



COLLEGE OF  
**APPLIED BIOLOGISTS**

**Policy 5 – 200 Registration Application Assessment  
June 2026**



<b>Policy Name:</b>	<b>Policy 5 – 200 Registration Application Assessment</b>				
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<b>Responsible Committee:</b>	Credentials Committee	<b>Contact:</b>	Registrar		

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## 1.0 Purpose

This policy provides the standardized assessment process for the registration program.

## 2.0 Scope

This policy supports Part 5 - Registration Divisions 2 to 4 of the [College Bylaws](#) and applies to applications for the following registrant categories:

- Registered Professional Biologists (RPBio)
- Registered Biology Technologists (RBTech)
- Applied Biology Technician (ABT)
- Biologist in Training (BIT)
- Registered Biology Technologist in Training (“RBTech in Training”)
- Applied Biology Technician in Training (“ABT in Training”)
- Applied Biology - Limited Licensee – (“AB-LL”)

## 3.0 Policy

Most applications for registration include an academic or credentials assessment. Details of requirements for each registrant category are found in the College’s [Credentialing Standard](#), and in the [Application Processing Policy](#).

### 3.1 Conflict of Interest

Upon being assigned an assessment, Credential Assessors<sup>1</sup> must declare any known or perceived conflict of interest with the applicant.

### 3.2 Education Assessment

An education assessment involves review of:

- Proof of education:
  - Official transcripts or certificates are reviewed to confirm that the degree, diploma, or certificate was earned and that all required courses were passed.
  - The review does not include grades, or courses outside the requirements for the registrant category.
  - Assessors may rely on a confirmation letter from the institution as proof that the applicant meets the degree or diploma requirement. Applicants must provide an updated transcript after their degree or diploma is granted.

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<sup>1</sup> Credential Assessors are appointed as per Part 5 - Registration Division 2 of the [College Bylaws](#) and Policy 5 – 100



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- Required courses:
  - Theses/dissertations only count as a general biology course, not as a specific course.
  - Theses/dissertations only count as one course, despite universities weighing them as equivalent to two or more courses.
  - If it meets the definition of a course<sup>2</sup> in the Standard, assessors must not reject a course based on the number of credits or units assigned by the institution.
  - An applicant may combine up to 3 courses to meet a specific course requirement.
  - Applicants that use a course to meet one specific course requirement can't use the same course to meet another specific requirement.
  - If a course meets the requirements set out in the course definition, assessors must not reject it based on it being a first-year course.

### 3.3 Experience Assessment

The experience assessment involves review of an applicant's experience, competencies, professional work products (if applicable), and references.

**Experience** – a review of the applicant's title and description of position, and resume/CV, to confirm that the experience requirements for the registrant category have been met.

Requirements include:

- Experience time, calculated in months, meets the requirement for the category, and is within the accepted timeframe (e.g., RPBio must include 36 months within the last 10 years).
- Experience must meet the definition of "practice of applied biology" in the [Applied Biologists Regulation](#).

The reasons for rejection of experience entries cannot be for the following reasons:

- Title of the applicant
- Organization where the applicant earned their experience
- The applicant's role or level of responsibility
- Experience (e.g., tasks) does not demonstrate the professional practice competencies. This is assessed in the following section.

**Competencies** – a review of the applicant's professional practice competencies to confirm the applicant has met the requirements for the registrant category.

Reasons for rejection of a competency cannot be for the following reasons:

- Short and concise answers (e.g., I follow all applicable standards and policies while conducting field work).

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<sup>2</sup> The Credentialing Standard defines a course as "a one-semester course, which includes at least 3 lecture or lab hours per week"



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- If competencies are not comprehensive, but are supported by a reference.
- If the experience that is used to demonstrate a competency is not applied biology experience, for example, applying Occupational Health and Safety Standards.

**Professional Work Products** – a review of the applicant’s submitted professional work products<sup>3</sup> (PWP) to confirm the applicant has demonstrated the requirements for the registrant category.

The review is not a peer-review of scientific strengths and weaknesses of the work product. Reasons for rejection of a PWP cannot be for the following reasons:

- Grammar, spelling, or writing style
- Not being a scientific study (i.e., not research)
- Not including field work or in person data collection (e.g., a literature review)
- Not using specific language or terms such as, “conclusion” or “recommendation”
- The title of the report, and if it was published, the journal the report was published in
- If the applicant is not the lead author and a declaration has been made by the lead author verifying the components or sections of the report the applicant wrote and was responsible for

**References** – A review of the applicant’s references to confirm the requirements for the registrant category have been met.

A reference should be rejected if the reference has a substantive reservation regarding the applicant’s ability to be an applied biology professional.

The reasons for rejection of a reference cannot be for the following reasons:

- If a reference does not speak to all Professional Practice Competencies, if each of the competencies are supported by at least one reference.
- If all references are from the same organization. Not all applicants have worked for multiple organizations, or have had the opportunity to work with a client who can provide speak to the College’s Professional Practice competencies.

### 3.4 Assessor Comments

Comments are to be professional and concise. They should provide relevant information regarding the rationale for the recommendation that is linked to requirements in the [Credentialing Standard](#) or [Applied Biologists Regulation](#).

Assessor comments are part of the record of review<sup>4</sup> and will be provided to an applicant upon

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<sup>3</sup> The Credentialing Standard provides that there is no required format for PWPs; they may include reports, policies, plans, briefing notes, theses, dissertations, presentations, or correspondence. Draft material is acceptable.

<sup>4</sup> [College Bylaws](#) Part 5 Division 4 - Review on the Record Application for Reviews on the Record 5-11.



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request.

### 4.0 Resources

- [College of Applied Biologists Bylaws](#)
- [Credentialing Standard](#)
- [Professional Practice Competencies and Competence Standard](#)
- [Application Processing Policy](#)