Fair Registration Practices Report

Early Childhood Educators (2010)

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

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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

Potential applicants may visit the College of Early Childhood Educators (CECE) website or contact the College to determine if they qualify for membership in the College. Application Guides and Forms are posted on our website www.collegeofece.on.ca. Individuals may download and print a copy of the Application Guide and Application Form. Alternatively, interested applicants who do not have access to the internet can call the College and request that an Application Guide and Application Form be mailed to them. All completed application packages are to be mailed to the College.

b) requirements for registration

The Educational Requirements for registration as a member of the College can be determined by contacting the College and are specified in the Application Guide and Application Form which can be accessed by using the CECE website www.collegeofece.on.ca.

According to the Registration Regulation Section 7(1) IV the applicant must have satisfied one of the following educational and training requirements:
i. possession of a diploma from a program in early childhood education offered by an Ontario College of Applied Arts and Technology,
ii. successful completion of a post secondary program in early childhood education at a Canadian institution which is equivalent to that described in subparagraph i and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
iii. possession of a degree from a Canadian university, whose major course content, both academic and practical, is relevant to early childhood education and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
iv. possession of a diploma or degree from a post secondary institution or a combination of a diploma or degree from a post secondary institution and experience which is equivalent to that described in

subparagraph i and demonstrated by the successful completion of an assessment process approved by the College or a committee of the College, or

v. possession of a letter of equivalency certificate or a recognition of equivalency certificate issued by the Association of Early Childhood Educators Ontario or the Association francophone à l'éducation des services à l'enfance de l'Ontario, in each case, no later than February 23 2014, if the applicant applied for the letter or the recognition no later than December 31, 2010.

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

At a minimum, applicants must successfully complete a 2 year diploma in Early Childhood Education from a recognized Ontario College of Applied Arts and Technology (OCAAT) or equivalent.

The College of Early Childhood Educators Policy Regarding the Assessment of Educational Qualifications of Applicants Under Section 7.1.IV of Registration Regulation (Approved by the College on May 25 2010), delineates the criteria used to determine whether an applicant possesses a diploma or degree from a post secondary institution or a combination of a diploma or degree from a post secondary institution and experience which is equivalent to a diploma from a program in early childhood education offered by an Ontario College of Applied Arts and Technology.

The College individual assessment policy requires that applicants who apply under Section 7.1.IV provide satisfactory evidence of course content that demonstrates the applicant's achievement of the following nine vocational outcomes related to the practice of early childhood education:

http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx

Applicants applying for an individual assessment of their educational qualifications and experience can access this detailed information on the College website, www.collegeofece.on.ca.

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

*** SAME AS LAST YEAR ***

No.

e) requirements that may be satisfied through acceptable alternatives

Accepted alternatives include:

Evidence of a match certificate issued by a province or territory through tthe terms of the Agreement in Internal Trade and the Ontario Labour Mobility Act. The CECE will accept certificates issued by provinces and territories that are considered a match to one obtained in Ontario.

Recognized licences/certificates that are considered a match to the College's Certificate of Registration are:
Newfoundland and Labrador: Child Care Services Levels 2, 3, 4
Prince Edward Island: Early Childhood Supervisor
Manitoba: Early Childhood Educator Level II or III

Saskatchewan: Early Childhood Educator Level III
Alberta: Child Development Supervisor Level 3
British Columbia: Infant Toddler Educator or Special Needs Educator
Yukon Territory: Child Care Worker Level III

f) the steps in the assessment process

The steps in the assessment process are explained to applicants in the Registration Guide and/or by College responses to applicant telephone or email inquiries. The steps are as follows:

Receive application – Envelopes are date stamped upon arrival and given to a Registration and Member Services Assistant (RMA) who opens the envelope and date stamps the application form and supporting documents. The RMA places a reference file number on every page.

Data entry – In Customer Records Management system (CRM), under Contacts, the RMA inputs the contact information. Under Applications the RMA inputs the reference number and changes the status to "Received". Then, the RMA prints or e-mails (if applicant email is available) an Acknowledgement of Receipt letter to be sent to the applicant. The applicant's fee payment is processed and this data is also entered in the CRM.

Screening – In the Application section of CRM, the RMA screener inputs the information contained in the Application Form and verifies if the form and accompanying documents are complete. The

There are two outcomes:
a) If the file is "Under Assessment Screened as Incomplete", the RMA screener prints an incomplete letter to be signed, photocopied and mailed to the applicant. Those incomplete applications are placed in numerical order in the incomplete file drawer. Reminder notices are sent to applicants monthly until the file is completed.

b) Files "Under Assessment Screened as Complete", are sent to the Director of Registration and Member Services

Review, Assessment and Member Making – Each applicant file is reviewed and assessed first by an RMA or the Registration Assessment Analyst and then the Director of Registration and Member Services. The Director of Registration and Membership Services then once again reviews all applications to determine if anything was missed and that documents required are all present and valid. If the applicant meets all the requirements for registration with the College then the Director "signs off" on the application as "Complete" and the application proceeds to the Registrar. The Registrar issues a "Member Letter" indicating that the applicant is now registered as a member of the College. The member also receives a membership card and receipt for fee payment.

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

The documentation required from each applicant is listed in the Application Guide and Application Form. http://www.collegeofece.on.ca/en/BecomeAMember/Pages/forms.aspx This can be verified by contacting the College. These required documents include:

Proof of Educational Requirements*:*
Each applicant must submit an official transcript issued by the educational institution or a copy of their

diploma, official transcript, or Letter/Recognition of Equivalency signed by an approved Guarantor. If submitting a transcript, it must indicate that the individual has completed all ECE diploma or degree requirements and when the diploma or degree will be conferred. Only the copies of the educational qualifications are to be guaranteed to prove that it is an authentic copy of the original.

(Note: As of February 2011, the College requires that applicants arrange to have an official transcript sent directly to the College from the post secondary institution where the applicant completed his/her post-secondary diploma or degree. An internationally trained applicant whose academic credentials have been assessed by a third party assessment agency acceptable to the College, (currently WES), is deemed to have satisfied this requirement, provided that the College has received the academic credential evaluation report issued by the agency and any supporting documentation provided by the applicant to the agency)

Proof of Name Change (if applicable):
All applicants must present proof of their name change, to demonstrate name thread, if all of the documents submitted are not in the same name. This may include a copy of one of the following:

- Marriage Certificate or Record of Marriage
- Name Change Certificate
- Other (legal confirmation of name change)

Proof of Canadian Citizenship or Immigration Status:
All Applicants must present proof of Canadian Citizenship or Immigration Status to demonstrate eligibility to live and work in Canada. This may include a copy of one of the following:

- A Canadian Birth Certificate
- A valid Canadian passport
- Canadian Citizenship card
- Certificate of Indian Status card
- A valid Permanent Resident card
- A Record of Landing
- A valid Work Permit

Required documents from internationally trained applicants:

As of April 1 2010, the College accepted applications from internationally trained individuals whose language of program instruction was French. As of July 31 2010, the College began accepting applications from all other internationally trained applicants.

Prior to these dates, internationally trained applicants were required to seek equivalency from the Association of Early Childhood Educators (AECEO) or l'Association Francophone à l'Éducation des services à l'Enfance de l'Ontario (AFÉSEO). The College required that applicants submit, with their application and payment, a Letter of Equivalency Certificate issued by the association. The College did not require supporting documentation related to the issuance of this certificate.

The College assumed full responsibility for the assessment of internationally trained applicants as of December 31, 2010.

The College established an individual assessment process for internationally trained applicants. The College approved the use of World Education Services (WES) as a third-party assessor of educational qualifications. Internationally trained applicants must provide the College with an International Credential Advantage Package (ICAP) Academic Credential Evaluation Report from WES.

If internationally trained applicants did not complete their post secondary educational requirements in either the English or the French language then they are required to provide satisfactory evidence of language fluency. The College Policy Regarding Language Fluency was approved on May 25 2010 and requires these

applicants to demonstrate, to the satisfaction of the Registrar, that they have met the language proficiency of the Canadian Language Benchmark at level 7 in each of speaking, listening, reading and writing, based on an assessment done by an approved Canadian Language Benchmark assessment centre.

Internationally trained applicants who were issued a Letter of Equivalency Certificate by AECEO or AFÉSEO, or who are deemed to meet the requirements of Section 7.1 V of the Registration Regulation in accordance with the College Policy Regarding Letter of Equivalency Certificates approved on May 3 2010, are deemed to have met the College requirements for language fluency.

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

CECE provides a range of options of acceptable documents to be submitted. The College allows applicants unlimited time to produce those documents if necessary. On occasion, legal confirmation of missing documents is considered, when the applicant has exhausted all possibilities to obtain required documents.

i) how applicants can contact your organization

Information on how to contact the College is located on our website, www.collegeofece.on.ca. Further detailed contact information is provided on an individual basis. Applicants can contact CECE by:

Mail: 438 University Avenue, Suite 1900 Toronto, ON M5G 2K8
Phone: 416-961-8558 or 1-888-961-8558
E-mail: info@collegeofece.on.ca
Fax: 416-961-8772

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

Information about how and why the College would contact an applicant is available on our website under the Frequently Asked Questions tab.

http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Registration-Process.aspx

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

*** SAME AS LAST YEAR ***

The applicant will be notified that all documents must be translated into the English or French language.

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

Third Party Assessors

As of April 1 2010, the College accepted applications from internationally trained individuals whose language of program instruction was French. As of July 31 2010, the College began accepting applications from all other internationally trained applicants.

Prior to these dates in 2010, the role of the Association of Early Childhood Educators (AECEO) and l'Association Francophone à l'Éducation des services à l'Enfance de l'Ontario (AFÉSEO) in providing equivalency assessment services was described under section 2 of the Application Guide and Application Form and in the Frequently Asked Questions tab of our website. Prior to this date, applicants could also contact the College to inquire about the services provided by AECEO/AFÉSEO.

Applicants who were internationally trained or had completed a program that is not on the CECE approved post secondary programs list needed to contact the Association of Early Childhood Educators (AECEO) or l'Association Francophone à l'Éducation des services à l'Enfance de l'Ontario (AFÉSEO) prior to registering with CECE. These third-party organizations assessed the interested applicant's qualifications and determined equivalency status. Once a Letter of Equivalency Certificate was granted by these associations, the applicant applied for registration in the College.

The College approved World Education Services (WES) as the third party assessor to support the College individual assessment and equivalency services.

Bridging Programs

Until December 31 2010 the AECEO/AFÉSEO conducted equivalency assessments and issued learning prescriptions for individuals. Some of these individuals enrolled in bridging programs. Individuals who acquired a learning prescription prior to December 31, 2010 through AFÉSEO are able to complete their learning prescription requirements through AFÉSEO. On successful completion of their bridging program they will be issued a Letter of Equivalency and may then apply to the College. The Registration Regulation specifies that the program must be completed on or before February 23, 2014.

The AECEO, will also continue to issue Letter of Equivalency for bridging candidates who were issued learning prescriptions prior to December 31 2010.   These individuals must also complete their program on or before February 23, 2014. On successful completion of the bridging program these individuals may also apply to the College.

During the registration process, other applicants would not come into contact with a third-party organization.

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

None for 2010.

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

Applications are dealt with on an individual basis. Processing can vary depending on the complexity and completeness of the application. For a typical application that has been completed in full and includes all the appropriate and required documentation processing time, dependent on volume, should be 4-7 weeks. Currently it takes about 4-7 weeks to process each application to attain membership status in the College. However, applications that are not complete and/or are missing required documentation can result in delays.

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

Information about the Application and Registration Fees can be found on the College website, www.collegeofece.on.ca, on the Application Guide and Application Form and also by contacting the College.

Application Fee: $75.00.
This is a one-time fee for the processing an application and is non-refundable, regardless of the outcome of the application process.

Registration Fee: $150.00.
This fee is for registration as a member of CECE. The registration fee will not be refunded once membership is granted. An annual renewal fee of $150.00 is payable on the anniversary of the date of registration as a member of the College.

Internationally trained applicants will also incur fees associated with obtaining an International Credential Advantage Package (ICAP)from World Education Services. In 2010 the fee established by WES was $145 for this service.

Internationally trained applicants who completed their post secondary educational programs in a language other than English or French may incur fees established by the Canadian Language Benchmark (CLB) assessment centres. Applicants need to determine their specific fee by contacting a CLB assessment centre. The assessment service is free for persons with Landed Immigrant or Permanent Resident status.

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

CECE has had limited requests for this service. Staff are available to converse in sign language and have experience working with differently abled adults. The College website has capacity to enlarge fonts for easier reading.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The College experienced many changes in the registration processes during 2010. These changes were put in place to accommodate the expectations of:

- Revisions to the Registration Regulation, http://www.collegeofece.on.ca/en/AboutUs/Pages/Act-and-Regulations.aspx
- The Ontario Labour Mobility Act, http://www.collegeofece.on.ca/en/BecomeAMember/Pages/olma.aspx
- The transition of responsibility for individual assessment services from the AECEO/AFESEO to the College
- College Policy Regarding Letter of Equivalency Certificates

- College Policy Regarding Assessment of Educational Qualifications of Applicants Under Section 7.1 IV of the Registration Regulation, http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx
- College Policy regarding Language Fluency, http://www.collegeofece.on.ca/en/BecomeAMember/Documents/Policy%20regarding%20language.pdf
- Approval of World Education Services as a Third Party Assessor

Amount of Fees (2 / 13)

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

No. The CECE application fees and membership fees remain the same. However, during 2010, fees were charged for assessment by the third-party organizations (AECEO/AFÉSEO and WES). Internationally trained applicants obtain up-to-date information by contacting the third-party assessment agency.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

During 2010 responsibility for individual assessment of educational qualifications was transferred from the AECEO/AFÉSEO to the College. Internationally trained applicants will now pay a fee to WES in order to obtain an ICAP report. Internationally trained applicants whose post secondary program was not offered in either the English or the French language will be required to pay a fee to an approved Canadian Language Benchmark assessment centre.

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

a) What are your timelines for making registration decisions?

The 2010 timeline was 4-7 weeks when documentation was complete or longer when waiting for documents.   The timeline is dependent on applicants sending complete applications.

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

In the latter part of 2010, timelines were significantly reduced. Applicants were sent an Acknowledgement of Receipt of their application within a week and received a Member Letter within 4 - 7 weeks if the application form and all documentation were complete.

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

*** SAME AS LAST YEAR ***

Within 60 days after the decision has been made.

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

Staff monitors the on-going work of the Registration Appeals Committee to ensure compliance.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

*** SAME AS LAST YEAR ***

Not applicable.

Access to Records (4 / 13)

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

Applicants are able to access information about their own records related to their application by requesting information from the Registration and Member Services Department by phone or in writing (letter or e-mail).

b) Explain why access to applicants' own records would be limited or refused.

Access to applicants' own records would be limited or refused if the person requesting information is someone other than the applicant. Information can only be shared with others if the applicant explicitly authorizes, in writing, the specific information the College is allowed to share.

c) State how and when you give applicants estimates of the fees for making records available.

The CECE does not charge any fee to the applicant for making records available.

d) List the fees for making records available.

The CECE does not charge any fee to the applicant for making records available.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

The CECE does not charge any fee to the applicant for making records available.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable

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.

Available resources to applicants are located on our website and include:

Application Guide – http://www.collegeofece.on.ca/en/Documents/application_guide_en.pdf

Application Form – http://www.collegeofece.on.ca/en/Documents/application_form_en.pdf

Early Childhood Education Act, 2007 – http://www.collegeofece.on.ca/en/AboutUs/Pages/Act-and-Regulations.aspx

Registration Regulation – http://www.collegeofece.on.ca/en/AboutUs/Pages/Act-and-Regulations.aspx

CECE Policy Regarding Assessment of Educational Qualifications of Applicants under Section 7.1.IV

of the Registration Regulation - http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx

Membership Requirements – a list of who is required and who is exempt from joining the College is available on the College website.

College of Early Childhood Education Standards of Practice and Code of Ethics - http://www.collegeofece.on.ca/en/Members/Pages/professionalstandards.aspx

b) Describe how your organization provides information to applicants about these resources.

The CECE provides information to applicants by communicating to those who telephone with inquiries and also by indicating that further information can be located on our website.

The CECE website is the primary location to access these resources and the College actively encourages its use. www.collegeofece.on.ca

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The Standards of Practice and Code of Ethics were approved in December 2010.
http://www.collegeofece.on.ca/en/Members/Pages/professionalstandards.aspx

The Registration Regulation 221/08 was amended in 2010.
http://www.collegeofece.on.ca/en/AboutUs/Pages/Act-and-Regulations.aspx

The College Policy regarding Letter of Equivalency Certificates under Section 7.1 v. of the Registration Regulation was approved on May 4 2010.

The College of Early Childhood Educators Policy regarding Assessment of Educational Qualifications of Applicants Under Section 7.1.IV of the Registration Regulation was approved on May 25 2010
http://www.collegeofece.on.ca/en/AboutUs/Pages/Act-and-Regulations.aspx

The College Policy regarding Language Fluency was approved on May 25 2010.
http://www.collegeofece.on.ca/en/BecomeAMember/Documents/Policy%20regarding%20language.pdf

The Ontario Labour Mobility Act came into effect in December 2009.
http://www.collegeofece.on.ca/en/BecomeAMember/Pages/olma.aspx

Responsibility for the individual assessment of educational qualifications (equivalency) was fully transferred to the College from AECEO/AFÉSEO on December 31 2010.

World Education Services was approved as the third-party assessment agency for the College.

Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

The CECE timelines for completing registration appeals are as follows:

After the Registrar has proposed to refuse to issue a Certificate of Registration, there are 60 days allotted for the Registrar to receive a request for review from the applicant.

Following the request, there are 35 days for the applicant to provide any further submission.

The appeal is then heard by the Registration Appeals Committee

Once the committee has met, the Registration Appeals Committee provides the Registrar and the applicant with a decision within 60 days.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

0

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

*** SAME AS LAST YEAR ***

0

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

Applicants who the Registrar proposes to refuse a Certificate of Registration and/or who the Registrar proposes to impose any terms, limitations or conditions without the member's consent, will have the right to appeal to the Registration Appeals Committee. Early Childhood Educators Act 2007, 27 (4)

The request for review will be in writing and will be served on the Registrar within 60 days after the notice is served on the applicant.

The request for review may be accompanied by written submissions. If an applicant requests a review, the

Registration Appeals Committee will conduct the review.

The Committee may extend the time for requesting a review under the Early Childhood Educators Act, 2007: 27(4) if it is satisfied that there are apparent grounds for granting relief on the review and that there are reasonable grounds for applying for an extension.

The Committee may request additional documents to consider in making its decision. Once decided, the Committee will direct College staff to issue a copy to the applicant and provide the applicant with 35 days to provide any submission.

It will be up to the Registration Appeals Committee to make a decision in the review.

During the Committee's review, it will ensure that the person requesting the review was, in fact, given an opportunity to examine and make written submission on any document that the Committee intends to consider in making is decision, except a document that in the Committee's opinion may jeopardize the safety of a person.

After considering the request for review, the submissions and any document that the Committee considers relevant, the Committee may make a decision. The Committee will give its decision in writing to the Registrar, with reasons, within 60 days after considering the request for review and shall serve the person who requested the review with a copy.

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.

The applicants will be informed about the review process in writing and they shall also make their submissions in writing (i. e. request for review, additional documents, request for extension).

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 Registrar makes the initial registration decision. Only the Registration Appeals Committee is involved in the review of the decision. The work of the committee is supported by staff members who were not involved in the original decision.

e) Describe your internal review or appeal process.

If the applicant does request a review and serves it within 60 days on the Registrar, the Registration Appeals Committee will conduct the review. The Registration Appeals Committee may extend the time for requesting a review beyond 60 days if it is satisfied that there are apparent grounds for granting relief on the review and that there are reasonable grounds for applying the extension.

During the Committee's review, it will ensure that the person requesting the review was in fact given an opportunity to examine and make written submission on any document that the Committee intends to consider in making is decision, except a document that in the Committee's opinion may jeopardize the safety of a person.

After considering the request for review, the submissions and any document that the Registration Appeals

Committee considers relevant, the Committee may make an order doing one or more of the following:
a. Directing the Registrar to issue a Certificate of Registration.
b. Directing the Registrar to issue the Certificate of Registration and to make it subject to specified terms, conditions or limitations.
c. Directing the Registrar to vary specified terms, conditions or limitations in the Registrar's proposal.
d. Directing the Registrar to not issue a Certificate of Registration.

The Committee will give its decision in writing to the Registrar with reasons within 60 days after considering the request for review and shall serve the person who requested the review with a copy.

f) State the composition of the committee that 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.

The Registration Appeals Committee is a statutory committee of Council and is composed of:

(a) Two elected members of Council who are members of the College;
(b) Two members of Council who are appointed to Council by the Lieutenant Governor in Council
(c) Two members of the College who are non-Council Members

Currently, no member of the Committee was internationally trained.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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.

After considering the request for review, the submissions and any document that the Registration Appeals Committee considers relevant, the Registration Appeals Committee may make an order doing one or more of the following:
a. Directing the Registrar to issue a Certificate of Registration.
b. Directing the Registrar to issue the Certificate of Registration and to make it subject to specified terms, conditions or limitations.
c. Directing the Registrar to vary specified terms, conditions or limitations in the Registrar's proposal.
d. Directing the Registrar not to issue a Certificate of Registration.

The Registration Appeals Committee will give the decision in writing to the Registrar with reasons within 60 days after considering the request for review and shall serve the person who requested the review with a copy.

The College of Early Childhood Educators Act specifies that a person may appeal the decision in divisional court.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable.

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.

According to the Registration Regulation Section 7(1) IV the applicant must have satisfied one of the following educational and training requirements:
i. possession of a diploma from a program in early childhood education offered by an Ontario College of Applied Arts and Technology,
ii. successful completion of a post secondary program in early childhood education at a Canadian institution which is equivalent to that described in subparagraph i and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
iii. possession of a degree from a Canadian university, whose major course content, both academic and practical, is relevant to early childhood education and which has been approved by the College or a committee of the College or through an assessment process approved by the College or a committee of the College,
iv. possession of a diploma or degree from a post secondary institution or a combination of a diploma or degree from a post secondary institution and experience which is equivalent to that described in subparagraph i and demonstrated by the successful completion of an assessment process approved by the College or a committee of the College, ora prior learning assessment process approved by the College or a committee of the College, or
v. possession of a letter of equivalency certificate or a recognition of equivalency certificate issued by the Association of Early Childhood Educators Ontario or the Association francophone à l'éducation des services à l'enfance de l'Ontario, in each case, no later than February 23 214, if the applicant applied for the letter .or the recognition no later than December 31, 2010.

If internationally trained applicants completed an educational program in a language other than French or English, the College policy on language fluency requires them to obtain an assessment from an Canadian Language Benchmark assessment centre. Applicants must achieve a score of CLB level 7 on each of speaking, listening, reading and writing.

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

Following the transfer of responsibility to the College for assessment of internationally trained applicants, World Education Services was approved by the College to provide third-party assessment of educational qualifications for applicants trained through international programs. The applicant, through WES, provides the College with an Academic Credential Evaluation Report. The College uses this report to inform its decision-making process regarding registration.

Further assessment criteria includes: http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx

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

Prior to July 2010, assessing work experience was the responsibility of the third-party organizations AECEO or AFÉSEO that dealt with the equivalency process. Work experience that was substantiated was taken into consideration during the assessment process.

Once approved by the College as the third-party assessor for applicants who were internationally trained, WES reviews the educational programs of individuals for evidence of successful completion of practicum, internships and/or apprenticeship requirements.

The College, during additional individual assessments also reviews written evidence of work experience supplied by employers.

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.

Prior to the transfer of responsibility for the individual assessment of internationally trained applicants to the College, extensive research was conducted by the College about the services provided by third-party assessors.

The College, after gathering information through contacting these organizations and on-site visits, determined that World Education Services was able to provide evidence of practices and processes that ensure the currency and accuracy of information.

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

During the latter part of 2010, World Educational Services assumed the responsibility for initial assessment of

educational qualifications. The College was assured that WES used assessment practices and processes designed to ensure that the contents of the Academic Credential Evaluation Reports were consistent. The College monitors, on an on-going basis, the contents of these report through its own assessment practices and processes related to determining the outcomes of applications from internationally trained individuals.

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

The third-party assessor ensures that the status of an institution in the home country is in good standing and has accreditation.

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

CECE has had limited requests for this service. Staff are available to converse in sign language and have experience working with differently abled adults. The College website has capacity to enlarge fonts for easier reading.

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.

New applications that are complete are processed within 4-7 weeks.

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

There is no time difference once application is made to the College. Time delay may have occur in 2010 related to obtaining of a Letter of Equivalency from AECEO/AFÉSEO or an ICAP Academic Credential Evaluation Report from WES.

New applications, whether they be from internationally trained individuals or other applicants, are usually processed within 4 - 7 weeks unless the applicant submissions are incomplete.

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.

*** SAME AS LAST YEAR ***

Not applicable at this time.

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.

In 2010, the College accepted copies of original transcripts, diplomas or degrees signed by a guarantor or an official transcript granted by the educational institution.

(As of February 14 2011, the College requires that official transcripts be sent directly to the College by the institution where the applicant completed the post secondary educational program.)

In the case of applicants who are internationally trained, World Education Services provides the College with an Academic Credential Evaluation Report.

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

Until July 31 2010 determining equivalency was the responsibility the responsibility of the third-party organizations (AECEO/AFÉSEO). After that date responsibility for determining equivalency was transferred to the College.

The College established the criteria for conducting individual assessments of educational qualifications for Canadian trained applicants. The College policy regarding the individual assessment process was approved on May 25 2010. http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx

The educational qualifications of internationally trained applicants are reviewed by a third-party assessment agency (WES). The College receives an ICAP Academic Credential Evaluation Report from WES and uses this report during the decision-making process related to individual assessments. If the internationally trained applicant did not complete their educational qualifications through a program in the English or the French language the College language fluency policy requires that the applicant provide evidence of fluency through a Canadian Language Benchmark (CLB) assessment centre. These applicants must successfully achieve a minimum score of level 7 on each of speaking, listening, reading and writing in either the English or the French language.

With the two exceptions regarding the requirements for an ICAP Academic Credential Evaluation Report and, if necessary a CLB test, the processes for determining equivalency for Canadian and internationally trained applicants are the same.

iii. Explain how work experience is taken into account.

Applicants who require an individual assessment must demonstrate that they have had experience in the field of early childhood education through work experience, supervised practicum(s) experience or internship experience.

The applicant's experience in the practice of early childhood education must relate to at least two of the following age groupings: infant/toddler, pre-school and school age provided that the applicant's experience

combined with his/her academic program relates to all three age groupings.

The nature, content and length of the applicant's experience must, at a minimum, be equivalent to the field placement requirements of a four-semester diploma program in early childhood education offered at an Ontario College of Applied Arts and Technology.

The College Policy Regarding Assessment of Educational Qualifications of Applicants Under Section 7.1 IV of Registration Regulation was approved on May 25
2010.
http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx

Prior to this date the third-party assessor at that time (AECEO/AFÉSEO) made decisions about work experience for applicants under Section 7.1 IV of the regulation.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

Not applicable. CECE does not conduct competency assessments.

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

Not applicable.

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

*** SAME AS LAST YEAR ***

Not applicable.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

Until July 31 2010 this was done through a third-party assessor (AECEO or AFÉSEO), through a portfolio, document review process.

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

Not applicable.

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

Not applicable.

I) If your organization administers examinations:

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

*** SAME AS LAST YEAR ***

Not applicable at this time. CECE does not use an exam as a registration requirement.

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

*** SAME AS LAST YEAR ***

Not applicable at this time.

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

*** SAME AS LAST YEAR ***

Not applicable at this time.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The College assumed responsibility for the individual assessment of applicants with the transfer of this process from the AECEO/AFÉSEO to the College.

The College established assessment criteria to address the changes in the Registration Regulation 221/08 that came into effect in 2010.

The College approved new policies regarding equivalency, assessing the educational qualifications of

applicants under Section 7.1 IV of the regulation, and language fluency.

World Education Services was approved as the College third-party assessor.

The College processes and practices related to these changes are detailed in this, and other sections, of the 2010 Fair Registration Practices Report.

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.

Prior to July 31 2010, the AECEO or AFÉSEO made assessment decisions regarding equivalency.

Following the transfer of responsibility to the College for individual assessment, the College approved World Education Services as a third-party assessor for the educational qualifications of applicants.

The College approved Canadian Language Benchmark assessment centres to conduct language fluency testing if required.

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 CECE researched and met with a number of third-party assessment agencies prior to making a decision to work with WES. One of the criteria used in the selection of the third-party assessment agency was the ability of the agency to provide clearly articulated practices and processes related to the assessment of educational qualifications. Other criteria included consistency and accuracy of information, timeliness, fairness and transparency of assessment procedures.

The College will continue to monitor the assessment services provided by WES and will formalize a review process in the future.

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

The College has been working with WES for the latter part of 2010. In the future, the CECE will develop policies and procedures to monitor the on-going support provided by WES.

iii. provides timely decisions, responses and reasons to applicants

The College has been working with WES for the latter part of 2010. In the future, the CECE will develop policies and procedures to monitor the on-going support provided by WES.

iv. provides training to individuals assessing qualifications

The College has been working with WES for the latter part of 2010. In future, the College will develop policies and procedures to monitor the on-going support provided by WES.

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

The College has been working with WES for the latter part of 2010. In future, the College will develop policies and procedures to monitor the on-going support provided by WES.

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

The College has been working with WES for the latter part of 2010. In future, the College will establish policy and procedures to monitor the on-going support provided by WES.

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.

CECE remains independent of the third-party organization and their assessment process for educational qualifications.

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

The criteria applied to determine equivalency are specified in the College Policy Regarding Assessment of Educational Qualifications of Applicants Under Section 7.1.IV of Registration Regulation.

The specifics of these criteria have been listed on the College website, http://www.collegeofece.on.ca/en/BecomeAMember/Pages/Assessment-Criteria.aspx.

iii. Explain how work experience is taken into account.

The specifics of these criteria are listed in Section 8 (I) iii of the 2010 Fair Registration Practices Report.

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

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

Not available at this time. CECE does not conduct competency assessments.

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

*** SAME AS LAST YEAR ***

Not available at this time.

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

*** SAME AS LAST YEAR ***

Not available at this time.

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

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

Not applicable at this time.

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

Not applicable at this time.

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

Not applicable at this time.

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

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

*** SAME AS LAST YEAR ***

Not applicable at this time. CECE does not have an exam requirement for registration.

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

*** SAME AS LAST YEAR ***

Not applicable at this time.

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

*** SAME AS LAST YEAR ***

Not applicable at this time.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

When responsibility for the individual assessment of applicants was transferred from the AECEO/AFÉSEO to the College, World Education Services was approved by the College to serve as a third-party assessor.

The College approved the Canadian Language Benchmark assessment centres to provide services related to the testing of language fluency.

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

CECE has trained staff to verify that the diploma or degree is listed in the CECE Application Guide. Staff have also been trained to recognize a Letter of Equivalency or a Recognition of Equivalency from the

AECEO/AFÉSEO.   If required, department staff contact the granting institution to verify that the document format is authentic.

Staff have also received training related to ensuring that guarantor's signatures are provided by approved guarantors and that the signature is an original - not a photocopy.

Staff receive training in assessing authenticity of transcripts and verifying program completion through the transcript information.

All Registration and Member Services staff meet on a weekly basis to update their knowledge and skills in these areas. Newly hired RMA's also engage in a structured mentoring and job shadowing experience related to aspects of their role such as setting up an applicant file, inputting data in the CRM, screening applications, and dealing with applicants and members by phone and email.

Registration Assessment Analysts were hired with assessment knowledge. On-going training this fiscal period has included:

- Canadian Association for Prior Learning Assessment Conference
- Fair Registration Practices and Procedure Workshop
- Canadian Network of National Associations of Regulators Conference

All Registration and Membership Services staff have been involved in on-going training related to the many changes in the College registration policies and practices that occurred in 2010.

ii. individuals who make registration decisions

Individuals who make registration decisions have engaged in, or themselves prepared and presented, the activities listed in Section 10 (a) i of this report. Assessment Analysts have also developed and implemented an on-going process to provide for blind reviews of applicant files requiring individual assessments. These staff members, following the blind reviews, meet to identify and discuss the outcomes of these blind reviews and compare to ensure results are consistent.

The Director of Registration interacts regularly with ORAC, OPRN, WES and OFC.

iii. individuals who make internal review or appeal decisions

Staff and the Registration Appeals Committee engaged in training sessions including training provided by College legal counsel.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Please see Section 10 (a) i for a list of the changes.

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.

- Recognition of qualification was accepted by the College if a Letter of Equivalency or a Recognition of Equivalency was granted by the AECEO or AFÉSEO.
- A Memorandum of Understanding was signed by the AECEO and the College to facilitate the transfer the the College of 351 AECEO Learning Prescriptions for individuals involved in the former AECEO equivalency process
- Agreement on Internal Trade
- Ontario Labour Mobility Act

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

These agreements have been a source of major change for the College. Once the responsibility for conducting individual assessments for applicants was transferred from the AECEO/AFÉSEO to the College revised registration policies and practices were put in place to facilitate this change.   These changes have been described in a number of previous sections in this report. In summary. changes included:

- Enhanced staff training to facilitate revised registration processes and up-to-date member services for applicants and members
- Increased staff complement and programs to enhance staff expertise in area of applicant individual assessment and the implications of labour mobility
- Enhanced College communication strategies (letter to employers, website changes, member newsletters, outreach to stakeholder organizations)
- Updated Registration Forms and Guides
- Enhanced the department capability to ensure telephone and email responses to member and/or applicant inquiries
- Research and approval of a third-party assessment agency
- Research and approval of an organization to provide testing services for language fluency
- Enhanced transparency put in place for applicants who are engaged in individual assessments.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

These changes have been highlighted in previous sections throughout this report.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	Yes
Other (please specify)	Not Applicable

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	28
Staff involved in appeals process	2
Staff involved in registration process	11

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants[1] were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
U.K.	7
India	6
U.S.	6
Philippines	3
Israel	2
Norway	2
Albania	1
Australia	1
Belarus	1
Colombia	1

[1]Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members[2] were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	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
Members on December 31st of the reporting year	29336	270	1	6	1264	**30877**

[2] Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Unknown refers to applicants who received a Letter of Equivalency or Recognition of Equivalency certificate from AECEO or AFÉSEO as well as applicants who applied under the Agreement on Internal Trade.

Applications your organization processed in the past year

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

from January 1st to December 31st of the reporting year	Jurisdiction where applicants 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	5512	129	6	42	275	**5964**
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	5512	129	6	42	275	**5964**
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						

FULLY registered members	6158	67	1	6	275	**6507**
Applicants who were authorized to receive an alternative class of licence[3] but were not issued a licence	0	0	0	0	0	**0**
Applicants who were issued an alternative class of licence[3]	0	0	0	0	0	**0**

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

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

	Class of licence	**Description**
a)		
b)		
c)		
d)		
e)		

f)	

g)	

h)	

i)	

j)	

Reviews and appeals your organization processed in the past year

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

from January 1st to December 31st of the reporting year	Jurisdiction where applicants 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
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	7	13	0	0	0	**20**
Applicants who initiated an appeal of a registration decision	7	13	0	0	0	**20**
Appeals heard	4	12	0	0	0	**16**
Registration decisions						

| changed following an appeal | 0 | 0 | 0 | 0 | 0 | **0** |

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Certification (13 / 13)

I hereby certify that:

  i. I have reviewed the information submitted in this Fair Registration Practices Report (the"Report").
  ii. To the best of my knowledge:
  - 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: Laura Sheehan

Title: Acting Registrar

Date: March 1, 2011