

MODULE 3 Communication and Terminology for
Professional Registration

TOPIC 2 Application Procedures

LEARNING OUTCOMES:

By the end of this lesson, participants will be able to:

- ◆ use registration terminology to explain the requirements of a registration process
- ◆ relate registration procedure to their own situation

TOPIC	SKILLS	CLB COMPETENCE AREA	COMPETENCIES	PRE-TASKS	TASK	POST TASK
<ul style="list-style-type: none"> ◆ Application Procedures 	<ul style="list-style-type: none"> ◆ Listening/ Speaking ◆ Reading 	<ul style="list-style-type: none"> ◆ exchanging information ◆ giving/ following instructions ◆ instructional texts ◆ informational texts; evaluation and analysis 	<ul style="list-style-type: none"> ◆ understand purpose and content of licensing documents ◆ scan licensing documents for specific information ◆ explain steps and requirements of licensing procedures ◆ ask for clarification 	<ul style="list-style-type: none"> ◆ review licensing procedures in other countries ◆ become familiar with Occupational Fact Sheets ◆ complete matching exercise: general licensing terminology ◆ fill in a flow chart outlining steps in the licensing procedure for nurses 	<ul style="list-style-type: none"> ◆ read an Occupational Fact Sheet for own sub-sector (or similar information) ◆ summarize information visually ◆ apply process to self and share information in a group 	<ul style="list-style-type: none"> ◆ role-play a dialogue following a model and ask for clarification

Facilitator's Notes for Module 3

Topic 2: Application Procedures

FACILITATOR PREPARATION

Content

Facilitator should be familiar with the following Occupational Fact Sheets and e-factsheets. These are available on the Internet at www.equalopportunity.on.ca, a Web site of the Ontario Ministry of Training, Colleges and Universities. Click on **Internationally Trained Workers**. Then click on **Regulated Professions**.

- ◆ Access to the Nursing Profession in Ontario, College of Nurses of Ontario
- ◆ E-factsheet for Internationally Educated Nurses
(http://www.cno.org/international_en/index.html)
- ◆ E-factsheet for Pharmacists (<http://www.newontariopharmacists.com>)
- ◆ Access to the Physiotherapy Profession in Ontario, Ontario, College of Physiotherapists
- ◆ Access to the Medical Radiation Technology Profession in Ontario, College of Medical Radiation Technologists of Ontario
- ◆ Access to the Occupational Therapy Profession in Ontario, College of Occupational Therapists of Ontario

Delivery

As many copies as required of the following handouts should be made:

- ◆ Handout 1 Access to the Nursing Profession in Ontario (eleven pages)
- ◆ Handout 2 Vocabulary Matching Activity
- ◆ Handout 3 Flow Chart Activity (two pages)
- ◆ Handout 4 Task
- ◆ Handout 5 Model Dialogue

Other resources needed: Occupational Fact Sheets and other sub-sector materials, as available, should be included with Handout 4 and distributed to sub-sector groups.

Materials needed: access to a board.

Methodology

Introduction

(15 minutes)

Introduce the lesson by asking participants some general questions about registration and related issues.

Examples:

1. What is the purpose of registration?
2. What problems can be avoided through registration?
3. Whose interests are safeguarded through registration?
4. Why do some professions need to be regulated through registration?
5. Why are standards necessary?
6. What are ethics? Why are they necessary?

Pre-Tasks

(15 minutes) 1.

In order to activate existing knowledge and experience of registration processes, ask participants to reflect on what they had to do in order to be registered in their profession in their country of origin. List on blackboard or flipchart the information volunteered, e.g., pass examinations, pay fees, provide character references, etc.

- (15 minutes)** 2. Distribute Handout 1 (Access to the Nursing Profession in Ontario). Briefly explain the function of fact sheets such as this one. Instruct participants to look quickly through the fact sheet to see if the information discussed above (pre-task 1) is mentioned in the fact sheet. Ask participants what additional requirements are listed in the fact sheet, e.g., fluency test, proof of Canadian residency, etc. Ask participants why these additional categories are necessary for registering internationally-trained professionals.
- (30 minutes)** 3. Explain to the participants that the words in the vocabulary exercise consist of general registration terminology. These terms appear in the fact sheets for the different health care professions that participants will work with later in the task and post-task. Instruct participants to do the vocabulary exercise in Handout 2 on their own. Hold a class discussion after participants have completed the task to correct answers and provide explanations of unfamiliar terms.
- (10 minutes)** 4. Explain to the participants that the objective of the task is to familiarize them with the registration process and to practice reading documents related to registration for specific details.
- (30 minutes)** 5. Distribute Handout 3 (Flow Chart Activity). Go through the description of the situation with participants. Go through the steps in the flowchart with participants to give them an overview of the registration process for nurses. Then ask them to read Access to the Nursing Profession in Ontario to find the information needed to complete the flowchart. Instruct participants to compare their completed flowchart with that of another participant.

- (20 minutes)** 6. Ask participants to describe what Leticia Domingo needs to do to obtain a Certificate of Registration from the College of Nurses of Ontario using the flowchart they have completed as a guide. They should indicate those steps Leticia can take before she arrives in Canada. Ask other participants to verify factual accuracy of description given.

Task

- (30 minutes)** 1. Form small groups of participants according to sub-sector. Distribute Handout 4 (Task). Give each participant a fact sheet or other relevant information for the health care profession he/she plans to practice in Ontario. Instruct the participants to read the fact sheet to determine what they need to do to be registered. They should then summarize this information in the form of a flowchart such as the one used in the previous pre-task. They can use another form of visual representation if they wish.

- (30 minutes)** 2. Explain that each participant will now use his/her flowchart to describe to their group members:
- a) the steps in the registration process that he/she has completed
 - b) the remaining steps that he/she will need to take to complete the registration process.

Point out to participants that this activity provides the opportunity for them to clarify the registration process for their profession for themselves and for each other.

- (20 minutes)** 3. Monitor individual and group work. Help participants identify the areas in the registration process they are unclear about. Ask them where they can go to get clarification. Guide them in framing the appropriate questions to be asked to obtain the information that they need.

Post-Task

(20 minutes)

Have pairs of students from the various groups role-play a dialogue in which an internationally-trained health care professional asks for clarification of a requirement in the registration process from an official in the regulatory body. Tell participants they can use the model dialogue in Handout 5. Participants can ask some of the questions they formed in 3 above.

Handout 1 (1 of 11 pages)

ACCESS TO THE NURSING PROFESSION IN ONTARIO

This information was developed in collaboration with the Access to Professions and Trades Unit, Ontario Ministry of Training, Colleges and Universities in May 2001. This fact sheet is currently under review. Requirements may have changed by the time you apply. Please contact the College of Nurses of Ontario before you complete your application.

The College of Nurses of Ontario (CNO) is the regulatory body for nursing in Ontario. CNO is not an academic institution. CNO is responsible for ensuring that the public receive safe, effective and ethical nursing care in Ontario.

CNO decides the criteria for becoming a nurse or practical nurse; establishes the standards of nursing practice; develops a framework for ongoing professional learning for nurses and practical nurses; and provides a complaint and investigative process for people who feel the standards have not been met.

Only those with a current certificate of registration from CNO can practise as a nurse in Ontario using the titles "Nurse", "Registered Nurse" or "Registered Practical Nurse". In the nursing profession there are some nursing skills (e.g. giving a substance to a patient by injection or inhalation) that you cannot legally perform unless you are a registered nurse (RN) or registered practical nurse (RPN). These nursing skills, called controlled acts, may be harmful to the public if performed by someone who is not registered with the College of Nurses of Ontario.

RNs study nursing in greater depth and over a longer period. The longer period of study in the RN program allows the RN to gain a greater depth of nursing knowledge in clinical practice, decision making, critical thinking, leadership and management, research utilization, health care delivery systems and resource management. Both RNs and RPNs provide care in situations in which a client's condition is less complex and the outcomes of care are predictable. RPNs who provide care in situations that are beyond this do so with the assistance of RNs or other members of the health care team. RNs also provide care in situations in which a client's condition is more complex and the outcomes of care are not predictable. In addition, RNs provide guidance and assistance in situations that are beyond the knowledge and skills of RPNs.

There are differences in the expectations for practice of RNs and RPNs. The current educational program required for registration in the RPN category is a certificate from a community college or a high school program. A diploma in nursing from a community college would be required to meet to meet the educational program requirement as an RPN beginning January 2005. The current educational program required for registration in the RN category is a diploma from a community college or a baccalaureate in nursing from an approved university baccalaureate degree in nursing would be required to meet the educational program requirements as a RN beginning January 2005.

Handout 1 (2 of 11 pages)

CLASSES OF CERTIFICATE OF REGISTRATION

To meet the different needs of the individuals wishing to become registered in Ontario, there are three classes of registration for RNs and RPNs, and an additional one for RNs only:

General Class

This is the most common class of registration. It is held for a member's lifetime, and an annual fee is required to maintain a current certificate of registration.

Temporary Class

This is a short-term registration and limits practice to a specific employment setting. It enables individuals who have met all registration requirements except the national examination to practise as a registered member. Individuals who meet all requirements for the General Class, except passing the registration examination, have practised within one year prior to the date of their application for General registration, and who have a written offer of employment may apply for temporary registration (TR). TR is granted for a limited period. If an individual does not successfully meet the examination requirement, the TR will be revoked and cannot be renewed. Once a holder of TR passes the registration examination and has met all other requirements for registration, she or he is eligible for General Class registration.

Special Assignment Class

This is a short-term, non-renewable registration for individuals, usually from outside Ontario, who have an appointment or assignment as an RN or RPN with an approved facility. Individuals in this class of registration can only practise within the scope of her or his appointment and under defined terms, limits and conditions.

Extended Class (RNs Only)

There are RNs who have received additional education and are called primary health care area practitioners. A primary health care practitioner is a registered nurse with advanced knowledge and decision making skills in assessment, diagnosis, and healthcare management. The *Expanded Nursing Services for Patients Act* was passed in February of 1998, and soon after, CNO began registering RNs in a new class - the Extended Class - to acknowledge their advanced knowledge and decision making skills. RN (EC)s practice with extended scope in the areas of assessment, diagnosis, prescription of tests and treatments, and health promotion. They work most often in community health centres, remote nursing stations and similar practice settings. For more information about the EC registration, contact the CNO.

Handout 1 (3 of 11 pages)

GENERAL CERTIFICATE OF REGISTRATION REQUIREMENTS

There are seven requirements for registration as a nurse in Ontario. The requirements you must complete and from which you cannot be exempted are:

1. Completion of an acceptable nurse or practical nursing program;
2. Evidence of recent safe nursing practice within the past five years; and
3. Passing the national nursing examination, or an acceptable equivalent General Requirements
4. evidence of fluency in written and spoken English or French;
5. registration or eligibility for registration in the jurisdiction where you completed your nursing program;
6. proof of Canadian Citizenship, landed immigrant status, or authorization under the Immigration Act (Canada) to engage in the practice of nursing ;
7. good character and suitability of practise.

You will also be asked to provide information about:

- any convictions of a criminal offence or offence under the Narcotic Control Act or the Food and Drug Act;
- previous or current proceedings with respect to professional misconduct, incompetence or incapacity in Ontario in another health profession, or in another jurisdiction in nursing or another health profession.
- Whether you are affected by a physical or mental condition/illness that may affect your ability to practise nursing; and
- Whether you have ever had your nursing license denied or encumbered in any way (revoked, suspended, surrendered, restricted, subject to terms and conditions) by a license/registration authority in Ontario or any province, territory, state or country.

Before You Come to Canada

The College of Nurses of Ontario strongly recommends you begin the application process before coming to Canada. You can write, fax, e-mail or telephone our office in Toronto to request an application package. See address at the end of this document.

You can fill out the application form and mail it along with the application fee. The College can assess your application while you are still in your country and send you notification of your equivalency to Ontario programs.

Handout 1 (4 of 11 pages)

Forms and Documents

The College will send you all the forms it requires for the registration process, as well as Test of English as a Foreign Language (TOEFL) and Test of Spoken English (TSE) information for those who must demonstrate English language fluency. It is important to follow the instructions carefully as your application cannot be processed until all the necessary information has been sent to the College.

The "A" Forms

Forms with "A" in the top right corner are to be completed, signed and returned to the College. The forms provide a complete summary of your nursing credentials of the applicant.

The "B" Forms

The "B" forms provide the College official verification of your nursing credentials. The "B" forms must be sent directly to the College from the official office (e.g. registration board or school of nursing). These forms must have a seal or stamp of the institution and the signature of the person sending the document. Completed "B" forms sent to the College without a stamp seal or signature will be returned to the official source for verification. Forms sent to the College by you will not be accepted.

The "B" forms have two sections:

SECTION 1: You must complete and sign SECTION 1. You are required to send the "B" form to the official source to have SECTION 2 completed.

SECTION 2: The official source is requested to complete the requesting information in SECTION 2. The official source is required to return the "B" form directly to the College.

To reduce expenses, ask your nursing school and other official institutions to send the documents to the College in either English or French. Correspondence and forms may be sent to the College by facsimile (fax) transmission, however, originals must be received and filed at the College before registration can be completed. The College will not return any documents to the person who sent them, except by written request.

Assessment Process

You can help the assessment process by:

- Obtaining a copy of the "Welcome to Nursing in Ontario" document
- Asking for assistance if you need help in understanding the process
- Contacting CNO to request an interview with an assessor and, as appropriate, inquire about the status of your application;
- Contacting your school, employers and registration boards to ensure they have sent your documents to CNO;
- Being aware of the nursing knowledge and skills you need to enter the profession in Ontario.

Handout 1 (5 of 11 pages)

SUMMARY OF THE GENERAL REGISTRATION REQUIREMENTS

A. Education

Graduates from outside Canada must have completed an approved nurse program that is equivalent to a currently approved Ontario program. The College requires that your school verify that you have successfully completed a nurse program. An official transcript should be sent directly to the College for verification of your successful completion of the program. The transcript must list the hours of theory and clinical practice you completed in each subject during your program.

Nurse programs must have at least 750 hours of theory and 1200 hours of practice. The theory component must include:

- Care of the adult (includes medical and surgical nursing), care of the child, care of the elderly, maternal child nursing/midwifery and mental health nursing,
- Biological and social science; understanding of human body structure and function; understanding of human physical, mental, emotional and social growth and development throughout the life cycle; and
- Promoting, maintaining, and restoring health and preventing illness of individuals of all ages.

The clinical component of the program must include the application of the nursing process for individuals of all ages, such as nursing care of the adult (includes medical and surgical nursing), care of the child, nursing care of the elderly, maternal-child nursing, and mental health nursing. If you have taken additional courses in another program or school (for example obstetric/midwifery or psychiatric/mental health nursing) please have the school forward this information directly to the College.

If your nurse program did not contain either the theory of practice in one of the required areas, and there is not evidence of practice in that area, you may be required to complete theory and practice in that missing area.

Note: Education as a medical doctor is not accepted as equivalent to a nurse program.

Practical Nurse Programs

Graduates from outside Canada must have completed an approved practical nurse program that is equivalent to a approved Ontario program. The College requires that your school verify that you have successfully completed a practical nurse program. Your school must send verification of your successful completion of the program and on official transcript directly to the College. The transcript must list the hours of theory and clinical practice you completed in each subject area during your program.

Practical Nurse programs must include at least 450 hours of theory and 800 hours of practice. The theory component must include:

- biological and social science; knowledge of human body structure and function; knowledge of human physical, mental, emotional and social growth and development throughout the life cycle,

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- nursing care to meet the needs of individuals throughout the life cycle, in the health and in illness, and
- medication administration.

The clinical component of the program must include practice related to the application of the nursing process in the promotion, maintenance and restoration of health of individuals throughout the life cycle including administration of medication.

If you have taken additional courses in another program or school, please have your school forward this information directly to the College. If your nursing program did not contain either theory or practice in one of the required areas, and there is not evidence of practice in that area, you may be required to complete theory and practice in the missing area.

B. Safe Recent Practice

You must show proof of recent safe practice at the time you establish registration in Ontario. To do so you must have your recent employer provide an employment reference directly to the College that shows you have worked an acceptable number of hours in nursing – at least 3 months, or 450 hours within the 5 years immediately prior to the date of registration.

If you have graduated from your nurse program within the 5 years preceding registration and have not been employed to request a reference, your verification of course completion will be considered as proof of recent practice.

If you have not worked in nursing or completed a nurse program within the 5 years preceding registration, you will be required to successfully complete additional education.

You will receive a Verification of Employment and Reference form that must be sent to your employer to request a reference. Verification of your recent safe practice must be sent directly by your employer.

C. Examination

You must pass the Canadian Registered Nurse Examination or Canadian Practical Nurse Registration Examination or an acceptable equivalent, to register with the College of Nurses. The RN examination is available 4 times a year: January, June, August and September. The RPN examination is available 3 times a year: January, May, and September .

In order to be eligible to write the national examination you must:

- complete and return the *Application for a Certificate of Registration* form (A-1) and fee; and
- meet the program (education and practice) requirements

The examination for both nurses and practical nurses is only offered in Canada. The applications to write the examination must be at the College 90 days before the date of examination.

If you have not written the registration examination in Ontario or another Canadian province or territory, you will have 6 years or six opportunities – whichever comes first – to pass the examination.

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Examinations Accepted as Equivalent

The professional Examination written by RNs and RPNs in Quebec are accepted as equivalent to the Canadian Registered Nurse Examination and Canadian Practical Nurse Registration Examination.

RNs from the United States of America who wrote the State Board Test Pool Examination prior to July 1982 meet the registration examination requirement and do not have to write the Canadian Registered Nurse Examination. RNs from the USA. who wrote the National Council Licensure Examination (NCLEX), on or after July 1982, are required to write Canadian Registered Nurse Examination.

D. Language Fluency

If you completed your nursing program in a country where English or French is not the official and native language of communication, you must show proof that you understand, write and speak English or French.

Individuals who have completed a nursing education program in the English language in Canada, Antigua, Australia, Bahamas, Barbados, Bermuda, British Virgin Is., Cameroon, Cayman Islands, Dominica, Ghana, Guyana, Republic of Ireland, Jamaica, Malawi, Mauritius, New Zealand, Nigeria, St. Kitts-Nevis, St. Lucia, St. Vincent, Seychelles, Singapore, South Africa, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia or Zimbabwe meet the language fluency requirement.

Individuals who have completed a nursing education program in the French language in Canada, Belgium, Burundi, Chan, Congo, France, French Guyana, French Polynesia, Guadeloupe, Guinea, Haiti, Madagascar, Mali, Martinique, Monaco, Senegal, Rwanda, Switzerland Tunisia or Zaire meet the French fluency requirement.

You can meet the language fluency requirement by passing a language test. You may be able to complete a language test before you come to Canada. Your scores must be sent directly from the testing institution to CNO.

Tests that are accepted at present are:

- Written fluency in English can be demonstrated by successfully completing:
 1. The computer-based Test of English as a Foreign Language (TOEFL) with minimum scores of 203 overall, 19 in listening, 20 in structure/writing, and 20 in reading
 2. The paper-based TOEFL with minimum scores of 537 overall 53 in listening 53 in structure/writing 53 in reading
 3. The Michigan English Language Assessment Battery (MELAB) with a minimum score of 77, or
 4. The International English Language Testing System (IELTS) with a minimum score of 7.

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- Spoken fluency in English can be demonstrated by successfully completing the following:
 1. *The Test of Spoken English* (TSE) with a minimum score of 50,
 2. The *MELAB* speaking test with a minimum score of 3, or
 3. The *IELTS* with a minimum score of 7.

French Fluency

- Fluency in French can be demonstrated by successfully completing the *Test of français international*.

E. Proof of Registration

You must provide proof of registration, certification, licensure or eligibility to be registered in the country where you completed your nurse/practical nurse program. The 'B1' form is used for this purpose. Your licensing/registration/certification body will complete this form to indicate that you were licensed or eligible to be licensed. If there was no registration board in your country, the Registration Committee may not require you to meet this requirement.

We may require verification of registration from other jurisdictions where you have been or still are registered, licensed or certified as a nurse or practical nurse.

F. Canadian Residency

You must provide proof of permanent Canadian residency, Canadian citizenship or authorization under the Immigration Act (Canada) to practise nursing in Canada. If you are unable to provide proof of residency, you can send a letter requesting that the Registration Committee waive this requirement for purposes of registration only. You must have residency status to be eligible to work as a nurse or practical nurse in Ontario. The College of Nurses of Ontario cannot help you with information about immigration visas or work/study in Ontario. You should contact the Canadian consulate or embassy in your country or Citizenship and Immigration Canada.

G. Good Character and Suitability to Practise Nursing

You are required to complete a *Declaration of Registration Requirements (A-5 form)* when you apply for assessment and again before receiving your registration certificate. The form asks for information on whether you have:

- any criminal conviction under the Narcotic Control Act and the Food and Drugs Act;
- any legal action against you for professional misconduct or inability to work in nursing or in another health profession at present or in the past;
- any physical or mental illness/condition that affects your ability to practise nursing;
- ever been refused a licence or if your licence was suspended or cancelled by a registration/licensing body in or outside Ontario.

Failure to report relevant information about these requirements is considered falsification of application and is grounds for denial of registration.

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You are also required to report immediately to the College of Nurses of Ontario any changes to your original declaration (e.g., any convictions, disciplinary action, physical or mental condition or illness) which may occur after the date of your application

FEES (in Canadian dollars):

Assessment Fee.....	\$ 21.00
Examination Fee	\$ 215.00
Registration Fee.....	\$ 47.00
Annual Registration Fee	\$ 125.00
Translation Fee.....	\$ 96.30
Late Payment.....	\$ 22.00
Reinstatement Fee	\$ 147.00
Cancelled cheques (Not Sufficient Funds or NSF cheques)	\$ 25.00

The annual registration fee is required on or before December 31 for the next year beginning January 1. If you do not pay this fee, your registration will be suspended. You have to pay extra if you are late.

LABOUR MARKET INFORMATION

Nursing employment availability is currently high in Ontario due to a number of factors including, but not limited to:

- a decreased supply in the number of nurses in the province;
- an increase in the population growth in Ontario thereby requiring an increase in the nursing needs; and
- an aging population growth in Ontario requiring increasing care for the elderly.

There is a trend for employment to move out of the hospitals and into the community sector. This change may result in increased job opportunities for registered nurses and registered practical nurses to find employment opportunities in long-term care facilities such as nursing homes, retirements homes and homes for the aged. In addition, the advances in science, improved technology, and increased acuity for client's health care needs provide opportunities for registered nurses and registered practical nurses find employment in specialty areas such as critical care, trauma, emergency, neonatology and the operating room.

Registered nurses with additional educational education that allows them to practice in an expanded role are called nurse practitioners. Their expanded role allows them to work in areas of assessment, diagnosis, prescription of tests and treatment, and health promotion. They may work independently in their own practice or a variety of settings, including community health centres, hospitals, nursing homes or rural health centres. The demand for nurse practitioners in northern Ontario communities is quite high and provides opportunities for these nurses to find employment in a variety of settings.

For detailed Labour Market Information about this and related occupations, visit the Government of Ontario's Job Futures Web site at www.on.hrdc-drhc.gc.ca/english/lmi/eaid/ojf/ or the Department of Human Resources and Skills Development web site for Ontario at www.on.hrdc-drhc.gc.ca/

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CONTACTS

For more information on registration, contact:

Provincial Regulatory Body
College of Nurses of Ontario
101 Davenport Road
Toronto, Ontario
M5R 3P1
Telephone: (416) 928-0900 Ext. 207
Toll Free: 1-800-387-5526
Fax: (416) 928-6507
E-mail: cno@cnomail.org
Web site: www.cno.org

For other information, contact:

Professional Associations
Registered Nurses Association of Ontario
438 University Avenue
Suite 1600
Toronto, Ontario
M5G 2K8
Telephone: (416) 599-1925
Toll Free: 1-800-268-7199
Fax: (416) 599-1926
Website: www.rnao.org

Registered Practical Nurses Association of Ontario
5025 Orbitor Drive
Building 4, Suite 200
Mississauga, Ontario
L4W 4Y5
Telephone: (905) 602-4664 or (905) 602-4665
Fax: (905) 602-4666
Website: www.cdn-domain.com/rpnao/

For information about accessing professions and trades in Ontario please contact:

Government of Ontario
Ministry of Training, Colleges and Universities
Access to Professions & Trades Unit
Tel: (416) 326-9714
Fax: (416) 326-6265
E-mail: aptinfo@edu.gov.on.ca
Website: www.equalopportunity.on.ca

Trade Unions

Ontario Nurses Association (ONA)
85 Grenville Avenue
Suite 600
Toronto, Ontario
Telephone: (416) 964-8833
Toll Free: 1-800-387-5580
Fax: (416) 964-8864
Website: www.ona.org

Practical Nurses Federation of Ontario
5025 Orbitor Drive
Building 4, Suite 200
Mississauga, Ontario
L4W 4Y5
Telephone: (905) 602-6705
Fax: (905) 602-4666

For information on where and how to get help with settlement in Ontario please contact:

Ontario Council of Agencies Serving Immigrants (OCASI)
110 Eglinton Avenue West, Suite 200
Toronto, Ontario
M4R 1A3
Tel: (416) 322-4950 ext. 227
E-mail: generalmail@ocasi.org
Web sites:
<http://www.ocasi.org>
<http://www.settlement.org>

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For English language fluency assessment, contact the Educational Testing Service:

TOEFL/TWE Services
PO Box 6151
Princeton, New Jersey 08547-6151 USA
Telephone: (609) 771-7100
Fax: (609) 771-7500
TTY: (609) 734-9362
E-mail: toefl@ets.org
Website: www.toefl.org

CanTEST
Second Language Institute
University of Ottawa
600 King Edward
Ottawa, Ontario
K1N 6N5
Telephone: (613) 562-5743
Fax: (613) 562-5126
E-mail: ils-sli@uottawa.ca
Website: www.uottawa.ca

IELTS
In Ontario:
IELTS Test Centre
Sherley Loucks
Conestoga College
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 748-5220 ext. 603
Fax: (519) 748-3505
E-mail: sloucks@conestogac.on.ca
Website: www.conestogac.on.ca

IELTS
International address:
IELTS Subject Officer
University of Cambridge
Local Examinations Syndicate
1 Hills Road
Cambridge CB1 2EU
UK
Telephone: 01223 553311
Fax: 01223 460278
E-mail: charge.n@ucles.org.uk
Website: www.europa-pages.co.uk/uk/exams_english.html

MELAB
University of Michigan
English Language Institute
Division of Testing and Certification
Ann Arbor, Michigan 48109
USA
Telephone: (313) 764-2416
Fax: (313) 763-3452
E-mail: elstrom@umich.edu
melabelium@umich.edu
Website: www.umich.edu/

Handout 2

Vocabulary Matching Activity

Column **A** lists some common terms related to registration. Column **B** lists the meanings of these terms. Connect each term to its meaning.

Column A	Column B
1. college	A. a written statement which you swear is true
2. accredited	B. freedom from an obligation imposed on others
3. eligible	C. an organized body of persons with shared functions and powers
4. credentials	D. training provided to working professionals to increase their professional knowledge and skill
5. liability	E. recognized by the government
6. affidavit	F. controlled by means of rules or laws
7. exemption	G. a person legally empowered to witness the signing of documents in order to make them legally valid
8. in-service training	H. legal responsibility for something
9. intern	I. someone who is receiving supervised training
10. upgrading	J. evidence of a person's training or achievements
11. practising	K. qualified to take part in or be chosen for something
12. legally entitled	L. training intended for those actively engaged in the profession concerned
13. clinical experience	M. documents describing your education
14. academic transcripts	N. given a right by law
15. regulated	O. show
16. verify	P. currently active or engaged in a profession
17. field work	Q. having the same use or value as
18. equivalent	R. check that something is true
19. demonstrate	S. experience which relates to the direct observation or treatment of patients
20. notary public	T. the gathering of information about something directly

FACILITATOR’S NOTES FOR HANDOUT 1

Vocabulary Matching Activity

Column **A** lists some common terms related to licensing. Column **B** lists the meanings of these terms. Connect each term to its meaning by drawing a line to connect the two.

Column A	Column B
1. college C	A. a written statement which you swear is true
2. accredited E	B. freedom from an obligation imposed on others
3. eligible K	C. an organized body of persons with shared functions and powers
4. credentials J	D. training provided to working professionals to increase their professional knowledge and skill
5. liability H	E. recognized by the government
6. affidavit A	F. controlled by means of rules or laws
7. exemption B	G. a person legally empowered to witness the signing of documents in order to make them legally valid
8. in-service training L	H. legal responsibility for something
9. intern I	I. someone who is receiving supervised training
10. upgrading D	J. evidence of a person’s training or achievements
11. practising P	K. qualified to take part in or be chosen for something
12. legally entitled N	L. training intended for those actively engaged in the profession concerned
13. clinical experience S	M. documents describing your education
14. academic transcripts M	N. given a right by law
15. regulated F	O. show
16. verify R	P. currently active or engaged in a profession
17. field work T	Q. having the same use or value as
18. equivalent Q	R. check that something is true
19. demonstrate O	S. experience which relates to the direct observation or treatment of patients
20. notary public G	T. the gathering of information about something directly

Handout 3

Flow Chart Activity

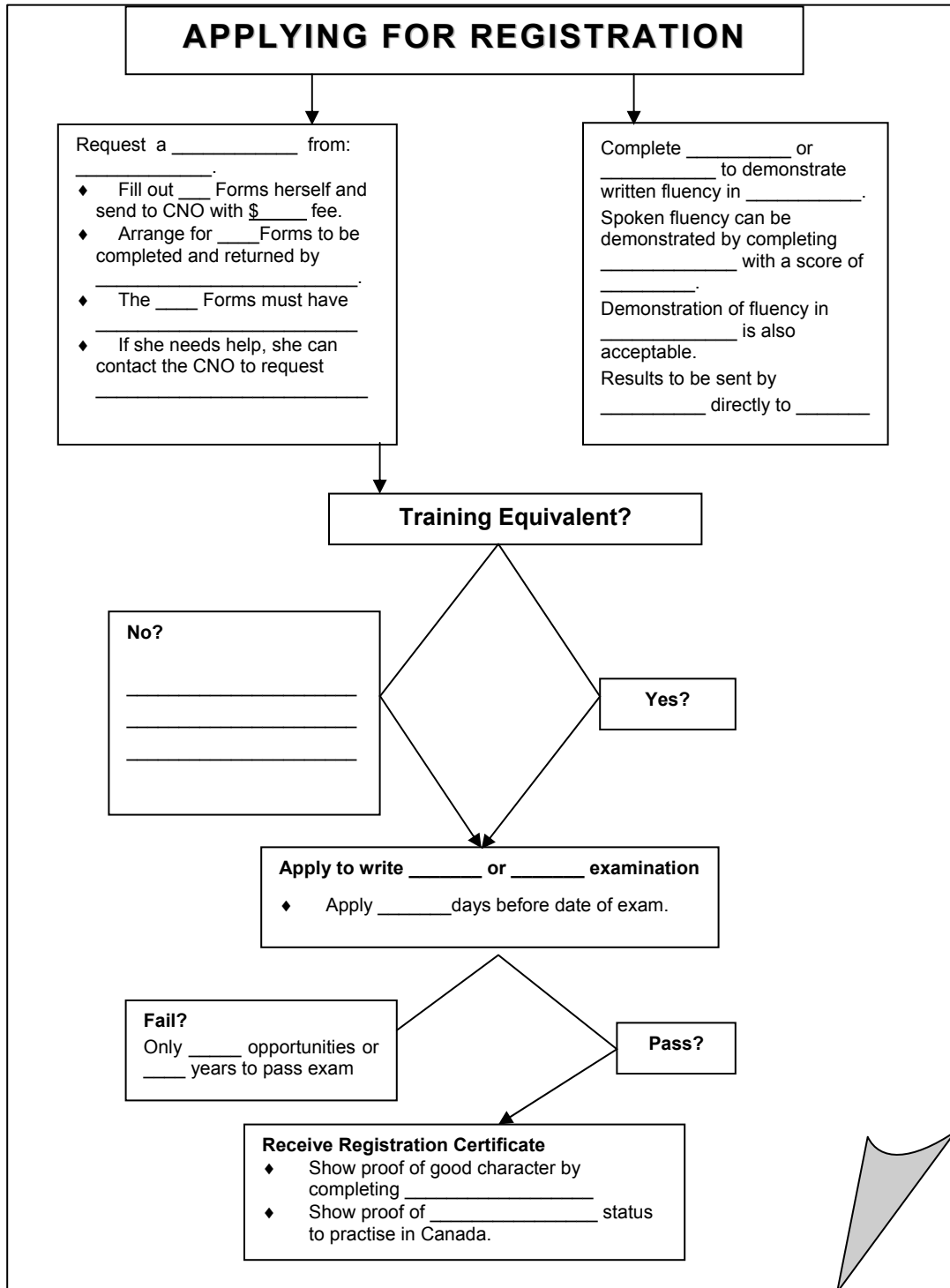
Situation

Leticia Domingo is a registered nurse in the Philippines. She is currently working in a large hospital in Manila where she has worked for the last eight years. Leticia and her family (husband and two children) have applied to immigrate to Canada through the family sponsorship program. Her sister, who is a Canadian citizen, is sponsoring her. Leticia plans to work as a registered nurse in Ontario once she is in Canada.

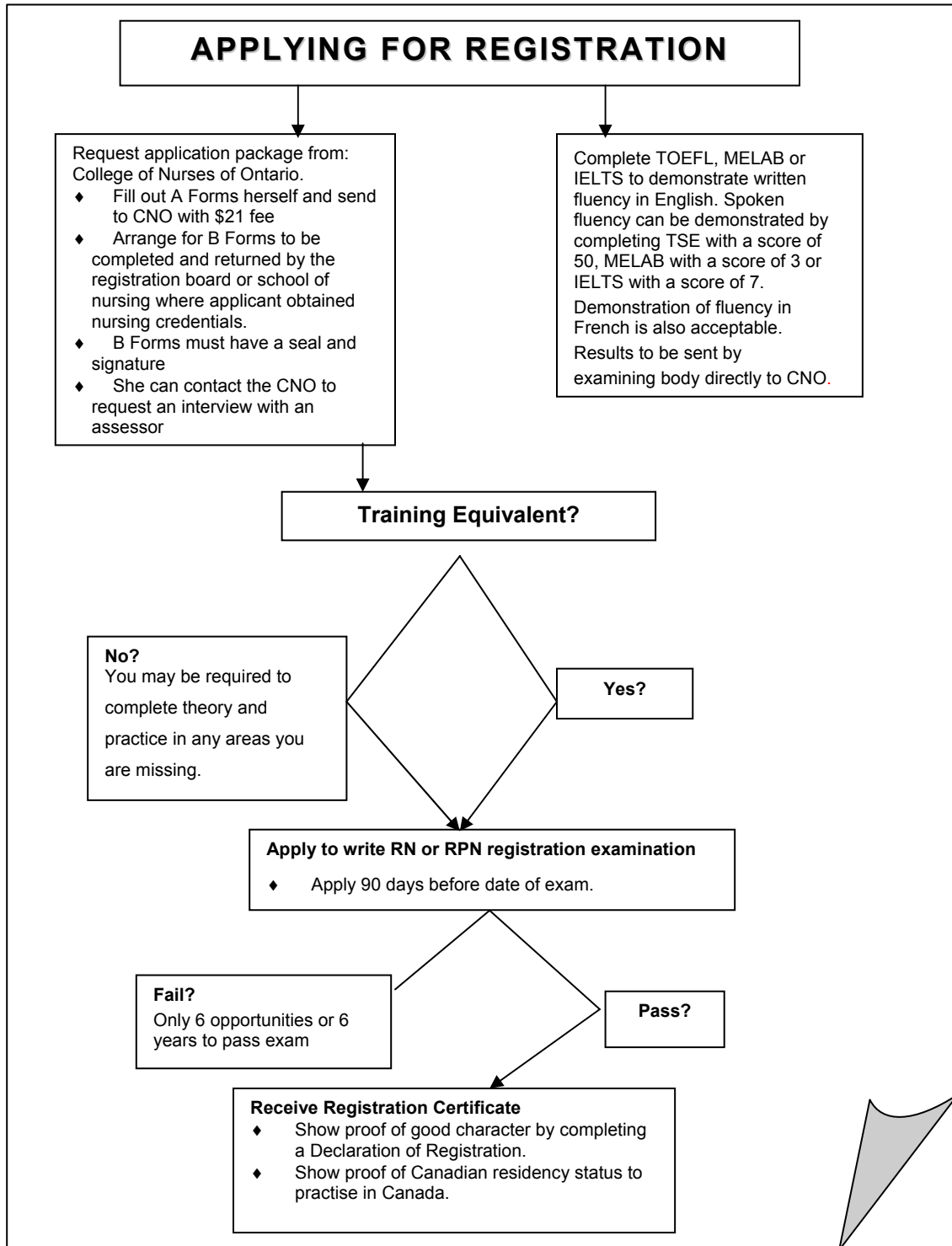
Activity

On the next page is a flowchart outlining the steps that Leticia will need to take to be licensed to work as a registered nurse in Ontario. Some of the information she needs is missing from the chart. Read Access to the Nursing Profession in Ontario to find the missing information needed to complete the flowchart. Compare your chart with that of another participant once you have finished to check that you have the same information.

Handout 3 (page 2)



FACILITATOR'S NOTES FOR HANDOUT 3



Handout 4

Task

- 1) Identify the steps that you personally need to take to be registered to practise your profession in Ontario. Read the Fact Sheet or other material for your profession and then draw a flowchart (or another form of visual representation) to show the steps in the registration process for your particular situation.
- 2) Using the flow-chart you have drawn in 1, describe to your group (a) the steps you have already taken and (b) the remaining steps you need to take to be registered in your profession in Ontario.
- 3) Make a checklist of questions you need to ask to obtain further information or clarification of information given in the checklist. Share these questions with the other participants in your group. Draw up a list of common questions that the group would like answers to from the licensing body. Discuss how you and the other participants can obtain the information that you need.

Handout 5

Model of Dialogue

A: I'd like to speak to someone who can answer some questions I have about registering as a/an (profession) in Ontario.

B: I'm Diane Taylor from the Assessment Section in the (regulatory body concerned). How can I help you?

A: Hi. I'm (name). I'm a (profession) from (country of origin). I'd like to be registered to practice in Ontario.

(Ask a question. You can use one of the question forms below.)

I'd like to know if....?

Could you tell me if....?

What does.....mean?

Can I.....?

Would a be acceptable?

When do I have to.....?

B: (Answer question as best as you can).

Is there anything else I can help you with?

A: Yes.(Ask another question).

No. Thank you for your help.