



**HEALTH PROFESSIONS APPEAL AND REVIEW BOARD  
REGISTRATION APPEALS (ORAL HEARINGS OR WRITTEN REVIEWS)**

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***The Health Professions Appeal and Review Board (“the Board”)...***

is an independent adjudicative agency. It is independent of government. Board members are not government of Ontario employees, and they are 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 and most are part-time appointees. Further information about the Board’s membership may be found at [www.pas.gov.on.ca](http://www.pas.gov.on.ca).

One of the Board’s tasks is to conduct a hearing or review, when asked, of decisions made by the *Registration Committee* (“the Committee”) of the College. Its powers and processes are as specified by the *Regulated Health Professions Act, 1991* and the *Veterinarians Act, 1990*. A review of this legislation may be found at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

***Your request for appeal...***

should be made in writing; include your name and contact information, list the name of the College, specify whether you like to proceed by way of a **written review** or **oral hearing** (only one method of proceeding should be selected), and include a copy of the College’s Registration Committee’s decision.

The Board will not proceed with the appeal unless it receives all of the requested information.

***After the Board receives this request...***

it will provide you with a confirmation letter and direction on any further information it may

require of you, together with instructions on next steps.

***A Written Review...***

is a paper process. Neither party (you or the College) attends before the Board. The College provides the Board with copies of the Committee’s Order and the materials upon which the Order was based. You will be asked to send your written comments and documents to the Board.

The Board will proceed with its Review when it receives your comments and documents as well as the documentation and comments from the College. The Review is conducted by a panel of Board members.

The Board makes its decision based only on the written documents submitted. There is no transcript or recording of the Review.

***An Oral Hearing...***

is where both you and the College attend before the Board and present evidence, call witnesses, file documents and provide oral arguments. You can speak on your own behalf or can be represented by a friend, family member or a legal representative. The College is typically represented by a lawyer.

You and the College are responsible for presenting your own cases. You may introduce evidence and may call witnesses to testify under oath.

The public is allowed to observe the Board’s Hearings. If you feel that there are circumstances about your case that you do not want made public, you may request the Board to hold your Hearing in private. Ultimately, it is

the Board that decides whether the public may attend.

***The Board provides copies to the parties...***

of all written correspondence and material provided to the Board by you or by the College. All correspondence and material will also be shared with the Board's panel. If you do not wish for certain information to be shared, do not include it in your correspondence.

***Case Conference***

Before the Review or Hearing, you may be required to participate in a Case Conference telephone call. This teleconference will be facilitated by a member or agent of the Board. The purpose of this teleconference is to provide the parties with information about the Board's process, mandate and powers, and to consider:

- the settlement of any or all of the issues;
- the clarification of the issues;
- facts that may be agreed upon;
- the date the matter will proceed and its anticipated length (hearings only);
- a schedule for the exchange of documents and witness lists when applicable; and
- any other procedural issue.

You will be sent a written Notice setting out the date and time of the Case Conference call. Participation in this teleconference and everything discussed in this call is without prejudice to the parties. In other words, a party does not waive or lose any rights at the main proceeding by participating. A written report will be issued to the parties following the teleconference.

***To prepare for a Review or Hearing...***

Carefully review the appropriate legislation e.g., the *Regulated Health Professions Act*, its Code, the profession-specific act (e.g., the *Nursing Act*), its registration regulation, and any other materials the College submitted.

***If you have selected a Review...***

please send your written comments to the Board. Ensure that they clearly explain why you want the Board to review your application, why you object

to the Registration Committee's Order, and what you would like the Board to do.

It helps if you refer to specific requirements of the legislation, regulation or College policies or practices to support your case.

Make sure that you provide comments by the deadline that the Board will provide. If you do not, the Board could proceed with its Review without your comments.

***If you have selected a Hearing...***

please remember that a hearing is a court-like procedure. You will want to be prepared:

- Make sure you understand the reasons why the College can refuse to issue or renew a certificate;
- Prepare your argument. You should be able to state clearly why you disagree with the Registration Committee's decision, what you want the Board to do about it and why. It helps if you can refer specifically to the requirement of the legislation, the registration regulations and/or College policies and practices; and
- Make arrangements for any witnesses who can support your case to attend the Hearing (you will be responsible for any costs to have them attend) or make alternate arrangements to obtain their evidence.

***After the Hearing or Review...***

the Board will issue a written decision with reasons to the parties. The Board's decisions are public documents. To view past decisions, you may visit [www.canlii.org/en/on/onhparb](http://www.canlii.org/en/on/onhparb).

***For more information about the Board...***

including its *Consolidated Rules of Practice and Procedure* ("the Rules") and related Practice Directions, please see the Board's website at [www.hparb.on.ca](http://www.hparb.on.ca), or by request directly to the Board.

**- DISPONIBLE EN FRANÇAIS -**