



Health Professions Review Board

Information Sheet

The Statement of Points in a Registration Decision Review

[Reference: s.50.54 of the *Health Professions Act*](#)

1. What is a Statement of Points?

A detailed written argument to support the applicant's request for review

2. Why does the review board ask for a statement of points?

All reviews of registration committee decisions start by giving the applicant a copy of the registration committee's decision and the college's complete registration file.

Once the applicant has had time to read this information, the review board gives the applicant an opportunity to submit a statement of points reacting to this new information which they might not have seen before.

3. Do I have to do one?

It is not a must. It is an opportunity for the applicant to respond to information in the registration file, clarify what they want the review board to do for them, and help the review board understand why it should take the action the applicant asks for.

4. How should it look?

There is no special form for the statement of points but, it should be clear, well-organized and concise.

5. What is it used for?

The statement of points helps the review board understand what the applicant thinks is wrong with the registration decision, and whether it was reasonable and fair.

6. What should it say?

A statement of points should include:

- a summary of the main issues: it may be helpful to include background information about the college and its registration process - do not assume the Review Board knows this
- a statement of the decision that the applicant wants the review board to make, and detailed reasons why the review board should make this decision
- an explanation for why the review board should not confirm the committee's decision
- references (by page number) to information in the registration decision or file that shows where you believe the college went wrong – perhaps you think the process for how the registration committee made its decision should have been different, or the committee did not consider things that it should have, or considered things that it shouldn't have
- references to legislation, regulations, by-laws, policy, case law or other legal sources that support your points

7. Should I ask the review board to order the college to register me?

This is an exceptional remedy. Consider whether it is realistic to expect the review board to direct the college to grant you registration.

The review board can direct the college to register an applicant

ONLY IF

the review board determines that the registration committee did not act fairly
AND

the registration committee's decision

- a. was made arbitrarily or in bad faith,
- b. was made for an improper purpose,
- c. was based entirely or predominantly on irrelevant factors, OR
- d. failed to take requirements under this Act into account

AND

the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications required for registration in a class of registrants

AND

the applicant meets any other conditions or requirements for registration in the class of registrants

8. Requests for the Review Board to grant registration under the Labour Mobility Act

An applicant may request the review board to grant registration because they are a person to whom the registration committee is obliged under the [Labour Mobility Act](#) to grant registration or certification. If this special circumstance applies to you, your task in preparing your statement of points will be to establish this fact with relevant documentary proof.

9. Can I submit extra documents with my statement of points?

The review board can accept extra documents, but only if:

- the documents are not already in the registration file.
- the applicant completes “Form 10: Additional Information” and attaches the extra documents
- the review board decides that it reasonably requires the extra documents for a full and fair disclosure of all matters related to the issues under review

10. What to do with the finished statement of points

Send it to the college (if the college has a lawyer, send it to the lawyer instead) and the review board at the same time.