



COLLEGE OF APPLIED BIOLOGISTS

POLICY

Policy Name:	Credential Assessor Appointment – Policy 5-100				
Approval Authority:	Board	Adopted:		Reviewed:	Admin. Changes on June 6, 2024
Responsible Staff:	CEO	Revised:	February 7, 2025		
Responsible Committee:	Credentials	Contact:			

1. Purpose

Prescribes the criteria and process in appointing Credential Assessors as per Part 5-2(1) of the College of Applied Biologists' bylaws.

2. Scope

In Scope:

Recruitment and appointment of qualified Credentials Assessors

Out of Scope:

Recruitment and appointment of Committee Chair and members
Appointment of College staff

3. The Policy

- (A) The Credentials Committee with the Registrar will
 - a. determine the need to increase application assessment capacity
 - b. identify key competencies and experience required for new assessors
 - c. recruit potential new assessors (candidates) through:
 - i. general call for applications through *College Notice*, and/or
 - ii. directly approaching candidates based on past interest or experience in being an assessor, identification of potential interest through the Nominations Committee, or personal knowledge
 - d. Review and assess information provided by the candidate
- (B) Candidates will at a minimum provide a C/V and a short paragraph describing how they meet the competencies and experience required.
- (C) The Chief Executive Officer will review the recommendations of the Credentials Committee to ensure that the process has met all criteria set out in the bylaws and policies. Recommendations from the Credentials Committee will only be challenged if:
 - a. The process has not been followed
 - b. A real or perceived conflict of interest is identified
 - c. The proposed candidate is the subject of a Practice Review or potential disciplinary action
 - d. There is a non-compliance with the bylaws
- (D) The Chief Executive Officer will inform the candidate, Registrar and the Chair of the Credentials Committee on the outcome of the process in writing.

4. Resources

[College Bylaws](#)