



COLLEGE OF
APPLIED BIOLOGISTS
Professional Accountability

Review on the Record Procedures

June 2023



Revision History and Document Control:

Approved Date	Version	Change Reference
June 2023	V 1.0	

Contents

- 1.0 Introduction 3
- 2.0 Review on the Record Roles, Responsibilities and Statutory Authority 3
 - 2.1 The College..... 3
 - 2.2 The Applicant 4
- 3.0 Steps for Review on the Record..... 4
 - Step 1 – Making a ROTR..... 5
 - Step 2 – Intake and Review 5
 - Step 3 – Statutory Determination of the ROTR 6
- 4.0 Review on the Record Determination 6

1.0 Introduction

These procedures provide direction the College's Credentials Committee, Governing Board (hereafter referred to as the Board) and College staff regarding the adherence to and administration of a request for review on the record pursuant to Division 4 – Review on the Record section 5 – 12 of the College's Bylaws (hereafter referred to as Bylaws) and Part 4 (Registrants) Division 2 section 48 of the *Professional Governance Act* (PGA).

The PGA Part 4 (Registrants) Division 2 sections 44 through 48 provides the legal framework and governance for registration and conducting a review on the record for the College. The Bylaws Division 3 Registration Process sections 5-3 to 5 -11 and Division 4 – Review on the Record section 5 – 12 provide details regarding the College's Registration and Review on the Record processes respectively. If there is a conflict between the PGA and the Bylaws, the PGA takes precedence.

2.0 Review on the Record Roles, Responsibilities and Statutory Authority

A request for a review on the record (ROTR) specifically pertains to a review of the process for an application for registration. It is not a review of the application itself, or an appeal of the decision. All aspects of the ROTC are confidential. Only the Registrar/Deputy Registrar, Registration Officer, the applicant Credentials Committee or the Board have access to personal information gathered during the review, except as required by law. Neither the Committee's nor the Board's reasons are made public or published.

2.1 The College

The following entities in the College have roles and responsibilities under the PGA and Bylaws regarding the adherence to and administration of a review on the record request (ROTR).

Registrar/Deputy Registrar

The Registrar/Deputy Registrar has statutory authority granted by the Board to approve an application for registration pursuant to sections 5-3, 5-4 and 5-6 to 5 -11 of the Bylaws for Registered Professional Biologist, Registered Biology Technologist (RBTech), Applied Biology Technician (ABT), RBTech in Training, ABT in Training and Biologist in Training (BIT).

Regulatory Officer

The Registration Officer provides support to the applicant, Registrar/Deputy Registrar during the application process.

The Registrar/Deputy Registrar and Regulatory Officer positions provide administrative support to the Credentials Committee and Board when they are reviewing and making a statutory determination regarding a ROTR as per section 5-12(4) to (7).

Credentials Committee

The Credentials Committee is a statutory committee that has statutory authority granted by the Board to approve an Applied Biologist-Limited Licensee (AB-LL.) application for registration pursuant to sections 5-5 of the Bylaws. As the Registrar/Deputy Registrar has authority to approve all other registrations, to avoid any known or potential conflict of interest, it is the Credentials Committee that undertakes and determines a review on the record request for an RPBio, RBTech, ABT, ABT in Training, RBTech in Training and BIT application.

Board

As the Credentials Committee has authority to approve an AB-LL registration, to avoid any known or potential conflict of interest, it is the Board that undertakes and determines of a review on the record request for an AB-LL. application.

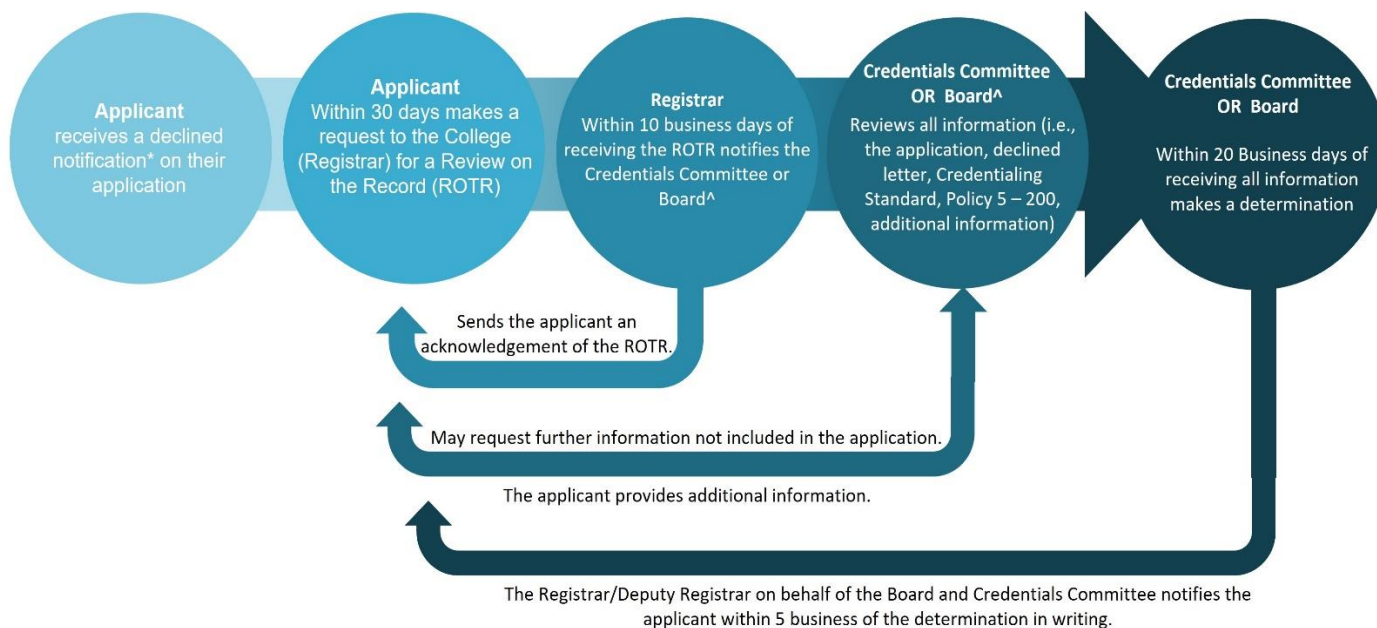
2.2 The Applicant

The College as per the Bylaws and PGA (section 48(3)) provides the applicant an opportunity to provide additional information that was not included in their original application for registration.

The applicant has a responsibility under the PGA and Bylaws to adhere to the ROTR. This includes providing information and associated timelines as in the terms requested by the Credentials Committee or the Board

3.0 Steps for Review on the Record

The following outlines in plain language the requirements and procedure for a request for a review on the record as detailed in Division 4 – Review on the Record in section 5 – 12 provide of the Bylaws. Figure 1.0 below provides a simple visual summary of the College’s review on the record steps.



*Letter specifies application deficiencies & resolution options

^ The Board only has jurisdiction over the ROTR for Applied Biology – Limited Licensee (AB_LL.) applications

Figure 1.0 Summary of the College’s Review on the Record (ROTR) steps

Step 1 – Making a ROTR

Responsible Party	Requirements & Actions	Timelines
An applicant makes a request for a Review on the Record (ROTR) upon receipt of the decision on their application for registration.	The request must: <ul style="list-style-type: none"> • Explain why, in their opinion, the decision is in error; and • State the requested outcome of the request. 	RORT is submitted within 30 days from the date they received a decision on their application.
The Registrar/Deputy Registrar	Forwards the ROTR to the Credentials Committee or Board (if the ROTR involves and AB-LL. application)	10 business days from the date the ROTR was received.
	An acknowledgement regarding the receipt of the RORT is sent to the applicant.	Within 10 days from the date the ROTR was received.

Step 2 – Intake and Review

Responsible Party	Requirements & Actions	Timelines
Credentials Committee (Committee)	May request further information from the applicant in writing or orally not included in the application.	Give the applicant 20 business days to provide additional Information or to schedule a meeting for oral submissions.
Board (only AB -Limited Licensee application ROTR)	May request further information from the applicant in writing or orally not included in the application.	Give the applicant 20 business days to provide additional Information or to schedule a meeting for oral submissions.
The Registrar/Deputy Registrar	Contacts the applicant on behalf of the Committee or Board regarding any requests for information.	Within 5 business days of the Committee or Board’s decision for the applicant to provide more information inform the applicant in writing of the request.
An applicant	Provide the requested information by the Committee or Board within the timeline.	Adhere to the timeline for submissions. If required may ask the Committee or Board for an extension.
Regulatory Officer	Uploads any supporting documentation provided by the applicant to the documents section of their profile in the Registrant Portal and also to the RORT Portal Group in the portal.	Within 5 business days receiving information from the applicant.

Step 3 – Statutory Determination of the ROTR

Responsible Party	Requirements & Actions	Timelines
Credentials Committee (Committee)	Review the application in its entirety, the determination made by the Registrar/Deputy Registrar (i.e., declined letter) and any additional information requested by the Committee and provided by the applicant against the application review process (i.e., Policy 5 – 200 and Credentialing Standard).	Within 20 business days of receiving all information from the applicant make a determination that: a. Confirms the application decision (declined); OR b. Substitute an alternative decision & provide reasons in writing for the decision.
Board (only AB -Limited Licensee application ROTR)	Review the application in its entirety, the determination made by the Committee (i.e., declined letter) and any additional information requested by the Committee and provided by the applicant against the application review process (i.e., Policy 5 – 200 and Credentialing Standard).	Within 20 business days of receiving all information from the applicant make a determination that: a. Confirms the application decision (declined); OR b. Substitute an alternative decision & provide reasons in writing for the decision.
The Registrar/Deputy Registrar	Contacts the applicant on behalf of the Committee or Board regarding any requests for information.	Within 5 business days of the Committee or Board’s determination provide the determination to the applicant.
Regulatory Officer	Upload any official correspondence and determination documentation from the Committee, Board or Registrar/Deputy Registrar to the documents section of their profile in the Registrant Portal and also to the ROTR Portal Group in the portal.	The same day the applicant is notified of the Committee or Board’s determination.
An applicant		Adheres to the Committee or Boards determination.

4.0 Review on the Record Determination

The Credentials Committee or Board’s determination for a ROTR is final. Under the PGA and Bylaws there is not an appeal process for the ROTR or the application itself.