**POLICY ON COMMUNICATING REGISTRATION DECISIONS**

The [Regulatory Body] provides the following process for communicating registration decisions to applicants.

**Definitions** *Applicant* is an individual who has submitted a completed application to the [Regulatory Body] for consideration to become a practicing member of the regulated occupation.

*Internal review* is the process by which an applicant may formally contest a registration decision and have their application and other supporting evidence reconsidered by another decisionmaker within the [Regulatory Body]. [*Your regulatory body may use another word for this, such as “Appeal”. Revise as necessary and try to stay consistent with your legislation and other policies].*

*Registration* is official confirmation that the applicant has the qualifications necessary to become a member of [Regulatory Body] and is eligible to perform the scope of practice and/or use the protected title. [*Your regulatory body may use a different term, such as “certification” or “licensure”. Where needed, substitute the word that your regulatory body uses. Try to stay consistent with your legislation and other policies.]*

*Registration decision* is the conclusion of the assessment of a completed application for registration by the regulatory body. It will include the [Registrar]’s determination as to whether the applicant is eligible for registration at the time of application. A registration decision may reflect two possible outcomes:

* Registration is granted – the applicant has met the requirements for registration and is eligible to become a practicing member of the [Regulatory Body]. The applicant’s registration may be subject to terms, conditions, or restrictions as permitted by law.
* Registration is not granted – the applicant does not currently meet the requirements for registration and is not eligible to become a practicing member of the [Regulatory Body] at this time. The applicant may be eligible to become registered at a later time, after fulfilling certain requirements or addressing gaps in their training and/or skills. This decision is subject to internal review.

**Notification of Decision**

*Timeframe for registration decisions*

Registration decisions will be provided within [x days] of [Regulatory Body]’s receipt of a completed application and all required supporting documentation.

*Where registration is granted*

When an applicant is granted registration, the [Registrar] will provide confirmation via [mail/email] within the timeframe established above. If registration is subject to terms and conditions, the [Registrar] will clearly outline the terms and conditions in the confirmation of decision.

*Where registration is not granted*

When an applicant is not granted registration with the [Regulatory Body], they will be informed of the decision by [mail/email] within the timeframe established above.

The notification of decision shall contain the following information:

* reasons for the registration decision,
* where practical, information respecting measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date,
* a statement on the applicant’s right to an internal review, and
* information on the [Regulatory Body] internal review process and of the procedures and time frames for the internal review.

The [Regulatory Body]’s internal review policy shall be attached to the decision letter.