

COSRE Process & Timelines

Initial Assessment

Wait time between receipt of an application and completion of the needs assessment is usually three to five weeks. Timelines are not binding and may be impacted by volume or complexity of cases.

Supporting Documents

Responsibility of Applicant - Ensure to regularly check the status of your application online and act on all pending and/or rejected credentialing requirements. If necessary, follow up with 3rd party source organizations on the status of documents you requested to be sent to the College.

Processing, distribution, upload and review of all incoming credentialing documents takes **at least 3 business days** but may take longer during the peak registration period from March to July. The online application is updated accordingly to reflect the status of each document: **Accepted**, if in good order or **Rejected** with an explanatory note, if deficient.

Registration Committee Review

Applications also requiring review by the Registration Committee may require additional processing time to accommodate the process outlined below

Visit [Registration Committee Processing Timelines and Meeting Dates](#) page for details.

Quality Check

Verification for applications deemed as complete takes **up to 5 business days** but may take longer during the peak registration period from March to July.

If the process of verification reveals any deficiencies or omissions, you will be notified immediately.

Process

Following the completion of the assessment of your application, you will receive a finalized Individualized Education Plan (IEP) and a Clinical Supervision Agreement. Once we are in receipt of your signed agreement and start date you may begin supervision.

Clinical Supervision reports are to be submitted as outlined in your IEP and signed agreement. It is your responsibility to ensure that these reports are submitted in a timely manner.

Wait time between receipt of a clinical supervision report and approval to transition to a lower level of supervision (if applicable) is usually one to three weeks.

Wait time between receipt of a final clinical supervision report and review by the College is usually one to three weeks.

The College's decision regarding approval or direction of an assessment will be provided via email within this time frame.

Assessment

If required, the assessment of your practice will be facilitated by an Assessment Coordinator from the College's Quality in Practice Program. You will be provided with the name and contact information of your assessor, as well as relevant information regarding preparing for your assessment, including a sample of the protocol that will be used to assess your practice. Upon receipt of the practice assessment report you will be invoiced by the College.

Wait time between receipt of the practice assessment report and review by the College is usually three to five weeks. The College's decision will be provided to you within this time frame.

Questions?

inquiries@cpso.on.ca / 416-967-2617 / 1 800-268-7096 x617 (in Canada only) / Monday – Friday / 8AM-5PM EST

Rev. SEPT/2020

1 of 2

COSRE Process & Timelines

Assessment of Your Application

Applications are assessed in the order they are received. March to July is our peak period which may affect processing times. Wait time between receipt of an application and completion of initial assessment is typically 3 to 5 weeks.

Online Applicant/Member Portal

The online portal provides you with a current status of your application and enables communication between you and the College.

Following the initial assessment of your application, we will continue to update the status online as supporting documents are received and reviewed. You may be asked to provide additional documents or explanations to support your application. Your credentialing requirements are logged as follows:

- **Received, Under Review** – allow minimum of 2 business days for review of received requirements.
- **Not Received** – outstanding requirements yet to be received by the College from you or a 3rd party. Refer to an explanatory note posted against each pending requirement for specific instructions.
- **Rejected** – requirement was assessed and deemed as deficient and/or incomplete. Refer to the explanatory note posted against each rejected requirement to review the reason for rejection and additional instructions.
- **Accepted** – requirements assessed and deemed acceptable.

Requirements Subject to Change and Validity

The College's registration and credentialing requirements are subject to change without notice. Any such changes, including possible updates, during the course of this application may apply to you.

Credentialing requirements remain valid for the duration of your application; application validity not exceeding one year from the date of submission. Applications remaining incomplete or inactive for one year will be withdrawn.

Registration Committee (if required)

If you know your application requires review by the Registration Committee (i.e. if you hold a restricted certificate, or you have received notification from the College that following assessment of your application and/or supporting documents, your application requires Committee's consideration concerning a particular matter), visit the [Registration Committee](#) page for additional information about the Committee process and meeting dates with corresponding deadlines.

All outstanding requirements flagged as required in advance of the Registration Committee review must be accepted in good order before you are provided with a copy of the application material to be considered by the Committee. You will also be asked to consent to review before your case is added to the meeting agenda. No advance assurances can be given with respect to outcome and/or date for review by the Registration Committee.

Confidentiality

The College fulfils its commitment to protect the privacy and confidentiality of information by complying with its statutory obligations under the Regulated Health Professions Act, 1991, the Personal Health Information Protection Act, 2004 and by voluntarily adopting the practices set out in the CPSO Privacy Code. This Code applies to all information that the CPSO collects, receives, creates, uses or discloses while performing its regulatory functions.

The College preserves secrecy with respect to all information it receives in connection with applications for registration, except in accordance with the provisions in [s. 36 of the RHPA](#).

To review the CPSO [Privacy Code](#) and the relevant statutes, please visit our website.

Questions?

inquiries@cpsy.on.ca / 416-967-2617 / 1 800-268-7096 x617 (in Canada only) / Monday – Friday / 8AM-5PM EST

Rev. SEPT/2020

2 of 2