



Credentials Committee: Terms of Reference

June 2024

Next review: 2026

Purpose

The purpose of the Credentials Committee is to:

- In collaboration with the Registrar, oversee the Credentials Program;
- oversee the recruitment process for Credentials Assessors and make recommendations for appointment to the CEO;
- exercise responsibility over the development of fair, impartial, and transparent standards, guidelines, policies, and procedures for the Credentials Assessors;
- provide direction to Credentials Assessors and task force(s);
- review Credentials Assessors recommendations and make determinations on Limited Licensee applications;
- hear reviews on the record pursuant to section 5-11 of the Bylaws;
- review, evaluate and provide recommendations on other policies and associated College standards, guidelines, and practice for the College's registrant and Credentials Program and make recommendations to the College Board.

The Credentials Program ensures registrants meet the College's high standards and competency requirements for entrance and that the public interest is being met. Outcomes from the Committee will provide strategic direction to improve the College's Credentials Program and processes and to identify areas where additional policy, standards, practice, guidance, and development or training for registrants may be needed.

Membership

- The Committee is appointed by the Board using a merit-based selection framework.
- Membership will consist of up to nine (9) members including the chair.
- The Credentials Committee must include the following:
 - up to three (3) registrants currently serving as Credentials Assessors;
 - up to three (3) registrants not currently serving as Credentials Assessors; and
 - at least one Lay member not serving on the Board.
- No more than four (4) people may have assessor experience.
- The chair and committee members serve a maximum three- (3-)year term.
- Members can be reappointed but may not serve for more than six (6) consecutive years.
- The Board must make reasonable efforts to ensure that committee members are appointed according to the College's DEI policy.
- Credential Committee members must possess the knowledge and skills to develop policies, procedures, and guidelines regarding registration.



Meetings

- Meetings will occur at the request of the chair, member of the committee or College staff.
- Meetings will be attended by the Committee, College staff, and others upon request (e.g., Credentials Assessors).
- Quorum required for meetings will be a minimum of three (3) registrants (including the chair) and one (1) Lay member.
- Notes of all meeting proceedings will be available to any member of the Board upon request.
- Written reports may be submitted to the Executive Governance Committee or the Board or may be given verbally by the chair of the committee or designate.

Duties and Responsibilities

It is expected that Committee members will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College unless a formal decision has been made to communicate to external parties or organizations or it is a statutory requirement.

Resources and Budget

The Committee will operate within the budget allocated by the Board. Should unforeseen expenses occur, the chair will seek authority to overextend the budget.

Deliverables

Program

- Provide input to the Board and Committees to inform College's Credentials Program policies, standards, guidelines, and practice program(s).
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to the Board and other committees, as required.

Strategic

- Develop recommendations for the Board on strategies and approaches to advance the Credentials program.
- Provide recommendations to the Board on Credentials Program policies, standards and bylaw changes.