

POLICIES & PROCEDURES

DATE APPROVED: May 2016	CATEGORY: Registration
DATE FOR REVIEW: May 2019	AUTHORITY: OT Act 6(2)(p)

POLICY TITLE: R12. Access to Registration Records
--

Purpose:

The College aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants for registration may request access to all documents relevant to their application for registration. This policy outlines the process for requesting documentation and possible outcomes.

Principles:

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. The Registrar may refuse to give an applicant anything that may be subject to legal privilege or that, in the Registrar’s opinion, jeopardizes the safety of any person.

Policies:

1. Applicants who make a written request to the Registrar may receive information and a copy of each document the College holds that is relevant to their application.
2. 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 College’s rationale for its decision,
 - Documents related to any assessment of qualifications completed or received by the College,
 - Documents related to accommodation requests, and
 - Documents related to reviews and appeals.

3. 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 will proceed upon payment of this cost by the individual.
4. Documents released will be clearly stamped "COPY".
5. The College will make every effort to respond to the request within 10 business days and to assist the individual with understanding the information.
6. If the Registrar is of the opinion that the 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.
7. If the Registrar is of the opinion that any of the documents are subject to legal privilege, the applicant will be provided only those documents that are not considered to have legal privilege.
8. 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.

Outcome:

1. Applicant provided with all documents concerning their registration;
2. Applicant provided with documents that do not jeopardize the safety of another person or are subject to legal privilege and the Registrar has provided reasoning for withholding documents.