

# Annual Data Reporting for Regulatory Bodies



# Contents

Introduction | 1

Reporting Requirements | 2

Regulatory Body Reporting | 4

Mapping Data Requirements for Your Organization | 5

Glossary | 10

# Introduction

Regulatory bodies must use transparent, objective, impartial, and procedurally fair registration practices under the Nova Scotia Fair Registration Practices Act (FRPA). The FRPA Review Office administers the legislation through the Review Officer who

- assesses the registration practices of the regulatory bodies based on their obligations under the Act
- prepares an annual report, to the Minister, on how the Act is implemented, and how effective the Act is in ensuring that the registration practices of regulating bodies are transparent, objective, impartial, and procedurally fair

Regulatory bodies are required to submit data, through the FRPA review process. With this data the Review Office can analyze regulatory bodies' registration processes over time, track trends, and identify areas for improvement. Additionally, the data submission allows regulatory bodies to meet their reporting requirements for the Agreement on Internal Trade (AIT) and the Pan-Canadian Framework for the Assessment and Recognition of Foreign Credentials, streamlining data requests. The Department of Labour and Advanced Education (LAE) will use the data collected to support the analysis that must be included in the FRPA annual report.

# Reporting Requirements

The FRPA review process will collect two types of data through a web-based data collection tool

- quantitative data that will be reported annually (i.e. annual data questionnaire)
- qualitative data that will be reported through the FRPA review every two years (i.e. FRPA review questionnaire)

The quantitative data submission will allow the Review Officer to track and analyze numbers and figures, and observe trends across the regulated occupations. The qualitative data submission will enable the Review Officer to assess and analyze the registration practices of a regulatory body and create the foundation for a continuous improvement action plan.

## Reporting requirements as per Section 16 of the Act are as follows

16(3)(a)	requirements for registration
16(3)(b)	an explanation of how the requirements for registration are to be met
16(3)(c)	acceptable alternative information to be provided by an applicant who cannot obtain documentation of qualifications for reasons beyond the applicant's control
16(3)(d)	the fees charged for registration
16(3)(e)	copies of blank application forms for registration
16(3)(f)	the number of completed applications received and the number approved or rejected
16(3)(g)	how the requirements for registration are made available to potential applicants
16(3)(h)	a description of existing accommodation practices for applicants with a physical disability or mental disability
16(3)(i)	an outline of the role of third-party assessors
16(3)(j)	a description of the process under which requests for access to records are considered
16(3)(k)	information about any support the regulating body provides to applicants during the registration process
16(3)(l)	information about the length of time, commencing from the date of receipt of a completed application, that the registration practices for that regulating body usually take

16(3)(m)	a description of the internal review process available to applicants who are not granted registration, including opportunities provided to an applicant to make submissions respecting such review
16(3)(n)	a statement that no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review
16(3)(o)	the number of internal reviews carried out in the reporting period and the timelines for making decisions on those reviews
16(3)(p)	a description of the training provided to individuals who make internal review decisions
16(3)(q)	all of the following information concerning individuals qualified outside of the province of Nova Scotia <ul style="list-style-type: none"> <li>(i) the number of applicants who received their qualifications outside of the province but within Canada and a listing of the provinces of Canada where such qualifications were obtained</li> <li>(ii) the number of applicants who received their qualifications outside of Canada and a listing of the countries where such qualifications were obtained</li> <li>(iii) the number of applicants identified in subclauses (i) and (ii) accepted and rejected for registration during the reporting period</li> </ul>

To fulfill the FRPA reporting requirements above, a web-based data collection tool was developed including the FRPA review questionnaire and the annual data questionnaire. The FRPA review questionnaire covers Section 16(3)a, b, c, d, g, h, i, j, k, m, n, and p. The annual data questionnaire covers 16(3)d, e, f, l, o, and q.

### **What is the purpose of this data collection?**

The data that is collected will serve several purposes

- help the FRPA Office understand how long registration processes take
- help LAE understand the regulated occupations in the province – the key data that must be tracked and collected on all applicants, including internationally educated applicants (IEAs), will show LAE the size of each of the occupations and the breakdown of applicants who apply to register with them
- allow the FRPA Office to identify any challenges that need to be addressed in the registration processes
- assess the timeliness and fairness of registration processes for applicants with domestic and international training by comparing timelines across the different regulated occupations
- fulfill the FRPA review reporting requirement as per Section 16 of the Act

# Regulatory Body Reporting

## Data Analysis

The FRPA Review Office will report on the data that is collected in annual reports, looking at trends in three categories and across the four (potential) data sets below.

### Categories

- 1 numbers of applicants who receive a licence
- 2 timelines as an indicator of potential barriers
- 3 overall costs associated with registration

### Data Sets

- 1 new applicants who are educated or trained in Nova Scotia
- 2 new applicants who are educated or trained anywhere else in Canada (this may not apply if you have a national registration process)
- 3 applicants who are new to Canada and who are educated or trained internationally
- 4 Labour Mobility applicants who are already registered in another Canadian jurisdiction (AIT transfers)

## Applicant Data Reporting Period

Regulatory bodies are required to collect data as of January 1, 2013. Data is collected for a calendar year: January 1 to December 31. The deadline for the submission of the previous years' data is February 15th of each year.

## Completing and Submitting Data

The process outlined in the next section will allow you to develop your own data map which can be saved in the annual data questionnaire and referred to when entering data. The importance of mapping this data is to ensure consistency and accuracy of reporting from one year to the next so that trends can be accurately identified.

The FRPA Review Office works with each regulatory body to review its reporting requirements and create a process that accommodates its particular reporting structure. For example, if your registration process follows a national process, it may not be possible to distinguish Nova Scotia applicant data from that of another Canadian jurisdiction. That means parts of your data set would not be applicable.

Use the next section to guide you as you develop and document your data map on the web tool. It walks you through the process, showing you how to document your organization's data. Make sure you talk with the Review Officer about this exercise to ensure that you have a clear understanding of the data you need to collect and report.

# Mapping Data Requirements for Your Organization

Work with the Review Office to complete the following data map in the web-based data collection tool. Following this process will ensure that there is a consistent interpretation of the data tool for your organization.

For many of these questions, you are required to provide information for candidates applying from three places: in Nova Scotia, in another Canadian province or territory, and outside Canada. Note any places where the data set would not apply for your organization.

---

**1 Total number of individuals with practising licences/certifications. Do not report on any licences or certificates you issue to a business, school, or group.**

- This is intended to capture the total number who are practising or have a valid licence, not just the number who have registered in this reporting year. If your organization only tracks renewals and new registrations, report on total numbers over the renewal period (e.g. if members renew their registration every two years, report the numbers for the last two years—that should give a fairly good estimation of who is working under a current Nova Scotia licence).
- Report total numbers only.

---

**2 Number of registrations for the reporting year, from**

**a** applicants who received their qualifications in Nova Scotia

**b** applicants who received their qualifications in another Canadian province

**c** applicants who received their qualifications in another country

**d** someone registered in another province

- Some organizations have junior memberships or interns (who have their education but not their work experience). If these types of memberships or licences authorize use of a title or restricted scope of practice (even under supervision), you must report them in your total. The next question will flesh out the number of applicants practising for each type of licence.
- Report for each category: Nova Scotia, Canada, international, and AIT transfer.

---

**3 Types of practising licences/certificates you issue and the total number of individuals for each type identified (for the reporting year).**

- This will include a breakdown of any restricted or defined licences, categories of licences (e.g. licences that authorize different scopes of practice) or specialty licences.
- Do not report anyone whose status means they are not currently practising in the occupation: honorary, retired, or other status.

---

**4 Number of completed applications received from**

**a** applicants who received their qualifications in Nova Scotia

**b** applicants who received their qualifications in another Canadian province

**c** applicants who received their qualifications in another country

**d** someone registered in another Canadian province

- Indicate number for each licence or certification status that is applicable to your organization (e.g. accepted – licence or certificate issued; rejected – licence or certificate denied; still in process; or withdrawn – file closed or inactive).
- Report for each category: Nova Scotia, Canada, international, and AIT transfer.

---

**5 For new Canadian applicants (except from Nova Scotia), list the provinces in Canada (and associated numbers) where they obtained the level of education (or experience) to qualify for licensure.**

- You may need to get this information from a national organization.

Note: A drop-down menu selection will be available for this.

---

**6 For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education (or experience) to qualify them for licensure.**

---

- You may need to get this information from a national organization.

Note: A drop-down menu selection will be available for this.

---

**7 Average length of time between receipt of a completed application and response to the applicant for**

**a** those who received their qualifications in Nova Scotia

---

**b** those who received their qualifications in another Canadian province

---

**c** those who received their qualifications in another country

---

**d** someone registered in another Canadian province

---

- Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.
- This is intended to capture the time from when you receive all information that could make the applicant eligible for registration, to when you send a response to the applicant.
- This applies to timing that is within your organization's control.

---

**8 Give the average process time for registration approval for**

- a** applicants who received their qualifications in Nova Scotia

---

- b** applicants who received their qualifications in another Canadian province

---

- c** applicants who received their qualifications in another country

---

- d** someone registered in another Canadian province

---

- This is intended to capture the total registration time, including time with a national organization.
- Note the time it takes to complete all the requirements for registering (from initial submission).

---

**9 Record the total costs the applicant pays for registration or certification. Show which costs the regulatory body imposes on the applicant and all other necessary costs that relate to registration for**

- a** applicants who received their qualifications in Nova Scotia

---

- b** applicants who received their qualifications in another Canadian province

---

- c** applicants who received their qualifications in another country

---

- d** someone registered in another Canadian province

---

- Separate your fees from other fees (e.g. national organization, examinations, etc.).
- Report for each category: Nova Scotia, Canada, international, and AIT transfer.

---

**10 List the number of appeals, internal reviews, or challenges to registration decisions from**

- a applicants who received their qualifications in Nova Scotia

---

- b applicants who received their qualifications in another Canadian province

---

- c applicants who received their qualifications in another country

---

- d someone registered in another Canadian province

---

**11 Give the length of time the appeals or internal review processes took for**

- a applicants who received their qualifications in Nova Scotia

---

- b applicants who received their qualifications in another Canadian province

---

- c applicants who received their qualifications in another country

---

- d someone registered in another Canadian province

---

**12 What does registration with your organization authorize?**

- a scope of practice rights only

---

- b right to use the occupational title only

---

- c scope of practice and right to use the occupational title

---

- d certification of qualification in a trade

---

- e other, please specify

# Glossary

**Appeals, internal reviews** – a rehearing, reconsideration, review or other process provided by a regulating body in respect of merits of a registration decision, regardless of the terminology used to describe the process.

**Certification of qualification** – is a certificate issued to tradespeople who successfully complete an apprenticeship program or who meet all the requirements of a trade and attain the prescribed pass mark on the certification exam.

**Completed application** – all registration requirements have been met, including examination (if applicable) and provision of relevant documents, and the regulatory body can begin the evaluation of the material provided.

**Country qualifications received** – the country in which the applicant received the most recent relevant education for the registration process.

**Licence/certification** – documentation held by the registrant once all requirements of registration have been met and the application is approved.

**Practicing** – working in the given occupation in some capacity (i.e. not retired).

**Qualifications** – the level of education to qualify the applicant for licensure (training or work experience for trades).

**Registrant** – the applicant who has received a licence/certificate to work in the given occupation in some capacity.

**Registration** – the end result of a process by which an applicant seeks authority to either engage in the practice of an occupation governed by a regulatory body (whether such practice is independent, conditional, or under supervision) or use a designation or certification granted by a regulatory body.

**Reporting year** – the calendar year that the report covers.

**Registration process time** – the time from the receipt (either the regulatory body or their third party or national body counterpart) of a completed application to registration.

**Third-party assessors** – entities other than the regulatory body that play a role in the assessment and registration process.