

# Fair Registration Practices Report

## Land Surveyors (2008)

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

All candidates must undergo an evaluation of their academic credentials by our association. This evaluation is reviewed by our Academic and Experience Requirements Committee, which meets quarterly. The results of the evaluation specify what, if any, additional courses the candidate requires in order to meet our academic requirements.

#### b) requirements for registration

All applicants must have a baccalaureate level degree in professional land surveying, or a course equivalent in content and level of difficulty, as determined by the Academic and Experience Requirements Committee. All applicants, unless licensed in another province or the Association of Canada Lands Surveyors, must complete a period of articles with an Ontario Land Surveyor. The standard period is 18 months, however reductions may be granted based on prior experience.

#### 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

Detailed course descriptions and official transcripts are used by the evaluator to determine whether the course contents meet the subject matter requirements of the Canadian Geomatics degree. Experience may be considered in some courses.

#### 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

Practical experience is obtained through a period of articles. This is a formal agreement between the student and the articling surveyor. The student must complete 338 working days of experience in various categories, and submit detailed quarterly work reports to a monitor, who reviews each report and provides feedback to the student. During the articles the student must successfully complete a Statutes examination. The student has three attempts to pass this examination. If this examination is failed on the third attempt the student's articles are cancelled and he/she may not article until a year has passed.

e) requirements that may be satisfied through acceptable alternatives

None.

f) the steps in the assessment process

1. Applicant submits request for academic evaluation. 2. Information sent to evaluator. 3. Evaluation reviewed by AERC at next quarterly meeting. 4. Approved evaluation results mailed to applicant.

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

1. Official transcript, preferably sent directly from educational institution. 2. Detailed course descriptions, in English. 3. Resume Note: The AERC will not perform an academic evaluation unless the candidate has achieved at least a 2-year college diploma in surveying. Candidates not educated in Canada must submit a letter from the University of Toronto Comparative Education Service or WES stating the Canadian equivalent of their degree or diploma.

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

We will copy original documents submitted by candidates.

i) how applicants can contact your organization

Candidates may contact us by telephone or by e-mail through our website.

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

Applications are acknowledged as they are received. Evaluation results are mailed to the applicant. Additional correspondence would only occur if the applicant requested something.

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

No.

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

Only as in g) above.

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

Academic evaluations are valid for three years. If an applicant has not begun to take courses during that period a new evaluation may be required, otherwise there is no time limit on completing courses. Articles must be completed within four years of commencement.

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

Most candidates complete their requirements in approximately 2 years.

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

Academic evaluation \$200 + GST Appeal to evaluation \$100 + GST Application to Article \$100 + GST Associate Membership (Mandatory for Articling Students) \$50 + GST Annual Articling Fee \$80 + GST Statutes, Professional Oral, Professional Written Exams \$150 + GST each Field Note Examination (Cadastral applicants only) \$100 + GST Lecture Course (Mandatory before Professional Exams attempted) \$250 + GST Examination Appeal \$100 + GST

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

None. Has never happened.

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

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### Amount of Fees (2 / 13)

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

No.

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

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

a) What are your timelines for making registration decisions?

Examinations are held every 6 months and the results are decided by the AERC within 45 days of the exams. Candidates who have passed the Professional examinations are notified immediately and may be sworn in as soon as they wish.

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

Responses are mailed within 2 to 3 days of any decision by the AERC.

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

internal reviews and appeal decisions?

Responses are mailed within 2 to 3 days of any decision by the AERC.

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

It is the Registrar's responsibility to respond to applicants. Since we are a very small association, with 20 to 30 applications per year it is not difficult to keep track of responses.

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

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### Access to Records (4 / 13)

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

Applicants may review their files on request.

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

N/A

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 are none.

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

N/A

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

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## 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.

A "How To" package, describing the registration requirements and procedures is available in print form and on the association's website. Copies of the last 5 years of examinations are available for purchase by students. Articles are signed every 6 months. A formal meeting is held, which the articling student, articling surveyor and monitor must attend. A one-hour slide presentation is given to explain the details of the articling process. All students must attend the association's 3-day lecture course in preparation for their Professional Examinations.

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

Prospective applicants who call or visit the Association are offered the "How To" package. This package is also available on the AOLS website. Other information described in a) is provided at the articling workshop noted above.

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

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## 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.

All applications and appeals must be reviewed and approved by the AERC, which meets quarterly.

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

None.

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

n/a

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

The evaluation results letter that is sent to the applicant states that the candidate may appeal the evaluation by submitting a request to the Registrar within 60 days. There is no further appeal to the results of the initial appeal.

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 method of appeal is not specified, although it is implicit in the wording of the results letter. There is no form for use in making an appeal.

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.

An appeal to a decision not to grant a Licence or Registration is made to the Registration Committee, which is a Statutory Committee of the AOLS and is completely independent of the AERC.

e) Describe your internal review or appeal process.

Reviews of academic evaluations are performed by the original evaluator, based on additional information being provided by the applicant. The appeal results are reviewed by the AERC, who has the final say.

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 Academic and Experience Requirements Committee recommends all applicants for registration. This is a Statutory committee, with membership specified in Regulation 1026 of the Surveyors Act, as follows: - an elected member of Council - four or more members of the Association who are not members of Council to be appointed for a term of three years by Council A member may not be appointed for more than three consecutive 3-year terms. The current committee consists of 6 members plus the Council member. None of these members is internationally trained.

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

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### 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.

All letters stating the results of a decision also contain a statement advising the candidate of any appeal process that is available.

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

## 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.

See step 1b)

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

See step 1c)

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

Work experience is only assessed when an articling student requests a reduction in the articling period. The student must make an application that includes the number of days being claimed for each category of work and provide detailed documentary evidence that he/she has performed the number of days being claimed. Students may be granted up to 6 months reduction in their articling period.

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.

Academic evaluations are made using the course descriptions submitted by the applicant. These descriptions must be from courses either taken by the applicant or from a time period close to when the applicant attended that institution.

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

Applicants from the same program, taken at approximately the same time are compared to ensure that the evaluations are consistent.

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

The U of T or WES evaluation indicates the general Canadian educational equivalent of the applicant. After that, the evaluation depends on the individual course content.

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

This has never happened.

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.

See Step 1 n)

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

We have no statistics that would indicate this, however international applicants often have more courses to take prior to being eligible to article, due to lack of knowledge of local jurisprudence in the areas of survey law and planning.

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.

See Item i above.

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.

See Step 1 g) (Foreign applicants only)

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

n/a

iii. Explain how work experience is taken into account.

See Step 8 c)

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

n/a

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

n/a

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

n/a

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

n/a

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

n/a

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

n/a



l) If your organization administers examinations:

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

There are three exams involved, as follows: Statutes Exam -Closed book, 3 hours long, no aids - approximately 8 to 10 questions totalling approximately 100 marks, requiring narrative answers - questions relate to the knowledge and use of the Ontario and Federal Statutes commonly referred to by surveyors - pass mark is 65% Professional Written Exam -closed book, no aids, 4 hours long - approximately 8 to 10 questions relating to professional ethics, business practices and the Association, totalling approximately 100 marks, requiring narrative answers - pass mark is 65% Professional Oral Exam - approximately 1 hour long - a panel of 3 members provide the student with 3 questions relating to business, ethics and the Association, and give him/her 10 minutes to prepare answers, which are then given orally. The panel asks additional questions to test the applicant's knowledge. - pass mark is 65% Students may attempt each exam a maximum of 3 times. Written exams are marked separately by 2 markers and if the 2 marks given for individual answers vary by more than 20% the answer is reviewed by the AERC before a final mark is approved.

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

Each exam is set by two AERC members and reviewed by the chair, the Registrar and one other AERC member. The AERC has authority to review and adjust the final results if there was an obvious deficiency or error in the exam.

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

A pool of questions dating back over 10 years is used as a base, with 2 or 3 new questions added to each new exam. Exam questions are updated, if appropriate, each time an exam is set, that is every 6 months.

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

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### 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.

- U of T Comparative Education Service - WES - Professor Michael Chapman, PhD, OLS, P. Eng. of Ryerson University Geomatics Program

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

Information is provided through the AERC, not directly by the evaluator.

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

Credentials are assessed using descriptions provided by the candidate and supplemented by information

received through prior evaluations of others and obtained from educational institution websites or calendars.

iii. provides timely decisions, responses and reasons to applicants

Information is provided immediately following each quarterly meeting of the AERC.

iv. provides training to individuals assessing qualifications

n/a

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

n/a

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

Has never happened.

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.

See 1 g)

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

See 1 g)

iii. Explain how work experience is taken into account.

See 8 c)

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

i. Describe the methodology used to evaluate competency.

n/a

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

n/a

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

n/a

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

i. Describe the methodology used to evaluate prior learning.

n/a

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

validated.

n/a

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

n/a

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

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

n/a

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

n/a

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

n/a

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

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### Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Academic evaluations are performed by a professor of geomatics who is currently an expert in this field. No training necessary.

ii. individuals who make registration decisions

Decisions are made by the AERC, whose members have many years of experience.

iii. individuals who make internal review or appeal decisions

Appeals to registration decisions are made to the Registration Committee, which is composed of AOLS members.

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

### 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 AOLS is a signatory to a Mutual Recognition Agreement between all 10 provinces and the Association of Canada Lands Surveyors. Under this agreement a licensed member of any of these associations may apply to any other association and there is no further assessment of academic credentials, and no period of articles. An exam may be given to test for local jurisprudence.

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

Registration is much simpler as we do not look behind the applicant's licence for education or experience. Applicant's must only demonstrate knowledge of local jurisprudence.

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

### 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	No
Other (please specify)	

#### 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
<b>Total staff employed by the regulatory body</b>	10
<b>Staff involved in appeals process</b>	1
<b>Staff involved in registration process</b>	2

### Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants<sup>1</sup> 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
Iran	1
Albania	1
Egypt	1
Romania	1
China	1

<sup>1</sup>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<sup>2</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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
<b>Members on December 31<sup>st</sup> of the reporting year</b>	n/a	n/a	n/a	n/a	637	<b>637</b>

<sup>2</sup> 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:

We have never collected this data and have no way of determining these numbers.

**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).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	11	2	1	5	0	<b>19</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	11	2	1	5	0	<b>19</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	3	3	0	3	0	<b>9</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>

<sup>3</sup> 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)	n/a	n/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 1 <sup>st</sup> to December 31 <sup>st</sup> 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	1	0	0	3	0	4
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" 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.

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**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: William Buck

Title: Registrar

Date: February 4, 2009

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