

The Registration Committee (“the Committee”) is composed of panels. Decisions of the Committee that are appealable to the Health Professions Appeal and Review Board (“HPARB”) under the *Health Professions Procedural Code* are subject to the process set out herein. For these matters, the first Panel makes a provisional decision which can then be appealed, if the applicant requests, to the second Panel, the Registration Appeal Panel (the “RAP”). Decisions of the first Panel that are not appealable to HPARB are also not appealable to the RAP and become final orders of the Committee.

Composition

The RAP shall be composed of a minimum of 3 members with,

- i. at least one member of the Council who is a member of the College;
- ii. at least one member of the Council appointed to the Council by the Lieutenant Governor in Council; and
- iii. if the Council so decides, up to three members of the College who are not a member of the Council.

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 Committee within fifteen (15) days of the date they receive the provisional decision. The request must set out the basis for the appeal. The applicant must also submit an appeal fee in the amount of \$141.25 (includes 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 first Panel, will be referred back to the first Panel for reconsideration under paragraph ii, below.

Disposition

The RAP may,

- i. Dismiss the appeal, if they find the provisional decision of the first Panel was reasonable. The provisional decision and reasons of the first Panel at this point become the final order of the Committee;
- ii. Return the provisional decision to first Panel for reconsideration. Unless the reconsideration resulted from new information or documentation submitted at the RAP stage, the decision of the first Panel after reconsideration becomes the final order of the Committee; or
- iii. Make an order pursuant to s. 18 (2) or s. 19 (6) of the *Health Professions Procedural Code*. This becomes the final order of the 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 HPARB in accordance with the provisions set out in the *Health Professions Procedural Code*.