



# Council Orientation

Everything You Need to Know About Being a CRPO  
Council Member



# **Part V**

## **Committee Specific Orientation: Examination Committee**

# Examination Committee



The Examination Committee (a non-statutory committee) considers and determines outcomes of appeals regarding failure of the registration examination, where there are alleged grounds of unfairness or other extenuating circumstances. The Committee also considers and determines outcomes of time extension requests to exam timelines where there is evidence of extenuating circumstances. The Committee also determines upgrading activities, if any, for registrants to complete prior to making their third attempt at the exam. The Committee also considers and make recommendations for changes to the registration examination, and related policies and processes.

Examination Committee terms of reference

# Presentation Outline

1. Registration Requirements
2. Obligations as a RP (Qualifying)
3. Category Transfer
4. Examination Eligibility
5. Information about the Examination
6. Examination Committee and Decision-Making
7. Resources

# Regular Route Registration Requirements

- Master's level program central to psychotherapy
- “Current” (up-to-date) in the profession
- Jurisprudence e-Learning Module (JRP)
- Fluent in English or French
- Good character
- Professional liability insurance

# RP (Qualifying) Obligations to Avoid Certificate Expiration

Exam is a **non-exemptible** registration requirement:

1. Write first attempt at Registration Examination within 24-months of initial application (application submission date)
2. Write third attempt at Registration Examination within five years of initial application (application submission date)
3. Pass Registration Examination in three attempts or less
4. Be actively pursuing any outstanding education & training or clinical experience required to transfer to full RP status.
5. Complete all requirements to transfer to full RP status (passing Exam, completion of 450 DCC and 100 Clinical Supervision hours) within five years of issuance of Qualifying certificate (registration date)

# Category Transfer Requirements

- Accumulate 450 DCC hours and 100 clinical supervision hours
  - A maximum of 50 per cent of total clinical supervision hours can come from group clinical supervision
  - Clinical supervision group size can include up to eight supervisees
- Pass Registration Examination

## Conditions for Third Exam Attempt

- Registrants have a maximum of three attempts to successfully pass the exam
- Registrants who fail exam twice must complete upgrading activities, if any, required by a panel of the Examination Committee, prior to proceeding with the third attempt
- Following a third and final attempt failure, registrant's Certificate of Registration will expire; if they want to re-apply to the College, they will have to complete a new psychotherapy education program prior to re-applying for registration. (Section 6(6) of the Registration Regulation)



# Registration Regulation

## **Registered Psychotherapist class, registration requirements**

6. (1) Subject to section 7 and subsection 13 (2), the following are non-exemptible registration requirements for a Registered Psychotherapist certificate of registration:

2. The applicant must have successfully completed the registration examinations set or approved by the Registration Committee

## Registration Regulation (cont'd)

6. (4) Subject to subsections (5) and (6), the requirement in paragraph 2 of subsection (1) is not considered to have been met unless the applicant,
- (a) sits his or her first attempt at the examinations within the 24-month period following the date on which he or she submitted his or her application for registration unless a panel of the Examination Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examination within this period;
  - (b) sits his or her final attempt at the examinations within the five-year period following the date on which he or she submitted his or her application for registration unless a panel of the Examination Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examinations within this period; and
  - (c) successfully completes the examinations,
    - (i) within two attempts, or
    - (ii) on a third attempt after having first successfully completed such further upgrading, if any, required by a panel of the Examination Committee.

## Registration Regulation (cont'd)

6. (5) Where, by virtue of clause (4) (a) or (b), an applicant is not considered to have met the requirement in paragraph 2 of subsection (1), the successful completion of the examinations on any further attempt will not be considered as satisfying the requirements in paragraph 2 of subsection (1) unless, before sitting the examinations, the applicant submits a new application for a certificate of registration.

(6) Where, by virtue of clause (4) (c), an applicant is not considered to have met the requirement in paragraph 2 of subsection (1), the successful completion of the examinations on any further attempt will not be considered as satisfying the requirements in paragraph 2 of subsection (1) unless, before sitting the examinations, the applicant completes another program mentioned in paragraph 1 of subsection (1).

## Registration Regulation (cont'd)

### Qualifying class

**10.** It is a non-exemptible registration requirement for a Qualifying certificate of registration that the applicant must have met all the requirements for the issuance of a Registered Psychotherapist certificate of registration except for,

(a) paragraph 2 of subsection 6 (1);

(b) paragraphs 2 and 3 of subsection 6 (1); or

(c) paragraphs 1, 2 and 3 of subsection 6 (1), where the applicant is actively engaged in satisfying the requirement in paragraph 1 of subsection 6 (1) after having already substantially completed the requirements of that paragraph.

## Registration Regulation (cont'd)

### Qualifying class, conditions, etc., of certificate

- 11.** It is an additional term, condition and limitation of every Qualifying certificate of registration that the member must at all times,
- (a) practise psychotherapy with clinical supervision; and
  - (b) be actively pursuing the completion of any of the requirements set out in clause 10 (a), (b) or (c) that the member has yet to complete unless the Registrar has provided the member with permission in writing to interrupt the pursuit of one or more of those requirements due to exceptional circumstances

# Exam Eligibility



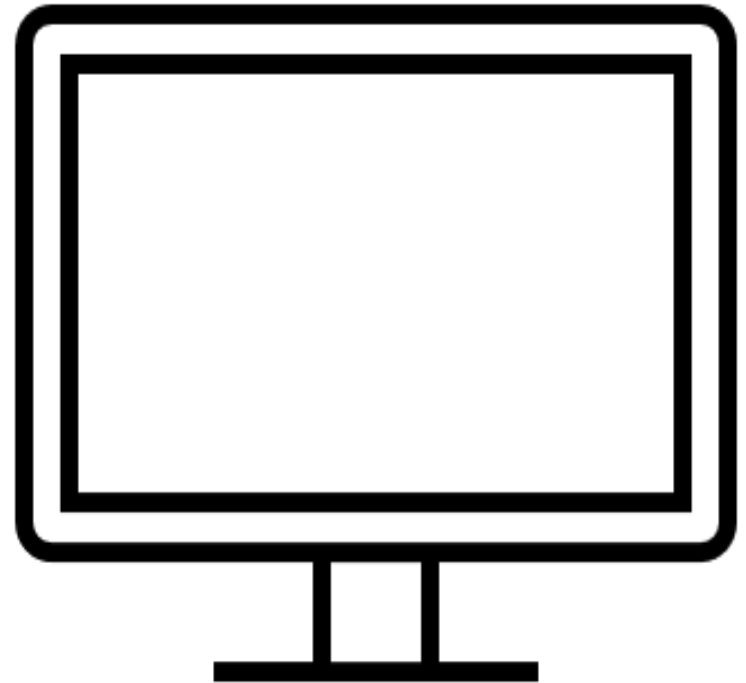
Registration in the Qualifying  
Category

Complete education program  
(confirmation of degree/diploma  
conferral on transcript)

# Examination Overview

# Entry-to-Practice Registration Examination

- The Registration Exam set and approved by the Registration Committee is the Canadian Professional Standard for Counselling and Psychotherapy (CPSCP): Entry to Practice Competency Assessment offered by the COMPASS Centre for Examination Development
- Computer based simulation style exam that tests the entry-to-practice competencies
- Offered exclusively via online remote proctoring
- Currently offered twice a year (spring and fall)
- Offered in English or French





## Stakeholders

Compass  
Centre for  
Exam  
Development

- Third-party that developed and administer the Exam
- Created and named exam using federal government grant
- Decide whether accommodations are granted; arrangements made with MonitorEDU

MonitorEDU

- Test administrators
- Hire exam invigilators, proctors
- Contracted by COMPASS

# Testing Blueprint

- Exam contains 10 simulations; 5-8 sections per simulation Each section has three components: Scenario, Information-Gathering sections and Decision-Making (DM) sections
- Content areas of the exam include:
  - I. Make an initial assessment (10-15%)
  - II. Establish a working relationship (10-15%)
  - III. Therapeutic relationship (25-30%)
  - IV. Working towards change (5-10%)
  - V. Manage separation and ending (5-10%)
  - VI. Professional practice (10-15%)
  - VII. Make use of supervision (3-5%)

# Exam Scoring

**Table 1: Calibration Range and Rationale**

- +3** Of central importance for good client care – omission would result in serious damage to the client in terms of cost, time, pain, risk of morbidity and/or mortality.
- +2** Strongly facilitative of good client care.
- +1** Mildly facilitative of good client care.
- 0** Does not contribute to client care but does not cause the client any harm in terms of increased cost, time, pain, risk of morbidity and/or mortality.
- 1** Mildly detrimental to client care in terms of cost, time, risk of morbidity and/or mortality.
- 2** Seriously detrimental to client care in terms of cost, time, pain, risk of morbidity and/or mortality.
- 3** Gravely damaging to client care and very costly to the client's welfare in terms of cost, time, pain, risk of morbidity and/or mortality.

# Exam Accommodations

- Registrants can request accommodations
  - Accessibility/Accommodation Form
  - Supporting documentation from regulated health professional OR previous test-writing accommodation (e.g. from school)
  - Supporting documentation must: be current within five years; specific to the accommodation request; AND include a description of the accommodation needed
- Registrant submits documents to CRPO → sent to COMPASS → arranges accommodation (if approved)
- Types of accommodations:
  - Extra time
  - Mobility aide
  - Service animal
  - Reading aide

## Exam Numbers

Number of exam sittings that have taken place	13
Overall pass rate across all 13 sittings	85%
Overall pass rate in 2022 (across two sittings)	91%

# Exam Surveying

- Registrants are surveyed approx. 3 months prior to sitting
  - Provide preference details (e.g., language of exam, from where they will write the remote online exam)
  - Asked if service animal, assistive equipment/device, medication, glucose meter, food and/or beverage required during exam
  - Accommodation requests also submitted at this time
- CRPO provides list to COMPASS of confirmed writers
- CRPO contacts writers with details of how to register and book exam seat on the MonitorEDU booking site

# Exam Results

- Results are released six to eight weeks after the exam sitting
- Sent directly to registrants via email
- Three possible messages to writers
  - Exam passed AND meet the clinical experience requirement for transfer → pay fees for completing transfer to RP
  - Exam passed but NOT YET completed clinical experience requirement for transfer → instructions on how to update hours
  - FAIL → available next steps

# Examination Committee and Decision-Making



# Work Done by Examination Committee

- **Examination Appeals Policy** and **Examination Appeals Framework**: promote transparent, objective, impartial and fair decision-making process for examination appeals
  - Approved March 12, 2021, published on website
- Work in progress: development of a CRPO Supervision Tool to assist Qualifying registrants (supervisee) and their clinical supervisor to review, reflect, develop plan for exam preparation leading up to the next exam attempt
- Future work: Exam Extension Policy to guide decision-making process for registrants requesting an extension for their exam attempt deadlines

# Examination Committee Panel

- Panel meetings include:
  - Granting extensions to exam timelines
  - Considering appeals on the grounds of unfairness or extenuating circumstances
  - Determining upgrading activities, if any, for registrants to complete prior to making their third attempt at the exam

# Exam Extensions

- Registrants that are not able to make their first exam attempt within the 24-month deadline, or their third exam attempt within the five-year deadline (due to extenuating circumstances), have the option to submit an exam extension request to the Examination Committee
- Consider whether there are extenuating circumstances
- **Other Extension Requests**
  - M-PPR Interview Deadline Extension
  - Learning Plan Submission Deadline Extension
  - Learning Plan Completion Deadline Extension

# Examination Appeals

- Registrants that fail can appeal to the Examination Committee, based on:
  - **Compassionate consideration:** unforeseen circumstances outside of registrant's control impacted exam performance, e.g., bereavement, personal or family emergency, victim of a crime
  - **Medical reasons:** illness or injury impacted registrant's performance, e.g., sudden and unexpected illness, exacerbation of chronic condition
  - **Process irregularities:** examination process issues outside of registrant's control, e.g., software not working, connectivity issues, power failures
- Registrant must submit Examination Appeal Form and supporting documents within 30 days of receiving the exam results
- Successful appeal nullifies exam attempt (does not change failure to pass)

# Examination: Appeal Decision-making

Identify the issue(s): what are the grounds for the appeal?

For each issue:

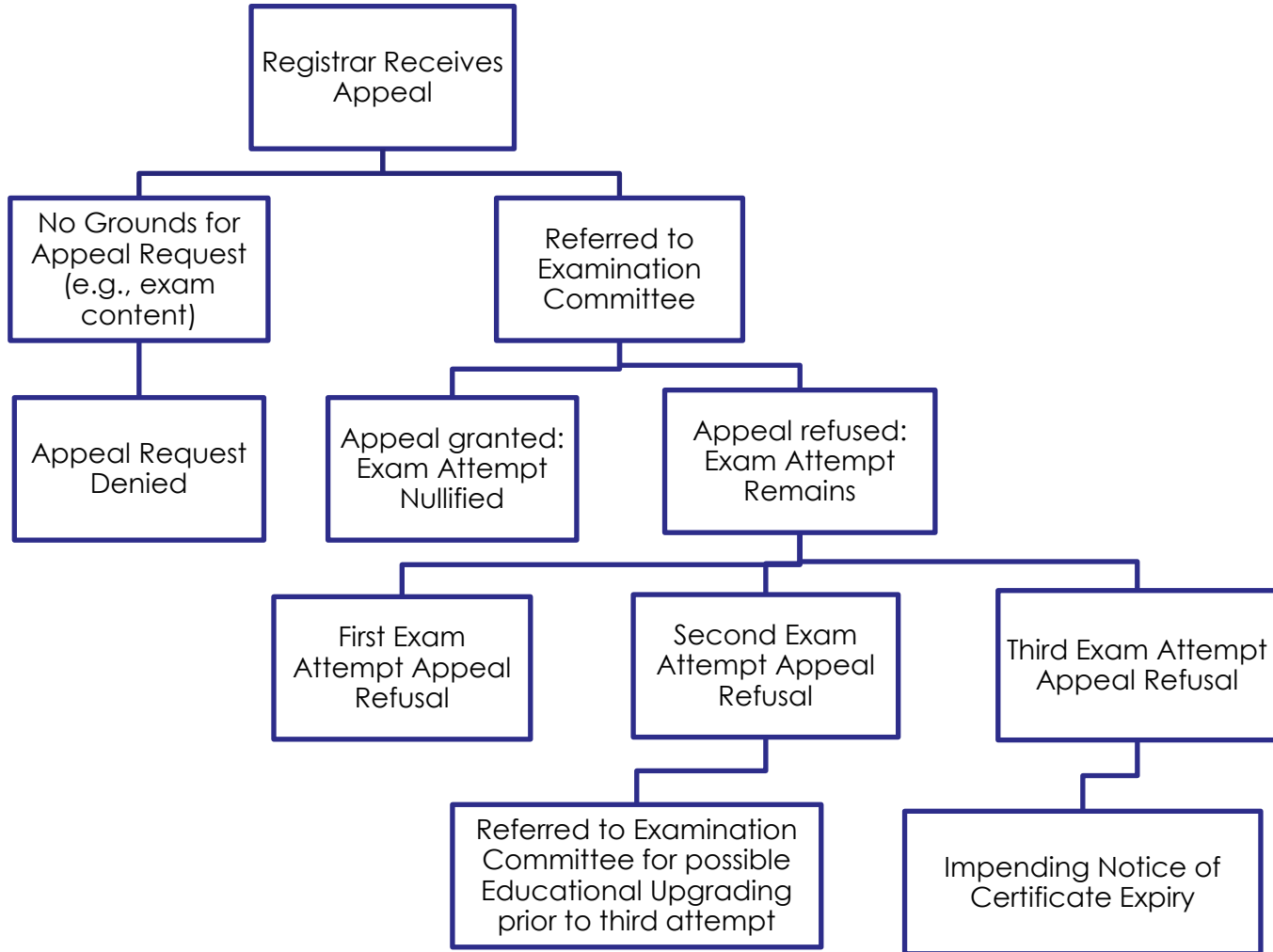
- Consider whether it led to unfair exam experience
- Consider the impact on exam performance
- For compassionate/medical issue(s), consider whether registrant contacted CRPO/Compass prior to exam
- For technical/process irregularities issue(s), consider whether it was outside of the registrant's control
- For technical/process irregularities issue(s), assign a severity rating, found in the [Appeals Policy](#)
- Consider whether registrant notified the proctor of issues during the examination; noted issues/concerns in the post-examination feedback survey; contacted CRPO within seven days of writing examination
- Consider whether the appeal is supported by evidence

# Examination: Appeal Decision-making

If appeal presents a compelling and substantiated reason for the examination failure → appeal granted

An appeal granted for reasons unrelated to fairness would not be in the public interest since failing the examination may indicate gaps in the registrant's competence

# Examination: Decision Tree

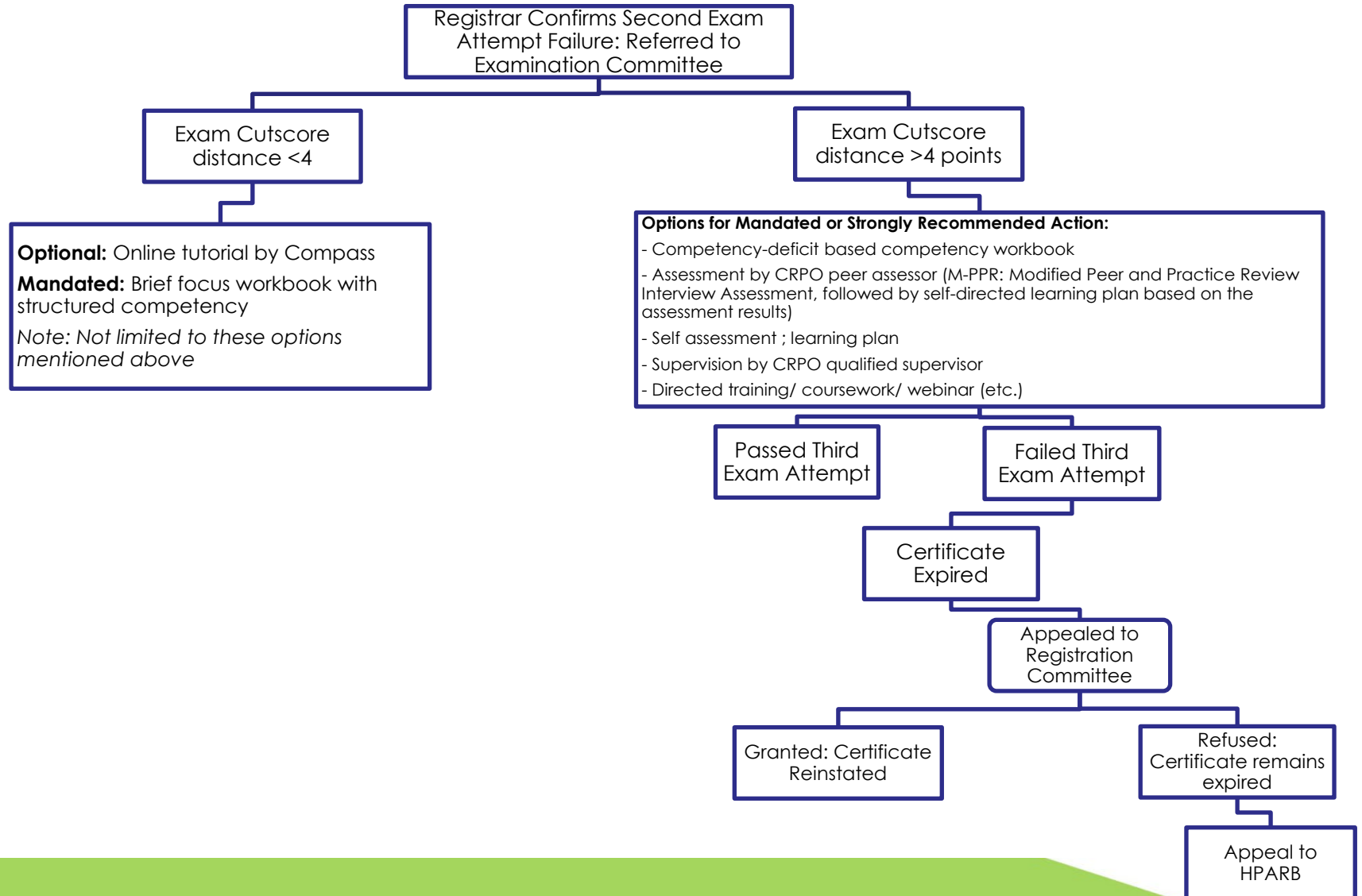


## Educational Upgrading

- Following a second failure, registrant may possibly be directed by Examination Committee to undergo educational upgrading activities, prior to being eligible for third and final exam attempt
- Registrant usually directed to undergo some form of Educational Upgrading when they fail by more than four points from the cut score distance or either/ both the Information-Gathering (IG) and Decision-Making (DM) sections of the exam



# Examination: Decision Tree



# Upgrading Option: M-PPR & Learning Plan

1. Complete Modified Peer and Practice Review (M-PPR)  
Interview with peer assessor
2. Create a learning plan based on the results of the M-PPR interview and other feedback provided by CRPO
3. Submit learning plan (LP) for EC approval
4. Complete the approved learning plan
5. Show proof of completion
6. Make third exam attempt (within the five-year deadline)

## Upgrading Option: Directed Clinical Supervision

- EC panel may direct registrant to complete clinical supervision with a pre-approved supervisor (for learning plan). Factors for the panel to consider include:
  1. Frequency of the supervision
  2. Duration of each supervision session
  3. Type of supervision
  4. Specificities pertaining to the progress reports submitted by the supervisor
- Reviewing selected supervisors, offering possible supervisors, monitoring compliance with supervision progress reports etc.

# Learning Plan Approval

- Possible decisions by the Examination Committee for submitted learning plan by the registrant:
  - Approval as is
  - Approval with revisions
  - Approval with additional considerations
  - Refusal

# Learning Plan Completion

- Upon completion of their learning plan, registrant must submit proof of completion of the activities
- Proof of completion → subject to Registrar Approval
- Eligibility for Third Exam Attempt

## Appeals Following Third Failure

If the registrant disagrees with the decision of the expiry of their Certificate of Registration following a third failure, the registrant has the option to have their application reviewed by the Registration Committee. If refused by Registration Committee, can appeal the decision via the **Health Professions Appeal and Review Board (HPARB)**.

# HPARB

## What is HPARB?

- independent adjudicative agency
- independent of government
- Board members are not government of Ontario employees
- not allowed to be or to have ever been members of a regulated health profession or Health College
- Board members are appointed by the Lieutenant Governor-in-Council
- powers and processes are specified in the *Regulated Health Professions Act, 1991*

# Resources



# Legislation

Regulated Health Professions Act (RHPA):

<https://www.ontario.ca/laws/statute/91r18>

Health Professions Procedural Code (schedule 2 of RHPA)

<https://www.ontario.ca/laws/statute/91r18#BK53>

Psychotherapy Act, 2007

<https://www.ontario.ca/laws/statute/91r18#BK53>

Registration Regulation

<https://www.ontario.ca/laws/regulation/150067>

# Information & Policies

Examination overview

<https://www.crpo.ca/registration-exam/>

Steps to Writing Exam

<https://www.crpo.ca/steps-to-writing-the-registration-exam/>

Examination Appeals Policy

<https://www.crpo.ca/wp-content/uploads/2021/03/Examination-Appeal-Policy.pdf>

Examination Appeals Form

<https://www.crpo.ca/wp-content/uploads/2022/02/CRPO-Examination-Appeals-Form.pdf>

Examination Extension Request Form

<https://www.crpo.ca/wp-content/uploads/2022/11/Exam-Extension-Request-Form.pdf>

Qualifying Expiration Policy and Process

<https://www.crpo.ca/wp-content/uploads/2022/05/Qualifying-Expiration-Policy-and-Process.pdf>

# Exam Resources

Registration Exam Resource Manual

[Resource-Manual-CRPO-Aug-2022-English.pdf](#)

Entry-to-Practice Competency Profile

<https://www.crho.ca/wp-content/uploads/2017/08/RP-Competency-Profile.pdf>

Competency-Based Case Study Workbook

[https://www.compassexams.ca/wp-content/uploads/2019/04/Casebook\\_EN.pdf](https://www.compassexams.ca/wp-content/uploads/2019/04/Casebook_EN.pdf)

CRPO Practice Standards

<https://www.crho.ca/standards-regulations/>

CRPO Code of Ethics

<https://www.crho.ca/code-of-ethics/>

# Exam Resources

Other Exam Prep Resources:

- [Remotely Proctored Online Exam Requirements](#)
- [Technical Requirements and Testing for Online Exams](#)
- [Online Exam Tip Sheet](#)
- [Candidate Agreement](#)
- [Pre-Exam Check](#)
- [Video About Live Remote Proctoring](#)