



# Documentation of Qualifications

# Policy 10.12

<b>Section:</b>	Registration		
<b>Approved By:</b>	Registration Committee	<b>Public:</b>	Yes
<b>Approved Date:</b>	August 18, 2009	<b>Review Schedule:</b>	Every 3 Years
<b>Effective Date:</b>	August 18, 2009	<b>Last Reviewed:</b>	
<b>Amended Date(s):</b>	September 7, 2022	<b>Next Review Date:</b>	June 2026

## Legislative Requirement

In accordance with the Health Professions Procedural Code (the Code), being Schedule 2 to the *Regulated Health Professions Act, 1991*, the College is required to make information publicly available on the documentation of qualifications that must be submitted with an application for registration and what alternatives may be acceptable if an applicant cannot obtain the required documentation for reasons beyond their control.

The Code also requires Colleges who makes its own assessment of qualifications to do so in a way that is transparent, objective, impartial and fair. If Colleges rely on a third party to assess an applicant's qualifications, the College is also required to take reasonable steps to ensure that third party's assessment is also transparent, objective, impartial and fair.

## Policy

The College will provide information to applicants on what documentation of qualifications must be submitted with an application for registration. The College will also provide guidance to applicants who cannot obtain this documentation for reasons beyond their control, on a case-by-case basis.

The College will use a variety of communication methods to provide information to individuals, depending on the applicant's preferred communication method.

The information on what documentation of qualifications must be submitted with an application for registration is available on the College's website.

The College will take reasonable steps to ensure the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

When assessing qualifications, the College will do so in a way that is transparent, objective, impartial and fair.