

REGISTRATION POLICY

Registration Appeals Panel

The Registration Committee is composed of two panels. One panel (the First Panel) reviews and issues decisions, and the Registration Appeals Panel (RAP) hears appeals of eligible registration decisions.

Not all registration decisions are appealable to the RAP. Decisions are appealable if the First Panel makes an order under section 18(2) or 19(6) of the [Health Professions Procedural Code](#). All other decisions of the First Panel are not appealable and become final orders of the Registration Committee.

Composition

1. The RAP shall be composed of a minimum of 3 members with,
2. at least one Director of the Board who is a registrant of the College;
3. at least one Director of the Board appointed to the Board by the Lieutenant Governor in Council; and
4. if the Board so decides, up to three registrants of the College who are not a Director of the Board.

No member of the First Panel shall be a member of the RAP. Three members of the RAP constitute a quorum.

Process for Appeal

Applicants whose provisional decisions are eligible for appeal to the RAP will receive notice of their right to appeal to the RAP at the time they receive the provisional decision from the First Panel. Applicants may request an appeal to the RAP by submitting a written request to the Registration Committee within fifteen (15) days of the date they receive the initial registration decision. The request must set out the basis for the appeal. The applicant must also submit an appeal fee for the amount of \$150 + HST.

Scope of Appeal

The RAP process is a paper-based document review only; oral submissions will not be heard. The RAP will review the reasonableness of the provisional decision. The RAP will have full access to the applicant's registration file. Requests for an appeal that include new, relevant information, or documentation that was not before the initial panel, will be referred back to the First Panel for reconsideration under paragraph 2, below.

Possible Outcomes

The RAP may:

1. Dismiss the appeal, if they find the decision of the initial registration panel reasonable. The provisional decision of the First Panel will then become the final decision of the Committee;
2. Return the original decision to the First Panel for reconsideration. Following reconsideration by the First Panel, the First Panel will issue a decision. Where the reconsideration decision included consideration by the First Panel of new, relevant information or documentation that was not previously before it, the decision will be considered provisional and may be appealed to the RAP. Where the reconsideration decision did not include consideration of new, relevant information or documentation, the decision becomes a final order of the Registration Committee.
3. Make an order as per section 18 (2) or s. 19 (6) of the *Health Professions Procedural Code*. This becomes the final decision of the Registration Committee.

After an application has been disposed of by the RAP and a final order of the Committee has been issued, an applicant may appeal the order to Health Professions Appeal and Review Board in accordance with the provisions set out in the *Health Professions Procedural Code*.