



ACCESS TO RECORDS

Access to Records

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Established: August 2011

Most recent revision: October 2011

Applicable Categories of Registration:

1. General Practising Certificate
2. Provisional Practising Certificate
3. Temporary Certificate

Other

4. Applicants for registration

Type of requirement: Not applicable

Applicable Legislation:

Regulated Health Professions Act (1991), Schedule 2:

Disclosure of application file

16. (1) The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application.

Exception

- (2) The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. 1991, c. 18, Sched. 2, s. 16.

Principle(s):

Applicants may, upon request have access to all documents related to their application for registration.

Only information and/or documents that may jeopardize the safety of any person will be withheld.

Decision Criteria

1. Applicants who make a written request to the Manager of Registration may receive information and a copy of each document the College holds that is relevant to their application. The only exception is if the Registrar is of the opinion that release of such documents may jeopardize the safety of any person.
 - Records include all the documents that relate to the application, such as, but not limited to:
 - documents provided by the applicant as part of their application;
 - documents that describe the regulatory body's rationale for its decision;
 - documents related to any assessment of qualifications completed or received by the regulator;
 - documents related to accommodation requests; and
 - documents related to reviews and appeals.



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- The College reserves the right to charge a cost-recovery fee for photocopying documents and mailing/courier expenses. In these circumstances the College will inform the individual of the approximate cost to provide the documents and proceed upon payment by the individual of the cost.
 - Documents released will be clearly stamped “COPY”.
 - The College will make every effort to respond to the request within 30 days of the request being received by the College and to assist the individual with understanding the information.
2. If the Registrar is of the opinion that release of any of an applicant's documents may jeopardize the safety of any person the applicant will be provided only those documents that are not considered to jeopardize the safety of any person. In the event that the College refuses to provide access to all of the applicant's documents it holds, the College will provide reasons for denying access.