



COLLEGE OF  
**APPLIED BIOLOGISTS**

## **APPLICATION PROCESSING POLICY**

**January 2022**

<b>Policy Name:</b>	<b>Application Processing Policy</b>				
<b>Approval Authority:</b>	Council	<b>Adopted:</b>	2020	<b>Reviewed:</b>	2022
<b>Responsible Staff:</b>	Registrar & Regulatory Officer	<b>Revised:</b>	2022		
<b>Responsible Committee:</b>	n/a	<b>Contact:</b>	Regulatory Officer		

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## 1.0 Purpose

This policy outlines the College of Applied Biology's application process including submission, assessment(s), retention, and communications requirements. The policy is supported by the College Bylaws, Policy 5 – 200 Registration Application Assessments, and the Credentialing Standard and the Procedures: Application and Registration Processing (Appendix A).

## 2.0 Scope

This policy covers all applications for registration received by the College.

## 3.0 The Policy

### 3.1 Application documentation

- a. All applications including the Indictable Offence Declaration must be completed electronically through the College's online application module (<https://portal.cab-bc.org/applicants/start> or <https://portal.cab-bc.org>).
- b. Official transcripts must be received directly by the Registrar's Office by hardcopy (mail) or digitally (via email) from the institution(s).
- c. Digital/electronic transcripts will only be accepted by the Registrar if received directly from the sending institution. Digital transcripts issued via a third party (e.g., My eQuals, Mycreds etc.) are not accepted.
- d. References must be received electronically through the College's v online application module.
- e. International credentials must be verified by an accredited assessment agency.
- f. The College must directly receive international credential from the agency. The recommended credentialing service: a course-by-course evaluation such as one done for transfer admissions or graduate admissions.
- g. All individual application documentation is digitally stored in the applicant's profile on the College portal system.

### 3.2 Completed Application

- a. An application is considered complete when all documentation (e.g., official transcripts, international accredited assessment, references) have been received by the Registrar's Office. 'Date Completed' is indicated on the applicant's application status in their profile in the College's portal(<https://portal.cab-bc.org>).
- b. If an application is missing required application information (e.g., course descriptions) the Registrar/Deputy Registrar will notify the applicant via email, and the application is reset to the draft stage. Before any assessment(s) are conducted the applicant must provide the missing information and resubmit their application. An additional, application fee will not be charged.
- c. If an applicant applies for the wrong stream (i.e., Stream 1 versus Stream 2) the Registrar/Deputy Registrar will notify the applicant via email, and the application is reset to the draft stage. Before any assessment(s) are conducted the applicant must complete and submit the appropriate application (e.g., Stream 2). An additional, application fee will not be charged.



- d. Applicants can check on their application status in real time via their profile in the College's portal (<https://portal.cab-bc.org>).

### 3.3 Application review

- a. Completed applications are reviewed in the order in which they are received. However, if any application is missing information or was for the wrong stream (3.2 b and c), the completed date is adjusted to reflect this.
- b. Individual applications for Registered Professional Biologist (RPBio) are reviewed by Assessors (Academic and Credentials), by the Registrar/Deputy Registrar as per Policy 5 – 200.
- c. Applications for Registered Biology Technologist (RBTech) Applied Biology Technician (ABT), Trainee RBTech, Trainee ABT, Biologist in Training (BIT) and Student Biologist are reviewed by the Registrar and Deputy Registrar and may be assessed by an Assessor at the discretion of the Registrar as per Policy 5 – 200.
- d. An assessor (Academic and Credentials), Registrar and Deputy Registrar must provide their opinion of their assigned application review as per Division 2 – Credential Assessors 5-2 (3) of the College Bylaws within two (2) weeks after notification from the Registrar.
- e. The Registrar/Deputy Registrar makes the final determination for registration based on an Assessor(s) review and recommendation as per Division 3 – Registration Process sections 5-4(1), 5-7(1), 5-8(1), 5-9(1), 5-10(1) and 511(1) of the College Bylaws.

### 3.4 Application retention

A draft application will be deleted from the portal 12 months after the “created date”:

- a. Reminder to submit and complete your application email notifications will be sent out to applicants with draft applications 1 month and 1 week prior to being deleted.
- b. On the 12 month “created date “anniversary draft applications will be automatically deleted.

### 3.5 Approved Trained & Finished Application Requirements

An applicant whose application has been approved<sup>1</sup>:

- a. one year to complete the final credentialing requirements, the College's mandatory training courses Code of Ethics and Professional Conduct and Indigenous Reconciliation Course (as of Spring 2022).

An applicant whose application is at the trained<sup>2</sup> stage has:

- a. 90 days from completing mandatory training courses to pay annual dues be considered finished and become registered and listed on the College's register.

### 3.6 Declined Application

- a. A declined applicant is provided with a letter from the Registrar/Deputy Registrar identifying any deficiency(ies) in their application and provided a 6 month timeline to 1) request their application remain open and 2) provide information and/or documentation (e.g., original

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<sup>1</sup> An approved application has met all the requirements for the category they applied for, has received an approved notification from the Registrar/Deputy Registrar and still needs to complete the College's mandatory training courses to move to the next step in the process, a trained application.

<sup>2</sup> A trained application has completed mandatory training and is required to pay annual dues to moved to finished and then become registered.



transcripts) to resolve an identified deficiency(ies) in their original application for re-evaluation. Re-evaluations do not require an additional application fee.

- b. A re-evaluation is completed as per Policy 5 – 200 by the Registrar or Deputy Registrar within one month of being received by the College.
- c. A declined applicant may request and be granted additional time at the discretion of the Registrar to resolve a deficiency(ies) if the request:
  - i. Includes an appropriate rationale for the request (e.g., completion of a course goes beyond the 6 month deadline date); and
  - ii. Does not extend past an additional 6 months.

### 3.5 Communication

- a. An applicant is required to provide valid and up to-date contact information (i.e., email address, phone number and mailing address).
- b. Communications from the College will be through the email address provided in the applicant's portal profile.
- c. A hardcopy registration package is sent to a new practicing and in Training registrant via Canada Post to the mailing address on file.

### 4.0 Resources

- College of Applied Biology Bylaws
- Policy 5 – 200 Registration Application Assessment
- The Credentialing Standard
- Operational Credential Procedures

### Appendix A - Procedures: Application and Registration Processing



COLLEGE OF  
**APPLIED BIOLOGY**  
Professional Accountability

## APPENDIX A

### Procedures: Application and Registration Processing

January 1, 2022



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## 1.0 Application and Registration Process

The following outlines the College’s internal application and registration process (figure 1.0) step by step and the responsible parties including College staff and volunteer assessors and what that occur in each stage of the process. The entire application and registration process occurs online through the College’s portal (). The only step that does not occur in the portal is the signing of the registration certificates by the Registrar.

Figure 1.0 The College’s Application and Registration Process



## 1.1 Application and Registration Steps

Steps 1 Application is submitted

Responsible Party		
Applicant	College	Actions
<p>Submits Application and pays the application fee.</p> <p>Requests are made to third parties and are required to be provided to the College and includes the following:</p> <ul style="list-style-type: none"> <li>• Official transcripts be sent to College by institution or training provider:               <ol style="list-style-type: none"> <li>1. Digital transcripts</li> <li>2. Hardcopy transcripts</li> </ol> </li> <li>• References; and</li> <li>• Foreign credit assessment (if applicable).</li> </ul>	<ol style="list-style-type: none"> <li>1. Finance Officer/Designate*</li> <li>2. Regulatory Officer/ Designate*</li> </ol>	<ol style="list-style-type: none"> <li>1. Processes payment &amp; provides a receipt to applicant</li> <li>2. Tracks application submissions.</li> </ol>

\*Designate provides backup when primary staff are away or requests support.



Step 2. Application is completed.

Responsible Party	
College	Actions
Regulatory Officer/Designate* tracks and receives: <ul style="list-style-type: none"> <li>• Digital transcripts</li> <li>• Hardcopy transcripts</li> <li>• Foreign credit assessment (if applicable); and</li> <li>• References</li> </ul>	3. Saves digital transcripts to applicants file in the z drive (by first name) & uploads to applicant’s profile in the portal (where appropriate).^ 4. Scans, saves to applicants file in the z drive (by first name) & uploads to applicant’s profile in the portal. 5. Checks the transcript to see if there are any “Transfer Credits”, if yes check if specific Transfer Credit courses are listed on the transcript. If the course names are not listed, check if we have transcripts from the other institution(s). If not, communicate to the applicant that the College needs all transcripts for courses they are claiming in their application. 6. Tracks References received 7. Saves foreign credit assessment to z drive (by first name) & uploads to applicant’s profile in the portal. Once all steps 2to 6 are complete the application is completed and moves to Step 3 the review stage.

*^ Not all digital transcripts resemble official hardcopy transcripts are not uploaded to an applicant’s profile*

Step 3 Application is reviewed.

Responsible Party	
College	Steps
Registrar/Manager of Registrations	8. Assigns application to Academic+ 9. Assigns application Credential Assessors+
Academic Assessor	10. Assesses application against the College’s registrant category academic requirements.
Credential Assessor	11. Assesses application against the College’s credential requirements.
Registrar/Manager of Registrations	12. Reviews Assessor(s) assessment(s) & application against the College’s registrant category academic and credential requirements and makes the determination (approved or decline) regarding the application. 13. Notifies the applicant is their application is approved or declined.

*+ Only Registered Professional Biologist (RPBio) and Biologist in Training (BIT) academic and credentials are reviewed by volunteer Credential Assessors. Registrar and Manager of Registrations conduct academic and credential reviews of all applications.*

Step 4. Application is approved. Applicant moves to the Trained and Finished Stages. If the application is declined refer to step 6.

Responsible Party		
Applicant	College	Steps
Pays the Mandatory Training Fee	Finance Officer/Designate*	14. Payment is processed in portal & receipt provided to applicant. 15. Upon payment applicant is given access to training courses.
Completes Mandatory Training	Regulatory Officer/Designate*  Portal Tracks completion and updates applicant's status automatically.	16. Tracks and resolves any issues an applicant has with Uduku course or exam. 17. Tracks completion of mandatory training to ensure it occurs within the applicant's allotted time frame.
Pays the fees (i.e. annual dues) & seal, if applicable)	Finance Officer/Designate*	18. Payment processed in portal & receipt provided to applicant.

\*Designate provides backup when primary staff are away or requests support.

Step 5. Applicant is registered.

Responsible Party	
College	Steps
Registrar/Manager of Registrations	19. Registers applicant. Registrants name automatically appears on College register and profile status is updated.
Regulatory Officer/Designate*	20. Prepares packages (e.g. Certificate of Registration, College pin, Copy of the Code of Ethics and Professional Conduct and letter from the Registrar). Packages vary depending upon the registration category. 21. Mails packages to new registrants twice a month or more depending upon volume.

\*Designate provides backup when primary staff are away or requests support.

Step 6. Applicant is declined.

If an applicant is declined, they are notified by the Registrar or Manager of Registrations. Declined applicants are 1) informed of their application's deficiency(ies) and 2) given an opportunity to resolve the deficiency(ies) and 3) have their application reassessed after resolving deficiency(ies).

Step 7. Applicant requests a reassessment.

If an applicant requests to be reassessed, they start over at step 3 of the application and registration process. There is no fee associated with the reassessment of applications.

Responsible Party		
Applicant	College	Steps
Requests a reassessment of their application's deficiency(ies).	Registrar/Manager of Registrations	a. Conducts a reassessment of the deficiency(ies) and makes the determination regarding the application. b. Notifies the applicant if their application is approved or declined. If approved move through steps 5 & 6 above.

### 1.2 Correspondence with Applicant

Any correspondence such as, email(s) with applicant, print to PDF and upload to Applicant's profile in the portal in the documents tab and save in their folder on the z drive for easy searching later. Subject line should be AppType Application\_-\_FirstName Last Name (e.g., "BIT Application – John Smith"). This includes emails with specific instructions/approval and timelines from the Registrar, Manager of Registrations and Compliance, Regulatory Officer and Finance Officer.

## 2.0 Roles and Responsibilities

College Bylaws Section 5 Registration provides details of regulatory authority for registration and Schedule 2: Fees and Charges provides details of associated fees for application and registration. The following provides the roles and associated responsibilities in the application and registration process for the College of Applied Biology.

### 2.1 College Staff

#### Chief Executive Officer (CEO)

- Works with Registrar to ensure credential and application process align with *Professional Governance Act*, Applied Biologists Regulation, College Bylaws, Policies, Standards, Strategic Plan and annual Business Plan.
- Is Deputy Registrar (Council appointed) and can fulfill role of Registrar if needed

#### Registrar

- Informs CEO of major decisions in Credentials Committee and applications procedures
- Provides leadership and oversight of application processes
- Is the staff lead for the Credentials Committee (CC) and Collaborates with the CC Chair and committee members to ensure policy and procedures align with *Professional Governance Act*, Applied Biologists Regulation and College Bylaws
- Works with the CC Chair and Credential Assessor Working Group
- Supervises Manager of Registrations and Compliance and Regulatory Officer
- Approves applications and registration as per authority in the College Bylaws (Section 5 Registration) including but not limited to new registrants, changes to status, resignation and on leave

- Is responsible for maintaining the College portal/portal includes the removal/archiving of registrants including but not limited to reasons of non-payment, resignation, and death
- Informs registrants of overdue payments
- Maintains the College register includes adding registrants and change of a registrant's status
- Provides oversight of organization, electronic filing and document control systems
- Communicates with applicant questions as required during application and registration process
- Notifies declined applicant of application deficiency(ies), resolution(s) to deficiency(ies) and timeline
- Signs registration certification and letter

#### Manager of Registrations and Compliance

- Provides regulatory support to Registrar
- Works with Registrar to ensure credential and application process align *with Professional Governance Act*, Applied Biologists Regulation, College Bylaws, Policies, Standards.
- Works with and supports Credential Assessors
- Communicates with applicant and registrant questions as required during application and registration process
- Is Deputy Registrar (Council appointed) and has authorities under College Bylaws Section 5 Registration with some exceptions for the approval of applications and registration
- Notifies declined applicant of application deficiency(ies), resolution(s) to deficiency(ies) and timeline.

#### Regulatory Officer

- Provides regulatory support to Registrar and Manager of Registrations and Compliance
- Provides oversight of organization electronic filing and document control systems
- Communicates with and answers applicant questions as required during application and registration process
- Forwards communications to Registrar or Manager of Registrations and Compliance if required
- Receives incoming application submissions (e.g., transcripts, foreign credential assessment)
- Prepares and mails registration package (e.g., letter, certificate, pin, Code of Ethics and Professional Conduct)

#### Finance Officer

- Determines and informs registrants of fees (e.g., mandatory training, dues, seals, reinstatement) owing for applicants
- Receives application, mandatory training and registration fee and dues payments
- Updates applicant's profile fee and order history

#### Administrative Officer

- Answers general inquires regarding registrant categories as required
- Directs application and registration questions to Regulatory and Finance Officers
- May act as a designate for the Regulatory Officer or Finance Officer

### 2.2 Credentials Committee (CC)

- Collaborates with Registrar to review policies and standards for application and registration.
- Council approved Terms of Reference (ToR) and position profiles for the CC provide details of the committee's role and responsibilities.

### 2.3 Credentials Assessor

- Conduct a credentials assessment of their assigned applicant's in alignment with the College's requirements for the registrant category (currently only for Registered Professional Biologist applicants). The assessment includes a review of an applicant's records of work experience, professional report(s), scientific communication, 7 professional practice competencies and references.
- A position profile for a Credential Assessor has been approved by Council and provide details of the committee's role.

### 2.4 Applicant

- Is responsible for ensuring that they have complete their application as per the College requirements. This includes but is not limited to providing official transcripts, foreign credit assessment, references, paying any fees for applications, mandatory training, dues and seals, if applicable.
- Adhering to any timelines such as, those for their reassessment.
- Making sure their information in the portal is up to date such as, email, phone number, mailing address and name (if there has been a name change).

