



FAIRNESS COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER

595 Bay Street, Suite 1201, Toronto ON M7A 2B4

Fair Registration Practices Report 2020

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a .pdf on the OFC website.

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

Organization: Ontario Association of Certified Engineering Technicians and Technologists

Name of the regulated profession: Engineering Technicians and Technologists

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Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

a. Requirements for registration, including acceptable alternatives

i) Describe any improvements / changes implemented in the last year

No changes this year.

ii) Describe the impact of the improvements / changes on applicants

N/A

iii) Describe the impact of the improvements / changes on your organization

N/A



b. Assessment of qualifications

- i) Describe any improvements/changes implemented in the last year

Due to pandemic, assessments were reviewed remotely through our secure private network.

- ii) Describe the impact of the improvements/changes on applicants

This allowed reviews of applications to continue in a timely manner.

- iii) Describe the impact of the improvements/changes on your organization

Increased staff time required for each application.

c. Provision of timely decisions, responses, and reasons

- i) Describe any improvements/changes implemented in the last year

There was a three-week delay in scheduling appointments to write our Professional Practice Exams while our online proctor service adapted to the pandemic.

- ii) Describe the impact of the improvements/changes on applicants

Extensions were provided to account for the three-week delay.

- iii) Describe the impact of the improvements/changes on your organization

Additional member service was required.

d. Fees

- i) Describe any improvements/changes implemented in the last year

As a non-profit organization, fees are mainly based on cost-recovery, inflation and programming needs of our members. All OACETT fees including those related to membership annual dues, application fees, seminars and PPE/ and other miscellaneous fees are the same for Canadians and internationally-educated applicants/members. Our fees are reasonable and compare favourably with other regulators and associations.



With consideration for the pandemic's effects on our members, Council passed a motion for no increases to membership dues for 2020.

We removed the Road Construction \$90 application fee for changes in Road Construction designations when moving down a level and replaced it with a \$25 administrative fee, effective April 1, 2020.

We also implemented special COVID-19 response measures including the following:

- Communicated with all members through several platforms advising members to consult with OACETT regarding any difficulty in making their dues payments
- Waived all late payment fees during the pandemic
- Provided installment payment options
- Extended payment due dates until the end of the year before resigning members for non-payment
- Waived reinstatement application fees
- Offered complimentary or heavily discounted online webinars for CPD

ii) Describe the impact of the improvements/changes on applicants

The pandemic measures were a relief for many members.

iii) Describe the impact of the improvements/changes on your organization

OACETT revised its budget including revenue projections accordingly with our relief measures.

e. Timelines

i) Describe any improvements/changes implemented in the last year

We were able to maintain our timelines except for the three-week delay early on for the Professional Practice Exams and a few other isolated cases due to not being able to go in to the office regularly; approximately 30 to 40 applications were delayed while setting up our out of office processes.

English Language Benchmark exam providers while they switched to online solutions, delayed applicants from submitting results.



- ii) Describe the impact of the improvements/changes on applicants

Accommodations were provided to give exam extensions and the applications given priority to make up for the delay.

The delay of English Language Benchmark exams impacted very few members as this is only required to be provided prior to certification and not application.

- iii) Describe the impact of the improvements/changes on your organization

Additional member service was required.

f. Policies, procedures and/or processes, including by-laws

- i) Describe any improvements/changes implemented in the last year

We introduced a new [Privacy Policy](#) last fall.

- ii) Describe the impact of the improvements/changes on applicants

More information will be made accessible to the public when our new member directory is available later this year. Fields will include:

- Membership Number
- Name
- Preferred First Name
- Membership Category
- Discipline
- Registrant Category
- Registration Status
- Member Since
- Certified Since (shown only if a member is certified)
- Chapter

- iii) Describe the impact of the improvements/changes on your organization

Updated policy to reflect best practices. With a new database being introduced in 2021, important to review and update our privacy legislation to ensure best practices in privacy are enacted for the increased detail available to the public.



g. Resource for applicants

- i) Describe any improvements/changes implemented in the last year
No changes this year.
- ii) Describe the impact of the improvements/changes on applicants
N/A
- iii) Describe the impact of the improvements/changes on your organization
N/A

h. Review or appeal processes

- i) Describe any improvements/changes implemented in the last year
No changes this year.
- ii) Describe the impact of the improvements/changes on applicants
N/A
- iii) Describe the impact of the improvements/changes on your organization
N/A

i. Access to applicants' records

- i) Describe any improvement/changes implemented in the last year
No changes this year.
- ii) Describe the impact of the improvements/changes on applicants
N/A
- iii) Describe the impact of the improvements/changes on your organization.
N/A



j. Training and resources for registration staff, Council, and committee members

- i) Describe any improvements/changes implemented in the last year

Most of our training this year involved managing during the pandemic:

Regulatory Activities during COVID;
Legal Implications of a Remote Workplace;
Managing the Return of Staff;
Professional Discipline;
Privacy and Social Media and Governance;
Licensure models for the Fourth Industrial Revolution.

- ii) Describe the impact of the improvements/changes on applicants

Continuous training ensures that relevant changes to policies and procedures are communicated in a timely manner and that decisions continue to be transparent, objective, impartial and fair.

- iii) Describe the impact of the improvements/changes on your organization

Increased training brings positive outcomes to the organization, increasing staff and committee knowledge and enhances member experience.

k. Mutual recognition agreements

- i) Describe any improvements/changes implemented in the last year

No changes this year.

- ii) Describe the impact of the improvements/changes on applicants

N/A

- iii) Describe the impact of the improvements/changes on your organization

N/A

l. Describing any improvements/changes implemented in the last year

- i) Describe any improvements/changes implemented in the last year



- OACETT implemented robust COVID-19 response measures as stated in section d) Fees.
- Prioritized digitizing physical mail and faxes to minimize delays
- Accepted official transcripts electronically
- Ensured all staff had laptops to enable working remotely
- Phone systems updated to notify staff by e-mail when a voicemail is received

ii) Describe the impact of the improvements/changes on applicants

Introduced changes to ensure timely and efficient responses to member communication and their application and certification needs.

iii) Describe the impact of the improvements/changes on your organization

Additional member service was required.

m. Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

No changes this year.

Provide any additional information:

In February 2021, we launched our new member portal and CRM system allowing easier access for members to update information and provide supporting documents.

Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	No



Other (please specify):

b. Gender applications

Indicate the number of applicants in each category as applicable

Gender	Number of applicants
Male	1109
Female	187
None of the above	0

Additional comments:

c. Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of members
Male	22583
Female	2413
None of the above	0

Additional Comments:

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education in the profession or trade

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknwn	Total
1151	34	6	India 32 Pakistan 14 Philippines 8 Nigeria 7	0	1296



			Iran	6		
			England	5		
			Albania	3		
			Trinidad and Tobago	3		
			China	2		
			Mexico	2		
			Jamaica	2		
			Colombia	2		
			Egypt	1		
			Italy	1		
			Kenya	1		
			Syria	1		
			Brazil	1		
			Greece	1		
			Russia	1		
			Sweden	1		
			Turkey	1		
			Algeria	1		
			Morocco	1		
			Romania	1		
			Ukraine	1		
			Portugal	1		
			Sri Lanka	1		
			Venezuela	1		
			Netherlands	1		
			South Africa	1		
			Northern Ireland	1		
			<u>Total</u>	<u>105</u>		

Additional comments:

- e. Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education in the profession or trade.



Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
612	14	2	India 15 Pakistan 10 Philippines 7 Nigeria 5 Jamaica 4 Iran 2 Iraq 1 China 1 Italy 1 Kenya 1 Korea 1 Syria 1 England 1 Ireland 1 Romania 1 Vietnam 1 Bulgaria 1 Colombia 1 Australia 1 Singapore 1 Sri Lanka 1 Netherlands 1 South Africa 1 Ghana 1 Dominican Republic 1 United Arab Emirates 1 <u>Total 63</u>	0	691

Additional comments:

f. Jurisdiction where members were initially trained



Indicate the total number of registered members by jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
14381	576	61	India 627 Philippines 406 England 348 Pakistan 168 China 106 Russia 92 Germany 80 Sri Lanka 76 Hong Kong 67 Ukraine 66 Romania 63 Bangladesh 61 Scotland 47 Netherland 45 Poland 40 Iran 38 Guyana 37 Italy 36 Hungary 35 Yugoslavia 33 Jamaica 30 Colombia 28 Ireland 27 Czechoslovakia 27 Trinidad & Tobago 25 Iraq 24 Egypt 23 Austria 23 Belarus 20 South Africa 20 Nigeria 18 Israel 14	0	18066



			Albania	14		
			Australia	13		
			Latvia	12		
			Serbia	11		
			Bulgaria	11		
			Argentina	11		
			Brazil	9		
			Greece	8		
			Croatia	8		
			Kazakhstan	8		
			Kenya	8		
			Korea	7		
			France	7		
			Sweden	7		
			Ghana	7		
			Cuba	6		
			Nepal	6		
			Estonia	6		
			Switzerland	6		
			Japan	5		
			Syria	5		
			Mexico	5		
			Taiwan	5		
			Mauritius	5		
			Singapore	5		
			Jordan	4		
			Armenia	4		
			Lebanon	4		
			Vietnam	4		
			Portugal	4		
			Macedonia	4		
			Venezuela	4		
			Afghanistan	4		
			Northern Ireland	4	4	
			Chile	3		
			Turkey	3		
			Belgium	3		
			Denmark	3		



			Moldovia	3		
			Slovak Republic	3		
			Peru	2		
			Myanmar	2		
			Spain	2		
			Norway	2		
			Iran	2		
			Uganda	2		
			Morocco	2		
			Barbados	2		
			Cameroon	2		
			Ethiopia	2		
			Honduras	2		
			Malaysia	2		
			Indonesia	2		
			Lithuania	2		
			Czech Republic	2		
			Togo	1		
			Kenya	1		
			Libya	1		
			Brunei	1		
			Zambia	1		
			Ecuador	1		
			Finland	1		
			Uruguay	1		
			Paraguay	1		
			Slovenia	1		
			Tanzania	1		
			Thailand	1		
			Guatemala	1		
			Nicaragua	1		
			Palestine	1		
			Bosnia-Herzegovina	1		
			Dominican Republic	1		
			Other	2		
			<u>Total</u>	<u>3048</u>		



g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	1151	34	6	105	0	1296
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	1151	34	6	105	0	1296
Inactive applicants. Those who had no contact with your organization in the reporting year.	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members <u>but did not</u> become members	0	0	0	0	0	0
Applicants who became <u>fully</u> registered members	612	14	2	63	0	691
Applicants who were authorized to receive an alternative licence <u>but were not</u> issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence*	0	0	0	0	0	0



- An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h. Classes of certificate/licence

Provide a description of the classes of certificate/license offered by your organization. You should have at least one class listed.

#	Certification	Description
1	Certified Technician, C.Tech.	To be granted the title Certified Technician, a member must be a graduate from a recognized 2-year Ontario post-secondary engineering technician or applied science diploma program or equivalent, provide proof of English language proficiency equivalent to a CLB Level 7 on the Canadian Language Benchmarks for all skills (listening, reading, writing and speaking), have passed the Professional Practice Exam (PPE/IEPPE) and have a minimum of two years relevant experience in their discipline.
2	Certified Engineering Technologist, C.E.T	To be granted the title Certified Engineering Technologist, a member must be a graduate from a recognized 3-year Ontario post-secondary engineering or applied science technology program or equivalent, provide proof of English language proficiency equivalent to a CLB Level 7 on the Canadian Language Benchmarks for all skills (listening, reading, writing and speaking), have passed the



		Professional Practice Exam (PPE/IEPPE), have a minimum of two years relevant experience in their discipline, and have completed the technology proposal and report.
3	Associate	An Associate is a non-certified member of OACETT who is working towards certification.
4	Graduate Technician	A Graduate Technician is an Associate member of OACETT who has graduated from a recognized two-year Ontario post-secondary engineering technician or applied science diploma program, and is working towards certification in road construction.
5	Graduate Technologist	A Graduate Technologist is an Associate member of OACETT who has graduated from a recognized three-year Ontario post-secondary engineering or applied science technology program, and is working towards certification in road construction.

Additional comments:

i. Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total

Applicants that were subject to an internal review or that were referred to a statutory committee of your governing council, such as Registration Committee	1	0	0	1	0	2
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, on full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	28.5
Number of staff involved in the appeals process	4
Number of staff involved in the registration process	7.5

Additional comments:

[Submission](#)

Name of individual with authority to sign on behalf of the organization:



Title: Barry Billing, Deputy Registrar

Date: April 29, 2021