

Credentialing Standard Review Task Force – Terms of Reference

Adopted by the Board: January 14, 2025

Purpose

Review and provide recommendations to update the Credentialing Standard to ensure that:

- The Standard establishes the appropriate minimum requirements for registrants to practice independently.
- Required academic subject areas are relevant to the current practice of applied biology.
- Professional practice competencies are effectively measured.
- The Standard provides flexibility for applicants to demonstrate competence despite missing courses in required academic subject areas.
- The application process is efficient as well as effective.

Membership

- Task Force members are appointed by the Board.
- The Chair will be a Board member, and there will be at least four additional members, including a lay member if possible.
- The Task Force should include individuals who have the attributes listed in the member profile and:
 - Are Credential Committee members
 - Are academic and credential assessors
 - Are auditors
 - Have academic experience
 - Have recent experience hiring new biologists
- Members will serve for the duration that the Task Force – anticipated to be for one year.

Meetings

- Meetings occur at the request of the Chair or College staff.
- Meetings are attended by the Task Force members, College staff, and others upon request.
- The quorum for meetings is three members (including the Chair).
- Meeting minutes will be made available to any member of the Credentials Committee or Board upon request.
- Progress reports will be submitted to the Credentials Committee, and to the Executive Committee or the Board.

Duties and Responsibilities

Task Force members should make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Task Force are confidential and will not be shared with parties outside the College of Applied Biologists unless a formal decision has been made to communicate with external parties or organizations.

In Scope

The Task Force is responsible for:

- Reviewing academic requirements in the Standard to ensure they are relevant to the current practice of applied biology.
- Reviewing how the professional practice competencies are assessed, and identifying updates that may be required to ensure that assessments are relevant, efficient and effective.
- Reviewing the professional work product requirement, including how the communication and competency requirements for professional work products are assessed.
- Exploring alternative ways for applicants to demonstrate that they meet the minimum requirements to practice independently.
- Identifying any corrections or other updates to the Standard that may be required, including ensuring consistent treatment between registrant categories.
- Consulting with others (e.g., registrants, subject matter experts) as necessary.

Out of Scope

The following topics are outside of the scope of the Task Force:

- Exploring changes to the Professional Practice Competency Standard.
- Exploring a move to a fully competency-based model.
- Exploring standardized testing or an apprenticeship program.
- Exploring additional mandatory training courses.
- Exploring changes to the scope of practice for registrants.

Resources and Budget

The Task Force will operate within the budget allocated by the Board of the College of Applied Biologists. Should unforeseen expenses occur, the Chair will seek authority from the Board to overspend the budget.

Deliverables

- Proposed updates to the Credentialing Standard by December 31, 2025.
- Progress reports for the Credentials Committee and the Board.
- Surveys of recent applicants/new registrants and hiring managers.