

---

College of Paramedics of Nova Scotia

---

Fair Registration Practices Act (FRPA)  
Review Report  
March 17, 2022

---

Province of Nova Scotia

---

## EXECUTIVE SUMMARY

The College of Paramedics of Nova Scotia (CPNS) is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body”, including CPNS, as follows:

### *Duty of regulating body*

***6 A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.***

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on May 18, 2021 and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA and, in particular, the fulfillment of above quoted “Duty” of a regulating body”; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on CPNS’s responses to 12 review questions. Based on these responses, a number of areas of non-compliance were identified. Consequently, CPNS prepared an Action Plan (Appendix A of this report). These review questions, responses, areas of non-compliance and corresponding actions and timelines to address them are detailed in this report.

A progress update on this Action Plan (Appendix A) from CPNS is required by February 20, 2023. It is anticipated that CPNS’s will be in compliance by this date. This progress report will be posted to the FRPA website (<https://novascotia.ca/lae/fair-registration-practices/>).

The collaboration and cooperation of the College of Paramedics of Nova Scotia throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt  
Review Officer, Fair Registration Practices Act (FRPA)

# TABLE OF CONTENTS

**EXECUTIVE SUMMARY** ..... ii

**TABLE OF CONTENTS** ..... iii

**I: INTRODUCTION** ..... 4

**1.1. THE FAIR REGISTRATION PRACTICES ACT**..... 4

**1.2. OVERVIEW OF THE REGULATING BODY**..... 4

**II: QUANTITATIVE DATA** ..... 7

**III: ANALYSIS OF REGISTRATION PRACTICES**..... 8

**SECTION I: INFORMATION AND REGISTRATION PROCEDURES** ..... 9

**SECTION II: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES**..... 37

**SECTION III: INTERNAL REVIEW/APPEAL PROCESS**..... 41

**V: ACKNOWLEDGEMENTS:** ..... 46

**APPENDIX A: ACTION PLAN**..... 47

## I: INTRODUCTION

### 1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 47 [regulatory bodies](#) in Nova Scotia, covering over 59 occupations and 21 designated trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation. Everyone who practices within a regulated occupation must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the Regulatory Body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

### 1.2. OVERVIEW OF THE REGULATING BODY

<b>Name of Regulating Body:</b>	College of Paramedics of Nova Scotia
<b>Review Questions Due:</b>	2021-10-07
<b>Date Submitted:</b>	2021-10-01
<b>Name and contact for the review submitter:</b>	Name: Karl Kowalczyk, Executive Director/Registrar Phone: 902-223-8797 Email: karl.kowalczyk@cpns.ca

## OVERVIEW OF REGULATOR:

1. The College regulates the practice of paramedicine in accordance with the Paramedics Act and Regulations and does so with a focus on serving in the best interest of the public. As per Section 3 of the *Paramedics Regulations* (<https://www.novascotia.ca/just/regulations/regs/paramedics.htm>), there will be four (4) classes of licenses consisting of: (a) *primary care paramedic*; (b) *intermediate care paramedic, subject to the limitations in Section 18*; (c) *advanced care paramedic*; [and] (d) *critical care paramedic*. As per Section 4 of the *Paramedics Regulations*, each class of license will have four (4) categories consisting of: (a) *practicing*; (b) *restricted practising*; (c) *temporary*; [and] (d) *restricted temporary*.
2. The authorizing legislation is the *Paramedics Act & Regulations* - [Paramedics Regulations - Paramedics Act \(Nova Scotia\)](http://nslegislature.ca/legc/bills/62nd_2nd/3rd_read/b123.htm); [http://nslegislature.ca/legc/bills/62nd\\_2nd/3rd\\_read/b123.htm](http://nslegislature.ca/legc/bills/62nd_2nd/3rd_read/b123.htm) (cpns.ca); [Paramedics Act Definitions Regulations - Paramedics Act \(Nova Scotia\)](#)
3. The Council for the College approves the Essential Competence Profiles for each class of licensure. The hyperlink for the College's Essential Competence Profiles is [2020 CPNS EssentialCompetencyProfiles Final.pdf](#).
4. The objectives of the College are enshrined in the Paramedics Act. The objects of the College are clear, the College must:
  - serve and protect the public interest in the practice of paramedicine.
  - preserve the integrity of the paramedic profession and maintain public and member confidence in the ability of the profession to regulate the practice of paramedicine.

The Paramedic's Act has established that the College's Council is responsible for managing and regulating the affairs and business of the College. To carry out these responsibilities, an inaugural Council was formed by the Nova Scotia Government's Department of Health & Wellness through an Order-in-Council.

The College must regulate the practice of paramedicine and govern its members through:

- the registration, licensing, professional conduct, and other processes set out in the Act and the regulations,
- the approval and promotion of a code of ethics, and
- the establishment and promotion of
  - standards for the practice of paramedicine, and

- a continuing professional development program; and
  - do all such other lawful acts and things as are incidental to the attainment of the objects and purpose.
5. To access the College’s Registration and Licensure section of the website please use the following hyperlink [About CPNS - CPNS | College of Paramedics of Nova Scotia \(in1touch.org\)](#) then near the top of the page select the heading titled “Licensing”. Here you will find the links to our applications (please note at the bottom of each application page on our website we have a link to the College’s Registration and Licensure Policies):
- a. New to Practice Applicant - [New to Practice Applicant - CPNS | College of Paramedics of Nova Scotia \(in1touch.org\)](#)
  - b. Applicant from another Canadian Jurisdiction - [Labour Mobility - CPNS | College of Paramedics of Nova Scotia \(in1touch.org\)](#)
  - c. International Applicants - [International Applicants - CPNS | College of Paramedics of Nova Scotia \(in1touch.org\)](#)

The link to the Registration and Licensure Policies is [REG&LIC\\_Combined.pdf \(cpns.ca\)](#).

## II: QUANTITATIVE DATA - 2021

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is a copy of the information provided by the *College of Paramedics of Nova Scotia*, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA.

<b>Total Practicing Members:</b>	1337
----------------------------------	------

<b>Applications</b>				
	Successful <sup>1</sup>	Unsuccessful <sup>1</sup>	In Progress <sup>2</sup>	Total <sup>3</sup>
New	59	0	5	59
Interprovincial	17	0	0	19
International	0	0	0	0

1. Refers to registration decisions rendered within the reporting year regardless of when the applications were received.

2. Refers to applications, regardless of when they were received, for which registration decisions were still pending on December 31 of the reporting year.

3. Total number of applications received in the reporting year, including withdrawn applications. Does not necessarily equal to the sum of "successful", "unsuccessful" and "In Progress" applications, which may include some received prior to the reporting year.

<b>Provinces of Origin of Interprovincial Candidates:</b>	
Newfoundland & Labrador:	3
Prince Edward Island:	1
New Brunswick:	5
Ontario:	5
Alberta:	3
British Columbia:	2
<b>Total</b>	<b>19</b>

### III: ANALYSIS OF REGISTRATION PRACTICES

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria and develop an Action Plan to help each organization comply with the Act and improve registration practices, if applicable.

The College of Paramedics of Nova Scotia responses to the FRPA Review Survey are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

## SECTION I: INFORMATION AND REGISTRATION PROCEDURES

This section asks questions about all practices and policies your organization may use to provide information to the applicant during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted which will be used to assess the applicant's request for registration. Documentation examples could include transcripts, certificates, job descriptions, articles, letters of support, and evaluations. All communication to and from the applicant should be clear and understandable to all individuals, including those who may have received their qualifications outside of Canada.

### QUESTION 1

Explain, in detail, the requirements for registration. Requirements include: 1) qualifications; 2) a list of the documentation an applicant must submit; and 3) the registration process and how requirements are met – from start to final decision. If there are steps (such as an exam or experience requirement) that take place as a part of the registration process, please include. Also, explain how this information is communicated to applicants. Include a link(s) to information published in the public domain.

Alignment with the FRPA: Section 7(c), 9(a), 16(3)(a), (b), (e) and (g)

**RESPONDENT ANSWER** Use the chart provided to identify each type of license issued. In each column next to the license type, identify the qualifications, documentation required, a step-by-step overview of the registration process, and communication of information.

LICENSE TYPE	QUALIFICATIONS (LIST)	DOCUMENTATION (LIST)	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)
<ul style="list-style-type: none"> <li>PCP</li> </ul>	<ol style="list-style-type: none"> <li>Applicants who are new graduates from any class of licensure program will be required to:               <ol style="list-style-type: none"> <li>Be a graduate from a paramedic program for the relevant class roster.</li> <li>Be a graduate from an education program, that</li> </ol> </li> </ol>	<p>Regardless of the class of license being sought the documentation requirements are consistent based upon whether an applicant is a New to Practice, Labour Mobility, or International</p>	<ol style="list-style-type: none"> <li>The Hyperlink to the Registration and Licensure Policies is <a href="#">REG&amp;LIC_Combined.pdf (cpns.ca)</a>. See policies 003 and 004.</li> <li>The registration and licensure process are consistent between all class of licensure and therefore, we are providing the information here for each class instead of repeating it throughout this question.</li> <li>The Registrar, the Registration Committee and the Registration Appeals Committee are responsible for making</li> </ol>	<ul style="list-style-type: none"> <li>The Communications process for each class of licensure is consistent between classes of licensure and therefore, we are providing the information here for</li> </ul>

		<p>in the opinion of the Registration Committee, qualifies the applicant to be a paramedic or equivalent in the jurisdiction of the program <b>Paramedics Regulation 17(2)(a)</b>, in which case this type of graduate must complete any competency assessment required by the Registrar or the Registration Committee and any “bridging education” arising from that assessment; <b>Paramedics Regulation 17(3) or</b></p> <p>. Complete an entry to practice examination approved by the Council for the class of licensure applied for, if an exam has been approved by Council. <b>Paramedics Regulation 17(2)(b)</b> (<i>See Policy on Entry to Practice Examinations</i>)</p> <p>Added based upon feedback from the FRPA review officer.</p>	<p>Applicant. See below for each</p> <p>All New to Practice Applicants – Regardless of Class of Licensure</p> <ol style="list-style-type: none"> <li>1. Application fee of \$150.00 (CDN)</li> <li>2. A complete Initial Registration and Licensure Application, which includes all requisite documentation.</li> <li>3. Proof of legal name, which may be in the form of a government issued birth certificate, marriage license, or legal affidavit.</li> <li>4. Proof of identification, which may be in the form of a copy of their drivers license or passport, or other government issued photo identification.</li> <li>5. Evidence of Canadian Citizenship or Legal Entitlement to live and work in Canada, which may be in the form of a Canadian Birth Certificate or documentation from Citizenship and Immigration Canada</li> </ol>	<p>licensing decisions for the College. <b>Paramedics Regulation 24(4)</b></p> <ol style="list-style-type: none"> <li>4. To be eligible for a license in any roster the applicant must have met all the criteria for registration. (<i>See Policy Initial Registration Criteria &amp; Application – New to Practice and Labour Mobility Applicants</i>)</li> <li>5. All applicants, for entry in a roster for any class of license, in addition to paying the applicable fee, must: <ol style="list-style-type: none"> <li>5.1. Provide official documentation for any records or reports required as part of the registration application. (<i>See Policy on Official Documentation</i>)</li> <li>5.2. Be the person named in the documentation submitted in support of the application. <b>Paramedics Regulation 16(1)(a)(ii)</b> (<i>See Policy on Applicant Verification</i>)</li> <li>5.3. Be a Canadian citizen, or legally entitled to live and work in Canada; <b>Paramedics Regulation 17(2)(e)</b></li> <li>5.4. Not be restricted or prohibited from practicing paramedicine through the decision of any adjudicating body or through voluntary agreement, or otherwise, unless they are applying for a restricted practicing or restricted temporary license. <b>Paramedics Regulation 17(2)(g)</b></li> <li>5.5. Have the current capacity, competence, and character to safely and ethically practice paramedicine; <b>Paramedics Regulation 17(2)(h), CFTA 705(3)(e)</b></li> <li>5.6. If applicable, have the professional liability insurance required under section 38 of the Paramedics Regulations. <b>Paramedics Regulation 17(2)(f)</b></li> <li>5.7. Meet all of the requirements for licensure within 1 calendar year of completing a paramedic program, otherwise they must be referred to the Registration Committee and the applicant must complete any competency assessment or paramedic refresher program as the Committee directs. <b>Paramedics Regulation 17(5)</b></li> </ol> </li> </ol>	<p>each class of licensure instead of repeating it throughout this question.</p> <ul style="list-style-type: none"> <li>• Applicants are generally communicated with via email.</li> <li>• The College’s Administrative Staff conduct ongoing assessments of an applicant’s application and will communicate with the applicant via email advising them of any outstanding documentation. The College does not pursue an applicant to complete their application, it is the applicant’s responsibility.</li> <li>• Once an application is deemed complete, that is all the relevant documentation per College’s policies regarding registration and</li> </ul>
--	--	--	--	---	--

		<p>The hyperlink to the qualifications requirements is <a href="#">Microsoft Word - 1a_CPNS Letterhead</a></p>	<p>6.Verification of Registration/Licensure with a different Regulated Health Care Profession (if applicable) <i>see example</i></p> <p>7.Criminal Record Search with Vulnerable Record Check or International Criminal Record Search with Vulnerable Record Check (must include all current and former names including middle names) original paper copies must be mailed to the office. Electronic copies must be received directly from the institution performing the check. <b>Do not upload a copy of your CRCVSC there is no upload place for applicants as it needs to be validated.</b></p> <p>8.Identification of the Medical Practitioner, licensed in NS, providing direct or indirect supervision of the applicants practice – Please note, if an applicant cannot fulfill this requirement, they can only receive a</p>	<p>5.8. If they have been absent from the practice of paramedicine, in any jurisdiction, for 2 years or longer, other than a person whose license has been revoked, must comply with section 13 of the Paramedics Regulations. <b>Paramedics Regulation 17(2)(i)</b> (<i>See Policy on Absence from Paramedic Practice</i>)</p> <p>6. For language proficiency (<i>See Policy on English Language Scores for Registration</i>):</p> <p>6.1 A new to practice applicant must demonstrate proficiency in the English language; <b>Paramedics Regulation 17(2)(d).</b></p> <p>7. Applicants who are new graduates from any class of licensure program will be required to:</p> <p>7.1. Be a graduate from a paramedic program for the relevant class roster.</p> <p>7.2. Be a graduate from an education program, that in the opinion of the Registration Committee, qualifies the applicant to be a paramedic or equivalent in the jurisdiction of the program <b>Paramedics Regulation 17(2)(a)</b>, in which case this type of graduate must complete any competency assessment required by the Registrar or the Registration Committee and any “bridging education” arising from that assessment; <b>Paramedics Regulation 17(3) or</b></p> <p>7.3. Complete an entry to practice examination approved by the Council for the class of licensure applied for, if an exam has been approved by Council. <b>Paramedics Regulation 17(2)(b)</b> (<i>See Policy on Entry to Practice Examinations</i>)</p> <p>8. For entry in a roster in the critical care paramedic class of licensure, the applicant must</p> <p>8.1. Hold a license as a practicing advanced care paramedic, <b>Paramedics Regulation 17(2)(c)(i) and</b></p> <p>8.2. Have completed an advanced care paramedic program and any additional education program in critical care paramedicine approved by the Council. <b>Paramedics Regulation 17(2)(c)(ii)</b> (<i>See Policy on Approved Programs</i>)</p>	<p>licensure have been submitted a full review of all the documentation is conducted.</p> <ul style="list-style-type: none"> <li>• If the applicant meets the requirements, they are provided with a letter welcoming them to the College.</li> <li>• If an applicant does not meet the requirements a Registration Decision of the Registrar is given to the applicant. This letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registrars decision reviewed by the Registration</li> </ul>
--	--	--	---	---	--

			<p>Restricted Practicing license with conditions.</p> <p>9.Proof of Professional Liability Insurance that at all times provides a minimum of \$5,000,000 coverage per occurrence and \$5,000,000 coverage per year, excluding legal or court costs. Please note, if an applicant cannot fulfill this requirement, they can only receive a Restricted Practicing license with conditions.</p> <p>10.Electronic copy of the Initial Registration and Licensure Application Form, which is generated automatically once the form is completed.</p> <p>11.Any additional information required by the Registrar, Registration Committee or Registration Appeals Committee, when the applicants file is being assessed for completion.</p> <p>12.Record of Program Completion (must be received from the Educational Institution) *Please note if you wrote COPR with CPNS and were</p>	<p>9. For the intermediate care class of licensure.</p> <p>9.1. For a person to be entered into the roster they must.</p> <p>9.1 Have been registered under the Emergency Health Services Act, of Nova Scotia, in the 12 months immediately before the Paramedics Act (2015) coming into force <b>Paramedics Regulation 18(1)(a);</b> or</p> <p>9.1 As a person registered under the Emergency Health Services Act in the 12 months immediately before, but not on the date of, the coming into force of the Paramedics Act. <b>Paramedics Regulation 18(1)(b).</b></p> <p>9.2. An intermediate care paramedic who wishes to change their class of license may apply to the Registrar for a license in either the primary care paramedic or advanced care paramedic class of licensure only. <b>Paramedics Regulation 18(2).</b></p> <p>10. The Registrar must refer an application for registration, or licensure to the Registration Committee if.</p> <p>10.1. There is any issue regarding whether the applicant meets the criteria for licensure. <b>Paramedics Regulation 12(1)</b></p> <p>10.2. An applicant does not meet all the requirements for registration and licensure within 1 calendar year of completing a paramedic program, the applicant must complete any competence assessment or paramedic refresher program as the Committee directs. <b>Paramedics Regulation 17(5)</b></p> <p>11. If the Registrar determines that an applicant does not meet the criteria for licensure and denies the application or imposes conditions or restrictions on the license, the Registrar must notify the applicant by providing the applicant with a written decision with reasons and informing the applicant of their right to have the decision reviewed by the Registration Committee. <b>Paramedics Act 31, Paramedics Regulation 12(2)(a)(b)</b></p> <p>12. To be registered all applicants must meet the criteria for entry in a roster as described in section 17 of the Paramedics Act, which is detailed within the policy Licensure Criteria &amp;</p>	<p>Committee, no additional cost.</p> <ul style="list-style-type: none"> <li>• If the Registration Committee considers an application, they provide a Registration Decision of the Registration Committee. The Committee decision letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registration Committees decision reviewed by the Registration Appeals Committee, at an additional cost.</li> <li>• If the Registration Appeals Committee considers an application, they</li> </ul>
--	--	--	---	---	---

			<p>successful you do not need to resubmit proof of program completion when applying for initial registration &amp; licensure as this was received with your most recent COPR application</p> <p>13. Record of Passing the Provincial Entry to Practice Examination.</p> <p>14. Upon a completed and successful application, the applicant will pay a \$450 Registration &amp; Licensure fee.</p> <p><u>College Registration &amp; Licensure Policies</u></p> <p>Please note documents received by the College without an application will not be accepted and destroyed upon receipt.</p> <p>Applicants from Ontario that wrote the AEMCA are also required to submit the College's <u>Verification of Certification/Registration</u> to the Ministry of Health and Long-Term Care. If you are currently working as a</p>	<p>Application (All Applicants except Persons formerly registered under the Emergency Health Services Act of Nova Scotia).</p> <p>13. All applicants, whether new to Paramedic Practice or labour mobility applicants, for registration must:</p> <p>13.1. Pay an applicable application and registration fee; <b>Paramedics Act 29(1), Paramedics Regulation 16(1)</b></p> <p>13.2. Submit a completed application on a form prescribed by the Registrar; <b>Paramedics Regulation 16(1)</b></p> <p>13.3. Provide official documentation for any records or reports required as part of the registration application. (<i>See Policy on Official Documentation</i>)</p> <p>13.4. Provide proof that is satisfactory to the Registrar that the applicant:</p> <p>13.4.1. Is the person who is named in documentation submitted in support of the application. <b>Paramedics Regulation 16(1)(a)(ii)</b> (<i>See Policy on Applicant Verification</i>)</p> <p>13.4.2. Meets the requirements for entry in a roster, per section 17 of the Paramedics Regulations (<i>See Policy Initial Licensure Criteria &amp; Application All applicants except Persons formerly registered under the Emergency Health Services Act of Nova Scotia</i>)</p> <p>13.5. Provide identification and verification of the medical practitioner responsible for direct or indirect supervision of the practice of the applicant; <b>Paramedics Regulation 16(1)(d)</b> (<i>See Policy Professional Liability Insurance Requirements</i>)</p> <p>13.6. Provide a criminal record check, with vulnerable sector screening, from a Canadian police force; <b>Paramedics Regulation 16(1)(c)</b></p> <p>13.7. Will be required to provide any extra information required by the Registrar to assess whether the applicant meets the criteria for entry in a roster <b>Paramedics Regulation 16(1)(e)</b>, including, but not limited to:</p>	<p>provide a Registration Decision of the Registration Appeals Committee. The Committee decision letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registration Appeals Committee's decision reviewed by the Nova Scotia Court of Appeals.</p> <ul style="list-style-type: none"> <li>• Added based upon feedback from the FRPA Review Officer. The hyperlink for the New to Practice applicant is <a href="#">New to Practice Applicant - CPNS   College of Paramedics of Nova</a></li> </ul>
--	--	--	---	---	---

			<p>paramedic in Ontario and are base hospital certified, please complete a Labour Mobility Application.</p>	<p>13.7 Complete the College’s jurisprudence testing, once developed, to demonstrate they have knowledge of the practice of paramedicine in Nova Scotia.</p> <p>13.7 If currently registered in another regulated health profession, provide the Registrar with a certificate of standing from each jurisdiction where the applicant is currently licensed to prove that there are no outstanding complaints, prohibitions, conditions, or restrictions against the member practicing within that other regulated health profession in those jurisdictions.</p> <p>13.8. When there is a change to their registration information, advise the Registrar, who shall ensure the information is changed in the Register. <b>Paramedics Regulation 30</b></p> <p>14. All applicants must provide any information, whether or not described within this policy, that the Registrar requires to establish that Section 42 of the Act does not apply to the applicant.</p> <p>14.1. Where a person has been charged with, has pleaded guilty to or has been found to be guilty of any offence inside or outside of Canada that is inconsistent with the proper professional behavior of a member, including a conviction under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or any other legislation specified in the regulations, and no pardon has been granted; has been found guilty of a disciplinary finding in another jurisdiction; has had a licensing sanction imposed by another jurisdiction; or is the subject of an investigation or disciplinary process in any jurisdiction, and such person is a member or applies for <b>registration</b> or a license or the renewal of a license, the Registrar may, by such notice as the Registrar specifies, require the person to attend a hearing before a disciplinary committee to fully disclose the facts and circumstances of any of the matters referred to in clauses (a) to (d). <b>Paramedics Act 42(1), Paramedics Regulation 16(1)(c)</b></p>	<p><a href="http://scotia.in1touch.org">Scotia (in1touch.org)</a></p>
--	--	--	---	---	---

	<ul style="list-style-type: none"> <li>• ICP</li> </ul>	<p>15. For the intermediate care class of licensure.</p> <p>15.1. For a person to be entered into the roster they must.</p> <p>15.1 Have been registered under the Emergency Health Services Act, of Nova Scotia, in the 12 months immediately before the Paramedics Act (2015) coming into force <b>Paramedics Regulation 18(1)(a);</b> or</p> <p>15.1 As a person registered under the Emergency Health Services Act in the 12 months immediately before, but not on the date of, the coming into force of the Paramedics Act. <b>Paramedics Regulation 18(1)(b).</b></p> <p>15.2. An intermediate care paramedic who wishes to change their class of license may apply to the Registrar for a license in either the primary care paramedic or advanced care paramedic class of licensure only. <b>Paramedics Regulation 18(2).</b></p>			
--	---	---	--	--	--

	<p>Information added based upon Review officer feedback.</p> <p>The ICP Class of licensure will only be issued to a Labour Mobility Applicant who has the same class of licensure in another jurisdiction; otherwise, the ICP class of licensure has not been issued in NS since before 2005.</p>			
	<ul style="list-style-type: none"> <li>• ACP</li> </ul> <p>16. For the intermediate care class of licensure;  16.1. For a person to be entered into the roster they must;  16.1 Have been registered under the Emergency Health Services Act, of Nova Scotia, in the 12 months immediately before the Paramedics Act (2015) coming into force  <b>Paramedics Regulation 18(1)(a);</b> or  16.1 As a person registered under the Emergency Health Services Act in the 12 months immediately before, but not on the date of, the coming into force of the Paramedics Act.  <b>Paramedics Regulation 18(1)(b);</b></p>			

		16.2. An intermediate care paramedic who wishes to change their class of license may apply to the Registrar for a license in either the primary care paramedic or advanced care paramedic class of licensure only. <b>Paramedics Regulation 18(2).</b>			
	• CCP	17. For entry in a roster in the critical care paramedic class of licensure, the applicant must 17.1. Hold a license as a practicing advanced care paramedic, <b>Paramedics Regulation 17(2)(c)(i) and</b> 17.2. Have completed an advanced care paramedic program and any additional education program in critical care paramedicine approved by the Council. <b>Paramedics Regulation 17(2)(c)(ii)</b> ( <i>See Policy on Approved Programs</i> )			
<b>COMPLIANCE CRITERIA</b>	<b>Compliant:</b> <ul style="list-style-type: none"> <li>• The regulating body provides information about its registration practices in a clear and understandable form; and</li> <li>• The regulating body explains the qualifications required for registration; and</li> <li>• The regulating body identifies documentation of qualifications that must accompany an application; and</li> <li>• The regulating body explains the registration process and how requirements for registration are to be met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> </ul>				

	<ul style="list-style-type: none"> <li>The regulating body provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>The regulating body does not provide information about its registration practices in a clear and understandable form; or</li> <li>The regulating body does not explain the qualifications required for registration; or</li> <li>The regulating body does not identify documentation of qualifications that must accompany an application; or</li> <li>The regulating body does not explain the registration process and how requirements for registration are to be met; or</li> <li>The regulating body does not explain how information is communicated; or</li> <li>The regulating body does not provide information in a publicly accessible manner; or</li> <li>The regulating body does not provide copies of blank application forms for registration in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could be easily verified from CPNS’s home page (<a href="http://www.cpnns.ca">www.cpnns.ca</a>) as of January 6, 2022.</p>

## QUESTION 2

Do you have a registration process for applicants who have international qualifications? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants with international qualifications? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 7(c), 9(a) and 16(3)(b), (e), (g)*

RESPONDENT ANSWER	Use the chart provided to identify each type of license issued. In each column next to the license type, identify the documentation required, a step-by-step overview of the registration process, and how information is communicated.			
LICENSE TYPE	DOCUMENTATION (LIST)	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	
<ul style="list-style-type: none"> <li>For all classes of Licensure (PCP, ACP, CCP)</li> </ul>	<ul style="list-style-type: none"> <li>International Applicants - Regardless of Class of Licensure Canadian Organization of Paramedic Regulators (COPR): COPR is assessing all international applicants before they apply to individual jurisdictions. It is possible that international applicants will have to write the COPR exam as a measure of competency for practice in Canada. Please begin the application process with COPR Application fee of \$200.00 (CDN)A complete Initial Registration and Licensure Application, which includes all requisite documentation. Proof of legal name, which may be in the form of a government issued birth certificate, marriage license, or legal affidavit. Proof of identification, which may be in the form of a copy of their drivers license or passport, or other government issued photo identification. Evidence of Canadian Citizenship or Legal Entitlement to live and work in Canada, which may be in the form of a Canadian Birth Certificate or documentation from</li> </ul>	<ul style="list-style-type: none"> <li>The first step in the process if for the international applicant is to be vetted by the Canadian Organization of Paramedic Regulators, of which the College is a Constituent Member. Once the applicant and their credentials are screened by COPR, the applicant is referred to the jurisdiction in which they wish to practice paramedicine; “for Nova Scotia, that would be the College of Paramedics of Nova Scotia.” Assessment of International Applicants Introduction - In Canada, provincial paramedic regulators have the legislated authority to grant registration/licensure/certification to individuals to practice as paramedics. The “College of Paramedics of Nova Scotia utilizes” Canadian Organization of Paramedic Regulators (COPR) to assist them in assessing credentials of international applicants prior to those applicants completing provincial regulatory requirements. COPR will assess at both the Primary Care Paramedic and Advanced Care Paramedic levels. For information to be assessed at the Emergency Medical Responder or Critical Care Paramedic level, or inquiries related to the assessment process for non-paramedics, individuals are required to contact the provincial paramedic regulator of the province he/she is seeking registration/licensure/certification in. COPR's assessment process consists of three steps. Upon completion of those steps, COPR will provide a summary of assessment findings to the “College of Paramedics of Nova Scotia” for consideration. Applicants will then be contacted by the “College of Paramedics of Nova Scotia” regarding</li> </ul>	<ul style="list-style-type: none"> <li>All applicants have access to COPR’s Assessment of International Applicants Handbook, the hyperlink for this book is. <a href="https://copr.ca/wp-content/uploads/2020/06/Assessment-of-International-Applicants-Handbook-FINAL-April-26-2020.pdf">https://copr.ca/wp-content/uploads/2020/06/Assessment-of-International-Applicants-Handbook-FINAL-April-26-2020.pdf</a> The College’s decision-making process for international applicants is the same as that of any other applicant. Applicants are generally communicated with via email. The College's Administrative Staff conduct ongoing assessments of an applicant's application and will communicate with the applicant via email advising them of any outstanding documentation. The College does not pursue an applicant to complete their application, it is the applicant's responsibility. Once an application is deemed complete,</li> </ul>	

		<p>Citizenship and Immigration Canada Verification of Registration/Licensure with a different Regulated Health Care Profession (if applicable)Criminal Record Search with Vulnerable Record Check or International Criminal Record Search with Vulnerable Record Check (must include all current and former names including middle names) original paper copies must be mailed to the office. Electronic copies must be received directly from the institution performing the check. Do not upload a copy of your CRCVSC there is no upload place for applicants as it needs to be validated. Identification of the Medical Practitioner, licensed in NS, providing direct or indirect supervision of the applicants practice - Please note, if an applicant cannot fulfill this requirement they can only receive a Restricted Practicing license with conditions. Proof of Professional Liability Insurance that at all times provides a minimum of \$5,000,000 coverage per occurrence and \$5,000,000 coverage per year, excluding legal or court costs. Please note, if an applicant cannot fulfill this requirement, they can only receive a Restricted Practicing license with conditions. Electronic copy of the Initial Registration and Licensure</p>	<p>completion of provincial regulatory requirements. “For more information on the regulatory requirements for the College of Paramedics of Nova Scotia please access the following hyperlink  <a href="https://cpns.in1touch.org/site/licensing/applications/international">https://cpns.in1touch.org/site/licensing/applications/international</a>”. COPR Assessment of International Applicants Handbook The COPR Assessment of International Applicants Handbook offers candidates detailed information regarding the following assessment application process: Initial Application Requirements Competency Self-Assessment Tool Eligibility Assessment Application Requirements Application File Review Fees Translation of Documents Next Steps to Complete the COPR Assessment Process Step 1 - Complete the Initial Application Form The online initial application form is used for providing demographic information and to create a COPR "account". Applicants will be required to upload two forms of government issued identification. Applicant portal questions? Review the troubleshooting guide. Step 2 - Complete the Competency Self-Assessment Tool within your account. A scoring scale is included as a pre-assessment tool to assist international applicants in determining their readiness for registration/licensure/certification in Canada at the Primary Care or Advanced Care Paramedic level. The tool is based on the 2011 National Occupational Competency Profile (NOCP) for Paramedics working in Canada. Online access to the tool is available within the applicant's account. Step 3 - Complete the Eligibility Assessment Application Form within your account. This step requires the applicant to identify the province for which they wish to apply for registration/licensure/certification. Applicants will be required to upload/submit the following documentation: Course outlines or curriculums Verification of Currency in</p>	<p>that is all the relevant documentation per College's policies regarding registration and licensure have been submitted a full review of all the documentation is conducted. If the applicant meets the requirements, they are provided with a letter welcoming them to the College. If an applicant does not meet the requirements a Registration Decision of the Registrar is given to the applicant. This letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registrars decision reviewed by the Registration Committee, no additional cost. If the Registration Committee considers an application, they provide a Registration Decision of the Registration Committee. The Committee decision letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the</p>
--	--	---	---	---

		<p>Application Form, which is generated automatically once the form is completed. Any additional information required by the Registrar, Registration Committee or Registration Appeals Committee, when the applicants file is being assessed for completion. Record of Program Completion, if applicable (must be received from the Educational Institution). Record of Passing the Provincial Entry to Practice Examination. Verification of Certification/Registration as a paramedic in their country of origin. Resume detailing only the paramedic or other regulated health care profession employment of the applicant. Employment statements - Note this is a form provided by the College and that must be completed by both the applicant and their employer. This document details the competencies that are required to practice in Nova Scotia in comparison to the applicant's jurisdiction.</p>	<p>Practice Credential Authentication Report Language Proficiency Requirements Letter of Regulatory Standing (if applicable) Verification of Employment (if applicable) Curriculum Vitae (resume) To verify regulatory standing and/or employment, the following electronic forms must be completed and submitted directly to COPR by the regulator and/or employer. For those having trouble accessing the electronic forms, please have the regulator and/or employer email or mail a letter of standing to COPR. Verification of Regulatory Standing Verification of Employment All documents must be translated and uploaded/submitted in English or French dependent on the jurisdiction the applicant is seeking registration/licensure/certification in. For more information click on the Assessment of International Applicants Handbook. It is important to provide all of the information requested, as only fully completed applications can be processed. You can move between questions and upload documents as they become available. You can save your work at any time and come back to it later. COPR Assessment Fees Initial application fee - \$50 Eligibility assessment application fee - \$150 Payment can be made online using VISA or MasterCard. It should be noted that paramedic regulators also levy a fee to applicants to complete respective provincial regulatory requirements. Those fees can be found by using the Cost Estimator.</p>	<p>Registration Committees decision reviewed by the Registration Appeals Committee, at an additional cost. If the Registration Appeals Committee considers an application, they provide a Registration Decision of the Registration Appeals Committee. The Committee decision letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registration Appeals Committees decision reviewed by the Nova Scotia Court of Appeals. “The hyperlink for international applicants is <a href="https://cpns.in1touch.org/site/licensing/applications/international">https://cpns.in1touch.org/site/licensing/applications/international</a>”</p>
<p>If you do not have a process, please explain.</p>				
<p><b>COMPLIANCE CRITERIA</b></p>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada; and</li> <li>• The regulating body identifies documentation of qualifications that must accompany an application; and</li> <li>• The regulating body explains the registration process and how requirements for registration are to be met; and</li> <li>• The regulating body explains how information is communicated; and</li> </ul>			

	<ul style="list-style-type: none"> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not provide information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada; or</li> <li>• The regulating body does not identify documentation of qualifications that must accompany an application; or</li> <li>• The regulating body does not explain the registration process and how requirements for registration are to be met; or</li> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not provide copies of blank application forms for registration in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could be easily verified from CPNS's home page (<a href="http://www CPNS.ca">www CPNS.ca</a>) as of January 6, 2022.</p>

### QUESTION 3

Do you have a registration process for applicants who are registered/licensed in another jurisdiction in Canada (CFTA transfers)? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants who are CFTA transfers? Include a link(s) to information published in the public domain.

Alignment with FRPA: *Sections 3, 7(c), 9(a) and 16(3)(b), (e), (g)*

**CFTA transfers:** applicants who are currently registered/licensed in another jurisdiction in Canada, in accordance with the Canadian Free Trade Agreement (CFTA).

RESPONDENT ANSWER	Use the chart provided to identify each type of license issued. In each column next to the license type, identify the documentation required, a step-by-step overview of the registration process, and how information is communicated.			
LICENSE TYPE	DOCUMENTATION (LIST)	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	
<ul style="list-style-type: none"> <li>For All classes of Licensure (PCP, ACP and CCP)</li> </ul>	<p>All Labour Mobility Applicants - Regardless of Class of Licensure</p> <p>To learn more about the Canadian Free Trade Agreement click <a href="#">here</a></p> <ul style="list-style-type: none"> <li>Application fee of \$150.00 (CDN)</li> <li>A complete Initial Registration and Licensure Application, which includes all requisite documentation.</li> <li>Proof of legal name, which may be in the form of a government issued birth certificate, marriage license, or legal affidavit.</li> <li>Proof of identification, which may be in the form of a copy of their drivers license or passport, or other government issued photo identification.</li> </ul>	<ul style="list-style-type: none"> <li>The Hyperlink to the Registration and Licensure Policies is <a href="#">REG&amp;LIC Combined.pdf (cpns.ca)</a>. See policies 003 and 004.</li> <li>The Registrar, the Registration Committee and the Registration Appeals Committee are responsible for making licensing decisions for the College. Paramedics Regulation 24(4)</li> <li>To be eligible for a license in any roster the applicant must have met all the criteria for registration. (See Policy Initial Registration Criteria &amp; Application – New to Practice and Labour Mobility Applicants)</li> <li>All applicants, for entry in a roster for any class of license, in addition to paying the applicable fee, must:</li> <li>Provide official documentation for any records or reports required as part of the registration application. (See Policy on Official Documentation)</li> <li>Be the person named in the documentation submitted in support of the application. Paramedics Regulation 16(1)(a)(ii) (See Policy on Applicant Verification)</li> <li>Be a Canadian citizen, or legally entitled to live and work in Canada; Paramedics Regulation 17(2)(e)</li> <li>Not be restricted or prohibited from practicing paramedicine through the decision of any adjudicating body or through voluntary agreement, or otherwise, unless they are applying for a restricted practicing or restricted temporary license. Paramedics Regulation 17(2)(g)</li> <li>Have the current capacity, competence, and character to safely and ethically practice paramedicine; Paramedics Regulation 17(2)(h), CFTA 705(3)(e)</li> <li>If applicable, have the professional liability insurance required under section 38 of the Paramedics Regulations. Paramedics Regulation 17(2)(f)</li> </ul>	<ul style="list-style-type: none"> <li>Applicants are generally communicated with via email.</li> <li>The College’s Administrative Staff conduct ongoing assessments of an applicant’s application and will communicate with the applicant via email advising them of any outstanding documentation. The College does not pursue an applicant to complete their application, it is the applicant’s responsibility.</li> <li>Once an application is deemed complete, that is all the relevant documentation per College’s policies</li> </ul>	

		<ul style="list-style-type: none"> <li>• Evidence of Canadian Citizenship or Legal Entitlement to live and work in Canada, which may be in the form of a Canadian Birth Certificate or documentation from Citizenship and Immigration Canada</li> <li>• Verification of Registration/Licensure with a different Regulated Health Care Profession (if applicable)</li> <li>• Criminal Record Search with Vulnerable Record Check or International Criminal Record Search with Vulnerable Record Check (must include all current and former names including middle names) original paper copies must be mailed to the office. Electronic copies must be received directly from the institution performing the check. <b>Do not upload a copy of your CRCVSC there is no upload place for applicants as it needs to be validated.</b></li> <li>• Identification of the Medical Practitioner, licensed in NS,</li> </ul>	<ul style="list-style-type: none"> <li>• Meet all of the requirements for licensure within 1 calendar year of completing a paramedic program, otherwise they must be referred to the Registration Committee and the applicant must complete any competency assessment or paramedic refresher program as the Committee directs. Paramedics Regulation 17(5)</li> <li>• If they have been absent from the practice of paramedicine, in any jurisdiction, for 2 years or longer, other than a person whose license has been revoked, must comply with section 13 of the Paramedics Regulations. Paramedics Regulation 17(2)(i) (See Policy on Absence from Paramedic Practice)</li> <li>• For language proficiency (See Policy on English Language Scores for Registration):</li> <li>• A new to practice applicant must demonstrate proficiency in the English language; Paramedics Regulation 17(2)(d);</li> <li>• A labour mobility applicant must demonstrate proficiency in English as a condition of registration and licensure if no equivalent language proficiency requirement was imposed on, and satisfied by, the applicant in their current licensing jurisdiction. CFTA Article 705(4)(C) Paramedics Regulation 17(2)(d)</li> <li>• Applicants who are new graduates from any class of licensure program will be required to: <ul style="list-style-type: none"> <li>• Be a graduate from a paramedic program for the relevant class roster;</li> <li>• Be a graduate from an education program, that in the opinion of the Registration Committee, qualifies the applicant to be a paramedic or equivalent in the jurisdiction of the program Paramedics Regulation 17(2)(a), in which case this type of graduate must complete any competency assessment required by the Registrar or the Registration Committee and any “bridging education” arising from that assessment; Paramedics Regulation 17(3) or</li> <li>• Complete an entry to practice examination approved by the Council for the class of licensure applied for, if an exam has been approved by Council. Paramedics Regulation 17(2)(b) (See Policy on Entry to Practice Examinations)</li> </ul> </li> </ul>	<p>regarding registration and licensure have been submitted a full review of all the documentation is conducted.</p> <ul style="list-style-type: none"> <li>• If the applicant meets the requirements, they are provided with a letter welcoming them to the College.</li> <li>• If an applicant does not meet the requirements a Registration Decision of the Registrar is given to the applicant. This letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registrars decision reviewed by the Registration Committee, no additional cost.</li> <li>• If the Registration Committee considers an application, they</li> </ul>
--	--	--	--	--

		<p>providing direct or indirect supervision of the applicants practice – Please note, if an applicant cannot fulfill this requirement, they can only receive a Restricted Practicing license with conditions.</p> <ul style="list-style-type: none"> <li>• Proof of Professional Liability Insurance that at all times provides a minimum of \$5,000,000 coverage per occurrence and \$5,000,000 coverage per year, excluding legal or court costs. Please note, if an applicant cannot fulfill this requirement, they can only receive a Restricted Practicing license with conditions.</li> <li>• Electronic copy of the Initial Registration and Licensure Application Form, which is generated automatically once the form is completed.</li> <li>• Any additional information required by the Registrar, Registration Committee or Registration Appeals Committee, when the applicants file is being assessed for completion.</li> </ul>	<ul style="list-style-type: none"> <li>• For entry in a roster in the critical care paramedic class of licensure, the applicant must</li> <li>• Hold a license as a practicing advanced care paramedic, Paramedics Regulation 17(2)(c)(i) and</li> <li>• Have completed an advanced care paramedic program and any additional education program in critical care paramedicine approved by the Council. Paramedics Regulation 17(2)(c)(ii) (See Policy on Approved Programs)</li> <li>• For the intermediate care class of licensure;</li> <li>• For a person to be entered into the roster they must;</li> <li>• Have been registered under the Emergency Health Services Act, of Nova Scotia, in the 12 months immediately before the Paramedics Act (2015) coming into force Paramedics Regulation 18(1)(a); or</li> <li>• As a person registered under the Emergency Health Services Act in the 12 months immediately before, but not on the date of, the coming into force of the Paramedics Act. Paramedics Regulation 18(1)(b);</li> <li>• An intermediate care paramedic who wishes to change their class of license may apply to the Registrar for a license in either the primary care paramedic or advanced care paramedic class of licensure only. Paramedics Regulation 18(2).</li> <li>• The Registrar must refer an application for registration, or licensure to the Registration Committee if;</li> <li>• There is any issue regarding whether the applicant meets the criteria for licensure. Paramedics Regulation 12(1)</li> <li>• An applicant does not meet all the requirements for registration and licensure within 1 calendar year of completing a paramedic program, the applicant must complete any competence assessment or paramedic refresher program as the Committee directs. Paramedics Regulation 17(5)</li> <li>• If the Registrar determines that an applicant does not meet the criteria for licensure and denies the application or imposes conditions or restrictions on the license, the Registrar must notify the applicant by providing the applicant with a written decision with reasons and informing the applicant of their right to have the decision reviewed by the Registration Committee. Paramedics Act 31, Paramedics Regulation 12(2)(a)(b)</li> </ul>	<p>provide a Registration Decision of the Registration Committee. The Committee decision letter details an overview of the file, an issue statement, information reviewed, an analysis of the information reviewed and a conclusion. The applicant is also advised that they may have the Registration Committees decision reviewed by the Registration Appeals Committee, at an additional cost.</p> <ul style="list-style-type: none"> <li>• If the Registration Appeals Committee considers an application, they provide a Registration Decision of the Registration Appeals Committee. The Committee decision letter details an overview of the file, an issue statement, information reviewed, an analysis of the</li> </ul>
--	--	---	--	---

		<ul style="list-style-type: none"> <li>• <u>Verification of Certification/Registration</u> as a paramedic in another Canadian province or territory – Note this is required for every province where the paramedic holds a license/registration to practice.</li> <li>• Resume detailing only the paramedic or other regulated health care profession employment of the applicant.</li> <li>• Continuing Competency Development – Note this must be similar to the College’s Continuing Competency Program requirements for each year.</li> <li>• English Language Proficiency Scores (if applicable) – Note this is a requirement for any English as a Second Language (ESL) applicant who registered and licensed in another Canadian jurisdiction, where they were not required to provide proof of English Language proficiency for registration and licensure.</li> </ul>	<ul style="list-style-type: none"> <li>• To be registered all applicants must meet the criteria for entry in a roster as described in section 17 of the Paramedics Act, which is detailed within the policy Licensure Criteria &amp; Application (All Applicants except Persons formerly registered under the Emergency Health Services Act of Nova Scotia).</li> <li>• All applicants, whether new to Paramedic Practice or labour mobility applicants, for registration must:</li> <li>• Pay an applicable application and registration fee; Paramedics Act 29(1), Paramedics Regulation 16(1)</li> <li>• Submit a completed application on a form prescribed by the Registrar; Paramedics Regulation 16(1)</li> <li>• Provide official documentation for any records or reports required as part of the registration application. (See Policy on Official Documentation)</li> <li>• Provide proof that is satisfactory to the Registrar that the applicant:</li> <li>• Is the person who is named in documentation submitted in support of the application. Paramedics Regulation 16(1)(a)(ii) (See Policy on Applicant Verification)</li> <li>• Meets the requirements for entry in a roster, per section 17 of the Paramedics Regulations (See Policy Initial Licensure Criteria &amp; Application All applicants except Persons formerly registered under the Emergency Health Services Act of Nova Scotia)</li> <li>• Provide identification and verification of the medical practitioner responsible for direct or indirect supervision of the practice of the applicant; Paramedics Regulation 16(1)(d) (See Policy Professional Liability Insurance Requirements)</li> <li>• Provide a criminal record check, with vulnerable sector screening, from a Canadian police force; Paramedics Regulation 16(1)(c)</li> <li>• Will be required to provide any extra information required by the Registrar to assess whether the applicant meets the criteria for entry in a roster Paramedics Regulation 16(1)(e), including, but not limited to:</li> <li>• Complete the College’s jurisprudence testing, once developed, to demonstrate they have knowledge of the practice of paramedicine in Nova Scotia;</li> </ul>	<p>information reviewed and a conclusion. The applicant is also advised that they may have the Registration Appeals Committees decision reviewed by the Nova Scotia Court of Appeals.</p>
--	--	--	--	---

		<ul style="list-style-type: none"> <li>• Upon a completed and successful application, the applicant will pay a \$450 Registration &amp; Licensure fee.</li> </ul>	<ul style="list-style-type: none"> <li>• If currently registered in another regulated health profession, provide the Registrar with a certificate of standing from each jurisdiction where the applicant is currently licensed to prove that there are no outstanding complaints, prohibitions, conditions, or restrictions against the member practicing within that other regulated health profession in those jurisdictions.</li> <li>• When there is a change to their registration information, advise the Registrar, who shall ensure the information is changed in the Register. Paramedics Regulation 30</li> <li>• All applicants must provide any information, whether or not described within this policy, that the Registrar requires to establish that Section 42 of the Act does not apply to the applicant;</li> <li>• Where a person has been charged with, has pleaded guilty to or has been found to be guilty of any offence inside or outside of Canada that is inconsistent with the proper professional behavior of a member, including a conviction under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or any other legislation specified in the regulations, and no pardon has been granted; has been found guilty of a disciplinary finding in another jurisdiction; has had a licensing sanction imposed by another jurisdiction; or is the subject of an investigation or disciplinary process in any jurisdiction, and such person is a member or applies for registration or a license or the renewal of a license, the Registrar may, by such notice as the Registrar specifies, require the person to attend a hearing before a disciplinary committee to fully disclose the facts and circumstances of any of the matters referred to in clauses (a) to (d). Paramedics Act 42(1), Paramedics Regulation 16(1)(c)</li> <li>• All labour mobility applicants: <ul style="list-style-type: none"> <li>• If they have been absent from the practice of paramedicine, in any jurisdiction, for 2 years or longer, other than a person whose license has been revoked, must comply with section 13 of the Paramedics Regulations. Paramedics Regulation 17(2)(i)</li> </ul> </li> <li>• If currently registered in another jurisdiction, provide the Registrar with a certificate of standing from each jurisdiction where the applicant is licensed to prove that there are no outstanding complaints, prohibitions, conditions,</li> </ul>	
--	--	---	--	--

			<p>or restrictions against the member practicing paramedicine in that jurisdiction; Paramedics Regulation 16(1)(b)</p> <ul style="list-style-type: none"> <li>• Must provide evidence of ongoing competency development through the College's Continuing Competency Program, or a program from another jurisdiction that is similar to the College's;</li> <li>• Who apply for registration and licensure with the College, within one year of registration in another jurisdiction, will not be required to complete any form of competence assessment, unless they have had practice limitations, restrictions, or conditions imposed upon them by another jurisdiction or have not completed any ongoing competency development through the College's Continuing Competency Program, or a program from another jurisdiction that is similar to the College's;</li> <li>• Will have any practice limitation, restriction, or condition imposed on the applicant by their current certifying jurisdiction to any practice limitation, restriction, or condition assessed for equivalency, by the College, and have an equivalent practice limitation, restriction or condition applied to their registration with the College;</li> <li>• Will be refused registration and licensure, if the Registrar cannot identify a provision for applying an equivalent limited, restricted, or conditional registration, as described in policy statement 4.3. CFTA Article 705 (4)(d)(e)(f)</li> </ul>	
<p><b>COMPLIANCE CRITERIA</b></p>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation; and</li> <li>• The regulating body identifies documentation of qualifications that must accompany an application; and</li> <li>• The regulating body explains the registration process and how requirements for registration are to be met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not have a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation; or</li> <li>• The regulating body has additional material requirements that must accompany an application; or</li> <li>• The regulating body does not explain the registration process and how requirements for registration are to be met; or</li> </ul>			

	<ul style="list-style-type: none"> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not provide copies of blank application forms for registration in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input type="checkbox"/> Compliant</p> <p><input checked="" type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>It has been determined that CPNS does not have (or has not communicated) a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation. In particular, applicants already registered to practice in another jurisdiction must go through the same or similar application process as that of a new applicant (not previously registered).</p> <p>Section 3 of the <i>Fair Registration Practices Act</i> (FRPA) requires conformity with the <i>Canadian Free Trade Agreement</i> (CFTA). Chapter 7 of the CFTA states that certified workers have to be recognized as qualified to work by a regulatory body in another province or territory which regulates that occupation, without having to go through significant additional training, work experience, examination or assessment, unless an exception has been posted.</p>

<b>QUESTION 4</b>	
<p>Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.</p> <p>Alignment with the FRPA: <i>Section 7(f) and 16(3)(d)</i></p>	
<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

	<p>Describe and explain: The College charges an application fee of \$150 for all initial registration and licensure applications, if the applicant meets the requirements for registration and licensure, they are then charged a \$450 fee for the licensing year (April 1 to March 31 annually) regardless of when they license in that year.</p> <p>This information is provide in written form on the application page of the website see number 14 in the list at the following hyperlink <a href="#">New to Practice Applicant - CPNS   College of Paramedics of Nova Scotia (in1touch.org)</a></p> <p>The fee structure is also communicated within the College’s Registration and Licensure policies including the policy titled 0 14 Applicant and Member Fees. The hyperlink is <a href="#">REG&amp;LIC_Combined.pdf (cpns.ca)</a>.</p> <p>Additionally, within the body of the application an applicant is advised of the licensing fee, therefore before they apply an applicant is again made aware of the fee.</p> <p>Information regarding the College’s fees may be found via the following hyperlink <a href="#">Fees - CPNS   College of Paramedics of Nova Scotia (in1touch.org)</a></p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides information setting out any fees for registration in a clear and understandable form; and</li> <li>• The regulating body describes the fees even if they are not applicable or are \$0; and</li> <li>• The regulating body provides information about fees in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not provide information setting out any fees for registration in a clear and understandable form; or</li> <li>• The regulating body does not describe the fees even if they are not applicable or are \$0; or</li> <li>• The regulating body does not provide information about fees in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>

<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could be easily verified from CPNS's home page (<a href="http://www.cpnns.ca">www.cpnns.ca</a>) as of January 6, 2022.</p>
--	---

**QUESTION 5**

When documentation cannot be obtained by an applicant for reasons beyond their control, do you advise the applicant about what alternative documentation could be supplied that may be acceptable to the regulating body? (Example: a sworn statement in lieu of full documentation.) If so, explain. How is this information communicated to applicants? Provide a link to information published in the public domain.

Alignment with the FRPA: *Sections 7, 9 and 16(3)(c)*

<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please explain:</p> <p>At present we only accept legal affidavits for proof of an individual's legal name. See Registration and Licensure policy 009 – Proof of Legal Name and Identity, the hyperlink to this policy is <a href="#">REG&amp;LIC_Combined.pdf (cpns.ca)</a></p> <p>This is communicated via policy, and it is described within the body of the electronic application form.</p>
------------------------------	--

<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides clear and understandable information with respect to acceptable alternative documentation; and</li> <li>• The regulating body advises applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; and</li> <li>• The regulating body provides information about acceptable alternative documentation in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not provide clear and understandable information with respect to acceptable alternative documentation; or</li> <li>• The regulating body does not advise applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; or</li> </ul>
--------------------------------	---

	<ul style="list-style-type: none"> <li>The regulating body does not provide information about acceptable alternative documentation in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p>

<b>QUESTION 6</b>	
<p>Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Example: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link to information published in the public domain.</p> <p>Alignment with the FRPA: <i>Sections 7(e) and 16(3)(k)</i></p>	
<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>If yes, describe:</b> Applicants have access to all of the College’s registration and licensing policies online, additionally administrative staff are available at the College to answer, via phone calls and email, any questions applicants may have</p> <p>The College staff who may be contacted regarding the registration and licensure process can be found via the following hyperlink <a href="#">Staff - CPNS   College of Paramedics of Nova Scotia (in1touch.org)</a>.</p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>The regulating body provides support to the applicant during the registration process; and</li> <li>The regulating body describes the type of support provided to the applicant during the registration process; and</li> </ul>

	<ul style="list-style-type: none"> <li>The regulating body provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>The regulating body does not provide support to the applicant during the registration process; or</li> <li>The regulating body does not describe the type of support provided to the applicant during the registration process; or</li> <li>The regulating body does not provide information about the type of support provided to applicants during the registration process in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p>

### QUESTION 7

Do you have a description of existing accommodation practices for applicants with a physical or mental disability? If so, describe how an applicant would request an accommodation and how requests are considered. How do you make this process available to applicants in a transparent, objective, impartial and procedurally fair manner? Include a link to information published in the public domain.

Alignment with the FRPA: *Section 6, 16(3)(h)*

Reference: [Human Rights Act \(nslegislature.ca\)](http://nslegislature.ca)

**RESPONDENT  
ANSWER**

Yes

No

**If yes, describe:**

Accommodation is provided to entry to practice applicants. Registration and Licensure Policy – 005 Provincial Entry to Practice Examination for Classes of Licensure policy provides details indicating that the Canadian Organization of Paramedic Regulators (COPR), of which the College is a Constituent Member, is the organization that delivers the entry to practice exams for the College. The Hyperlink to the Registration and Licensure Policies is [REG&LIC\\_Combined.pdf \(cpns.ca\)](#).

COPR is responsible for managing the accommodations process for the entry to practice exam and has a policy regarding this matter. From the COPR website:

**Testing Accommodation**

When appropriate, alternative accessible arrangements may be available to candidates who require testing accommodation.

To request a testing accommodation for a physical, cognitive, or other protected characteristic, the following electronic forms must be completed and submitted directly to the COPR Examination Manager. The application form is to be submitted by the candidate and the Examination Disability Information Form is to be submitted by a Qualified Regulated Health Professional. Requests for accommodation are considered on a case-by-case basis.

- [Accommodation Application Form](#) (PCP & ACP Candidates)
- [Examination Disability Information Form](#)

Note: Requests for accommodation received by COPR fewer than 35 business days before the examination will not be considered, except in unusual circumstances, such as a recent injury.

Approved accommodations are valid for one examination session only. You must submit a new request for any future examination session by sending an email to [exam@copr.ca](mailto:exam@copr.ca) by the deadline.

[Click here to view COPR's Testing Accommodation Policy.](#)

As an additional layer to this process the College's Registration and Licensure Policy – 005 Provincial Entry to Practice Examination for Classes of Licensure also indicates:

Provincial Entry to Practice Exam (PEPE) Applicants will

	<ol style="list-style-type: none"> <li>1. Be afforded a maximum of three attempts to pass the PEPE.</li> <li>2. Have a maximum of one-year from the date of their graduation to pass the PEPE.</li> <li>3. Under exceptional circumstance be considered for a fourth and absolute final attempt at the exam.</li> </ol> <p>All PEPE Applicants who apply for a fourth attempt because of exceptional circumstances will:</p> <ol style="list-style-type: none"> <li>4. Be required to provide documentation (e.g., psychoeducational assessment) from a duly qualified profession to support the request for a fourth attempt.</li> <li>5. Have their application reviewed by the Registration Committee.</li> <li>6. Not receive any additional attempts at the PEPE if a fourth attempt is approved.</li> </ol> <p>The hyperlink to Registration and Licensure Policy 005 is <a href="#">REG&amp;LIC_Combined.pdf (cpns.ca)</a>.</p> <p>In addition to the information provided above more details regarding COPR's processes, including accommodation may be found on the College's website via the following hyperlink, <a href="#">COPR Exam - CPNS   College of Paramedics of Nova Scotia (in1touch.org)</a>.</p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body has a description of existing accommodation practices for applicants with a physical or mental disability ; and</li> <li>• The regulating body has a clear process for applicants to request an accommodation and understand how requests will be considered; and</li> <li>• The regulating body provides a description of accommodation practices in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not have a description of existing accommodation practices for applicants with a physical or mental disability; or</li> <li>• The regulating body does not have a clear process for applicants to request accommodation and understand how requests will be considered; or</li> <li>• The regulating body does not provide a description of accommodation practices in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p>

## QUESTION 8

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link to any published information, if available.

Alignment with the FRPA: *Sections 12(1) through (5) and 16(3)(j)*

### RESPONDENT ANSWER

Yes

No

#### If yes, describe:

1. The process by which an applicant may access their registration records is detailed in the College's Privacy Policy, which under 26 describes individual access.
2. Individuals may contact the Privacy Officer at any time to discuss access to their Personal Information under the control of the College.
  - Upon written request, access will be provided. A small fee may be applied to cover the cost of administration.
  - In certain situations, such as legal or regulatory requirements, the College may not be able to offer the individual access to their Personal Information and, in such cases, the College will provide the individual with the reasons for denial.
  - The College will correct or amend Personal Information that is shown to be incomplete or inaccurate.

The hyperlink for College Adm Policies may be accessed via the College's website, 1.1 Privacy Policy can be accessed via the following hyperlink [Adm AllDocs\\_211019.pdf \(cpns.ca\)](#)

### COMPLIANCE CRITERIA

#### Compliant:

- The regulating body has an established process by which an applicant can make a request in writing for access to their registration records; and
- The regulating body describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.

#### Not compliant:

- The regulating body does not have a documented process by which an applicant can request in writing for access to their registration records; or
- The regulating body does not describe how an applicant can make a request, any exclusions to information that can be provided, and any fees that may apply.

<b>REVIEW FINDINGS</b>	<b>To be completed by the FRPA Review Officer:</b>  <input checked="" type="checkbox"/> Compliant  <input type="checkbox"/> Not compliant
<b>COMMENTS: REVIEW FINDINGS</b>	<b>Comments, to be completed by the FRPA Review Officer:</b>

## SECTION II: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section will explore assessment practices and how these practices are communicated to an applicant. An assessment measures an applicant’s skills, knowledge, qualifications, and credentials against the standard that must be met by your regulating body to be granted a licence/certification. Information on the criteria (Examples: exam material, competency information, work experience, requirements, etc.) used for assessment, how that information is communicated to the applicant, and how final registration/application decisions are provided will be requested in this section.

<b>QUESTION 9</b>	
<p>Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.</p> <p>If there is a third-party assessor involved in the process, describe their role in the space provided.</p> <p>Alignment with the FRPA: <i>Section 7(d), 16(3)(b) and (i)</i></p>	
<b>RESPONDENT ANSWER</b>	Explain the criteria used for assessment and how the information is communicated.

Applicants who are new graduates from any class of licensure program will be required to:

- Be a graduate from a paramedic program for the relevant class roster;
- Be a graduate from an education program, that in the opinion of the Registration Committee, qualifies the applicant to be a paramedic or equivalent in the jurisdiction of the program Paramedics Regulation 17(2)(a), in which case this type of graduate must complete any competency assessment required by the Registrar or the Registration Committee and any “bridging education” arising from that assessment; Paramedics Regulation 17(3) or
- Complete an entry to practice examination approved by the Council for the class of licensure applied for, if an exam has been approved by Council. Paramedics Regulation 17(2)(b) (See Policy on Entry to Practice Examinations)

The hyperlink for information regarding paramedic qualifications and approved paramedic program is found on the College’s web site via the following hyperlink [Microsoft Word - 1a\\_CPNS Letterhead](#)

The entry to practice examinations are managed by the Canadian Organization of Paramedic Regulators. COPR’s Entry to Practice Examinations Handbook details the examination development process, Eligibility Requirements, how to apply for the exam, including non-resident Canadians, Exam marking Review, Results Candidate Standard Score Report, Manual Verification of Results, Examination Appeal, the Angoff Method and Determining a Pass Mark. A copy of this handbook can be found at the following hyperlink [Examination-Handbook.pdf \(copr.ca\)](#)

Information regarding the COPR entry to practice examinations are found on the College’s website via the following hyperlink [COPR Exam - CPNS | College of Paramedics of Nova Scotia \(in1touch.org\)](#).

Regarding competence assessments, where a paramedic is required to renew their license on an annual basis, those paramedics who have been absent from practice for more than one year, or those who have not completed a Council approved entry to practice exam and practiced in the jurisdiction where they are licensed are required to complete some form of competence assessment.

Competence assessment is broadly defined with the College’s legislation and allows for interviews, self-assessments/reflection, direct observation, etc.

The directly observed competence assessments, in general, are conducted by Medavie HealthEd, a paramedic education institution located in Nova Scotia, and approved by the College’s Council to conduct competence assessments when required. The assessment tool approved by the Colleges Council can be provided for this review.

While the educational institution makes a recommendation regarding their competence assessment; this tool is assessed by either the Registrar or Registration Committee for the purposes of determining whether the applicant requires any gap training, or if they are to be licensed.

	<p>A copy of the Registration and Licensure Policy 018 – Competence Assessment for applicants: 1) without practice experience; and 2) without completion of a Council approved entry-to-practice examination is provided via this hyperlink <a href="#">REG&amp;LIC_Combined.pdf (cpns.ca)</a>.</p> <p>A copy of the College’s Essential Competency Profiles for each class of licensure may be found via the following hyperlink on the College’s website <a href="#">2020_CPNS_EssentialCompetencyProfiles_Final.pdf</a>.</p> <p>Is a third party involved in the assessment process?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, name the third-party(s) and describe their role:</p> <p>As described above.</p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body describes all criteria used to assess whether the requirements for registration have been met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body describes the role of third-party assessors (if applicable).</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not describe all criteria used to assess whether the requirements for registration have been met; or</li> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not describe the role of third-party assessors (if applicable).</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>

<b>COMMENTS: REVIEW FINDINGS</b>	<b>Comments, to be completed by the FRPA Review Officer:</b>
--	--

**QUESTION 10**

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include the approximate length of time required to issue a registration decision, who makes the decision, and what information is provided with each type of decision.

Alignment with the FRPA: *Sections 8(b), (c), (d), 16(3)(l) and (m)*

<b>RESPONDENT ANSWER</b>	<p><b>Explain the registration decision communication process:</b></p> <p>a) Successful applicants: In general, the vast majority of the applications received by the College are straight forward and the successful applicant will receive a registration and licensing decision within 5 business days of the College receiving a completed application, which includes all supporting documentation. The successful applicant receives a letter, via email, detailing the objects of the College, their registration and licensure status, ongoing license renewal requirements and their entitlements under the legislation.</p> <p>b) Applicants not granted registration: In general, provided an applicant has submitted all the requisite documentation a decision where the applicant is not immediately provided with, or is denied, a license will take no more than two months. The College’s Registration Committee has schedule monthly meetings, so as to allow the opportunity for applications to be reviewed on a monthly basis.</p> <p>Any application that requires a decision letter from either the Registrar, Registration Committee or the Registration Appeals Committee is always communicated to the applicant via a letter that is sent by email. The letter details, an overview of the application, a statement of issues, a description of each piece of information that was reviewed, an analysis of the information reviewed including aggravating &amp; mitigating factors, a conclusion and finally an indication as to where the decision may be reviewed or appealed.</p> <p>The College has had to assess approximately 40 applications where concerns were raised regarding the applicant, we could provide redacted decisions letters from the Registrar and Registration Committee for the FRPA staff to view. Fortunately, as of the date of this submission, we have not been in a position where the Registration Appeals Committee has been required to hear an appeal of a Registration Committees decision.</p>
------------------------------	--

<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body explains the process they use to communicate registration decisions, and the timeframe; and</li> <li>• The regulating body provides written decisions to all applicants; and</li> <li>• The regulating body provides applicants with reasons when registration has not been granted; and</li> </ul>
--------------------------------	---

	<ul style="list-style-type: none"> <li>• The regulating body provides information on programs/services available to support the future success of applicants, if applicable; and</li> <li>• The regulating body provides a description of the internal review process to applicants who are not granted registration</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not explain the process they use to communicate registration decisions, and the timeframe; or</li> <li>• The regulating body does not provide written decisions to all applicants; or</li> <li>• The regulating body does not provide applicants with reason(s) when registration has not been granted; or</li> <li>• The regulating body does not provide information on programs/services available to support the future success of applicants, if applicable; or</li> <li>• The regulating body does not provide a description of the internal review process to applicants who are not granted registration.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p>

### SECTION III: INTERNAL REVIEW/APPEAL PROCESS

Section 10 of the Act states “Where a regulating body does not provide registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.” This section focuses on the internal review/appeal process, including opportunities for an applicant to provide new information for a decision and details surrounding the decision-makers involved in the internal review/appeal process. Additionally, information on the training provided to individuals who make internal review/appeal decisions will be required.

#### QUESTION 11

Do you have a documented internal review process for applicants who disagree with the registration decision? Provide a link to information published in the public domain.

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal reviews decisions are communicated to applicants and what information is included with the decision; and
- who makes internal review decisions.

Alignment with the FRPA: *section 7(a) and 10, 16(3)(m) and (n)*

**Internal review:** a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

**RESPONDENT ANSWER**

Yes

No

**If yes, explain:**

In regard to registration and licensing decisions, there is an expectation that those responsible for making decisions adhere to the Registration and Licensure Policies approved by the Council. Policies approved by Council are based upon the Registration and Licensure Criteria within the Paramedic Act and Regulations. Therefore, as the registration and licensure decision-makers for the College, the Registrar, Registration Committee and Registration Appeals Committees are expected to work within the framework of these policies. This in turn means that these policies establish the framework for any internal review of a decision.

The College has not specified a timeframe in which an internal review must be completed, however, since the inception of the College, all internal reviews have been isolated to the Registration Committee who are responsible for reviewing a decision of the Registrar when requested to do so by an applicant, or when the Registrar is of the opinion that a file should be reviewed by the Registration Committee. The timeframe for a file to be referred to the Registration Committee and a decision made is normally within two months. The College's Registration and Licensure policies 003, 004, 006, and 007 provide the framework for an applicant to request a review of the Registrar's Decision by the Registration Committee, or an appeal of the Registration Committees Decision by the Registration Appeal Committee. The hyperlink to the College's registration and licensure policies is [REG&LIC\\_Combined.pdf \(cpns.ca\)](#)

	<p>At each level (Registrar, Registration Committee, Registration Appeals Committee, there is a requirement for a decision letter to be written and provided to the applicant. That decision letter always details, an overview, statement of issues, review of information, an analysis of the information, a conclusion, and the applicant ability to seek further review of the decision depending on where the initial decision was rendered.</p> <p><b>If no, explain why not:</b></p>
<p><b>COMPLIANCE CRITERIA</b></p>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body has a documented internal review process; and</li> <li>• The regulating body describes time frames associated with the internal review process; and</li> <li>• The regulating body describes opportunities the applicant has to provide new information and make submissions with respect to their internal review; and</li> <li>• The regulating body describes how internal review decisions are communicated to applicants and what information is included with the decision; and</li> <li>• The regulating body ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and</li> </ul> <p>The regulating body provides information on the internal review process in a publicly accessible manner.</p> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not have a documented internal review process; or</li> <li>• The regulating body does not describe time frames associated with the internal review process; or</li> <li>• The regulating body does not describe opportunities the applicant has to provide new information and made submissions with respect to their internal review; or</li> <li>• The regulating body does not describe how internal review decisions are communicated to applicants and what information is included with the decision; or</li> <li>• The regulating body does not ensure that anyone who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; or</li> <li>• The regulating body does not provide information on the internal review process in a publicly accessible manner.</li> </ul>
<p><b>REVIEW FINDINGS</b></p>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input type="checkbox"/> Compliant</p>

	<input checked="" type="checkbox"/> Not compliant
<b>COMMENTS: REVIEW FINDINGS</b>	<b>Comments, to be completed by the FRPA Review Officer:</b> The descriptions of the internal review process as referenced within the above noted CPNS policies (003, 004, 006 and 007) do not include sufficient detail to meet the requirements of Section 10 of the FRPA ( <a href="https://novascotia.ca/lae/fair-registration-practices/">https://novascotia.ca/lae/fair-registration-practices/</a> ). All 6 of the compliance criteria noted above, under the header “Not compliant”, will be noted in the action plan as areas of non-compliance to be addressed.

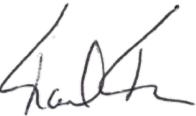
<b>QUESTION 12</b>	
Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.	
Alignment with the FRPA: <i>Sections 11 and 16(3)(p)</i>	
<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  <b>If yes, please describe:</b>  <p>The Registration Committee has been provided with additional education via the College’s legal counsel, staff from the Fair Registration Practices Offices in Nova Scotia regarding their decision-making authority. The College can provide redacted Registrar and Registration Committee decision letters to demonstrate the work these parties have completed for the College since the College’s inception on April 1, 2017.</p> <p>The Registration Appeal Committee has never met formally, as there has been no appeals of the Registration Committees decisions, as of the writing of this submission. However, they did attend a training session conducted by the College within the first year of the College’s operations. This training session included an overview of the Committees (Registration and Registration Appeals) functions and decision-making processes within the context of the <i>Paramedics Act and Regulations</i>.</p> <p>With that stated, the College has and will continue to ensure that any of its quasi-disciplinary committee receive additional education in advance of any decision they may be required to render. This is generally conducted by Legal Counsel and/or those who have a judicial doctorate and who support the Committees decision making process, not that of the College’s.</p>

	When the training is provided the Committee members are provided with an explanation of legislation, their Terms of Reference, and the framework for their decision-making responsibilities within the framework of the <i>Paramedics Act and Regulations</i> .
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body ensures that internal review decision-makers have received training on conducting an internal review; and</li> <li>• The regulating body describes the training.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not ensure that internal review decision-makers have received training on conducting an internal review; or</li> <li>• The regulating body does not describe the training.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p><i>Improvement: When the internal review process is updated to include details required by the FRPA, the Registration Appeal Committee will need further training. An orientation should be provided whenever Committee membership changes. An on-going record should be maintained of any training/orientations provided to members/new members.</i></p>

## V: ACKNOWLEDGEMENTS:

The *College of Paramedics of Nova Scotia* hereby declares that the information contained in this report is a true and accurate representation of current registration practices of the organization and agrees to take action to address items of non-compliance as per the following Action Plan.

**SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:**

X 

**Name (print):** Karl Kowalczyk

**DATE:** [Click or tap to enter a date.](#) March 25, 2022

## APPENDIX A: ACTION PLAN

Note: The intent of the Action Plan is to identify how the items of noncompliance are going to be corrected before the next review period to ensure compliance, fairness, and transparency, as required by the Act.

NAME OF REGULATING BODY: College of Paramedics of Nova Scotia

INFORMATION ON REGISTRATION PRACTICES AS OF: 2022-02-19

### ACTION PLAN TIMELINES:

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update 1	Action Plan Progress Update 2	Action Plan Progress Update 3	Action Plan Progress Update 4
Due Date	2022-02-07	2023-02-20	Update 1 + 1yr if necessary	Update 2 + 1yr if necessary	Update 3 + 1yr if necessary
Actual Completed Date	2022-02-19	Click to enter a date.			

### ACTION PLAN:

Note: The intent of the Action Plan is to identify how the items of noncompliance are going to be corrected before the next review period to ensure compliance, fairness, and transparency, as required by the Act.

<b>ACTION PLAN – AREA 1:</b>	<b>Response to FRPA Review Question #3: “Registration of Interprovincial Applicants”.</b>
<b>FRPA SECTIONS:</b>	<b>Sections 3, 6, 7 (c), 9(a), 16(3)(b), (e) and (g)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	It has been determined that CPNS does not have (or has not communicated) a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation. In particular, applicants already registered to practice in another jurisdiction must go through the same or similar application process as that of a new applicant (not previously registered). Section 3 of the <i>Fair Registration Practices Act</i> (FRPA) requires conformity with the <i>Canadian Free Trade Agreement</i> (CFTA). Chapter 7 of the CFTA states that certified workers have to be recognized as qualified to work by a regulatory body in another province or territory which regulates that occupation, without having to go through significant additional training, work experience, examination or assessment, unless an exception has been posted.
<b>REGULATOR ACTION PLAN:</b>	<b>To be completed by the Regulator – must include specific actions and <u>dates for completion</u> to entirely address the above noted areas of non-compliance.</b>

	<p>To demonstrate the College's compliance with the registration of interprovincial applicants the College will:</p> <ol style="list-style-type: none"> <li>1) Conduct a review of its Registration and Licensure (RL) policies to confirm they are compliant with the <i>Canadian Free Trade Agreement (CFTA)</i>. The policies to be reviewed against the <i>CFTA</i> and the Paramedics Legislation include: <ol style="list-style-type: none"> <li>a. RL 3.0 Licensure Criteria &amp; Application (All Applicants)</li> <li>b. RL 4.0 Initial Registration Criteria &amp; Application (All Applicants)</li> <li>c. RL 6.0 Absences from Paramedic Practice</li> <li>d. RL 16.0 Competence Assessment for applicants: 1) without practice experience; and 2) without completion of a Council approved entry-to-practice examination.</li> </ol> </li> <li>2) Conduct a review of the College's website to confirm the information on the website is consistent with both the <i>CFTA</i> requirements for the registration of interprovincial applicants and the Paramedics Legislation.</li> <li>3) Address any areas where the College's RL policies are not compliant with the <i>CFTA</i>'s requirements for the registration of interprovincial applicants to ensure compliance and/or ensure the College effectively communicates via both written policies and its website compliance with the registration of interprovincial applicants per the <i>CFTA</i> and the Paramedics Legislation.</li> <li>4) By early August 2022 demonstrate compliance with the registration of interprovincial applicants according to the <i>CFTA</i> and the Paramedics Legislation.</li> </ol>
<b>Year 1: Action Plan update.</b> <b>Due: 2023-02-20</b>	
<b>FRPA Review Officer Comments</b>	

<b>ACTION PLAN – AREA 2:</b>	<b>Response to FRPA Review Question #11: “Internal Review Process”.</b>
<b>FRPA SECTIONS:</b>	<b>Sections 7(a), 10</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>The descriptions of the internal review process as referenced within CPNS policies (003, 004, 006 and 007) do not include sufficient detail to meet the requirements of Section 10 of the FRPA (<a href="https://novascotia.ca/lae/fair-registration-practices/">https://novascotia.ca/lae/fair-registration-practices/</a>). In particular, CPNS does not do any of the following:</p> <ul style="list-style-type: none"> <li>• describe time frames associated with the internal review process;</li> <li>• describe opportunities the applicant has to provide new information and made submissions with respect to their internal review;</li> <li>• describe how internal review decisions are communicated to applicants and what information is included with the decision;</li> <li>• specify that anyone who acted as a decision-maker in respect of a registration decision cannot also act as a decision-maker in the internal review of that decision; and</li> </ul>

	<ul style="list-style-type: none"> <li>• provide sufficient information on the internal review process in a publicly accessible manner.</li> </ul>
<b>REGULATOR ACTION PLAN:</b>	<p><b>To be completed by the Regulator – must include specific actions and <u>dates for completion</u> to entirely address the above noted areas of non-compliance.</b></p> <p>To demonstrate compliance with the requirement to have fully documented and transparent internal review process the College will:</p> <ol style="list-style-type: none"> <li>1) Conduct a review of several of its current Registration and Licensure (RL) policies for the purposes of determining if additional information inserted into said policies will bring the College in compliance with the requirements for the internal review process required to be compliant with question 11. The policies to be reviewed include: <ol style="list-style-type: none"> <li>a) RL 3.0 Licensure Criteria &amp; Application (All Applicants)</li> <li>b) RL 4.0 Initial Registration Criteria &amp; Application (All Applicants)</li> <li>c) RL 6.0 Absences from Paramedic Practice</li> </ol> </li> <li>2) Contact other healthcare regulators to obtain copies of their internal review process for registration and licensure applicants.</li> <li>3) Further develop current RL policies, or develop a new policy, that specifically details the College’s internal review processes for registration and licensure applicants.</li> <li>4) Ensure information regarding the internal review process is easily accessible to the public via the College’s website.</li> <li>5) By early August 2022 demonstrate compliance with the FRPA review process by having an internal review process policy for registration and licensure applicants that is open and transparent and having this information readily available on the College’s website.</li> </ol>
<b>Year 1: Action Plan update.</b> <b>Due: 2023-02-20</b>	
<b>FRPA Review Officer Comments</b>	