Official language of preference | Number of Members |
|---------------------------------|-------------------|
| English | 2717 |

| Racial identity (optional) | Number of Members |
|----------------------------|-------------------|
| Not collected | 2717 |

G. Data Notes

For question B3, the category "Other Countries" was selected as there was not an option to select "Not Collected". The 100 individuals in the "Other Countries" category did not specify the country. The HRPAs does not collect data on official language of preference. The HRPAs most common language of preferred communication is English. If a registrant indicates a desire to communicate in French, documents and services can be provided in French. The HRPAs does not collect gender, racial, or identity-based data as part of registration or renewal. Gender, language, and racial identity data are collected in relation to registrants who elect to write a designation exam. Because many registrants do not write an exam and because the data is reported for a single year (2023), the data represent only a fraction of the HRPAs registrants. Out of 1838 exam writers in 2023, the following reflects the data collected: • 1538 answers reflected that that writer identified as female, 281 as male, 18 preferred not to answer, and 1

identified as other; and • 722 identified as being a visible minority. The following identity-based questions are asked as part of the exam registration process: • What is your first language? • Are you an internationally educated professional? Out of 1838 exams written in 2023, the following reflects the data collected: • 1417 identified English as their first language, 17 identified French, 397 identified that neither English nor French was their first language, and 7 did not specify a first language; and • 14 identified as being an internationally educated professional, 1654 did not identify as being an internationally educated professional, and 170 did not specify whether they identify as being an internationally educated professional.

H. Application Decisions

The table below summarizes the outcome of registration decisions finalized in 2023. Some applications may have been received in the previous year.

| Jurisdiction of initial training | Successful | Unsuccessful | Withdrawn |
|---|-------------------|---------------------|------------------|
| Ontario | 1760 | 0 | 0 |
| Other provinces and territories | 53 | 0 | 0 |
| United States | 21 | 0 | 0 |
| Other International | 694 | 0 | 0 |
| Multiple Jurisdictions | 0 | 0 | 0 |
| Other/not collected | 93 | 0 | 0 |

I. New Registrants

For the 2023 reporting year, the breakdown of new registrants by class of registration is provided below:

| Class of registration | Total new registrants by class | Number of internationally educated registrants |
|------------------------------|---------------------------------------|---|
|------------------------------|---------------------------------------|---|

| | | |
|------------------------|-------------|------------|
| Full / General Student | 2232 485 | 591 150 |
|------------------------|-------------|------------|

J. Data Notes

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| |
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K. Reviews and Appeals

Applicants for registration may appeal a registration decision. An **internal review or appeal** involves formal reconsideration of a registration decision further to an application and submissions by the applicant.

| Jurisdiction of initial training | Number of internal reviews and appeals processed | Number of decisions changed following internal review or appeal |
|----------------------------------|--|---|
| Ontario | 18 | 0 |
| Other provinces and territories | 0 | 0 |
| Other International | 1 | 0 |

An **external review or appeal** involves review of a registration decision by an external appeal tribunal or court, such as the Health Professions Review and Appeal Board or Divisional Court.

| Jurisdiction of initial training | Number of applicants who sought external review or appeal | Number of decisions changed following external review or appeal |
|----------------------------------|---|---|
| | | |

| | | |
|---------------------------------|---|---|
| Ontario | 0 | 0 |
| Other provinces and territories | 0 | 0 |
| Other International | 0 | 0 |

Issues raised in reviews and appeals can point to challenges in the registration process. The table below summarizes top issues or reasons that applicants raised during these appeal proceedings.

| Issue or reason raised | Number of appeals |
|------------------------|-------------------|
| | |

Internationally trained applicants face additional challenges in the registration process. The table below summarizes top reasons for not registering internationally trained individuals.

| Reason for not registering | Number of internationally trained applicants |
|---|--|
| 1. Failure to submit required documentation for the initial registration class or a lower rate. | 0 |
| 2. Failing to pay the required fee. | 0 |
| 3. n/a | 0 |

L. Data Notes

For question B12, the numbers are not currently tracked.

8. Changes Related to New Legislative and Regulatory Requirements

By Ontario law, regulated occupations must provide registration practices that are transparent, objective, impartial and fair. Non-health occupations are governed by the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA)*, while health professions are governed by the *Regulated Health Professions Act, 2011 (RHPA)*.

In 2021, both statutes were amended to incorporate substantive provisions to:

- A. Eliminate the use of Canadian experience requirements except under prescribed circumstances.
- B. Streamline language proficiency testing requirements.
- C. Provide for the continuity of registration processes during emergency situations.
- D. Set registration time limits. (FARPACTA only)

HUMAN RESOURCES Professionals Association has made the following changes to comply with these new legal obligations:

A. Canadian Experience

Change required: No changes required

HUMAN RESOURCES Professionals Association has taken the following measures to comply with legislative requirements on eliminating Canadian experience requirements unless an exemption is granted or an alternative is identified that meets criteria prescribed in regulations (non-health regulators) or the exceptions in legislation are met (regulated health colleges).

B. Language Proficiency Testing

Change required: No changes required

HUMAN RESOURCES Professionals Association has taken the following measures to comply with recent legislative changes requiring that regulators accept language proficiency testing results derived from any of the tests accepted for immigration purposes to satisfy their language proficiency requirements:



HUMAN RESOURCES Professionals Association offers applicants the following options to demonstrate language proficiency.

C. Emergency Registration

Change required: Yes

HUMAN RESOURCES Professionals Association has taken the following measures to comply with requirements to establish an emergency class (health colleges) or develop an emergency registration plan (non-health regulators).

The HRP submitted our first emergency registration plan to the OFC on April 19, 2024.

D. Registration timelines (FARPACTA Regulators only)

Profession: Human Resources Professional

i. Domestic Labour Mobility Applicants

9.1 (4) of FARPACTA prescribes that regulators must make a registration decision within 30 business days from the time that they receive a complete application “and everything required by the regulated profession in respect of the application.”

HUMAN RESOURCES Professionals Association requires the following documentation before beginning to count the 30-day registration time-period. This would be the starting point of the registration process for the purpose the data summarized below.

- Completed application form
- Letter of standing / good character
- Payment of fee

- Other (please specify) If applicable, (i.e. providing services to the public) proof of professional liability insurance.

For domestic labour mobility applications received between January 1, 2023 and November 30, 2023, registration timelines and outcomes are summarized below:

| Registration decisions | 30 days or less | More than 30 days |
|----------------------------------|-----------------|-------------------|
| Full registration granted | 6 | 0 |
| Alternative registration granted | 0 | 0 |
| No registration granted | 0 | 0 |

ii. Internationally Trained Individuals

Sections 5 and 6 of Ontario Regulation 261/22 made under FARPACTA establish two-time standards for ITIs:

- **A six-month time limit** for a regulator to make a registration decision following receipt of everything that it requires in respect of an application for registration. (This time limit must be met in 90% of all cases.)
- **A 12-month standard** for the regulator to report on its ability to register ITIs, who are eligible for registration without condition, from the earlier of the date that:
 - (a) the regulated profession receives everything it requires in respect of the individual's application for registration, or
 - (b) any third-party that assesses the individual's qualification on behalf of the regulated profession, receives everything it requires for this purpose.

Section 6 of the regulation further stipulates that the regulator's annual Fair Registration Practices Report shall include data on a regulator's compliance with the six-month standard, and its ability to meet the 12-month standard and, where the regulator has been unable to meet this one-year standard, the steps that the regulator is taking to meet this target.

HUMAN RESOURCES Professionals Association requires the following documentation before beginning to count the six-month registration time-period for internationally educated individuals.

- Completed application form
- Payment of fee

Measures undertaken to date to comply with new registration time limits for internationally trained individuals are as follows:

The HRPAs has not taken any measures to adjust our practices as we have had no problems in processing completed applications from internationally trained individuals within the six-month time limit.

Please note that new legal time limits came into effect as of July 1, 2023. Because of longer time periods for internationally educated applicants, regulators will only be required to report publicly on achieving these requirements in the 2024 Fair Registration Practices Report.

Glossary of terms

Applicant: An individual who has applied for membership in a regulated profession or compulsory trade, with the associated rights to practice their profession / trade or use a professional title.

Domestic labour mobility: Applications subject to the Canadian Free Trade Agreement, which stipulates that a certificate issued by one province or territory should be recognized by all others unless there is an exception due to public health, safety and security reasons.

Internationally educated / trained: An individual whose initial professional education was not from a Canadian educational institution, or who is applying for trade certification based on experience gained outside Canada. This category includes individuals with education / training in the US and other countries. It also includes individuals who completed their initial professional education outside Canada and later addressed gaps with courses or a bridging program based in Canada.

Jurisdiction of initial training: For professions, the jurisdiction in which an applicant obtained their initial professional education used in full or partial fulfilment of registration requirements. For trades, the jurisdiction of initial trade experience listed on a Trades Equivalency Assessment (TEA) application.

Member: An individual who has satisfied the conditions for registration in their profession / trade and has been granted the right to practice and/or the right to use a professional designation or title. Members may hold a full license to engage in independent practice, or they may hold an alternate class of registration.

Racial identity: Voluntary self-report data of racial identity as a social description. Follows categories identified in the Ontario Anti-Racism Directorate Data <<https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism>> .

Registration requirements: the entry-to-practice requirements that that an applicant must meet to be granted full membership in a regulated profession or trade, with the associated right to practice or right to use a professional title.

- **Academic requirement:** The formal education, or equivalent, that is required for licensing or certification in a particular regulated profession or trade.
- **Experience requirement:** The experiential training or work experience that is required for licensing or certification in a particular regulated profession or trade.
- **Language requirement:** The level of language proficiency that is required for licensing or certification in a particular regulated profession or trade, and the language proficiency tests accepted in fulfillment of this requirement.

Third party service provider: An external organization that assesses applicant qualifications on behalf of the regulator.