

## REGISTRATION COMMITTEE

### Terms of Reference and Mandate

**Committee Type:** Statutory

#### Terms of Reference

1. Council shall appoint the members of the Registration Committee at the first Council meeting of the year in accordance with the by-laws. At that time, the council 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 Council who are members of the College; at least one member of Council appointed to the Council by the Lieutenant Governor in Council; and if Council so decides, up to three members who are members of the College who are not members of the Council.
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 Council by the Lieutenant Governor in council.
  - (a) 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.

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 Council 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 Council. 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 Council in between annual reports.