

Fair Registration Practices Report

Geoscientists (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

The steps to initiate the registration process are clearly indicated on the APGO website www.apgo.net. A downloadable application document package zip file contains all the information for registration including: requirements for registration (knowledge and experience); a guideline for completing the application; the application; Work Experience Record Form; References Form; Transcript Request Form; and payment options. All documents contained in the package and the website itself are reviewed regularly.

The information is also available by phoning or emailing the association. It may also be made available at conferences, presentations and discussion groups.

A new enhanced website will be available by the middle of March 2009. This website discusses the registration process in great detail and has menu areas dedicated to various possible applicants, including the internationally trained. The application package will still be available for download, but there will also be an online application available. Online payments will also be available. The application and various forms will be regularly reviewed by the Executive Director and the Assistant to the Registrar. The web content will be regularly reviewed by the Executive Director, Council, the Assistant to the Registrar and the Communications Coordinator.

b) requirements for registration

Currently, the general requirements for registration are indicated in the Registration Regulation O.Reg. 59/01. The detailed knowledge criteria, as set by the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board (CGSB) and as adopted by the Council of the APGO, are found in the Guideline to Registration, available through the downloadable application document package zip file, as well as in the Minimum Knowledge (academic) Requirements and the Qualifying Work Experience

Requirements available on the website. All requirements are clearly laid out in the Guideline to Registration. All documents are available at www.apgo.net.

This information is also available by contacting the APGO and is delivered via presentations and at conferences, conventions, discussion groups, etc.

The Knowledge and Experience requirements are also available on the Canadian Council of Professional Geoscientists website at www.ccpge.ca.

The information has also been made available to various stakeholders such as Global Experience Ontario (GEO), Professional Access and Integration Enhancement (PAIE) and others.

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

This information is indicated in the Registration Regulation O.Reg. 59/01. Detailed criteria may be found in the Guideline to Registration document in the downloadable application document package zip file. The information is also available in the Minimum Knowledge (academic) Requirements available on the website at www.apgo.net.

This information is also available by contacting the APGO and may also be delivered via presentations and at conferences, conventions, discussion groups, etc.

The Knowledge and Experience requirements are also available on the Canadian Council of Professional Geoscientists website at www.ccpge.ca.

The information has also been made available to various stakeholders such as Global Experience Ontario (GEO), Professional Access and Integration Enhancement (PAIE), Ontario universities and others.

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

This information is indicated in the Registration Regulation O.Reg. 59/01. Detailed criteria is found in the Guideline to Registration document in the downloadable application document package zip file on the association website, www.apgo.net. The information is also available in the Qualifying Work Experience Requirements available on the association website.

The information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

The Knowledge and Experience requirements are also available on the Canadian Council of Professional Geoscientists website at

www.ccpq.ca.

The information has also been made available to various stakeholders such as Global Experience Ontario (GEO), Professional Access and Integration Enhancement (PAIE) and others.

e) requirements that may be satisfied through acceptable alternatives

Requirements that may be satisfied through acceptable alternatives are on a case by case basis and as determined by the Registration Committee. The Registration Regulation O.Reg. 59/01 (available online APGO website and via e-laws(www.e-laws.gov.on.ca/index.html)) indicates the membership options under which to apply. As well, the application itself indicates membership options available. The Guideline to Registration, found in the downloadable zip application document file available online, also notes alternative options available to the Registration Committee, including confirmatory exams, interviews, university course work, etc.

f) the steps in the assessment process

The steps in the assessment process are found in the Guideline to Registration document in the downloadable application document package zip file.

This information is also available by contacting the APGO and is delivered via presentations and at conferences, conventions, discussion groups, etc.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

A detailed description of the qualifications that must accompany each application may be found in the Guideline to Registration document in the downloadable application document package zip file available online. This information is also available through the APGO office. It may also be found on the website at www.apgo.net.

The only additional documentation required of internationally trained applicants is the third party academic assessment and any translations that may be required.

h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

Documentation alternatives are found in the Guideline to Registration document in the downloadable application document package zip file on the association website, www.apgo.net.

This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc

i) how applicants can contact your organization

This information may be found in a variety of ways:
-website
-business cards
-letterhead

-pamphlets, brochures, promotional items
-links through various stakeholders (e.g. Ontario government, Federal government, CCPG, GEO, PAIE, OFC, universities, other regulators, etc.)

Association of Professional Geoscientists of Ontario
60 St. Clair Avenue East, Suite 913
Toronto, ON M4T 1N5
Tel: 416-203-2746
Toll Free: 1-877-557-2746
Fax: 416-203-6181
Email: info@apgo.net

j) how, why and how often your organization initiates communication with applicants about their applications

Some information pertaining to association contact with applicants may be found in the Guideline to Registration document in the downloadable application document package zip file available online at www.apgo.net.

This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

k) the process for dealing with documents provided in languages other than English or French

The process for dealing with documents provided in languages other than English or French is found in the Guideline to Registration document in the downloadable application document package zip file.

This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

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

The role of third-party organizations may be found in the Guideline to Registration document in the downloadable application document package zip file available online at www.apgo.net. This information will also be made available when the new APGO website goes online in mid-March 2009.

This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Any timelines, deadlines or time limits are noted in the Registration Regulation O.Reg. 59/01 (available online at www.apgo.net or e-laws at www.e-laws.gov.on.ca/index.html or through the APGO office). Timelines, deadlines, or time limits are also communicated through written letters to individual applicants.

n) the amount of time that the registration process usually takes

This information is available in the Guideline to Registration document in the downloadable application document package zip file available at the APGO website, www.apgo.net. This information will also be noted on the new APGO

website when it goes online in mid-March 2009.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

This information is available online at www.apgo.net, by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.

p) accommodation of applicants with special needs, such as visual impairment

Currently this information is not documented. It is noted in many locations that all inquiries are welcome and contact information is provided in many formats. Accommodations will be made if possible.

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

The only additional fee for the internationally trained is the cost of third party assessment of academic credentials and any associated translation costs.

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

a) What are your timelines for making registration decisions

Once an application file is complete, the registration decision is usually made within two months.

b) What are your timelines for responding to applicants in writing

If an applicant poses a question, a response is usually generated in 24 hours or less.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions

Responding to applicants in writing with the results of the Registration Committee decision usually occurs within two weeks of the decision. Applicants who have been denied may take slightly longer in order to ensure that the noted deficiencies are complete and carefully documented in order to convey to the applicant what is required in order to move forward if so desired.

Appeal decisions are delivered in writing in under two weeks.

d) Explain how your organization ensures that it adheres to these timelines.

There is currently no formal policy in place.

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

An applicant may request access to his/her records at any time in person or via phone, email, or fax.

Upon satisfying the association of the applicant's identity, the applicant may request a variety of methods of delivery of any requested information.

b) Explain why access to applicants' own records

Access to an applicants' own records would be

would be limited or refused.	<p>limited only if the information to be provided would impinge upon the privacy of another individual.</p> <p>Should there be information that would impinge upon the privacy of another individual, that information would be severed from the file, if possible, and all remaining information provided to the applicant.</p>
c) State how and when you give applicants estimates of the fees for making records available.	There is no fee.
d) List the fees for making records available.	There is no fee.
e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.	There is no fee.

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.	<p>The following are available on the website and many are available from the APGO office: Guideline to Registration Document Knowledge (Academic) Requirements Document Work Experience Requirements Document Professional Practice and Ethics Exam guidance and links to pertinent documents and sample test questions</p> <p>There is extensive guidance provided on the association website, www.apgo.net.</p> <p>The new website will provide links to a wide variety stakeholders that may provide assistance such as: GEO, PAIE, Credential Assessment Providers, Canadian Council of Professional Geoscientists</p>
b) Describe how your organization provides information to applicants about these resources.	<p>The information is listed on the website.</p> <p>This information is also available by contacting the APGO and may be delivered via presentations and at conferences, conventions, discussion groups, etc.</p>

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.	<p>Upon receipt of written appeal request from an applicant, a special meeting of Council will be called in accordance with the By-laws and without undue delay.</p>
i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.	None.

<p>ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.</p> <p>b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.</p> <p>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.</p> <p>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.</p> <p>e) Describe your internal review or appeal process.</p>	<p>None.</p> <p>All opportunities for applicants to make submissions regarding appeals is set out in the document APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE which is appended to the letter, from the association to the applicant, acknowledging receipt of the appeal request. The document is also available on the association's website, www.apgo.net.</p> <p>Opportunities provided include:</p> <ul style="list-style-type: none"> -written -oral -may appear with or without legal representation <p>All applicants who indicate they wish to appeal a decision of the Registration Committee receive a written letter from the Registrar noting that the appeal request has been received, that an Appeal Panel will be struck and that a date for the appeal will be set. Enclosed with the association's written response is the document APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE. The document clearly states how submissions are to be made.</p> <p>The APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE is also available on the association's website, www.apgo.net.</p> <p>"Any member of the Council who participated as a member of the Registration Committee that made the decision affecting the particular appellant shall not be entitled to sit as a member of Council at the special meeting of Council that will be hearing the matter under appeal. However, any such members shall be entitled to appear before the special meeting of Council in order to make submissions on behalf of the Registration Committee. Any member of Council who has prior knowledge of the circumstances of the matter under appeal or who has a conflict of interest position with the appellant shall so declare prior to the special meeting and is not entitled to sit as a member of Council at the special meeting." (as quoted from APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE)</p> <p>1) The appeal request and appeal fee is received at the APGO office.</p> <p>2) The appeal request and fee is acknowledged, in writing, by the Registrar and the</p>
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APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE document is also sent to the applicant.

3) The Registrar determines who will chair the Appeal Panel following the criteria indicated in the **APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE**.

4) The Chair of the Appeal Panel and the Registrar, working together, assemble the Appeal Panel utilizing the criteria as set out in the **APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE**.

5) A hearing date is set for the Appeal and all members of the Panel and the applicant are notified at least 30 days prior to the appeal hearing date. (The applicant must notify the association at least 10 days prior to the hearing if the applicant will have legal representation).

6) If the hearing is to be an "electronic" hearing, the written submissions must be received 10 days prior to the hearing.

7) The Registrar prepares binders of all pertinent registration information contained in the applicant's file and supplies the binders to the panel members and the applicant. (All information that would impinge upon privacy of another individual is severed from applicants binder).

8) The hearing is held and the Appeal Panel reviews the applicant's file as a new Registration Committee. The applicant may present any information desired in support of his/her application/appeal. The Registrar presents information on behalf of the Association. The format of the appeal hearing before Council may be by teleconference as provided for under the "electronic hearing" provisions in Sections 5.2 and 6 (5) of the Statutory Powers Procedure Act.

The meeting follows the procedures set out in Procedures for Special Meeting of Council Called to Hear an Appeal of the Registration Committee Decision, as available on the association website (www.apgo.net) or by contacting the APGO office.

6) Upon conclusion of the hearing, the Panel considers all information and renders a decision. The applicant may be informed of the decision immediately following the hearing, or will be told that a decision will follow shortly by mail. A decision by mail usually occurs when the Panel requires additional time for deliberations.

f) State the composition of the committee that makes decisions about registration, which may be

The composition of the committee that constitutes the Appeal Panel is as follows:

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.

"The designation of the Chair shall initially be made from among the officers of the Association, beginning with the President. In the event that the President is ineligible to sit as a member of Council at the special meeting under the provisions of section 2, the Vice President shall act as Chair. In the event that the President and Vice President are ineligible, the Secretary shall act as Chair. In the event that the President, Vice President and Secretary are ineligible, the Treasurer shall act as Chair. In the event that the officers are ineligible, the officers shall select a member of Council who shall act as Chair.

Prior to the special meeting, the designated Chair of the special meeting shall disclose the name of the appellant individually to each member of Council who is believed to be eligible to sit as a member of Council at the special meeting in order to determine the councillor's ability to render an impartial decision.

In order for the special meeting of Council to be properly constituted for the purpose of hearing the appeal, there must be present at least five (5) members of Council, one (1) of whom must be a public member of Council."

(as quoted from APPLICANTS/MEMBERS RIGHT-OF-APPEAL: DECISIONS OF APGO'S REGISTRATION COMMITTEE)

Therefore there are five members of the Appeals Panel of which one must be a public member. The other four would most likely be APGO professional members, although it would be possible to have more than one public member on the Panel. There is no written requirement to have an internationally trained member of the profession in Ontario on the panel. However, appeal panels are always struck in such a way as to select available members from Council who would have the most relevant experience to the appeal being heard.

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.

Appeals that are available after an internal appeal are set out in the Professional Geoscientists Act, 2000:

**"Same, Divisional Court
(2) The applicant or certificate holder, as the case may be, and the Association may appeal a decision of the council under subsection (1) to the Divisional Court. 2000, c. 13, s. 20 (2)."**

This information is available on the

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.

As taken from the Registration Regulation O.Reg. 59/01 (available at www.apgo.net or www.e-laws.gov.on.ca/index.html)

"Registration requirements for all classes

6. (1) The following are the registration requirements for a certificate of registration of any class:

- 1. The applicant must be at least 18 years old.**
- 2. The applicant must be of good character, based on a consideration of all relevant factors, including those set out in subsection (2).**
- 3. The applicant must have complied with the applicable knowledge and experience requirements specified in this Regulation.**
- 4. The applicant must have passed any applicable examinations set or approved by the Registration Committee unless exempted from this requirement by the Committee. O. Reg. 59/01, s. 6 (1).**

(2) The following factors shall be considered in determining whether an applicant is to be issued a certificate of registration:

- 1. Whether the applicant has been found guilty of a criminal offence.**
- 2. Whether the applicant has been the subject of a finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction.**
- 3. Whether the applicant is currently the subject of proceedings for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction.**
- 4. Whether the applicant has been refused registration as a member of a profession governed by law in another jurisdiction. O. Reg. 59/01, s. 6 (2).**

(3) The Registration Committee may refuse to issue a certificate of registration to an applicant where the Registration Committee has determined, upon reasonable and probable grounds, that the past conduct of the applicant affords grounds for belief that the applicant will not engage in the practice of professional geoscience in accordance with the law and with honesty and integrity. O. Reg. 59/01, s. 6 (3).

(4) An applicant shall be deemed not to have satisfied the requirements for a certificate of registration if the applicant knowingly made a false or misleading statement or representation in his or her application. O. Reg. 59/01, s. 6 (4).

Condition of certificates of all classes

7. It is a term and condition of a certificate of

registration of any class that the member provide the Association with details of any of the following that relate to the member and that occur or arise after the initial registration:

1. A finding of guilt for a criminal offence.
2. A finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction.

3. A proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction. O. Reg. 59/01, s. 7.

Registration requirements for practising members

8. (1) An applicant for a practising member certificate of registration shall meet the following requirements:

1. Hold,

i. a four-year bachelor of science degree or its equivalent, awarded by a Canadian university, in an area of geoscience and have at the time of applying at least four years of qualifying work experience, as determined by the Registration Committee, in an area of geoscience that was obtained within the previous 10 years,

ii. an equivalent credential, as determined by the Registration Committee, from another institution, and have at the time of applying at least four years of qualifying work experience in an area of geoscience, as determined by the Registration Committee, that was obtained within the previous 10 years, or

iii. a credential acceptable to the Registration Committee evidencing knowledge in an area of geoscience and have at least 10 years of qualifying work experience in an area of geoscience, as determined by the Registration Committee, that was obtained within the previous 15 years.

2. Have successfully completed any examination required by the Registration Committee.

3. Have successfully completed the professional practice and ethics examination where not exempted from taking it by the Registration Committee. O. Reg. 59/01, s. 8 (1)."

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

An academic program completed outside of Canada must be assessed by a third party assessor on a course by course basis. That assessment must be sent directly to the association by the third party assessor. The assessment is then reviewed by the Registrar/Registration Committee to ascertain if the academic program completed fulfills the Knowledge Requirements as defined by the Canadian Geoscience Standards Board and as adopted by the Council of the APGO.

c) Explain how work experience in the profession is assessed.

The applicant completes the Work Experience Record (WER) form utilizing the criteria outlined in the Guideline to Registration, available through the downloadable application document package zip file at www.apgo.net.

Also available on the association's website is the Qualifying Geoscience Work Experience document.

The applicant submits the (WER) to the APGO, as well as to at least three referees as defined in the Registration Regulation O.Reg. 59/01. Each referee completes a reference form after reviewing the WER supplied by the applicant. The reference form and WER are returned directly to the APGO by the referees. These documents are then added to the applicants file.

Work experience is reviewed by the Registrar/Registration Committee in conjunction with the Qualifying Geoscience Work Experience criteria and the referees forms. Work experience is reviewed by experienced, practicing geoscientists.

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.

The APGO recommends the use of World Education Services, a well known and established third party academic credential assessor. The APGO reviews information on the WES website regularly.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

Previous decisions are continuously being documented in a registration policy document with appendices.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

No effect.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

No defined policy. The APGO will accommodate special needs applicants whenever possible.

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.

The average length of time from the completion of the application file is two months.

i. State whether the average time differs for internationally trained individuals.

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.

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.

The academic credential is assessed by a third party such as World Education Services.

ii. Describe the criteria that are applied to determine equivalency.

Once the equivalency is determined by the third party assessor, the Registrar/Registration Committee compares the course by course assessment to the Canadian Geoscience Standards Board Geoscience Knowledge Requirement criteria.

iii. Explain how work experience is taken into account.

Work experience may be utilized to demonstrate that certain knowledge criteria has been fulfilled. This may be applied toward an experienced practitioner (10 years of qualifying geoscience work, as determined by the Registrar/Registration Committee, in the last 15 years) or to a limited licence membership depending on the credentials and experience obtained.

j) If your organization conducts competency assessments:

i. Describe the methodology used to evaluate competency.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

iii. Explain how work experience is used in the assessment of competency.

k) If your organization conducts prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

iii. Explain how work experience is used in the assessment of prior learning.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The association currently administers two types of examinations; the Professional Practice and Ethics (PPE) Exam and foundation geoscience technical exams.

PPE

- The exam consists of 120 multiple choice questions and one essay question.
- The exam is administered through the Association of Professional Engineers, Geologists and Geophysicists of Alberta
- A total of three rewrites is permitted by the APGO. Upon failing three times an individual must re-apply to the association.

Technical Exams

- Geoscience technical exams are provided to

the association and graded by Ontario university professors who specialize in the area of the geoscience technical exam being written.

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 PPE exam is reviewed and analyzed after every examination period and any questions which appear to have skewed the results are compensated for. The association receives a statistical analysis of the PPE after every exam period (every quarter).

Technical Exams

Technical exams are of the same type delivered at Ontario universities. Exams are reviewed by the Executive Director & Registrar of the APGO before the applicant is notified of the results.

iii. State how often exam questions are updated and the process for doing so.

PPE

The PPE exam is reviewed annually by the National Professional Practice and Ethics Exam Advisory Board of which the Executive Director & Registrar of the APGO is a member.

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.

APGO relies upon the assessments of credential assessors World Education Services (WES) and University of Toronto Comparative Education Services (CES) (CES no longer used since course by course evaluation is not available as of September 24, 2008).

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

The websites of the third-party assessors have been reviewed and the association is in contact with representatives of the third party assessors on a regular basis.

ii. utilizes current and accurate information about qualifications from outside Canada

The websites of the third-party assessors have been reviewed and the association is in contact with representatives of the third party assessors on a regular basis.

iii. provides timely decisions, responses and reasons to applicants

WES website states a turn around time of 7 days from the receipt of all required information.

iv. provides training to individuals assessing qualifications

No review in place by APGO at this time.

v. provides access to records related to the assessment to applicants

No review in place by APGO at this time.

vi. accommodates applicants with special needs, such as visual impairment

No review in place by APGO at this time.

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.

WES

(as quoted from the WES website,
www.wes.org/ca/licensing/whatiscredential.asp)

"A WES evaluator is assigned who then verifies all required and relevant documents.

The credentials are then evaluated through various criteria including:

Admissions requirements

Education level

Type of institution

Objective of educational program

Information measured against Canadian standards

All grades and courses converted to Canadian equivalents

Evaluation reviewed by senior evaluators.

Completed evaluation sent to applicant and board within 7 days from receipt of all required documents, fees and application

WES conducts extensive research on education systems and evaluation methodology and is part of a global network that assures access to up-to-date information on international higher education. WES maintains an evaluation database of 45,075 foreign academic institutions, one million courses and 1600 grading scales from around the world.

CES

(as quoted from the CES website,
www.adm.utoronto.ca/ces/ces_faq.htm#Can_equivalent)

"CES has a very extensive library. Our resource materials include the International Handbook of Universities, The Commonwealth Universities Yearbook and the World List of Universities, among others. We frequently consult other educational experts, your former institution and special publications regarding educational systems around the world. We consult the ministries of education of various countries, other government agencies and we frequently contact embassies and consulates world-wide. Much of our research is original, and we make every effort to keep abreast of changes to educational systems within Canada and the rest of the world."

ii. Describe the criteria that are applied to determine equivalency.

iii. Explain how work experience is taken into account.

Evaluation of education credentials only.

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

i. Describe the methodology used to evaluate competency.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

iii. Explain how work experience is used in the assessment of competency.

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

i. Describe the methodology used to evaluate prior learning.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

iii. Explain how work experience is used in the assessment of prior learning.

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

i. Describe the exam format, scoring method and number of rewrites permitted.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

iii. State how often exam questions are updated and the process for doing so.

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

New members to the Registration Committee receive the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board Geoscience Knowledge and Experience Requirements as adopted by the APGO Council. Committee members also receive any registration policy information.

New members attend a Registration Committee meeting for training purposes.

ii. individuals who make registration decisions

New members to the Registration Committee receive the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board Geoscience Knowledge and Experience Requirements as adopted by the APGO Council. Committee members also receive any registration policy information.

New members attend a Registration Committee meeting for training purposes.

iii. individuals who make internal review or appeal decisions

All those who will be on an appeal panel receive the Canadian Council of Professional Geoscientists Canadian Geoscience Standards Board Geoscience Knowledge and Experience

Requirements as adopted by the APGO Council. They also receive the Applicants/Members Right of Appeal document and the Procedures for Special Meeting of Council document.

A meeting is held prior to the appeal hearing so that the Executive Director and Chair of the appeal panel, or other experienced Council member of the appeal panel, may brief any members who are new to the process.

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.

The APGO is party to the Inter-Association Mobility Agreement (IAMA) between all geoscience regulated jurisdictions in Canada.

APGO is also a party to the Quebec-Ontario Inter-Association Mobility Agreement.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

These agreements do not affect new applicants. The IAMA assists those who are already fully licensed in one jurisdiction in Canada in becoming licensed in another jurisdiction in Canada. The Quebec-Ontario agreement assists those who are already licensed in either jurisdiction with incidental or temporary practice in the other jurisdiction.

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	2
Staff involved in appeals process	1
Staff involved in registration process	1

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	USA	7
Second-largest number	China	4
Third-largest number	India	4
Fourth-largest number	Pakistan	3
Fifth-largest number	Various	2

* 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).

	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
Total Members	892	272	44	243	6	1457
Non-practising members	9	0	0	6	0	15

* 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:

(Included Limited and Temporary members)

Non-practising members can still use P.Geo. (Non-practising)

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).

	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
New applications received	83	26	6	39	4	158
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	83	26	6	39	4	158
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0
Applicants who became members	26	15	1	11	4	57
Applicants who were authorized to receive an alternative class of license* but were not issued a license	0	0	0	0	0	0
Applicants who were issued an alternative class of license*	4	1	1	0	0	6

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:

* 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)	Geoscientist-in-Training	Academics met, work experience (48 months) to be obtained.

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	0	0	0	0	0	0
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:

Andrea Waldie

Title:

Executive Director & Registrar

Date:

February 27, 2009