



## 2022 Fair Registration Practices Report

### Fair Registration Practices Report 2022

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 Regulated Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

---

The aim of the FRP is:

- To collect data and information on individual regulators;
- To understand how a regulator has implemented fair registration practices during the reporting period; and,
- To help oversee compliance

Overseeing compliance requires, among other things, the following series of functions and activities:

- Monitoring
- Assessing
- Mitigating and/or enforcing
- Educating and promoting
- Reporting on progress

---

Please note that future FRP Reports will likely change, in format and content, as we migrate to a more permanent portal and database solution, and as the FARPACTA changes re: registration timelines and other amendments are finalized.

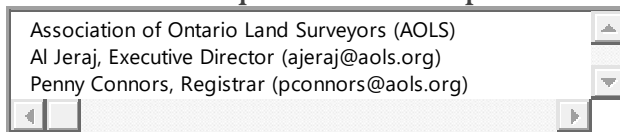
The first half of the FRP is intended to collect qualitative information to highlight a regulator's enhancements to improve fair registration practices year over year.

The second half is to collect quantitative data for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

OK

### Question Title

1. Please indicate which regulator you are and your main point of contact should we require follow up.



Association of Ontario Land Surveyors (AOLS)  
Al Jeraj, Executive Director (ajeraj@aols.org)  
Penny Connors, Registrar (pconnors@aols.org)

### Question Title

2. Section 1 - During the reporting period (January 1st–December 31st, 2022), please indicate if your organization has introduced any changes in the following areas impacting your registration processes by clicking on each of the appropriate boxes below.

Registration requirements either through regulation, by-law or policy.

Yes

No

## Description of change/improvement that would impact fair registration outcomes

No changes to the Registration process have been completed by Regulation, By-law or Policy.

The Academics and Experience Requirements Committee (AERC) reviewed and updated the AERC Policy Manual which outlines and explains the registration process.

Updates included recognition of the National Syllabus in our process and electing two members to the Board of Directors for the Canadian Board of Examiners for Professional Surveyor (CBEPS) to have input into the National Standards.

### Question Title

#### 3. Assessment of qualifications

- Yes
- No

## Description of change/improvement that would impact fair registration outcomes

The AOLS has worked with our Academic & Experience Requirements Committee to streamline the academic review process & to provide candidates with guidance on courses available to address outstanding required topics.

### Question Title

#### 4. Timelines for registration, decisions and/or responses

Yes

No

Description of change/improvement that would impact fair registration outcomes

The AOLS has modified its processes further to eliminate paper copy administration where possible including with respect to examination scoring & review. The AOLS uses an online exam system & administers the process of assigning reviewers online.

### Question Title

5. Registration and assessment fees

Yes

No

Description of change/improvement that would impact fair registration outcomes

AOLS registration and application fees are required per applicant. Staff are flexible with respect to the timing of payment if needed/requested, can work with candidates to set up installment payments or delay the fee processing while the file administration gets underway.

### Question Title

#### 6. Resources for applicants

- Yes
- No

#### Description of change/improvement that would impact fair registration outcomes

The AOLS through our statutory Academic & Experience Requirements Committee (AERC) has updated the AERC manual & the AOLS website in 2022 to make the registration & licensing processes more clear & accessible. AOLS has also posted a specific section & process document for Internationally Educated candidates with staff contact information if questions arise.

Through the exam preparation processes, the AOLS assigns monitors for articling time as well as contact information of experienced surveyors considered Subject Matter Experts (SMEs) in the various competencies of surveying.

### Question Title

#### 7. Changes to internal review or appeal process

- Yes
- No

## Description of change/improvement that would impact fair registration outcomes

Internally, all reviews & appeals are managed by the Registrar's Office with the Registrar specifically reviewing each request & monitoring the scores for each reviewed exam. An appeal is managed by referring the exam anonymously to 2 AERC members who have not been involved in the initial exam scoring in order for them to review the full content. All exams are administered anonymously with candidate numbers assigned rather than names.

### Question Title

#### 8. Access by applicants to their records

- Yes  
 No

## Description of change/improvement that would impact fair registration outcomes

Candidates by policy are given access to their records as needed & through a request to staff. Where needed, candidates can discuss any concerns or feedback directly with the Registrar. Changes to this process were not needed or done in 20

### Question Title

#### 9. Mutual recognition agreements

- Yes
- No

### Description of change/improvement that would impact fair registration outcomes

In 2022, the AOLS AERC as well as the AOLS Council approved a national training syllabus/standard issued by the Canadian Board of Examiners for Professional Surveyors (CBEPS): <https://cbeps-cceag.ca/landing/>

Candidates for licensure in Ontario can complete the Agreement on Internal Trade (AIT) exam in Ontario if licensed in another Canadian Province. For candidates licensed in another jurisdiction, the Academic assessments from CBEPS through the World Education Services (WES) would be accepted in Ontario.

### Question Title

#### 10. Training and resources for staff regarding registration

- Yes
- No

### Description of change/improvement that would impact fair registration outcomes

The AOLS has frequent full staff meetings & function specific discussions to ensure processes remain in sync & are completed in a timely manner. Staff participate in training for the AERC members each year as the volunteer committee members change over annually. Discussions about the FARPACTA requirements & upcoming changes occur regularly with staff to ensure understanding of the purpose & of the requirements of the legislation. Staff are involved as well in the sub committees working through updates to the Articling requirements to address the Canadian Experience changes through FARPACTA.

### Question Title

11. Relationship with third party service provider(s)

Yes

No

Description of change/improvement that would impact fair registration outcomes

The AOLS AERC & Council approved the new national syllabus/training standard in 2022 from CBEPS so that candidates assessed through the CBEPS processes can become members in Ontario. CBEPS works directly with the World Education Services (WES) to conduct the assessments & the processes & policies for WES & CBEPS have been reviewed by the AOLS. To maintain input in the CBEPS processes, the AOLS Council has appointed 2 representatives to the CBEPS Board of Directors including the AOLS Registrar & an Internationally educated senior level Ontario Land Surveyor (OLS) who has been through the AOLS process to become licensed in Ontario.

### Question Title

12. Accreditation of educational programs

Yes

No



## Description of Change/Improvement that would impact Fair Registration Outcomes

The AOLS uses a PhD level instructor at the Toronto Metropolitan University (TMU) to review & assess courses based on required syllabus with the recommendations then reviewed by licensed AOLS staff & the full AERC.

In surveying unfortunately, there are no full programs specifically geared to cadastral surveying. The AOLS review process includes a review of all bachelor degree & diploma level courses in Canada that might be relevant for licensure including various Engineering & Technology programs in Canada.

### Question Title

#### 13. Technological or digital improvements

- Yes  
 No

## Description of Change/Improvement that would impact Fair Registration Outcomes

### Question Title

#### 14. Anti-racism

In 2022, the AOLS commenced a review of the entire system including work to transition to a new database management system, a new online examination administration portal & ultimately ideally a more enhanced online access system for members & applicants through the AOLS website.

These projects remain underway in 2023 & are intended to streamline processes for staff as well as members of the public, members, students & applicants.

A comprehensive review of the internal procedures for administering licences was completed in anticipation of moving towards a fully automated database and exam administration system.

and inclusion-based policies and practices

Yes

No

### Description of Change/Improvement that would impact Fair Registration Outcomes

The AOLS has a Inclusivity and Diversity Committee who's mandate is to ensure that all of our policies and processes are transparent, objective, impartial and fair from a DEI perspective.  
The Committee has reviewed our current legislation and regulations and AOLS website to identify and change any language that isn't inclusive.  
The composition of the DEI committee is representative of gender, age, sexual orientation, nationality and other intersectionalities.

### Question Title

#### 15. Organizational structure

Yes

No

### Description of Change/Improvement that would impact Fair Registration Outcomes

The AOLS hired a new Registrar with a background specifically in Regulatory Licencing, AODA certification and credentials from the Employment Equity Office for WDHP and risk management and insurance.

**Question Title**

16. Contingency or continuity of operations plans

- Yes
- No

Description of Change/Improvement that would impact Fair Registration Outcomes

After the transitioning required during 2020 due to Covid, the AOLS continues to enhance & automate all of our processes where possible. As a small regulatory body, the cost of system upgrades can be a concern but balancing that with the need to automate is a priority.

Training for staff on support for other roles should a lengthy absence occur remains a priority.

**Question Title**

17. Documentation requirements for registration

- Yes
- No

Description of Change/Improvement that would impact Fair Registration Outcomes

**Question Title**

18. English / French language proficiency testing

- Yes
- No

## Description of Change/Improvement that would impact Fair Registration Outcomes

The AERC reviewed & updated the AERC Handbook/Policy Manual to further clarify requirements for the Committee itself to operate under & for candidates to review as needed. The AERC Handbook is available on the AOLS website & accessible to all candidates.

### Question Title

19. Section 2 – If applicable, please list your organization’s top three accomplishments during the reporting period that relate to fair registration practices.

- 1 Enhanced review of the AERC Policy Manual in 2022
- 2 Recognition & approval of the National CBEPS Academic Standard
- 3 Enhanced protocols internally for Staff to provide back up for various

### Question Title

20. Section 3 – If applicable, please list the top three risks that impacted your organization’s ability to achieve better registration outcomes for applicants during the reporting period. Please also indicate the measures you have taken to mitigate the impacts of these risks.

- 1 Manual system processes in some areas need to be automated to e
- 2 Limited resources due to the sector size
- 3 Lack of education programs in Canada specifically geared to Surve

### Question Title

21. Section 4 – Do you believe that you have a Canadian Experience Requirement (CER)?

If so, please describe the applicant competencies that you seek to develop through this requirement in the comment box below

CER: work experience or experiential training obtained in Canada.

Yes

No

Other (please specify)

The AOLS does have an Articling requirement as outlined in the Surveyor's Act that all candidates must complete & generate a minimum of 18 months.

Given the nature of the profession of surveying, both the theoretical/academic & the practical skills in field work are necessary to be competent.

While the AOLS does have an articling requirement, the processes & regulations allow for the AERC to accept equivalent experience if trained elsewhere.

In 2022, continued to 2023, the AOLS is enhancing our review processes to be able to better assess the articling time a candidate has gained in the profession outside of Ontario/Canada.

## Question Title

### 22. QUANTITATIVE SECTION

The following quantitative information is collected for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

Languages

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

- English
- French
- Other (please specify below)

Other (please specify)

All candidates for licensure must be able to communicate fluently in English & be able to demonstrate an understanding of the regulatory requirements of the Surveyor's Act at the time of licensure.

Student applicants who are not fluent in English do have an opportunity to apply, articulate & prepare for the licensure examinations without the recommended level of fluency of CLB-8 (Cdn Language Benchmark).

In the surveying profession, work can be performed prior to licensure, provided the candidate is working under a licensed Ontario Land Surveyor.

## Question Title

23. Membership Data

## Demographics Data

As of December 31, 2022, please indicate the number of members in each gender category identified below and the number of total members.

Total Male 475

Total Female 41

Total Non-binary Not collected

Gender not provided 0

Overall Total 518

**Question Title**

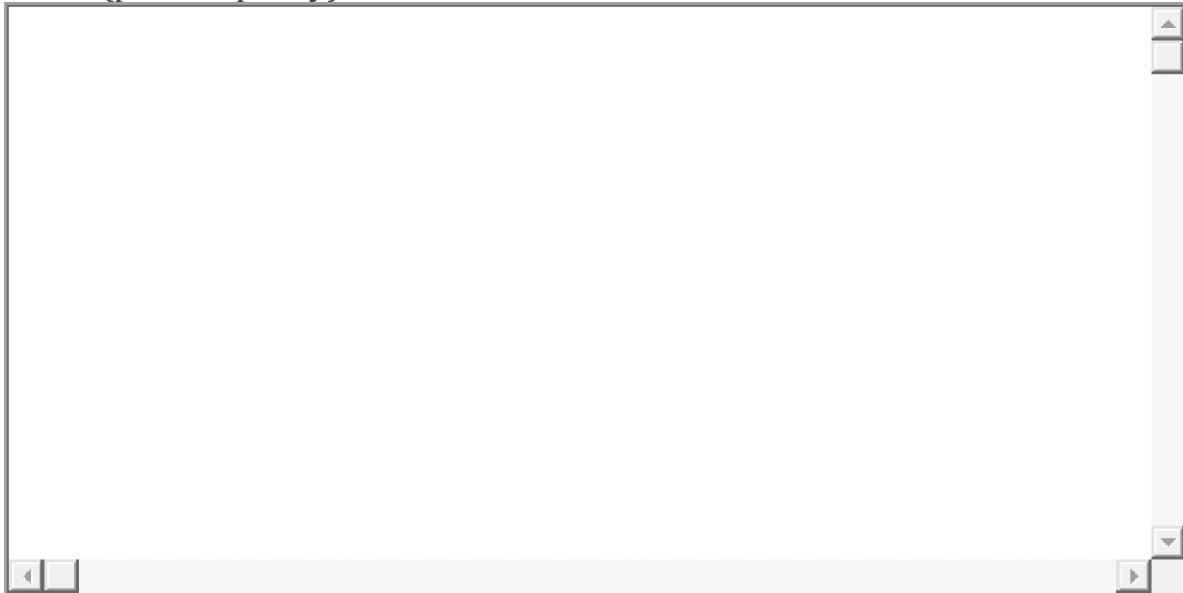
24. In relation to your members:

Do you collect race-based data?

Yes

No

Other (please specify)

A large, empty rectangular text input field with a thin black border. On the right side, there is a vertical scroll bar with a small upward-pointing arrow at the top and a downward-pointing arrow at the bottom. The field is currently empty.

**Question Title**

25. Do you collect other identity-based or demographics data?

Yes

No

### Other (please specify)

Birthdays on Surveyors that were sworn-in  
Male or Female



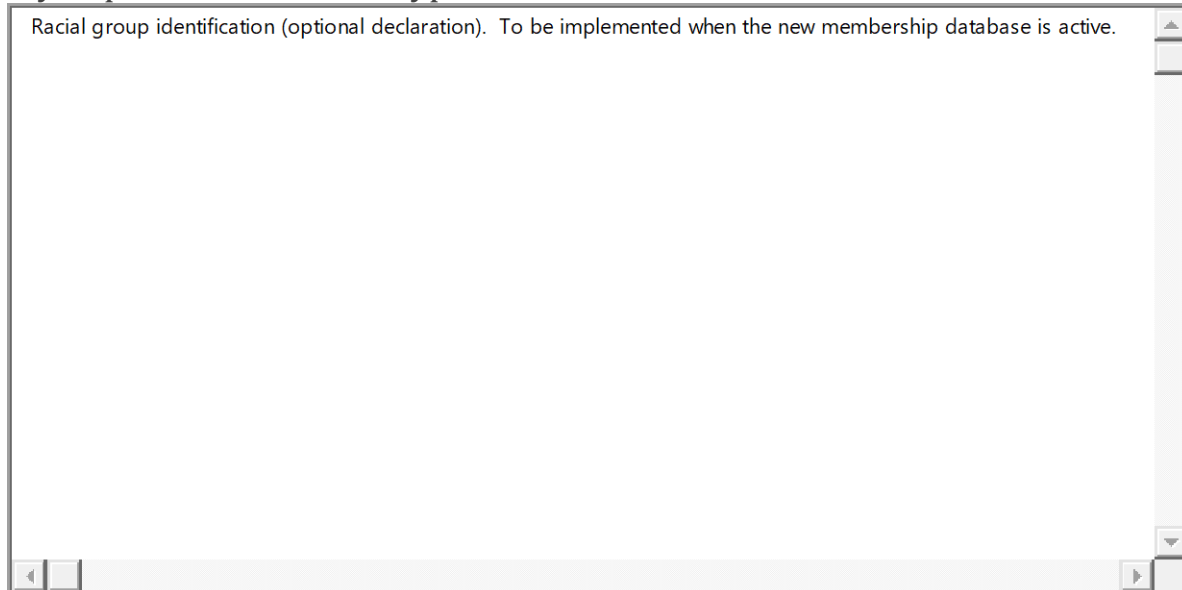
### Question Title

26. Do you plan to collect race-based data in the future?

- Yes
- No

If yes, please indicate the type:

Racial group identification (optional declaration). To be implemented when the new membership database is active.



### Question Title

27. Class of License/Certificate Data



As of December 31, of the reporting year, please indicate the number of members under each class or license category as applicable.

Full/Independent Practice 499

Provisional/Limited License/Certificate 19 Certificate of Registration (C of R)

Emergency License/Certificate 0

All other classes 0

Overall Total 518

**Question Title**

28. Jurisdiction where members were initially trained

As of December 31, of the reporting year, please indicate the membership type and total number of registered members for each category listed below.

Ontario 14

Other Canadian Provinces and Territories 1

USA 0

Other Countries 4

Multiple and/or Unspecified Jurisdiction

Total 19

**Question Title**

29. Please indicate the total number of registered members for the top 12 international countries or jurisdictions where these individuals obtained their initial education in the profession or trade.

1 Albania 1

2 Ghana 1

3 Nigeria 1

4 Romania 1

5

6

7	
8	
9	
10	
11	
12	

**Question Title**

30. Applications Data

Demographics Data

Indicate the number of applicants who filed an application between January 1 and December 31 of the reporting year, in each applicable category.

Total Male 60

Total Female 7

Total Non-binary Not collected

Gender not provided

Overall Total 67

**Question Title**

31. In relation to the applications, you received:

Do you collect race-based data?

- Yes
- No

**Question Title**

32. Do you collect other identity-based or demographics data?

- Yes
- No

If yes, please indicate the type:

Gender Identity
-----------------

**Question Title**

33. Category of Applicants

Number of applicants who voluntarily or involuntarily (through inactive and lapsed applications) withdrew from the application process between January 1 and December 31, 2022:

7
---

**Question Title**

34. Please indicate the total number of applicants from Ontario who filed an application between January 1 and December 31, 2022 for the following categories as applicable.

Number of Applicants 50

Number of Applicants Licensed/Certified 0

Average Time to Process Application in Weeks from First Point of Applicant Contact 1

Average Time to Process Application in Weeks from Receipt of all Required Documents: 1

**Question Title**

35. Please indicate the total number of applicants from Canadian provinces and territories (excluding Ontario) who filed an application between January 1 and December 31, 2022 for each of the following categories as applicable.

Number of applicants 1

Number of applicants fully licensed/certified 1

Average Time to Process Application in Weeks from First Point of Applicant Contact 1-3

Average Time to Process Application in Weeks from Receipt of all Required Documents 1

**Question Title**

36. Please indicate the total number of certificate-to-certificate (labour mobility) applicants who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants

Number of applicants fully licensed/certified 1

Average Time to Process Application in Weeks from First Point of Applicant Contact 8-10

Average Time to Process Application in Weeks from Receipt of all Required Documents 1

**Question Title**

37. Please indicate the total number of applicants from international jurisdictions (not including USA) who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants 1

Number of applicants fully licensed/certified 1

Average Time to Process Application in Weeks from First Point of Applicant Contact 1

Average Time to Process Application in Weeks from Receipt of all Required Documents 1

**Question Title**

38. Please indicate the total number of applicants from multiple and/or jurisdictions not specified who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants 0

Number of applicants fully licensed/certified 0

Average Time to Process Application in Weeks from First Point of Applicant Contact 0

Average Time to Process Application in Weeks from Receipt of all Required Documents 0

**Question Title**

39. Please indicate the total number of applicants from accredited Canadian post-secondary institutions who filed an application between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants 28

Number of applicants fully licensed/certified 0

Average Time to Process Application in Weeks from First Point of Applicant Contact 2

Average Time to Process Application in Weeks from Receipt of all Required Documents 6

**Question Title**

40. Please indicate the total number of applicants who re-registered after withdrawing from the application process between January 1 and December 31, 2022 for each of the categories as applicable.

Number of applicants 0

Number of applicants fully licensed/certified 0

Average Time to Process Application in Weeks from First Point of Applicant Contact 0

Average Time to Process Application in Weeks from Receipt of all Required Documents 0

**Question Title**

41. Please provide any additional comments you may have for questions 33-41.

**Question Title**

42. Jurisdiction where applicants obtained their initial education

Please indicate the total number of applicants for the top 12 international countries or jurisdiction where applicants obtained their initial education in the profession or trade.

1	India 4
2	China 2
3	Iran 2
4	Sri Lanka 2
5	Jamaica 1
6	
7	
8	
9	
10	
11	
12	

**Question Title**

43. Processing Time

As of December 31, 2022, how many full licenses/certificates did your organization issue?

**Question Title**

44. Please indicate the total number of applicants who received full licensure/certification between January 1 and December 31, 2022, according to the following timelines.

0 – less than 3 months 19

3 months – less than 6 months 0

6 months – less than 12 months 0

12 months – less than 18 months 0

18 months – less than 24 months

24 months and greater

**Question Title**

45. Age of Active Applications  
see above

As of December 31, 2022 what were the total number of active applications in your case inventory?

469
-----

**Question Title**

46. Please provide a breakdown (and total) of active applications according to the length of time (age) that they have been open.

0 – less than 3 months

3 months – less than 6 months

6 months – less than 12 months

12 months – less than 18 months

18 months – less than 24 months

24 months and greater

TOTAL

0 – less than 3 months	18
3 months – less than 6 months	16
6 months – less than 12 months	41
12 months – less than 18 months	15
18 months – less than 24 months	33
24 months and greater	346
TOTAL	469

**Question Title**

## 47. Other Licenses/Certificates of Registration Processed

Please indicate the number of applicants who were issued an alternative class of license\* that your organization processed in the reporting year (January 1-December 31, 2022).

Enter the data by the 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.

\* An alternative class of license/certificate enables the holder to practice with limitations, but additional requirements must be met for the member to be fully licensed/certified.

Ontario 0

Other Canadian Provinces and Territories 0

Certificate to Certificate (Labour Mobility) 0

USA 0

Other International 0

Multiple and/or Unspecified Jurisdictions 0

TOTAL 0

**Question Title**

## 48. Other Licenses/Certificates of Registration Processed

Please indicate the number of applications, If applicable, who were issued an emergency license/certificate that your organization processed in the reporting year (January 1-December 31, 2022). Enter the data by the 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.

Ontario 0

Other Canadian Provinces and Territories 0

Certificate to Certificate (Labour Mobility) 0

USA 0



Other International 0

Multiple and/or Unspecified Jurisdictions 0

TOTAL 0

### **Question Title**

#### 49. Other Licenses/Certificates of Registration Processed

Please indicate the number of Provisional license/certificate or alternative class of license/certificate holders who were fully licensed/certified by your organization which were processed in the reporting year (January 1-December 31, 2022). Enter the data by the 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.

Ontario 0

Other Canadian Provinces and Territories 0

Certificate to Certificate (Labour Mobility) 0

USA 0

Other International 0

Multiple and/or Unspecified Jurisdictions 0

TOTAL 0

### **Question Title**

#### 50. Number of Reviews and Appeals Processed

State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). For applicants who were subject to an internal review or who were referred to a statutory committee of your governing council, such as a Registration Committee. Enter the data by the 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.

Ontario 0

Other Canadian Provinces 0

USA 0

Other

Countries 0

Multiple and/or Unspecified Countries 0

TOTAL 0

**Question Title**

51. State the number of reviews and appeals that your organization processed in the reporting year (January 1-December 31, 2022). For applicants who initiated an appeal of a registration decision. Enter the data by the 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.

Ontario 0

Other Canadian Provinces 0

USA 0

Other

Countries 0

Multiple and/or Unspecified Countries 0

TOTAL 0

**Question Title**

52. State the number of reviews and appeals heard in the reporting year (January 1-December 31, 2022). Enter the data by the 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.

Ontario 0

Other Canadian Provinces 0

USA 0

Other

Countries 0

Multiple and/or Unspecified Countries 0

TOTAL 0

**Question Title**

53. State the number of registration decisions changed following an appeal and/or review that your organization processed in the reporting

year (January 1-December 31, 2022). Enter the data by the 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.

Ontario 0

Other Canadian Provinces 0

USA 0

Other

Countries 0

Multiple and/or Unspecified Countries 0

TOTAL 0

### Question Title

54. List the top three reason for appeals (by percentage) of a registration decision

1

2

3

### Question Title

55. List the top five reasons (by percentage) for not Issuing a License/Certification to Internationally Trained Individuals

1

2

3

4

5

### Question Title

56. List the top Five Reasons (by percentage) for not Issuing a License/Certification to Canadian Graduates

1

2

3

4

5

**Question Title**

57. Please provide any additional comments you may have:

DONE