Fair Registration Practices Report

Engineering Technicians and Technologists (2008)

The answers that you submitted to OFC can be seen below.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process	**Information is available through the following: website, brochures, chapter outreach, via phone or email and occasionally through advertisements in immigrant newspapers.**
b) requirements for registration	**Information is available through the following means: website, brochures, chapter outreach, and via phone or email and occasionally through advertisements in immigrant newspapers.**
c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content	**Information is available on our website and through phone or email.**
d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario	**Information is available on our website, brochures, via phone or email.**
e) requirements that may be satisfied through acceptable alternatives	**Information is available on our website and via phone or email.**
f) the steps in the assessment process	**Information is available on our website, brochures, via phone or email.**
g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants	**Information about documents that must accompany each application is available on our website, brochures, on the application and via phone or email. There are no documents which are only required from internationally trained applicants.**
h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control	**Information may be obtained via phone or email. A website review is currently being conducted and a more detailed PLAR policy is being developed. Additions to the website will be made once these are completed.**
i) how applicants can contact your organization	**Information is available on our website with phone numbers and email addresses.**

j) how, why and how often your organization initiates communication with applicants about their applications	**Information is available on our website regarding how and how often we communicate with our applicants.**
k) the process for dealing with documents provided in languages other than English or French	**Information is available on our website and through phone or email.**
l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process	**OACETT does its own assessment and evaluations and does not rely on third-party assessments. There is information regarding the use of the International Qualifications Database on our website and links to other bridging programs that OACETT participates in as a voluntary member such as the Fast Track to Technology Occupations (FTTO) Project with Sheridan College and Centennial College, providing services to internationally trained applicants. OACETT also participates in another project with Settlement and Integration Services Organization (SISO) in Hamilton. This project, called Bridging for Engineering, assists internationally trained individuals to become certified with OACETT. OACETT's Registrar also sits on the Advisory Committee for Engineering Your Future at Skills for Change in Toronto. In addition, OACETT is a participant on the Colleges Integrating Immigrants to Employment (CIITE) project with 7 Ontario colleges.**
m) any timelines, deadlines or time limits that applicants will be subject to during the registration process	**Information regarding the timelines for certification is on our website and is also sent to members in stages during the process of the review.**
n) the amount of time that the registration process usually takes	**Information regarding registration timelines is on our website and is also emailed to members after initial contact.**
o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence	**Our fee schedule is posted on the website and specific fees are on our applications.**
p) accommodation of applicants with special needs, such as visual impairment	**Information is on our website asking applicants to phone or email the office for assistance.**

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.	**There are no different fees.**

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions	**For files with academic information, we register applicants as associate members at our next admissions date which occurs at the beginning of every month. After that, for files with**

	complete information, file reviews announcing certification categories or programs to reach certification are made within 3 months.
b) What are your timelines for responding to applicants in writing	**For general business inquiries, applicants are responded to within 3 to 5 business days at the most. Many inquiries are able to be returned within 24 hours (volume dependent). Applicants are sent reminder emails every 2 to 3 months regarding missing documents.**
c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions	**For registration decisions, internal reviews and appeal decisions, applicants receive notice of the decision within 10 -15 business days after the file review is finished. If there is an internal review it may take as few as 10 -15 days or up to 8 – 10 weeks depending on when the admissions committee next meets and volume of applications. The committee typically meets twice per month. OACETT encourages members to request a 2nd File Review if they disagree with the results or if they have new information to share. The 2nd File Review takes a minimum of 8 weeks. There is also a formal appeal process outlined in our By-law 18, section 6.6.0 that a member may undertake within 30 days of the notice of the decision by the Registrar. The appeal will then be heard within 90 days by 3 members of the Institute of Engineering Technology (IETO) Board, OACETT's certification division and the candidate will be notified thereafter of the decision in writing. There is a fee for the appeal which is refunded if the appeal is successful.**
d) Explain how your organization ensures that it adheres to these timelines.	**Our admissions coordinators work diligently to ensure that they respond to all inquiries in a timely manner. If they need to consult with the admissions committee in order to answer a question, they will respond to the member first within the timelines stated above alerting them to the extra time needed for the information. These times are monitored at staff meetings and the staff are asked to alert management if they cannot be met so they may be adapted or other measures undertaken.**
	Our Manager, Admissions and Certification keeps a close watch on the files moving through the admissions committee and manages the 2nd File Review process and can hold extra meetings or call in extra admissions committee members to the committee meetings if necessary to ensure that our published timelines are being met.

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.	**Members are allowed access to their own records in accordance with PIPEDA on written request addressed to the Registrar.**

b) Explain why access to applicants' own records would be limited or refused.	**Applicants do not have access to the professional reference questionnaires in their files as these are confidential and applicants are aware of this.**
c) State how and when you give applicants estimates of the fees for making records available.	**There are currently no fees for making records available; however IETO will be establishing a fee.**
d) List the fees for making records available.	**If this refers to providing members with copies of documents we currently have no fees but IETO is currently reviewing and establishing a fee for this service.**
e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.	**n/a**

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.	**OACETT has detailed information about the application process and the certification process on our website including detailed frequently asked questions and exam information. We have the following brochures:** **Application and Certification Answers at your Fingertips** **Join OACETT - Build Your Career** **Road to Certification - You Are OACETT**
b) Describe how your organization provides information to applicants about these resources.	**Applicants are referred to the OACETT website.**

Internal Review or Appeal Processes (6 / 13)

This section refers to initial internal reviews or appeals.

a) List your timelines for completing internal reviews or appeals of registration decisions.	**Internal reviews take up to 8 – 10 weeks (they are often able to be completed in as little as 2 weeks depending on when the admissions committee next meets and volume of files waiting). The committee typically meets twice per month. OACETT encourages members to request a 2nd File Review if they disagree with the results or if they have new information to share. The 2nd File Review takes a minimum of 8 weeks. There is also a formal appeal process outlined in our By-law 18, section 6.6.0 that a member may undertake within 30 days of the notice of the decision by the Registrar. The appeal will then be heard within 90 days by 3 members of the Institute of Engineering Technology (IETO) Board, OACETT's certification division and the candidate will be notified thereafter of the decision in writing. There is a fee for the appeal which is refunded if the appeal is successful.**

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.	**We believe we had no internal reviews or second reviews that exceeded our timelines. We had no formal appeals last year.**
ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.	**n/a**
b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.	**An internal review is initiated by a staff member who is concerned about the file review that the applicant has received and sends it back for review; no action is required by the member. A 2nd File Review can be requested by a member if:** **•A member wants to send in additional information or documentation that was not previously provided; or** **•A member disagrees with the evaluation** **If a member disagrees with the 2nd File Review assessment, they must submit a formal appeal as per By-law 18 section 6.6.0.**
c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.	**Applicants are informed about second reviews when they are given their certification summaries. Information is also on our website. Members are told that they must review the 2nd File Review Evaluation Troubleshooting Guide and then complete the Request for 2nd Review Form. The Form can be submitted in writing or by electronic means. Requests for a 2nd File Review will not be accepted over the telephone. The member must submit any new information or documents along with the form. If a member is still dissatisfied with the results of the 2nd Review; they will be directed to the appeal procedure in our By-law 18 either by email or phone depending on how they have communicated with us. The member will launch an appeal by sending a Notice of Appeal in writing to the Registrar.**
d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.	**The examiner who reviewed the file must sign the review panel sheets kept in the member's file. By our definition of an internal review, it is a staff admissions coordinator who initiates the review and will then consult with a different senior examiner than originally reviewed the file, usually the Chair of the Admissions Committee. For 2nd reviews, the Manager, Admissions & Certification, or Deputy Registrar or Second Review Committee will undertake the review dependent on whether it is academics or experience that is being disputed. Anyone who worked on the original review which is evident by their signature will excuse him/herself from that file.**
e) Describe your internal review or appeal process.	**Internal Review: an admissions coordinator who, when processing the results of a file review, believes that a review is necessary, will**

forward the file to a different senior examiner or the Chair of the Admissions Committee. We do not have specific numbers for 2008 but have begun a process to track these reviews for 2009.

2nd Review:

Summary of Procedures for 2nd File Review of Academics

-Request for 2nd file review received from member.
-Manager, Admissions & Certification reviews academic program.
-If no change in academics, Manager, Admissions & Certification will initial file and note that a 2nd review of academics was completed.
-Deputy Registrar will initial review completed by the Manager, Admissions & Certification if in agreement.
-If not in agreement, file will be sent to the 2nd File Review Committee.
-2nd File Review Committee reviews academics.
-File given to the appropriate Admissions Coordinator to inform the member of the results of the file review.
-If member disagrees with the 2nd file review assessment, he or she can submit a formal appeal as per By-Law 18 (6.6.0 Appeal Procedures).

Summary of Procedures for 2nd File Review of Experience

-Request for 2nd file review received from member.
-Manager, Admissions & Certification consults with senior examiner in the appropriate discipline other than the initial reviewer.
-If Senior Examiner disagrees with initial review then the file will go to the 2nd File Review Committee.
-2nd File Review Committee to review work experience.
-File given to the appropriate Admissions Coordinator to inform the member of the results of the experience review.
-If member disagrees with the 2nd file review assessment, he or she can submit a formal appeal as per By-Law 18 (6.6.0 Appeal Procedures).

Summary of Procedures for 2nd File Review of Academics: New/Additional Information

-Member submits new or additional documentation.
-Manager, Admissions & Certification reviews academic program.
-If no change in academics, Manager, Admissions & Certification will initial file and

	note that a 2nd review of academics was completed. **-Deputy Registrar will initial review completed by the Manager, Admissions & Certification if in agreement.** **-File given to the appropriate Admissions Coordinator to inform the member of the results of the file review.** **-If member disagrees with the 2nd file review assessment, he or she can submit a formal appeal as per By-Law 18 (6.6.0 Appeal Procedures).** **Summary of Procedures for 2nd File Review of Experience: New/Additional Information** **-Member submits new or additional documentation.** **-Manager, Admissions & Certification consults with senior examiner in the appropriate discipline other than the initial reviewer.** **-File given to the appropriate Admissions Coordinator to inform the member of the results of the experience review.** **-If member disagrees with the 2nd file review assessment, he or she can submit a formal appeal as per By-Law 18 (6.6.0 Appeal Procedures).** **Formal Appeals** **OACETT's appeal procedure appears in OACETT's By-law 18, section 6.6.0.** **6.6.1 The appeal of a decision to refuse registration of an applicant may be made within thirty (30) days of the notice of the decision by the Registrar.** **6.6.2 Such appeal shall be launched by a Notice of Appeal in writing delivered to the Registrar with the appropriate fee. The Notice of Appeal shall set out the grounds for appeal in a short and summary manner, and shall contain a list or description of the evidence or record upon which the person appealing intends to rely. If the appeal is successful, the fee will be refunded. If the applicant has new information not previously seen by IETO's Admissions Committee, this information must first be reviewed before the appeal may proceed.** **6.6.3 An appeal shall be heard by the IETO Board, consisting for this purpose of a minimum quorum of three members of the Board, within ninety (90) days next following the day on which the Notice of Appeal was delivered to the Registrar, and the Registrar shall give**
f) State the composition of the committee that	**The 2008-2009 Admissions Committee has**

makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.	**sixteen (16) members all of whom are/were members of the profession in Ontario. Nine (9) members are internationally trained. Formal Appeals are heard by a minimum quorum of three (3) members of the IETO Board which has twelve (12) members in total, eight (8) of whom are elected. All Board members are members of OACETT or related special interest organizations and are practicing/teaching (or are retired from) engineering or applied science technology or engineering. Five (5) Board members are internationally trained.**

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.	**We post information on our website and advise people via telephone or email. Our formal appeal procedure is in our By-law 18 which is accessible on our website.**

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.	**OACETT certification grants a right to title not an entry-to-practice. For an Associate member to reach certification with us the following requirements must be met.** **Minimum requirements for certification as a Certified Technician are:** **-you are a graduate of a 2-year post secondary engineering technician or applied science diploma program or equivalent** **-you successfully pass our Professional Practice Examination (PPE)** **-you submit documentation of at least two years of appropriate level experience** **-you must demonstrate a facility with the working language and facility with the standards, codes and practices of the discipline(s) in which you are seeking certification. Normally these are gained by working in Canada for one year.** **-you are at least 18 years old and of good character** **-you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.** **Minimum requirements for certification as a Certified Engineering Technologist are:** **-you are a graduate of a 3-year post secondary engineering technologist or applied science diploma/degree program or equivalent**

-you successfully pass our Professional Practice Examination (PPE)
-you submit a Proposal and a Technology Report for review and approval
-you submit documentation of at least two years of appropriate level experience. You must be able to demonstrate a facility with the working language and a facility with the standards, codes and practices of the discipline in which certification is being sought. Normally these are gained by working in Canada for one year.
-you are at least 18 years old and of good character
-you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.

Minimum requirements for certification as an Applied Science Technologist are:
-you are a graduate of a 3-year post secondary engineering technologist or applied science diploma/degree program or equivalent
-you successfully pass our Professional Practice Examination (PPE)
-you submit documentation of at least two years of appropriate level experience. You must be able to demonstrate a facility with the working language and a facility with the standards, codes and practices of the discipline in which certification is being sought. Normally these are gained by working in Canada for one year.
-you are at least 18 years old and of good character.
-you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.	**Graduates from non-Canadian institutions will be evaluated using the Canadian Council of Technicians and Technologists' International Qualifications Database which IETO helped build and helps maintain as well as other relevant resources such as the National Technology Benchmarks, and the International Handbook of Universities.**
c) Explain how work experience in the profession is assessed.	**Two years of appropriate level experience is required to assure IETO that the applicant has a facility with the working language and can apply the principles of engineering/applied science technology to those practical applications and procedures required in the discipline in a manner consistent with the codes, standards and practices prevalent in Ontario. The experience will be evaluated against the Profiles of a Technician or Technologist that are available on our website. Activities during this**

experience should involve the application of engineering principles to solve equipment, process or system problems, and should foster the development of technical competence, business judgement, communication ability, responsibility and self-confidence.

Using detailed job descriptions, verified by the candidate's immediate supervisor, resumes and professional references, IETO evaluates acceptable and progressive experience. Initiative and Complexity-Judgement level definitions are used to appropriately identify whether experience is at the trade, technician or technologist level.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.	As previously mentioned in b) above, The International Qualifications Database (IQDB) is maintained by all provincial constituent members of the Canadian Council of Technicians and Technologists as they address new programs or changes to programs.
e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.	IETO uses the IQDB and also keeps records of assessments from institutions and jurisdictions for this purpose. These are catalogued and made available for our Admissions Committee.
f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.	We find that the status of an institution in its own country is often a good indication of how credentials will be recognized by OACETT. For example, from India, we recognize the institutions accredited by the All India Council on Technical Education, from the Philippines we recognize full members registered with the Philippines Regulation Commission and from Pakistan, full members registered with the Pakistan Engineering Council.
g) Describe how your organization accommodates applicants with special needs, such as visual impairment.	We work with candidates to determine the assistance required. Previously, we have accommodated various candidates with physical limitations or learning disabilities requiring extra time or physical assistance to write our Professional Practice Exam.
h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.	If an application arrives with all the required information, the next step is to request professional references. We send questionnaires to the references indicated by the applicant on the application. As soon as these have been returned to us, the applicant's file can be sent to the admissions committee for review. The file review takes up to 12 weeks depending on how many files are currently in the "Queue for Review" in the candidate's specific discipline. Please note that some members have chosen to remain as Associate members.
i. State whether the average time differs for internationally trained individuals.	No, the time does not differ if the application is complete as in h) above.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.	**n/a**

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.	**n/a**
ii. Describe the criteria that are applied to determine equivalency.	**n/a**
iii. Explain how work experience is taken into account.	**n/a**

j) If your organization conducts competency assessments:

i. Describe the methodology used to evaluate competency.	**IETO assesses based on the IQDB and other available resources. See b), e) and f) above.**
ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.	**The IQDB is continuously updated and validated through our sister associations in the other provinces and we can also check with them regarding other assessments.**
iii. Explain how work experience is used in the assessment of competency.	**Work experience is taken into consideration and may be used to assess competency where an applicant falls short on the academics required. We have an associate curve and technician curve where appropriate-level, discipline-specific experience may allow some academic points based on years of experience.**

k) If your organization conducts prior learning assessments:

i. Describe the methodology used to evaluate prior learning.	**Our Special Consideration for Mature Applicants policy recognizes individuals who have demonstrated acquired proficiency through many years of experience, but who do not have the formal academic qualifications normally required to achieve certification. Two exams are required. Part A consists of an examination general to the discipline of registration. After its successful completion, Part B consists of a technical exam in the candidate's field of expertise. The certification requirement of our Professional Practice Exam must be completed by mature applicants as with all regular route candidates. It may be written at any time during the process.**
ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.	**Exams written for our Special Consideration for Mature Applicants are prepared by college professors or other discipline experts with experience setting exams to test the competency area in question and are therefore current and relevant. If we were concerned**

about a particular technical exam, however, another senior examiner or the Examination Committee would be asked to review the exam and make any required changes.

IETO is currently reviewing other PLAR methods for introduction in 2009.

iii. Explain how work experience is used in the assessment of prior learning.	**Work experience is an important part in the assessment of prior learning and we take it into account as in j) iii. above. Also, through our experience assessment we may be able to cover off competencies, for example, project management.**

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.	**Professional Practice Exam (PPE) is a mandatory, certification requirement. It is non-technical covering Canadian civil law, ethics, and the practice of engineering technology in Ontario. The format is multiple choice and it is written online at invigilated exam centres across the province. It consists of three sections totalling 100 marks:** **Part A – Law: Total of 30 marks** **Twenty (20) multiple choice questions (1 mark for each answer -Total 20 marks)** **One (1) Case Study multiple choice (10 marks)** **Part B – Ethics: Total of 40 marks** **Ten (10) multiple choice questions (1 mark for each answer – Total 10 marks)** **Two (2) Case Study multiple choice questions (15 marks each case study – Total 30 marks)** **Part C – Practice: Total of 30 marks** **Ten (10) multiple choice questions (1 mark for each answer – Total 10 marks)** **Two (2) Case Study multiple choice questions (10 marks for each case study – Total 20 marks)** **You must achieve a passing grade of 50% in each section or rewrite the failed section(s) at a subsequent exam session. There is no limit on the number of rewrites, but after 3 attempts, the Registrar will review the member's situation to determine the reasons for failing in an effort to assist.** **Technical Exams may be written by members who have been assigned one or more subject competencies in order to achieve certification instead of taking courses through various community colleges, institutions or through online learning. A guide will be prepared, if not already available, listing the study texts required. Once the member is ready to write the exam, a date, time and location will be arranged. The complete process including preparation of study guide, candidate study time and then writing of the exam should take no more than 12 months to complete. This timeframe will be shorter if an exam is already available in the subject competency required.**

The format of the exam is subject dependent and could be a combination of short answer, essay, and multiple choice questions, and may include the need for drawings, calculations, etc. The passing mark for a technical exam is 55%. Any exam, which fails to achieve 55%, will be reread automatically by the examiner. Candidates who achieve a mark between 48% and 54% on an IETO technical exam may apply to the Registrar to write a supplemental exam in the same subject. The supplemental exam will be based on the same material as the original exam. Application must be made within 30 days of issuance of the exam results. Candidates who are ineligible for a supplemental exam may apply to write an exam in the same subject at a future exam session and apply through the regular application. There is no limit on the number of rewrites but excessive failure will result in the Registrar investigating the situation.

| ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies. | PPE: The pass rate for the exam is monitored and is historically stable. The new, multiple choice version began to be used in May 2008. The online format allows for easier, quicker validation of questions and we can now adjust for questions that have a poor success rate.

Technical exams are prepared by college professors or other discipline experts with experience setting exams to test the competency area in question. If we were concerned about a particular technical exam, another senior examiner or the Examination Committee would be asked to review the exam and make any required changes. |
| iii. State how often exam questions are updated and the process for doing so. | PPE: The questions for the PPE are updated by our Examination Committee when necessary; for example, they were reviewed and updated in 2007 - 2008 in preparation for transition to the multiple choice format. We will continue adding to our database of exam questions for this new format to replace questions we find that are not testing well.

Technical Exams: If we already have a technical exam in a competency area that is more than 2 years old, it will be sent for review and updating, if required, by the original author or other discipline expert. |

Third-Party Organizations (9 / 13)

| a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions. | n/a |

b) Explain what measures your organization takes to ensure that any third-party organization that it

relies upon to make an assessment:

i. provides information about assessment practices to applicants	**n/a**
ii. utilizes current and accurate information about qualifications from outside Canada	**n/a**
iii. provides timely decisions, responses and reasons to applicants	**n/a**
iv. provides training to individuals assessing qualifications	**n/a**
v. provides access to records related to the assessment to applicants	**n/a**
vi. accommodates applicants with special needs, such as visual impairment	**n/a**

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.	**n/a**
ii. Describe the criteria that are applied to determine equivalency.	**n/a**
iii. Explain how work experience is taken into account.	**n/a**

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.	**n/a**
ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.	**n/a**
iii. Explain how work experience is used in the assessment of competency.	**n/a**

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.	**n/a**
ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.	**n/a**
iii. Explain how work experience is used in the assessment of prior learning.	**n/a**

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.	**n/a**
ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.	**n/a**
iii. State how often exam questions are updated and the process for doing so.	**n/a**

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications	**The members of our Admissions Committee assess qualifications, make registration decisions and carry out internal reviews. Members of the committee should normally be certified members of OACETT at the appropriate level or licensed professionals from sister organizations such as PEO, or OAA. Committee members should have at least five (5) years of work experience in their discipline area. Individuals may be selected on the basis of having specific experience or knowledge in an area where technology professionals are employed such as the military. They may have knowledge of education systems in other countries or other specialized knowledge required by the committee. New committee members are trained to familiarize them with the operation of the admissions process. An experienced member of the committee is assigned to train each new member. On satisfactory completion of training, the candidate may be recommended to the IETO Board for appointment as a regular member of the Admissions Committee, or as a resource for the committee to call on as required. The training includes attendance at six scheduled admissions committee meetings along with other training as appropriate. This period may be extended at the candidate's request or if the committee chair deems further training is required. Candidate evaluation will include: candidate trainer's assessment, and consistency, completeness and correctness of reviews.**
ii. individuals who make registration decisions	**See i. above.**
iii. individuals who make internal review or appeal decisions	**See i. above. For 2nd File Reviews, we also rely on seasoned reviewers with staff overlap. Registrar and Deputy Registrar are also available for consultation.**

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.	**OACETT, through the national association, the Canadian Council of Technicians and Technologists (CCTT) has an agreement allowing certified engineering and applied science technicians and technologists to transfer to another province and retain their certified status.** **Similarly, through the Sydney and Dublin Accords, certified technologists and technicians benefit through international mobility agreements recognizing technologist and technician educational and professional credentials with the following organizations:** **-Engineers Ireland** **-Engineering Council (EC), UK** **-Engineering Council of South Africa (ECSA)** **-Hong Kong Institution of Engineers (HKIE)** **-Institution of Engineers, Australia (IEAust)** **-Institution of Professional Engineers, New Zealand (IPENZ)** **In addition, there are agreements with the National Institute of Certification in Engineering Technologies (NICET) in the United States and the Institution of Incorporated Engineers (IIE) in the United Kingdom allowing for the mobility of certified members.**
b) Explain the impact of these agreements on the registration process or on applicants for registration.	**These agreements result in members having their certification status recognized in other jurisdictions so members' accomplishments do not need to be proven again and requirements repeated.** **National transferability for certified members within Canada allows for a seamless system for member transfer at the same level wherever possible except when there are differences in the use of titles, or if the titles are no longer in use by IETO, or the discipline of the transferee is not recognized by IETO. As well, the transferee does not have to write our Professional Practice Exam if they have written one with the other provincial association allowing for immediate recognition upon transfer.**

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials are available.

Language	Yes/No
English	Yes

French	No
Other (please specify)	

Paid staff employed by your organization

b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total staff employed by the regulatory body	24
Staff involved in appeals process	5
Staff involved in registration process	9

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Countries where internationally educated applicants were initially trained

c) List the countries where your internationally educated applicants* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**
Largest number	India	152
Second-largest number	Philippines	53
Third-largest number	Pakistan	37
Fourth-largest number	Sri Lanka	19
Fifth-largest number	Bangladesh	19

* Persons who have applied to start the process for entry to the profession.
***Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.*

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Total Members	11536	553	57	2783	0	14929
Non-practising members	n/a	n/a	n/a	n/a	n/a	0

* Persons who are currently able to use the protected title or professional designation of your profession.
Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	801	31	11	435	0	1278
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	801	31	11	435	0	1278
Inactive applicants (applicants who had no contact with your organization in the reporting year)	n/a	n/a	n/a	n/a	n/a	0
Applicants who met all requirements and were authorized to become members but did not become members	n/a	n/a	n/a	n/a	n/a	0
Applicants who became members	605	13	3	240	0	861
Applicants who were authorized to receive an alternative class of license* but were not issued a license	n/a	n/a	n/a	n/a	n/a	0
Applicants who were issued an alternative class of license*	n/a	n/a	n/a	n/a	n/a	0

Additional comments:

* An alternative class of license enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed. Please list and describe below the alternative classes of license that your organization grants, such as student, intern, associate, provisional or temporary.

	Class of License	**Description**
a)		
b)		
c)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the past year (use only numbers, do not enter commas or decimals).

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
Jan. 1 to Dec. 31	**Ontario**	**Other Canadian Provinces**	**USA**	**Other International**	**Unknown**	**Total**
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	5	0	0	20	0	25
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Certification (13 / 13)

I hereby certify that:

- - I have reviewed the information submitted in this Fair Registration Practices Report (the "Report")
- - all information required to be provided in the Report is included; and
- - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization:

Sam DiGiandomenico

Title:

Registrar/Director, IETO

Date:

February 27, 2009