
College of Physicians and Surgeons of Nova
Scotia

Fair Registration Practices Act (FRPA)
Review Report
October 27, 2022

Province of Nova Scotia

EXECUTIVE SUMMARY

The College of Physicians and Surgeons of Nova Scotia (CPSNS) 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 CPSNS, 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 March 1, 2022, 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
- 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 CPSNS’s responses to 12 review questions, as well as corroborating information on CPSNS’s website (www.cpsns.ns.ca). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, CPSNS’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

As required under Subsections 16(8) of the Act, another review will be conducted on CPSNS’s registration practices within 5 years of the date of this report.

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

Sincerely,



Frank Reinhardt

Review Officer, Fair Registration Practices Act (FRPA)

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1. INTRODUCTION

1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 49 [regulatory bodies](#) in Nova Scotia, covering over 62 occupations and 21 trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade 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 regulating 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

Name of Regulating Body:	College of Physicians and Surgeons of Nova Scotia
Review Questions Due:	2022-09-28
Date Submitted:	2022-10-17

The College of Physicians and Surgeons of Nova Scotia serves the public by regulating the province’s medical profession in accordance with the [Medical Act](#) and its [regulations](#).

All physicians must be licensed by the College to practise medicine in the province.

The duties of the College include:

- Licensing qualified and competent physicians to practise medicine;
- Investigating and resolving physician-related complaints on behalf of the public;

- Monitoring and maintaining standards of practice through peer assessment; and
- Developing professional standards and guidelines to support high standards of medical practice and ethical conduct.

[Nova Scotia Medical Act](#)

[Medical Practitioners Regulations](#)

Medical Licenses are classified under three categories, or Registers: Educational, Conditional and Full. There are 9 license types in all. Most physicians in NS hold a Full license and can practice within their current scope of competence and training without conditions or restrictions. Since the requirements for a Full license are effectively the same across Canada, when these applications are received from a physician already holding a Full, unrestricted license elsewhere in Canada, they are processed under CFTA guidelines, using the Federation of Medical Regulators of Canada's (FMRAC) model standard. This is a streamlined process requiring less documentation and credential verification. In addition, there are different license types available under both the Educational and Conditional Registers, however, the processes and documentation are substantially the same for all licenses within each Register.

For all licence types, CPSNS requirements are in place to ensure that applicants have the necessary credentials, as well as the current competence, character, and capacity to practice medicine safely and ethically (as required by the Medical Practitioner Regulations).

2. 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 Physicians and Surgeons of Nova Scotia*, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

Total Practicing Members*:	3,523
General Practitioners and Family Physicians (GPs)	1,430
Specialist Physicians	2,093

* As of December 31, 2021

Applications				
	Decisions Rendered in 2021 ¹		In Progress at end of 2021 ¹	Received in 2021
	Successful	Unsuccessful ²		
General Practitioners and Family Physicians (GPs)				
New ³	0	0	0	0
Interprovincial ³	139	0	64	150
International ³	47	13	60	154
Specialist Physicians				
New ³	0	0	0	0
Interprovincial ³	268	2	14	290
International ³	90	13	27	145
Total				
New ³	0	0	0	0
Interprovincial ³	407	2	78	440
International ³	137	26	87	299

1. Regardless of when the applications were received.

2. Excludes Withdrawn Applications.

3. CPSNS did not report data by the "New" application category. All "New" applications are reported as either an "interprovincial" application or an "international" application, impacting the counts of all three application types.

Province of Origin of Interprovincial Applicants:			
	GPs	Specialists	Total
Ontario	44	76	120
Newfoundland	11	29	40
British Columbia	10	19	29
Alberta	5	23	28
Quebec	7	21	28
Saskatchewan	1	8	9
Manitoba	1	7	8
New Brunswick	4	0	4
Northwest Territories	0	0	0
Nunavut	0	0	0
Prince Edward Island	0	0	0
Total	83	183	266

Country of Origin of International Applicants:			
	GPs	Specialists	Total
United Kingdom	33	30	63
Nigeria	47	10	57
United States of America	21	21	42
Saudi Arabia	0	26	26
India	5	14	19
Egypt	3	11	14
South Africa	5	7	12
Iraq	9	1	10
Australia	2	5	7
Iran	4	2	6
Ireland	1	5	6
Libya	6	0	6
United Arab Emirates	0	5	5
Other*	20	34	54
Total	156	171	327

*31 different countries, each with less than 5 total applicants.

3. FRPA REVIEW QUESTIONS, RESPONSES, AND COMPLIANCE ASSESSMENTS

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. The *College of Physicians and Surgeons of Nova Scotia* responses to the FRPA Review questions are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

3.1: INFORMATION AND REGISTRATION PROCEDURES

This section assesses how and what information is provided to applicants 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 an application for registration.

QUESTION 1 (REGISTRATION OF NEW APPLICANTS)

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 (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.	
	A. LICENSE TYPE	Full Register - Standard Application
	QUALIFICATIONS (LIST)	<ol style="list-style-type: none"> 1. Recognized Medical Degree 2. Postgraduate training of appropriate length and scope for discipline 3. Certification by either the College of Family Physicians of Canada or Royal College of Physicians and Surgeons of Canada 4. Licentiate of the Medical Council of Canada or equivalent 5. Valid Work Permit, permanent residency status or Canadian citizenship 6. English Language Proficiency (as defined in policy)

		7. Currency for intended scope of practice (per policy)
	DOCUMENTATION (LIST)	<p>Documentation Provided by Applicant:</p> <ul style="list-style-type: none"> - Completed application - Declaration of gaps in professional history - Letter of practice intent - Current copy of CV - Proof of Identity - Recent photograph - Work permit, Permanent Residency Card or CDN passport - Signed Licensing Agreement (if applicable) - Signed Information Sharing Agreement (re NS Health and/or IWK) - Signed agreement to exchange information with Medical Identification Number of Canada (MINC) - Signed agreement to allow verification of credentials - Signed agreement to comply with CPSNS policies <p>Documentation Provided or Verified by 3rd Party Sources:</p> <ul style="list-style-type: none"> - Documents to confirm MD, Postgraduate Training, certification and LMCC provided directly by issuing authority or verified by Medical Council of Canada via their online portal (physiciansapply.ca) - Certificate of Professional Conduct from all current/previous licensing jurisdiction(s) - Background check from Federation of State Medical Boards (US) - Criminal Background Checks (all countries where resident for 3+ months after age of majority) - Letter(s) of Reference - Proof of Professional Liability Coverage
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>Application Process – Qualifies for Full license</p> <p>Application is a two-step process In step one the physician provides information on education, credentials, and practice experience – this is used to determine what license type they are eligible for If they are eligible for Full, credentials are verified, administrative documents are gathered, and third-party documents are requested in step two. The applicant also answers questions regarding their background and any previous legal or regulatory issues they may have encountered.</p> <p>These are the detailed steps a physician must follow to apply for a Full license:</p> <ul style="list-style-type: none"> - Open an account and create a profile on physiciansapply.ca (Medical Council of Canada offers a national application repository and document verification service through this site)

		<ul style="list-style-type: none"> - Complete and submit Part I of the application that outlines education, credentials, experience, and background – all self-report at this stage - Pay fee and submit application to CPSNS - A Registration Agent is assigned to the file - Application is reviewed and qualification for Full license confirmed - Applicant is given a letter confirming eligibility to apply and step by step instructions to complete the application process. - Once they begin that process, they are given access to Part II of the application (background questions) and a list of required documentation to complete the application. Status (i.e., Received/Outstanding) of submissions can be checked through this link at any time. - Applicant gathers and completes required documents. As documents are uploaded to CPSNS, applicant receives a confirmation email. - Credentials can be submitted to physiciansapply.ca to be verified or applicant can request that the issuing institution send directly to CPSNS. If not in English, an approved translation must also be provided. Other 3rd party documents (references; criminal background checks; Federation of State Medical Boards background check; Certificates of Professional Conduct) are requested by the applicant and are sent directly to CPSNS. - If any 3rd party documentation is significantly delayed or unavailable for reasons outside the applicant’s control, CPSNS will work with the applicant to find an alternative solution. <ul style="list-style-type: none"> o CPSNS reviews all submitted documentation and application is either approved for licensure, or clarification is sought regarding any issues that arise - Once approved license is issued and stakeholders are formally notified of license type and applicable specialty recognition - Licensee has the option to request a frameable certificate (\$50 charge applies)
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>Confirmation of Licensure to applicant via email</p> <p>Confirmation of Licensure to relevant stakeholders (NSH &/or IWK; Doctors NS; MSI; etc) via email</p>
	<p>B. LICENSE TYPE</p>	<p>Conditional Register - Defined License</p>
	<p>QUALIFICATIONS (LIST)</p>	<ol style="list-style-type: none"> 1. Recognized Medical Degree 2. Postgraduate training of appropriate length and scope for discipline 3. Eligibility for Certification by either the College of Family Physicians of Canada or Royal College of Physicians and Surgeons of Canada 4. Licentiate of the Medical Council of Canada or equivalent 5. Valid Work Permit, permanent residency status or Canadian citizenship 6. English Language Proficiency (as defined in policy)

		<p>7. Currency for intended scope of practice (per policy)</p> <p>8. College-approved Sponsor</p> <p>9. College Approved Supervisor</p>
	<p>DOCUMENTATION (LIST)</p>	<p>Documentation Provided by Applicant:</p> <ul style="list-style-type: none"> - Completed application - Declaration of gaps in professional history - Letter of practice intent - Current copy of CV - Proof of Identity - Recent photograph - Work permit, Permanent Residency Card or CDN passport - Signed Licensing Agreement (if applicable) - Signed Information Sharing Agreement (re NS Health and/or IWK) - Signed agreement to exchange information with Medical Identification Number of Canada (MINC) - Signed agreement to allow verification of credentials - Signed agreement to comply with CPSNS policies <p>Documentation Provided or Verified by 3rd Party Sources:</p> <ul style="list-style-type: none"> - Documents to confirm MD, Postgraduate Training, certification and LMCC provided directly by issuing authority or verified by Medical Council of Canada via their online portal (physiciansapply.ca) - Certificate of Professional Conduct from other licensing jurisdiction(s) - Background check from Federation of State Medical Boards (US) - Criminal Background Checks (all countries where resident for 3+ months after age of majority) - Letter(s) of Reference - Proof of Professional Liability Coverage - Confirmation of Sponsorship - Confirmation of Supervision
	<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>Application Process – Defined License (Conditional Register)</p> <p>Application is a three-step process</p> <p>In step one the physician provides information on education, credentials and practice experience – this is used to determine if they are potentially eligible for a Defined License</p> <p>In step two, the applicant completes a Review of Qualifications and credentials are verified to ensure that there is eligibility for licensure</p>

		<p>In step three, administrative documents are gathered, and third-party documents are requested. The applicant also answers questions regarding their background and any previous legal or regulatory issues they may have encountered. These are the detailed steps a physician must follow to apply for a Defined license:</p> <ul style="list-style-type: none"> - Open an account and create a profile on physiciansapply.ca (Medical Council of Canada offers a national application repository and document verification service through this site) - Complete and submit Part I of the application that outlines education, credentials, experience and background – all self-report at this stage - Pay fee and submit application to CPSNS - A Registration Agent is assigned to the file - Application is reviewed and a Review of Qualifications is deemed necessary - Applicant submits documentation for verification - Once verification is complete, applicant is given a letter confirming eligibility to apply and step by step instructions to complete the application process. - Once they begin that process, they are given access to Part II of the application (background questions) and a list of required documentation to complete the application. Status (i.e., Received/Outstanding) of submissions can be checked through this link at any time. - Applicant gathers and completes required documents. As documents are uploaded to CPSNS, applicant receives a confirmation email. - Sponsor and Supervisor are identified and communicated to the College for review and approval - Credentials can be submitted to physiciansapply.ca to be verified or applicant can request that the issuing institution send directly to CPSNS. Other 3rd party documents (references; criminal background checks; Federation of State Medical Boards background check; Certificates of Professional Conduct) are requested by the applicant and are sent directly to CPSNS. - If any 3rd party documentation is significantly delayed or unavailable for reasons outside the applicant’s control, CPSNS will work with the applicant to find an alternative solution. - CPSNS reviews all submitted documentation and application is either approved for licensure, or clarification can be sought regarding any issues that arise - Once approved license is issued and stakeholders are formally notified of license type and applicable specialty recognition - Licensee has the option to request a frameable certificate (\$50 charge applies)
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>Confirmation of Licensure to applicant via email Confirmation of Licensure to relevant stakeholders (NSH &/or IWK; Doctors NS; MSI; etc) via email</p>
	<p>C. LICENSE TYPE</p>	<p>Educational Register - Postgraduate Training License</p>
	<p>QUALIFICATIONS (LIST)</p>	<p>Recognized medical Degree</p>

		Enrolled in postgraduate training at Dalhousie University Must meet Examinations Required for a Postgraduate Training License policy Must meet English Language Proficiency
	DOCUMENTATION (LIST)	Application Form Photograph Valid ID CV Medical Degree Proof of req'd examinations Proof of Previous postgraduate training (if any) Proof of English Language Proficiency NS Address Confirmation of upcoming program Evidence of Professional Conduct (if practicing or training elsewhere) Verification of credentials (MD; previous PGT (if applicable); specialty certificates (if applicable)) Medical Identification Number for Canada
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	The application process for postgraduate training licenses is carried out directly between the applicant and CPSNS. Applicants do not need to set up and account with the Medical Council Canada through physiciansapply.ca to submit documents for verification. The application is downloaded from the CPSNS website, completed, and returned to the College via the Registration email address (registration@cpsns.ns.ca) The application is review by a Registration Agent and the applicant is notified of either a) the need for any further documentation or b) eligibility for licensure.
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	The applicant and Postgraduate Medical Education Office at Dalhousie are notified by email once licensure is approved
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	• provides information about its registration practices in a clear and understandable form;	YES
	• explains the qualifications required for registration;	YES
	• identifies documentation of qualifications that must accompany an application;	YES
• explains the registration process and how requirements for registration are to be met;	YES	

	<ul style="list-style-type: none"> explains how information is communicated; 	YES
	<ul style="list-style-type: none"> provides information in a publicly accessible manner; and 	YES

Comments, to be completed by the FRPA Review Officer:
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS’s website (www.cpsns.ns.ca) on October 17, 2022.

QUESTION 2 (REGISTRATION OF INTERNATIONAL APPLICANTS)

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	<p>Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #003366; color: white; text-align: center; padding: 5px;">A. LICENSE TYPE</td> <td style="width: 80%;"></td> </tr> <tr> <td style="background-color: #003366; color: white; text-align: center; padding: 5px;">DOCUMENTATION (LIST)</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white; text-align: center; padding: 5px;">REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white; text-align: center; padding: 5px;">COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white; text-align: center; padding: 5px;">COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</td> <td></td> </tr> </table> <p>If you do not have a process, please explain. International graduates follow the same registration process as Canadian graduates and are eligible for the streamlined licensure process if fully licensed elsewhere in Canada without conditions or restrictions. Although the process is the same, eligibility for licensure is often impacted by not having CDN certification or having completed Medical Council of Canada exams prior to application. These applicants generally qualify for some form of defined (i.e., conditional) licensure, which allows them to practice under sponsorship and supervision while obtaining outstanding requirements. The College has introduced more flexibility in recent years, allowing for alternatives to the MCC exams that provide more accessible pathways for international graduates.</p>		A. LICENSE TYPE		DOCUMENTATION (LIST)		REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)		COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)		COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	
A. LICENSE TYPE												
DOCUMENTATION (LIST)												
REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)												
COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)												
COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)												
	Compliance Criteria:	Compliant?										

REVIEW FINDINGS	Requirement that the regulating body:	(YES/NO)
(To be completed by the FRPA Review Officer)	<ul style="list-style-type: none"> provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada; 	YES
	<ul style="list-style-type: none"> identifies documentation of qualifications that must accompany an application; 	YES
	<ul style="list-style-type: none"> explains the registration process and how requirements for registration are to be met; 	YES
	<ul style="list-style-type: none"> explains how information is communicated; 	YES
	<ul style="list-style-type: none"> provides information in a publicly accessible manner; and 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS's website (www.cpsns.ns.ca) on October 17, 2022.</p>		

QUESTION 3 (REGISTRATION OF INTERPROVINCIAL APPLICANTS)

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 (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.	
	A. LICENSE TYPE	Full Register - Streamlined (CFTA) Application
	DOCUMENTATION (LIST)	<p>The following text appears to applicants who select the dropdown for Full Licensure:</p> <p>Canadian Free Trade Agreement</p> <p>"Under this agreement, if you have a full, unrestricted licence in another province or territory in Canada, you may be eligible for a simplified licensing process. We will contact you after we receive your application through physiciansapply.ca."</p>

		<p>The streamlined application differs in two significant ways. 1) holding a full unrestricted independent practice license elsewhere in Canada creates the presumption of eligibility. 2) credentials (medical degree; postgraduate training requirements; CDN medical exams; CDN certification) do not need to be submitted and verified. It is assumed that the previous licensing jurisdiction has already vetted credentials when issuing the original full, unrestricted license. This eliminates the need for applicants to submit credentials to the Medical Council of Canada for verification.</p> <p>Documentation Provided by Applicant:</p> <ul style="list-style-type: none"> - Completed application - Declaration of gaps in professional history - Letter of practice intent - Work permit, Permanent Residency Card or CDN passport - Signed Licensing Agreement (if applicable) - Signed Information Sharing Agreement (re NS Health and/or IWK) - Signed agreement to exchange information with Medical Identification Number of Canada (MINC) - Signed agreement to comply with CPSNS policies <p>Documentation Provided or Verified by 3rd Party Sources:</p> <ul style="list-style-type: none"> - Certificate of Professional Conduct from current licensing jurisdiction - Background check from Federation of State Medical Boards (US) - Criminal Background Checks (all countries where resident for 3+ months after age of majority) - Proof of Professional Liability Coverage
	<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>Application Process – Qualifies for Full license Under CFTA</p> <p>Application is a two-step process</p> <ul style="list-style-type: none"> - In step one the physician provides information on education, credentials and practice experience – this is used to determine what license type they are eligible for - If eligible for a streamlined full license, administrative documents are gathered, and third-party documents are requested in step two. The applicant also answers questions regarding their background and any previous legal or regulatory issues they may have encountered. <p>These are the detailed steps a physician must follow to apply for a Streamlined Full license:</p> <ul style="list-style-type: none"> - Open an account and create a profile on physiciansapply.ca (Medical Council of Canada offers a national application repository and document verification service through this site)

	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	<ul style="list-style-type: none"> - Complete and submit Part I of the application that outlines education, credentials, experience and background – all self-report at this stage - Pay fee and submit application to CPSNS - A Registration Agent is assigned to the file - Application is reviewed and qualification for Streamlined Full license confirmed - Applicant is given a letter confirming a) eligibility to apply via the streamlined application and b) step by step instructions to complete the application process. - Once they begin that process, they are given access to Part II of the application (background questions) and a list of required documentation to complete the application. Status (i.e., Received/Outstanding) of submissions can be checked through this link at any time. - Credentials do not need to be submitted when applying under the Streamlined license application. The fact that the applicant has been licensed by another CDN Medical Regulatory Authority and granted full, unrestricted licensure is taken as a presumption that all credential requirements have been met. - Applicant gathers and completes required documents. As documents are uploaded to CPSNS, applicant receives a confirmation email. - Other 3rd party documents (references; criminal background checks; Federation of State Medical Boards background check; Certificates of Professional Conduct) are requested by the applicant and are sent directly to CPSNS. - If any 3rd party documentation is significantly delayed or unavailable for reasons outside the applicant’s control, CPSNS will work with the applicant to find an alternative solution if at all possible. - CPSNS reviews all submitted documentation and application is either approved for licensure, or clarification can be sought regarding any issues that arise. Once approved license is issued and stakeholders are formally notified of license type and applicable specialty recognition - Licensee has the option to request a frameable certificate (\$50 charge applies) <p>Confirmation of Licensure to applicant via email Confirmation of Licensure to relevant stakeholders (NSH &/or IWK; Doctors NS; MSI; etc) via email</p>
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body: <ul style="list-style-type: none"> • has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation; • identifies documentation of qualifications that must accompany an application; • explains the registration process and how requirements for registration are to be met; • explains how information is communicated; • provides information in a publicly accessible manner; and 	Compliant? (YES/NO)
		YES
		YES
		YES
		YES
		YES

Comments, to be completed by the FRPA Review Officer:

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS's website (www.cpsns.ns.ca) on October 17, 2022.

QUESTION 4 (REGISTRATION PROCESS FEES)

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.

Alignment with the FRPA: *Section 7(f) and 16(3)(d)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe and explain: There are College fees associated with the Review of Qualifications (initial review of credentials to determine likely eligibility), the application process, initial registration with the College and issuance of a license. All fees charged by the College are approved by Council and published on the College's website. Fees are presented in detail for each license type. The link to the fee schedule is prominently displayed on the Registration landing page. The Fee Schedule can be found here: https://cpsns.ns.ca/wp-content/uploads/2021/12/2022-Fee-Schedule.pdf										
REVIEW FINDINGS	<table border="1"><thead><tr><th>Compliance Criteria:</th><th>Compliant? (YES/NO)</th></tr></thead><tbody><tr><td>Requirement that the regulating body:</td><td></td></tr><tr><td>• provides information setting out any fees for registration in a clear and understandable form;</td><td>YES</td></tr><tr><td>• describes the fees even if they are not applicable or are \$0; and</td><td>YES</td></tr><tr><td>• provides information about fees in a publicly accessible manner.</td><td>YES</td></tr></tbody></table>	Compliance Criteria:	Compliant? (YES/NO)	Requirement that the regulating body:		• provides information setting out any fees for registration in a clear and understandable form;	YES	• describes the fees even if they are not applicable or are \$0; and	YES	• provides information about fees in a publicly accessible manner.	YES
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Comments, to be completed by the FRPA Review Officer:

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS's website (www.cpsns.ns.ca) on October 17, 2022.

QUESTION 5 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION)

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)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: The College will accept signed declarations in lieu of some required 3rd party documentation when source documentation is either not available or will be delayed. The decision to accept declarations is made on a case-by-case basis during the application process and is communicated directly to the applicant by a CPSNS Registration Agent. If necessary to avoid licensure delays, declarations can be accepted in lieu of Certificates of Professional Conduct; Criminal Background Checks; and confirmation of liability coverage. We will also work with applicants on a case-by-case basis if other required documentation is not available, to find it through other sources (e.g., another licensing body to which it has already been submitted) if possible or, if no options exist, weigh the possibility and risk of waiving the requirement. These accommodations are not published on the website - they are approached on a case-by-case basis and are discussed with the applicant should difficulties arise, or if the applicant informs us of an anticipated issue.
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REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> provides clear and understandable information with respect to acceptable alternative documentation; 	YES
	<ul style="list-style-type: none"> advises applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; and 	YES

Comments, to be completed by the FRPA Review Officer:
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above.

QUESTION 6 (SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS)

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: 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.

Alignment with the FRPA: *Sections 7(e) and 16(3)(k)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, describe: The primary support provided is through a Registration Agent - a registration and licensing expert who acts as a single point of contact for the applicant once the applicant is deemed eligible for licensure. Agents can be contacted directly by phone or email. There is also general Registration inquiry telephone and email support available.</p> <p>Applicants can access their application and documentation requirements/status through a secure online portal. The CPSNS system tracks document submission and flags if documents (such as criminal background checks) are going to expire and may need to be resubmitted.</p> <p>There is extensive information regarding licensure requirements and process found by navigating from the Registration home page. Licensure information and requirements for all license types are provided under separate links, and navigation pathways are laid out separately for Canadian and Internationally trained physicians. Further, for internationally trained physicians, we provide links to the Immigrant Services Association of NS and the Atlantic Immigrant Career Loan Fund.</p> <p>There are separate navigation links to Registration Policy page and the Fee schedule.</p>	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> provides support to the applicant during the registration process; 	YES
	<ul style="list-style-type: none"> describes the type of support provided to the applicant during the registration process; and 	YES
	<ul style="list-style-type: none"> provides information about the type of support provided to applicants during the registration process in a publicly accessible manner. 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS's website (www.cpsns.ns.ca) on October 17, 2022.</p>		

QUESTION 7 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Any necessary accommodations are addressed on a case-by-case basis. The College's commitment to assist is on the Registration landing page : <i>We will provide support in the registration and licensing processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation to participate as an applicant in the registration and licensing process, please contact the College.</i>	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• has a description of existing accommodation practices for applicants with a physical or mental disability;	YES
	• has a clear process for applicants to request an accommodation and understand how requests will be considered; and	YES
	• provides a description of accommodation practices in a publicly accessible manner.	YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS's website (www.cpsns.ns.ca) on October 17, 2022.		

QUESTION 8 (ACCESS TO REGISTRATION RECORDS)

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: The College has a policy regarding Access to Application and Related Documents by Applicants that is available under the Registration Policies and Guidelines section of the website: Requesting Application Documents Access to application records held by the College will be granted upon written request by the applicant. Access to application records held by the College can be provided by paper, electronically or facsimile as per the applicant’s request. Costs The fee for making an application file available will not exceed the amount of reasonable cost recovery. Fees for courier and delivery services are the responsibility of the applicant. In all cases, the fee will be collected prior to the release of any requested application records. Please refer to the College’s Fee Schedule ¹ for more information. Exceptions The College will not provide access to application records held by the College if: The record or any information in the record is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be; or Another enactment, including an Act of the Parliament of Canada or Regulations pursuant to such an Act, or a Court Order or Order of a quasi-judicial tribunal prohibits disclosure of the record or any information in the record in the circumstances; or Granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulating body explicitly or implicitly in confidence, and the regulating body considers it appropriate in the circumstances that the identity of the person be kept confidential; or Granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or Granting the access could negatively affect public safety or could undermine the integrity of the registration process.	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body: <ul style="list-style-type: none"> has an established process by which an applicant can make a request in writing for access to their registration records; and describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply. 	Compliant? (YES/NO) YES YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS’s website (www.cpsns.ns.ca) on October 17, 2022.		

3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section assesses how the regulating body evaluates applications and how this process, including registration decisions, are communicated to applicants.

QUESTION 9 (ASSESSMENT CRITERIA)

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.

If there is a third-party assessor involved in the process, describe their role in the space provided.

Alignment with the FRPA: *Section 7(d), 16(3)(b) and (i)*

RESPONDENT ANSWER

Explain the criteria used for assessment and how the information is communicated:

CPSNS does not conduct assessments as part of the application process. Licensure decisions are based on 4 elements: credentials; character; competence; and capacity.

Credentials are issued exclusively by recognized third parties such as recognized medical schools; postgraduate training programs; the Medical Council of Canada and CDN certification bodies (CFPC and RCPSC). Credentials are granted on a pass/fail basis with requirements determined by the body in question. CPSNS only looks for the confirmation of these credentials, not performance in achieving them.

Character, competence, and capacity for physicians with the necessary credentials is assumed but can be called into question by third party information such as references, criminal background checks and Certificates of Professional Conduct, or by disclosures of the applicant. When that occurs, CPSNS will investigate further to determine whether the negative information will have an impact on licensure.

Documentation requirements for licensure are shared with the applicant through the application portal so that outstanding documents can be tracked.

Is a third party involved in the assessment process?

Yes

No

If yes, name the third-party(s) and describe their role:

Third parties that issue credentials would include medical schools; postgraduate training programs, the Medical Council of Canada, the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada. These organizations are involved in training, testing, accrediting and certifying physicians. All operate independently from CPSNS and will confirm an applicant's status to the College on request. There are also three independent third party language testing agencies approved by the College to provide proof of English Language Proficiency when required by [policy](#).

REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	• describes all criteria used to assess whether the requirements for registration have been met;	YES
	• explains how information is communicated;	YES
	• provides information in a publicly accessible manner; and	YES
• describes the role of third-party assessors (if applicable).	YES	
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS's website (www.cpsns.ns.ca) on October 17, 2022.		

QUESTION 10 (COMMUNICATING REGISTRATION DECISIONS)

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)*

RESPONDENT ANSWER	Explain the registration decision communication process:
	<p>a) Successful applicants: Successful applicants are notified via email directly by a Registration Agent once the application has been completed and reviewed. Relevant stakeholders are notified by CPSNS when the license is issued, also via email.</p> <p>b) Applicants not granted registration: Applicants who do not have the necessary credentials will be informed of this at the Review of Qualifications Stage. The applicant is informed of the specific licensure requirement(s) that were not met and are informed of the option to have their application reviewed by the Registrar. The Registrar may (1) approve the application; or (2) deny the application, based on credentials, and refer the application to the Internal Review Sub-Committee. The decision of the Internal Review Sub-Committee is final. Applicants with the necessary credentials may also be deemed ineligible during the application process for a variety of reasons (bad references, disciplinary actions by another regulator, evidence of criminal convictions, etc.). When issues of character, competence or capacity arise, the applicant is informed of the specific issue and the impact to their application. If denied licensure, they are also informed of the option to have their application reviewed by the Registrar. The Registrar may (1) approve the application; or (2) deny the application and refer the application to the Registration Committee which will decide on licensure. That decision of the Registration Committee may be appealed, and a request be made to be referred to the Registration Appeal Committee. Negative decisions of the Registrar, Internal Review Sub-Committee, Registration Committee and Registration Appeal committee are documented and presented in a reasoned decision format that makes clear how the decision was arrived at and clearly outlines any further appeals available to the applicant. Applicants are advised to have legal representation throughout these processes. The Registration Committee has 30 days to issue a reasoned decision and the applicant has 30 days to appeal.</p>

REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	• explains the process they use to communicate registration decisions, and the timeframe;	YES
	• provides written decisions to all applicants;	YES
	• provides applicants with reasons when registration has not been granted;	YES
	• provides information on programs/services available to support the future success of applicants, if applicable; and	YES
• provides a description of the internal review process to applicants who are not granted registration.	YES	
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on CPSNS’s website (www.cpsns.ns.ca) on October 17, 2022.		

3.3: INTERNAL REVIEW/APEAL PROCESS

Section 10 of the Act requires that regulating bodies provide unsuccessful applicants with a clear process to appeal a registration decision. Section 11 requires that those involved with reviewing registration decisions receive training on conducting such reviews. This section assesses compliance with these requirements.

QUESTION 11 (INTERNAL REVIEW PROCESS)

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: Applicants can review all materials regarding internal review here . It is the goal of the College to find a way to license while upholding the mandate of public protection. Potential negative decisions will typically be vetted at several levels before being formally referred for review. These typically include file review with the Registration Lead; escalation to the Director of Registration; and file review with the Deputy Registrar or Registrar. These reviews do not require a formal request process and is done on an 'as and when needed' basis. Standing time for file review is set aside each week for these discussions. A Registrar's review is a less formally structured process that will involve information gathering; back and forth communications with the applicant; the opportunity to provide information and answer questions; and communication of the decision directly to the applicant. The Internal Review Sub-Committee will meet on an as needed basis to review appeals of denial based on credentials as quickly as can be arranged. Referral to Registration Committee involves files that can not be approved by the Registrar (for reasons other than credentials - i.e., character, competence or capacity). Decisions are referred to the next available meeting date that allows time for submissions to be provided and shared among all parties, giving participants at least two weeks to review all relevant information prior to the meeting date. If urgency requires, Registration Committee will meet on an ad hoc basis. The last level of appeal is the Registration Appeal Committee, which meets on an ad hoc basis whenever needed. All formal reviews/appeals (Registrar; Internal Review Sub-Committee; Registration Committee and Registration Appeal Committee) result in reasoned decisions documented using defensible decision-making guidelines. Decisions are shared with the applicant and their counsel. If no, explain why not:	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body: <ul style="list-style-type: none"> • has a documented internal review process; • describes time frames associated with the internal review process; • describes opportunities the applicant has to provide new information and make submissions with respect to their internal review; • describes how internal review decisions are communicated to applicants and what information is included with the decision; • 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 • provides information on the internal review process in a publicly accessible manner. 	Compliant? (YES/NO) YES YES YES YES YES YES
Comments, to be completed by the FRPA Review Officer:		

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from:

- 1) the information provided above;
- 2) the information found on the CPSNS’s website (www.cpsns.ns.ca) on October 17, 2022.; and
- 3) the following statement provided by the regulating body (via e-mail dated October 18, 2022):

Please accept this e-mail as confirmation that no one who acted as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision.

QUESTION 12 (INTERNAL REVIEW TRAINING)

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: *Sections 11 and 16(3)(p)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: Registration agents, the Registration Director, the Deputy Registrar and Registrar all have extensive training and experience with Registration policy and decision making. Registration Committee members receive initial onboarding/training with respect to the role and operations of the Committee, as well as policy training specific to the issues(s) in front of them at every meeting. They are also trained with respect to conducting interviews. The Deputy Registrar provides this training and reviews all new Registration policies and Registration policy revisions with Committee members to ensure currency of knowledge.								
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Comments, to be completed by the FRPA Review Officer:

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above.



4. ACKNOWLEDGEMENTS:

The *College of Physicians and Surgeons of Nova Scotia* hereby declares that the information contained in this report is a true and accurate representation of its current registration practices.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

X 

Name (print): Scott Lewin

DATE: Click or tap to enter a date.

Nov 9, 2022