

Fair Registration Practices Report

Land Surveyors (2011)

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Most applicants obtain registration information from our website, which contains a separate area for Careers/Membership. This area contains downloadable files describing our course requirements for both a licence and a Certificate of Registration as well as a description of the registration process, including materials to be submitted and fees. Similar information is available in hard copy from the Association and may be picked up or mailed to interested parties on request. We receive both telephone and e-mailed enquiries.

b) requirements for registration

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Requirements are detailed on our website, as above and parties who call or e-mail will receive a detailed response or referral to the AOLS website.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

As in b)

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 ***

*** SAME AS LAST YEAR ***

As in b)

e) requirements that may be satisfied through acceptable alternatives

We have now developed an alternative method of evaluating candidates using a competency based approach and in many cases we are able to allow candidates to enter into a "Learning Contract" with one of our resources that provides the candidate with a means to achieve the missing competencies without having to take a complete university course. This process has been endorsed by our Academic and Experience Requirements Committee and our Council and will be enshrined in upcoming changes to our regulation under the Surveyors Act.

f) the steps in the assessment process

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

As in b)

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

As in b)

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

Through a grant from MTCU and CIC, we are currently developing alternative methods of assessing

candidates who cannot provide acceptable documentation and course descriptions. We are now using a form of Prior Learning and Assessment (PLAR) to evaluate such candidates and to form learning contracts with candidates who may require only certain parts of particular courses. The missing competencies may be obtained through means other than taking complete university courses, such as through home study and a test, or participating in certain portions of a modularized course. This project will end on March 31, 2012. The competency listings have been completed and will shortly be made available on our new website.

i) how applicants can contact your organization

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Contact information (telephone, mailing address and e-mail link) is shown on our website.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Applicants are advised by mail immediately after approval of their evaluations and applications to article by our Academic and Experience Requirements Committee (AERC), which meets quarterly. Articling students are in continuous contact with their monitors through the preparation of their required work reports.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

We have an arrangement with the Accreditation Assistance Access Centre (AAAC) to refer IEP's who require translation and other immigrant services.

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

*** SAME AS LAST YEAR ***

We require IEP's to have their education level assessed by a recognized third party assessment organization, such as the U of T Comparative Education Service or WES. This evaluation is only used to ensure that candidates have at least a minimum level of education before we complete our own detailed evaluation.

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

*** SAME AS LAST YEAR ***

Academic evaluations are valid for a period of 3 years and if not acted upon a new evaluation may be required. If the candidate has begun and continues taking courses no new evaluation will be required. By Regulation, the articling process must be completed within 4 years unless extended due to parental leave.

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

*** SAME AS LAST YEAR ***

Evaluations are completed and approved by our AERC within a 3 month period. Articles are usually completed well within the 4 year limitation.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

The evaluation fee is noted in the instructions on the website. Other fees are provided to articling students after approval of their articles.

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

*** SAME AS LAST YEAR ***

Visual impairment would render a person virtually incapable of becoming a professional surveyor. To my knowledge we have never had to deal with any other special needs.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

Amount of Fees (2 / 13)

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Our fees are the same for everyone, however IEP's must pay for the U of T or WES evaluation and possibly for document translations.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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

a) What are your timelines for making registration decisions?

*** SAME AS LAST YEAR ***

Our AERC, which must approve evaluations, articling applications and examination results, meets quarterly, so a candidate may have to wait a maximum of 3 months for approval of a specific phase.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Candidates receive written confirmation of all decisions immediately after AERC meetings.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

As in b)

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

We are very small, with less than 40 evaluations per year, so timelines are not an issue.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

Access to Records (4 / 13)

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

No applicant has ever requested to see a file, however there is no information in their files that they would not be aware of or have received, so we would have no issue in allowing someone access to their own file.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

d) List the fees for making records available.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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.

*** SAME AS LAST YEAR ***

Application information is available on our website. Previous examinations are now posted on our website and are available to exam candidates at no cost.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Articling students are given a very detailed Student Handbook and prior to starting articles must attend a meeting with their articling surveyor and monitor at which they are informed about the articling process and advised of available resources.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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.

*** SAME AS LAST YEAR ***

All appeals are processed and approved by the AERC every 3 months.

A decision to deny registration to a candidate may be appealed to our Registration Committee, which would hold a hearing to determine the appeal. Such a hearing would involve lawyers and others and would be scheduled to suit the parties involved. There has been only one such appeal in the past 10 years.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Candidates are advised of the appeal process and required time frames in the letter that they receive with their evaluation results.

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

As in b)

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Registration decisions must be appealed to a completely independent body.

e) Describe your internal review or appeal process.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

An appeal must be referred to the Registration Committee, who must hold a formal hearing.

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

From Regulation 1026 of the Surveyors Act:

14. (1) The Registration Committee is continued and shall be composed of,
- (a) one or more elected members of the Council to be appointed from time to time by the Council;
 - (b) three or more members of the Association who are not members of the Council to be appointed from time to time by the Council; and
 - (c) one of the members of the Council appointed by the Lieutenant Governor in Council to be appointed to this Committee from time to time by the Council. R.R.O. 1990, Reg. 1026, s. 14 (1).
- (2) Three members of the Registration Committee, at least one of whom is an elected member of the Council, constitute a quorum. R.R.O. 1990, Reg. 1026, s. 14 (2).
- (3) All decisions of the Registration Committee at a meeting or at a hearing require the vote of a majority of its members present. R.R.O. 1990, Reg. 1026, s. 14 (3).
- (4) The Council shall select from among the members of the Registration Committee a person to be its presiding officer. R.R.O. 1990, Reg. 1026, s. 14 (4).
- (5) The presiding officer, or in his or her absence another member of the Registration Committee designated by the presiding officer, shall preside at all meetings and hearings of the Committee. R.R.O. 1990, Reg. 1026, s. 14 (5).
- (6) If a member of the Registration Committee becomes unable to act after the Committee commences a hearing, its remaining members may complete the hearing in the member's absence, if they constitute a quorum. R.R.O. 1990, Reg. 1026, s. 14 (6).

There are no IEP's on the current Registration Committee.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

For academic evaluations, applicants are advised of their appeal rights in the letter that we send them with their evaluation results.

For a denial of a registration, we would inform the applicant of their right to appeal in their letter of denial, citing the appropriate sections of the Surveyors Act.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

From the Surveyors Act:

Issuance of licence

12. (1) The Registrar shall issue a licence to an individual who applies therefor in accordance with the regulations and,

(a) is a citizen of Canada or has the status of a permanent resident of Canada;

(b) is not less than eighteen years of age;

(c) has complied with the academic requirements specified in the regulations for the issuance of the licence and has passed such examinations as the Council has set or approved in accordance with the regulations or is exempted therefrom by the Council;

(d) has complied with the experience requirements specified in the regulations for the issuance of the licence;

and

(e) is of good character.

Grounds for refusal to issue licence

(2) The Registrar may refuse to issue a licence to an applicant where the Registrar is of the opinion, upon reasonable and probable grounds, that the past conduct of the applicant affords grounds for belief that the applicant will not engage in the practice of cadastral surveying in accordance with the law and with honesty and integrity.

Referral to Committee on Academic and Experience Requirements

(3) The Registrar, on his or her own initiative, may refer and on the request of an applicant shall refer the application of the applicant for the issuance of a licence to the Academic and Experience Requirements Committee for a determination as to whether or not the applicant has met the academic requirements or the experience requirements or both prescribed by the regulations for the issuance of the licence.

Direction by Committee

(4) The Committee may direct the Registrar to issue a licence subject to such conditions in respect of completion by the applicant of such academic requirements or experience requirements as are specified by the Committee.

Determination by Committee

(5) A determination or direction by the Committee under subsection (3) or (4) is final and is binding on the Registrar and on the applicant.

Hearing

(6) The Committee shall receive written submissions from an applicant but is not required to hold or to afford to any person a hearing or an opportunity to make oral submissions before making a determination under subsection (3).

Notice of determination or direction

(7) The Registrar shall give notice to the applicant of a determination or direction by the Committee under subsection (3) or (4) and, if the applicant is rejected, the notice shall detail the specific requirements that the applicant must meet. R.S.O. 1990, c. S.29, s. 12.

From Regulation 1026:

ACADEMIC AND EXPERIENCE REQUIREMENTS FOR LICENCE OR CERTIFICATE OF REGISTRATION

23. (1) A person shall not be issued a licence or a certificate of registration unless he or she has successfully completed the term of articles prescribed by this section. R.R.O. 1990, Reg. 1026, s. 23 (1).

(1.1) REVOKED: O. Reg. 509/99, s. 3 (2).

(2) An application for a term of articles shall be made to the Registrar. R.R.O. 1990, Reg. 1026, s. 23 (2).

(3) An applicant for a term of articles must provide proof of the successful completion of,

(a) a course at the baccalaureate level in professional land surveying approved by the Academic and Experience Requirements Committee; or

(b) another course of study equivalent in content and level of difficulty to a course approved under clause (a). O. Reg. 105/98, s. 5 (1).

(4) The term of articles shall include,

(a) at least 225 working days of practical experience in the student's chosen branch of professional land surveying in Ontario of which period at least 150 working days is field experience at the Party Chief level or higher in cadastral surveying, or its equivalent in another branch; and

(b) at least 113 working days experience in the management and administration of professional land surveying,

completed to the satisfaction of the Academic and Experience Requirements Committee. R.R.O. 1990, Reg. 1026, s. 23 (4).

(5) Where an articling student has received working experience in professional land surveying prior to the commencement of his or her term of articles that is comparable to the working experience required under subsection (4), the Academic and Experience Requirements Committee may reduce the time of the required working experience by the lesser of the period of prior experience and one year. R.R.O. 1990, Reg. 1026, s. 23 (5).

(6) A term of articles shall be under the direction of,

(a) if the applicant is applying for a licence, a member who became a licensed member at least three years

before the beginning of the term; or

(b) if the applicant is applying for a certificate of registration, a member who has held a certificate of registration for at least three years before the beginning of the term or a person who in the opinion of the Academic and Experience Requirements Committee is competent to provide and direct the approved professional experience. R.R.O. 1990, Reg. 1026, s. 23 (6).

(7) An articling student shall satisfy the requirements of subsections (4) and (8) within four years of the commencement of his or her term of articles. R.R.O. 1990, Reg. 1026, s. 23 (7).

(8) An articling student shall complete such assignments and examinations as are required by the Council. R.R.O. 1990, Reg. 1026, s. 23 (8).

(9) All assignments and examinations shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark. R.R.O. 1990, Reg. 1026, s. 23 (9).

(10) The Academic and Experience Requirements Committee shall advise the articling student of the results of each assignment or examination submitted by the student within 45 working days after it is submitted. R.R.O. 1990, Reg. 1026, s. 23 (10); O. Reg. 105/98, s. 5 (2).

(11) Articling students who do not successfully complete the required assignments and examinations may take two additional opportunities to complete them. R.R.O. 1990, Reg. 1026, s. 23 (11).

(12) Each student's term of articles shall be monitored by a member of the Association who is a member of or an assistant to the Academic and Experience Requirements Committee. R.R.O. 1990, Reg. 1026, s. 23 (12).

(13) The Academic and Experience Requirements Committee shall prepare and make available to all applicants, articling students and members of the Association a student handbook setting out the academic and experience requirements, including examinations and assignments, that an articling student shall complete before writing the professional entrance examination. R.R.O. 1990, Reg. 1026, s. 23 (13).

(14) An articling student who has satisfied the requirements of subsections (4) and (8) may apply in accordance with subsection 24 (2) to take the next available professional entrance examination conducted by Council. R.R.O. 1990, Reg. 1026, s. 23 (14).

(15) The Academic and Experience Requirements Committee may waive the term of articles prescribed in this section for an applicant who is a licensed surveyor in good standing in a Canadian jurisdiction. O. Reg. 76/04, s. 2.

23.1 REVOKED: O. Reg. 509/99, s. 4 (2).

24. (1) At least once each year, the Council shall conduct a professional entrance examination, consisting of both a written and oral examination. R.R.O. 1990, Reg. 1026, s. 24 (1).

(2) The application by an articling student to take the professional entrance examination shall be submitted in writing to the Registrar at least one month before the day the examination is to be held and shall include proof of successful completion of any assignments, examinations and working experience required during the term of articles. R.R.O. 1990, Reg. 1026, s. 24 (2).

(3) An articling student who fails to obtain a pass standing on the professional entrance examination or on the written or oral part of it may take two additional opportunities to pass the examination or the oral or written part of it if the student does so within three years after the day of the original examination. R.R.O. 1990, Reg. 1026, s. 24 (3).

(4) The professional entrance examination shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark. R.R.O. 1990, Reg. 1026, s. 24 (4).

(5) The Academic and Experience Requirements Committee shall advise the applicant of the results of the professional entrance examination submitted by the applicant within forty-five working days after it is submitted. R.R.O. 1990, Reg. 1026, s. 24 (5).

(6) The Registrar shall appoint from among the members of the Academic and Experience Requirements Committee and its assistants examiners who shall mark all assignments and examinations required under section 23 and the professional entrance examination submitted by articling students. R.R.O. 1990, Reg. 1026, s. 24 (6).

24.1 REVOKED: O. Reg. 509/99, s. 4 (2).

25. (1) An applicant for a licence or for a certificate of registration shall file with the Registrar an application accompanied by,

(a) payment of the annual fee for the current calendar year, pro-rated for the period from the first day of the month in which the application is filed until the end of December in that year;

(b) payment of any other fee, levy or costs imposed under the Act, regulations or by-laws of the Association;

(c) proof of Canadian citizenship or of the status of permanent resident of Canada;

(d) proof of professional liability insurance coverage, an application for it or an application for an exemption from it;

(e) two letters attesting to the applicant's good character; and
(f) proof of successful completion of the term of articles and professional entrance examination under sections 23 and 24. R.R.O. 1990, Reg. 1026, s. 25 (1).

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

Applicants' academic transcripts and course descriptions are assessed by a private consultant, who is a geomatics professor. The resulting report is reviewed by our AERC and a final list of additional course requirements is sent to the candidate. Where appropriate, candidates are now being offered the option of undergoing a competency based assessment. This most often applies to Internationally Trained Individuals but may also be useful in the case of an applicant who has been educated in Canada, but has not taken the appropriate university program, or has a college level diploma in geomatics.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

See a) above. Students must submit a detailed Work Report to their monitor each quarter, which provides details of at least 3 projects they were involved in and a claim for the number of days of experience during that quarter. The monitor reviews the report and provides a detailed response as well as confirming the days of experience to be credited. Additional assignments may be given by the monitor if the student is unable to obtain experience in a particular topic.

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

All candidates are assessed by comparing their academic records against our current academic requirements. If our requirements change, new candidates would be compared to the updated requirements.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

When reviewing each evaluation the AERC compares it to previous evaluations of candidates from the same or similar programs.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

We compare course content, not status.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

We have never had an applicant with special needs.

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

The process is too varied to give an average time. An applicant may complete his or her required courses in 6 months or 6 years. The articling process must be completed in 4 years, however we have had several candidates re-article after 4 years if they could not complete their requirements or pass their exams.

Most candidates would complete the entire process within 5 years.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Most IEP's must complete a number of local knowledge courses that locally educated applicants would have taken in university, so obviously this would take more time, however this might also be the case for someone educated in another province.

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 ***

*** SAME AS LAST YEAR ***

See 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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

We do not assess credentials. We use an external assessment company to validate credentials.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

The PLAR competency based approach does include the assessment of competencies gained through work and life experiences. This approach is now available for all candidates but is particularly suited to IEPs.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

We have developed detailed competency listings for each of the knowledge areas required to become an Ontario Land Surveyor. These were developed by a group of four geomatics professors from York and Ryerson universities. Candidates who elect to use the competency based approach would first complete a self-assessment using the competency listings. This would be followed by an assessment by one of our consultants and the candidate would also undergo a personal interview to discuss the evaluation. A learning

contract is then proposed whereby the candidate may complete any missing competencies through various means, including self-study, completion of assignments or attending appropriate courses.

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

*** SAME AS LAST YEAR ***

We began using this method in 2010, so it is current and valid. The developers are all university professors who will be involved in assessing candidates and who will be aware of any changes to required competencies. Changes to competencies would be suggested to our AERC for their approval.

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

*** SAME AS LAST YEAR ***

Many IEPs have been working in surveying for several years prior to coming to Ontario. Proof of achieving a particular competency through work or life experience may be suggested by a candidate through completion of their self-assessment tool and would be validated by the assessor by appropriate means, such as the personal interview.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

Candidates are provided with a certified PLAR portfolio advisor who assists them to prepare a detailed portfolio. The portfolio is used along with the self-assessment tool for the assessor to complete the evaluation process.

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

*** SAME AS LAST YEAR ***

This process began in 2010 and is current.

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

*** SAME AS LAST YEAR ***

Many IEPs have been working in surveying for several years prior to coming to Ontario. Proof of achieving a particular competency through work or life experience may be suggested by a candidate through completion of their self-assessment tool and would be validated by the assessor by appropriate means, such as the

personal interview.

l) If your organization administers examinations:

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Statutes examination

- 3 hours
- closed book
- approximately 100 marks
- 65% to pass
- essay questions
- 2 rewrites allowed after the first attempt (i.e. 3 attempts in total)

Written Professional examination

- 4 hours
- closed book
- approximately 100 marks
- 65% required to pass
- essay questions
- 2 rewrites allowed after the first attempt

Each exam question is marked independently by a member or assistant to the AERC. The results are tabulated and if the two marks for any question vary by more than 20% of the value of that question the answer is reviewed by two other members of the AERC at their next meeting.

Oral Professional Exam

This is approximately 1 hour in length. The candidate appears before a panel of 3 examiners. The candidate is given 3 questions, in writing, and is given 10 minutes to consider his or her answers. The candidate may respond in any order, and the panel may ask additional questions relating to the question. The panel have marking sheets to assist them and they decide as a group on whether or not the candidate has passed or failed. There is no appeal to the oral exam.

Candidates may have 2 additional attempts at the oral exam and the written and oral exams are considered independently.

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 ***

*** SAME AS LAST YEAR ***

Exams are set by 2 members of the AERC and are reviewed by 2 other members plus the Registrar. We maintain a repository of questions and a history of when each question was used and what the marks were for each. We use mostly previously used questions, keeping in mind the difficulty of each question based on the past history, and add 1 or 2 new questions to each exam. Exams are held every 6 months and each exam is newly compiled. If a particular question is found to be too difficult or is misinterpreted by the candidates we will note this and either revise it or not use it again.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

See above. All exams are newly compiled for each sitting, which occurs every 6 months.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

University of Toronto Comparative Education Service

World Education Service

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None

iii. provides timely decisions, responses and reasons to applicants

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None

iv. provides training to individuals assessing qualifications

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

None

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

No idea. These are recognized institutions. We have not tried to evaluate them.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

No idea.

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

It's not. We only ask them to determine how a foreign degree compares to a Canadian degree.

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 ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

N/A

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

*** SAME AS LAST YEAR ***

We have used a geomatics professor that has been doing our evaluations for several years. This has now been supplemented by the addition of three geomatics professors from York University who have been trained in course and competency based evaluation.

ii. individuals who make registration decisions

*** SAME AS LAST YEAR ***

Registration decisions are governed by our legislation. The AERC recommends candidates for registration after they have determined that the candidate has met the required academic and experience requirements and passed the appropriate entrance examinations.

iii. individuals who make internal review or appeal decisions

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

There is no special training for Registration Committee members.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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.

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Agreement on Internal Trade, between all provincial surveying bodies and the Association of Canada Lands Surveyors.

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

*** SAME AS LAST YEAR ***

*** SAME AS LAST YEAR ***

Applicants who are licensed in another jurisdiction are only required to pass a 4 hour written examination on

local jurisprudence. There is no articling period or experience requirement.

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

*** SAME AS LAST YEAR ***

[BACK TO INDEX](#)

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
Total staff employed by the regulatory body	11
Staff involved in appeals process	1
Staff involved in registration process	3

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ 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
Romania	3
U.S.	2
Russia	2
Iran	2
Serbia	1
Turkey	1
Philippines	1
Ireland	1
Egypt	1
Colombia	1

¹Persons 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 members² 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	n/a	n/a	n/a	n/a	612	612

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:

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 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	18	1	1	11	0	31
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	18	1	1	9	0	29
Inactive applicants (applicants who had no contact with your organization in the	0	0	0	2	0	2

reporting year)						
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0
Applicants who became FULLY registered members	3	2	0	1	0	6
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	n/a	n/a	n/a	n/a	n/a	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)	associate	<p>20. (1) An associate is a person who applies to be an associate, pays the annual fee prescribed by the by-laws for associates and,</p> <p>(a) is enrolled in a post-secondary school course in professional land surveying;</p> <p>(b) is a party to Articles of Agreement with a member of the Association; or</p> <p>(c) is employed in, retired from or aligned with the practice of professional land surveying.</p> <p>(2) Associates are entitled to receive general information issued by the Association and to attend meetings of the Association, but are not entitled to vote at meetings. O. Reg. 105/98, s. 4.</p>

<p>b)</p>	<p>retired</p>	<p>19. (1) A retired member is a person, (a) who has resigned active membership in the Association; (b) who, at the time of resignation was not in default of payment of any fee, levy or costs imposed under the Act, regulations or by-laws of the Association; (c) whose professional conduct or competence was not the subject of proceedings before the Discipline Committee at the time of resignation; (d) whose licence was not under suspension at the time of resignation; and (e) who makes an application to be a retired member and pays the annual fee prescribed by the by-laws. R.R.O. 1990, Reg. 1026, s. 19 (1); O. Reg. 105/98, s. 3 (1, 2). (2) Retired members are entitled to receive general information issued by the Association, serve on committees of the Council, attend meetings of the Association and vote on all member issues at the meetings. (3) Retired members may use the designation "O.L.S. (Ret.);" after their names but shall not use it in connection with a business promotion. R.R.O. 1990, Reg. 1026, s. 19 (3); O. Reg. 105/98, s. 3 (4).</p>
<p>c)</p>	<p>honorary</p>	<p>21. (1) An honorary member is a person who has rendered outstanding service to the Association and is appointed as such by resolution of the Council. R.R.O. 1990, Reg. 1026, s. 21 (1). (2) There are no membership fees or dues for honorary members. R.R.O. 1990, Reg. 1026, s. 21 (2). (3) Honorary members are entitled to receive general information issued by the Association and to attend the meetings of the Association, but are not entitled to vote at meetings. R.R.O. 1990, Reg. 1026, s. 21 (3).</p>

d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

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 st to December 31 st 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	0	0	0	1	0	1

as a Registration Committee						
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:

One appeal to an academic evaluation was received.

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

N/A

[BACK TO INDEX](#)

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: W. D. Buck

Title: Registrar

Date: January 30, 2012

