

## Policy

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<b>Name:</b>	Required Documents Policy		
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### Background

As part of the initial assessment process, new applicants for registration in the General class are required to submit a number of documents. The College's registration decisions are based on these documents. The documentation required will vary but generally includes the following:

- A. Proof of Language Proficiency
- B. Evidence of successful completion of a university bachelor program in Kinesiology
- C. Evidence of successful completion of the approved examination
- D. Evidence of successful completion of the jurisprudence course
- E. Proof of Canadian Police Information Centre (CPIC) criminal record check
- F. Evidence of Professional Liability Insurance

### Principle

To ensure public protection, applicants must provide appropriate and genuine documentation in order that qualifications may be accurately assessed. To ensure that documentation is genuine, some documents must be received directly from the issuing body (e.g. university, testing agency).

#### A. Proof of Language Proficiency

- a. Where the applicant's first language is not English or French and their relevant health care instruction was not in English or French, the applicant must demonstrate fluency in either language. The College accepts a number of test scores as proof of language proficiency (Language Proficiency Policy).
- b. A copy of the applicant's score report must be submitted with the initial application for registration.
- c. The official, final score must be submitted directly from the testing facility.

**B. Evidence of successful completion of a Bachelor program in Kinesiology.**

- a. Graduates of bachelor programs in kinesiology at an Ontario university:
  - i. Applicants for registration must ensure that their official, final transcript of academic record has been submitted to the College;
  - ii. For recent graduates, a letter from the program director /coordinator is acceptable; however, the official, final transcript must be received within eight weeks of completing the program;
  - iii. The official, final transcript must be submitted directly from the academic institution.
  
- b. Graduates of bachelor programs in kinesiology at a Canadian university:
  - i. Applicants for registration must ensure that their official, final transcript of academic record has been submitted to the College;
  - ii. For recent graduates, a letter from the program director /coordinator is acceptable; however, the official, final transcript must be received within eight weeks of completing the program;
  - iii. The official, final transcript must be submitted directly from the academic institution;
  - iv. Applicants must also submit an Academic Assessment Form along with course descriptions or other evidence (i.e. syllabus).
  
- c. Graduates of a substantially equivalent program (i.e. not a kinesiology degree) inside Canada:
  - i. Applicants for registration must ensure that their official, final transcript of academic record has been submitted to the College;
  - ii. The official, final transcript must be submitted directly from the academic institution;
  - iii. Applicants must also submit an Academic Assessment Form along with course descriptions or other evidence (i.e. syllabus).
  
- d. Graduates of programs offered outside Canada:
  - i. Applicants who obtained their education in kinesiology (or a related field) outside of Canada must have their academic qualifications verified by a College-approved credential agency. The credential agency will attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report as required. All documents must be submitted to the credential agency by the applicant in accordance with the agency's required documents procedure. The applicant is responsible for the cost of obtaining the report. The College requires a course-by-course assessment conducted by one of the following College approved credential agencies:
    - World Education Services;
    - International Credentials Assessment Service of Canada; or,
    - International Credential Evaluation Service.

- ii. Following a review of the documents submitted by the applicant, the credential agency will send an evaluation report to the College and the applicant.
- iii. Evaluation reports prepared by other organizations not approved by the College will be reviewed on an individual basis and may be accepted as an alternative if approved by the Registrar.
- iv. Applicants must also submit an Academic Assessment Form along with course descriptions or other evidence (i.e. syllabus).

**C. Evidence of successful completion of the entry-to-practice examination**

- a. Approved document
  - i. Where applicable, a photocopy of the CKO exam results letter must be submitted with an application for initial registration.

**D. Evidence of successful completion of the Jurisprudence e-Learning Module**

- a. Approved document
  - i. Where applicable, a confirmation letter of successful completion of the Jurisprudence e-Learning Module must be submitted with an application for initial registration.

**E. Proof of Canadian Police Information Centre (CPIC) Criminal Record Check**

- a. Approved document
  - i. CPIC report issued by the RCMP or local police.
  - ii. Online checks by commercial vendors are NOT permitted.
- b. The cost relating to the CPIC report is borne by the applicant.
- c. Applicants are to submit an original CPIC report to the College (no faxes or photocopies) with an application for initial registration.

**F. Evidence of Professional Liability Insurance**

- a. Approved document
  - i. Where applicable, a copy of the applicant's certificate of insurance must be submitted to the College that confirms the purchase of the insurance and includes the policy number and expiry date. The policy content must demonstrate that it meets the College's requirement as prescribed by the by-law.
- b. The Registrar shall not issue the certificate of registration until actual proof of coverage is received.
- c. To help the applicant to obtain the proof of coverage before registration with the College, the Registrar may issue a letter indicating the applicant's registration has been approved for him/her to take to the insurer.