

Policy name: Documentation-Proof of Completion of Approved Educational Program and Registration Exam

Policy category and number: Registration

Developed by: Registration Committee

Approval by Council: NLCHP Council Meeting

Date: July 26, 2012

Overview of policy: The discipline specific regulations as set out in regulations section 19 (2) of the *Health Professions Act* require the applicant to provide as part of the application process proof of successful completion of a program of study for the specific discipline. Programs of study and registration exams acceptable to the Council for registration purposes will be identified by the discipline specific Colleges. The Newfoundland and Labrador Council of Health Professionals (“Council”) is a public body that must comply with the objectives and principles of the *Access to Information and Protection of Privacy Act* (ATIPPA). The information collected as part of the registration process is for Council use only and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance.

Policy: Applicants must provide documentation acceptable to the Registration Committee supporting the successful completion of a program of study in the discipline and the successful completion of the registration exam.

Applicants for registration who are unable to produce documentation to support successful completion of a program of study must provide the following documentation: the program of study; description of the program; length of the program; location of the program; whether the program was distance or on-site and date of completion or other information as required by the Registration Committee.

Applicants for registration who are unable to produce documentation to support successful completion of a registration exam must provide the following documentation: type of exam completed; length of the exam (ie hours, days);

name of the organization administering the exam (if known) and the date the exam was written or other information as required by the Registration Committee. The Registration Committee will review applications on an individual basis and based upon the merits of the application may register the applicant with or without restrictions.

To support the Registration Committee's decision the committee may require the applicant to participate in a prior learning assessment process, make application to challenge the discipline specific registration exam and or participate in a competency assessment process. Where the Registration Committee deems the applicant does not meet the requirements set for registration the applicant will be informed and the registration fee returned to the applicant. Under section 20 of the HPA the applicant may appeal the decision of the Registration Committee to the Council.

Procedure:

1. Applicants who are unable to provide documentation of successful completion of a program of study for the discipline must provide to the Registration Committee the following information: the program of study; description of the program; length of the program; location of the program; whether the program was distance or on-site and date of program completion.

2. Applicants who are unable to produce documentation to support successful completion of a registration exam must provide to the Registration Committee the following documentation: the type of exam completed; length of the exam (ie hours, days); name of the organization administering the exam (if known) and the date the exam was written.

References:

Health Professions Act and the discipline specific regulations associated with the Act

ATIPPA

Policy History:

original policy

Date July 26, 2012

