

REGISTRATION COMMITTEE

Terms of Reference and Mandate

Committee Type: Statutory

Terms of Reference

1. Board shall appoint the members of the Registration Committee at the first Board meeting of the year in accordance with the by-laws. At that time, the Board shall indicate which members of the committee are to sit on the Registration Appeal Panel (RAP).
2. The Registration Committee shall be composed of at least two members of Board who are members of the College; at least one member of Board appointed to the Board by the Lieutenant Governor in Board; and if Board so decides, up to three members who are members of the College who are not members of the Board.
3. The chair and vice-chair of the Registration Committee shall be elected from among the members of the Registration Committee and the election may take place at or before the first committee meeting of the year.
4. As required, panels of the Registration Committee shall be selected by the chair from among the members of the Committee, except for the members of the Registration Appeal Panel and each panel shall be composed of at least 3 persons, at least one of whom shall be a person appointed to Board by the Lieutenant Governor in Board.
 - (a) The RAP shall be composed of a minimum of 3 members with,
 - i. at least one member of the Board who is a member of the College;
 - ii. at least one member of the Board appointed to the Board by the Lieutenant Governor in Board; and
 - iii. if the Board so decides, up to three members of the College who are not a member of the Board.

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

5. Panels of the Registration Committee, and the committee as a whole, meet when required.
6. All Registration Committee members are required to attend an annual orientation session.

Mandate

The Registration Committee shall:

1. Perform such functions as are assigned to it under the Health Professions Procedural Code, Regulations, by-laws, and policies of the College including the review and assessment of all applications for registration that are referred to it by the Registrar or referred back to it by the Health Professions Appeal and Review Board, all applications for variation under S.19 of the Code.

2. Recommend to Board proposals for changes to applicable legislation, regulations, and by-laws, as well as programs to support the registration processes including Prior Learning Assessment and Recognition (PLAR), accreditation of opticianry programs and the National Registration Examinations.
3. Submit an annual report to the Board. The report will include information on number of new applications considered in all categories, number of new certificates of registration granted, participation in the Fairness Commissioner's audit and any other relevant information.

The Registration Committee may:

1. Submit a report to Board in between annual reports.