

Policy on Assessment of Good Character Requirement

The Institute of Engineering Technology of Ontario (IETO), OACETT's certification division, [Terms of Reference 3.2 \(a\)](#) requires that all applicants be of good character to attain registration. This requirement is to earn and keep the public's trust of engineering and applied science technicians and technologists, and to promote and maintain the high ethical standard of the profession.

This policy outlines, in the interest of transparency, impartiality, fairness, and objectivity, how IETO defines "good character," so that applicants are aware of the requirement prior to submitting their application, and to ensure that this requirement is applied consistently to all applicants.

The Declaration of Good Character is part of the OACETT application process. Applicants will also declare that they will adhere to the [OACETT Code of Ethics and Rules of Professional Conduct](#) at time of application, and at annual renewal of membership.

What is good character?

In Canada, "good character" is generally held to comprise three elements:

1. The ability to tell the difference between right and wrong,
2. The courage to do what's right, no matter the personal consequences, and
3. The ability to assess these issues, within the context of the practice of the profession, in the best interests of the public as a whole.¹

To be of good character, an applicant must be able to answer "No" to the following questions. Applicants who answer "Yes" to any of the questions must submit supporting documentation to the OACETT Registrar at the time of application, or within 30 days of applying for membership. A "Yes" answer to any of these questions does not necessarily mean that the applicant will be refused admission. Applicants can contact the OACETT Registrar if they have any questions.

1. Have you ever been refused membership or had registration revoked or suspended by any Engineering Technology Association/Society, Engineering licensing body or other regulatory body in Canada or in another country?

Yes No

2. Have you ever been disciplined by or found guilty of any offence under the OACETT Act, By Law, IETO Terms of Reference, or of any Engineering Technology Association/Society, Engineering licensing body or other regulatory body in Canada or in another country?

Yes No

¹ Barber, Katherine (ed.), Canadian Oxford Dictionary. Oxford University Press Canada, 1998

3. Have you ever been found in violation of claiming to be a certified or licenced practitioner by any Engineering Technology Association/Society, Engineering licensing body or other regulatory body in Canada or in another country?

Yes

No

4. Are you currently under investigation, involved in court proceedings, or awaiting sentencing for an offence related to your employment and/or practice of your profession?

Yes

No

When is a more detailed review of an applicant's Declaration of Good Character initiated?

The Registrar will initiate a review of an applicant's Good Character when an applicant answers "Yes" to any question in the *Declaration of Good Character* on the Application for Certification, when transferring to OACETT from another provincial professional association, or when applying for reinstatement of membership.

The applicant will be provided with a period of 30 days from the date of applying for membership to submit any supporting documentation to the Registrar. If the applicant requires additional time to arrange for supporting documentation, the applicant can request an extension in writing to the Registrar. For example, if the original documents are not in English, additional time will be granted to arrange for English translations to be prepared by a certified member of the Association of Translators and Interpreters of Ontario (ATIO), or other equivalent Canadian association of certified translators. If the applicant does not submit supporting documents within 30 days of applying and has not arranged for an extension, a review of their good character will proceed.

The Registrar will review the *Declaration of Good Character* and supporting documentation (if provided), and may make an initial finding that there is no issue of good character, and admit the applicant to Associate membership. In more serious cases, the Registrar will forward the application and supporting documentation for a more in depth review by the Good Character Review Committee.

The Registrar may seek the advice of legal counsel at any time.

The applicant will be notified in writing by the Registrar of the referral of their application and supporting documents to the Good Character Review Committee for a further review and decision about their eligibility for membership.

What types of supporting documentation can the applicant provide?

The following are some examples of supporting documentation that the applicant may provide to the Registrar:

- A personal statement describing the incident or circumstances.
- An explanation as to whether or not the incident will impact their ability to practice under the OACETT Code of Ethics and Rules of Professional Conduct.
- Official copies of any documents relating to the incident such as, police records, reports, evidence of completion of any order imposed by a regulator, etc.
- Letters of reference from employers, colleagues, or other professionals who are aware of the facts of the incident.
- Letters from other professionals who are engaged in any prescribed treatment process that may be relevant.
- Letters from OACETT certified members to attest to the applicant's good character.

Applicants are responsible for making arrangements at their own expense to have the documents sent directly or delivered to the OACETT Registrar. If sent by mail, the envelope should be addressed to the OACETT Registrar, and marked, "Confidential."

What is the criteria used to evaluate good character?

In each case, the following factors will be considered by the OACETT Registrar or the Good Character Review Committee:

1. The nature of the conduct, including:
 - Seriousness and impact of the incident
 - How long ago the incident occurred
 - Relevance to professional practice
 - Potential risk to the public
 - Mitigating circumstances
2. The honesty and completeness of the submission by the applicant.
 - Did the applicant self-declare?
 - Did the applicant willingly provide documentation?
 - Did the applicant provide correct and truthful answers?
3. The consequential actions of the applicant, such as:
 - The outcome of any remediation or rehabilitation undertaken.
 - The expression of remorse by the applicant.

What is the role of the Good Character Review Committee?

The Good Character Review Committee will review more serious cases, forwarded by the Registrar, to determine if the applicant meets the “good character” requirement.

Who are the members of the Good Character Review Committee?

The Good Character Review Committee is a standing committee of IETO, consisting of:

- Chair, IETO Councillor
- Two other members that may either be OACETT certified members or certified/licenced members of another regulatory body
- Registrar (non-voting)

What is the potential outcome by the Good Character Review Committee?

The Good Character Review Committee will consider each applicant on a case by case basis, and will consider the information provided.

The Committee may ask the applicant for additional information or clarification of any information previously provided before a decision is reached. The applicant will be given 30 days to provide additional information to the Registrar. If the applicant requires additional time to arrange for supporting documentation, the applicant can request an extension from the Registrar.

The committee will make a decision of the applicant’s eligibility for membership that is not in conflict with the OACETT By-law or the IETO Terms of Reference.

The following are some decisions that can be imposed by the committee:

- Deny membership.
- Impose a waiting period after which time the applicant may be admitted to membership.
- Require the candidate to complete the OACETT PPE or IEPPE prior to granting membership.
- Suspend the decision to a later date (e.g. awaiting outcome of ongoing proceedings) after which the applicant’s file will be reviewed.

How will the Good Character Review Committee inform the applicant of their decision?

In all cases, the Registrar will provide the applicant with written notification of the Good Character Review Committee’s decision, including the reasons.

What recourse does the applicant have if refused membership?

All decisions of the Good Character Review Committee can be appealed by the applicant submitting a [Certification Appeal Form](#) to the Certification Appeals Committee within 30 days of receiving written notification from the Committee.

**In preparing this policy, OACETT thanks the Office of the Fairness Commissioner, and acknowledges the policies of other Ontario regulators that we reviewed: College of Veterinarians, College of Psychologists of Ontario, Ontario Professional Foresters Association, Association of Ontario Land Surveyors, Law Society of Upper Canada, Professional Engineers of Ontario, and Certified Management Accountants of Ontario.

Terms of Reference for the IETO Good Character Review Committee

1. The Good Character Review Committee will be a standing committee of IETO and it will report its findings to the Registrar.
2. Members of the committee are appointed by the IETO Board.
3. Term of service will be for two or three years to avoid a complete turnover of committee members in any one year.
4. Each member of the committee will sign a confidentiality agreement.
5. The committee will consist of four members.
 - Chair, IETO Councillor
 - Two other members that may either be OACETT certified members or certified/licenced members of another regulatory body
 - Registrar (non-voting)
6. Members of the committee cannot sit on the Complaints Committee or the Admissions Committee.
7. Proceedings of the committee will be recorded and minutes taken. Meetings will be closed except on the invitation of the Chair.
8. The committee will make a decision of the applicant's eligibility for membership that is not in conflict with the OACETT By-law or the IETO Terms of Reference.
9. Decisions of the committee will be reached by consensus.