



COLLEGE OF  
**APPLIED BIOLOGISTS**

**Policy 5 – 200 Registration Application Assessment  
April 2022**



<b>Policy Name:</b>	<b>Policy 5 – 200 Registration Application Assessment</b>				
<b>Approval Authority:</b>	Council	<b>Adopted:</b>	November 19, 2021	<b>Reviewed:</b>	TBA
<b>Responsible Staff:</b>	Registrar	<b>Revised:</b>	March 18, 2022		
<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 application 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 (“Trainee RBTech”);
- Applied Biology Technician in Training (“Trainee ABT”);
- Applied Biologist - Limited License – (“AB-LL”); and
- Student Biologist<sup>1</sup>

## 3.0 Policy

The College’s registration program includes an assessment(s) of an application for a registrant category. Each application is assessed against the credential requirements for each registrant category. Details of a credential requirements for each registrant category are found in the College’s [Credentialing Standard](#).

### 3.1 Credential Assessment Methodology

Application Assessment Credential Assessor(s)<sup>2</sup> is assigned an application and must declare to the College any known or perceived conflict of interest with their assigned applicant. If a Credential Assessor is assigned to conduct a Credentials Assessment where believe they are not competent regarding the applicant’s work experience or area of professional practice, they may ask for the assessment to be reassigned to a different Assessor.

#### 3.1.1 Education Assessment

An education assessment involves review of:

- Proof of education (or training);

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<sup>1</sup> Student Biologists are not considered registrants and all associated applications only include a review of proof that they are enrolled full-time as a student at a post-secondary institution.

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



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- Official transcripts or certificates are only reviewed to confirm the degree, diploma, certificate was earned and that all required courses were passed;
- The review does not include grades or courses outside the requirements for each registrant category as outlined in the Credentialing Standard. However, a required course if not passed is not considered to have met the College's requirements.
  - Number of required courses (if applicable); and
  - Core courses (if applicable).

In training applications only undergo an education assessment. If an in Training applicant is applying to be an RBTech, ABT or RPBio they only undergo assessments for work experience, and references as the education assessment has been completed approved previously.

### 3.1.2 Work Experience Assessment

The College recognizes that an applicant's applied biology work experience (professional practice<sup>3</sup> and this may include management<sup>4</sup>) and employment can be and varies from applicant to applicant. Therefore, these factors are taken into account during the work experience assessment.

A work experience assessment involves review an applicants':

1. Professional Practice/Work Experience—a review of the applicant's submitted job title, job description and resume/C.V if one was submitted to confirm applied biology work experience, requirements for the registrant category have been met. Requirements include:

- Work experience time (e.g., in months) is  $\geq$  the requirement for the category and within the accepted timeframe (e.g., RPBio  $\geq$  36 months within the last 10 years);
- Applied biology work experience, as defined in the [Applied Biologists Regulation](#);
- An accurate work/job description(s);

The professional practice/work experience review and reasons for rejection of this portion and/or the application as a whole cannot be for the following reasons:

- Job title(s) of the applicant;
- Employer and/or organization(s) where the applicant earned professional practice/work experience;
- The applicant's role(s) or levels responsibility;

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<sup>3</sup> Professional Practice is defined by the College as a registrant who is actively practicing applied biology (performing technical work) or influencing (having some effect on how the professional is practiced) the practice of applied biology ([Policy 7 – 100 Continuing Professional Development \(CPD\) Program & CPD Standard](#))

<sup>4</sup> Management is defined by the College as the management, evaluation, direction/ supervision of professionals; and the management, evaluation and direction/management of projects or activities being carried out by professionals ([Policy 7 – 100 Continuing Professional Development \(CPD\) Program & CPD Standard](#))



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- Leadership level of the applicant;
- Work experience (e.g., tasks) does not need to demonstrate the professional practice competencies. There is a whole application section dedicated to this and references are required to support these as well; and
- Where work experience time (e.g., in months) is  $\geq$  the requirement for the category (this includes work for a Master of Science degree and/or Doctor of Philosophy of 12 and 24 months respectively).

2. Professional Competence — a review of the applicant’s professional practice competencies description(s) that meets:

- The definition and 1 key indicator for each of the 7 competencies in the [Professional Practice Competencies and Competence Standard](#).

The Professional Practice Competencies review and reasons for rejection of this portion and/or the credentials assessment as a whole cannot be for the following reasons:

- Short and concise answers (e.g., I follow all applicable standards and policies while conducting field work); and
- If competencies are not comprehensive however, they are supported by a reference(s).

*Note: Standard Operating Procedures (SOPs), policies, best management practice (internal e.g., organization/company or external e.g., Government of BC) count and are not limited to applied biology such as, health and safety, records and data management etc.*

3. Professional Work Examples - a review of the applicant’s submitted professional work products (PWP) to confirm the applicant has reasonably demonstrated the requirements as outlined in the Credentialing Standard for the registrant category they have applied for have been met. Requirements include minimum of 2 maximum of 4 PWPs:

- PWPs - includes but is not limited to a report, policy, assessment, plan, briefing note, memorandum, a review report (e.g., literature review) or scientific publication(s), thesis, dissertation, poster, presentation, email communication. A detailed definition of PWPs are provided in the Credentialing Standard.

The PWPs review is not a peer-review of scientific strengths and weaknesses of the work products, rather assessing a reasonable demonstration of the requirements. Reasons for rejection of this portion and/or the credentials assessment as a whole cannot be for the following reasons:

#### Professional Work Products

- Grammar, spelling, or writing style<sup>5</sup>;
- Not being a scientific study (e.g., not research);

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<sup>5</sup> Submitted reports are often signed off by another regulated professional and assessor comments regarding the quality (e.g., grammar, spelling) or writing style of the report could be a violation of the College’s [Code of Ethics and Professional Conduct](#), specifically numbers 7 and/or 8.



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- Not including field work or in person data collection(s) (e.g., a review);
- Not using specific language or terms such as, “conclusion” or “recommendation”.
- The title of the publication and/or the publication (e.g. journal) the report was published in; and
- If a declaration has been made by the lead author verifying the components or sections of the report the applicant wrote and was responsible for.
- Presented at a scientific or non-scientific conference, workshop or seminar whereby attendance is open to non-subject matter or technical experts, and the public; and
- Communication (e.g., email) to a client(s), non-subject matter or technical expert(s).

### 3.1.3 Applicant Reference(s)

A review of the applicant’s reference(s) to confirm the requirements for the registrant category have been met. Requirements include:

- Supports the applicant’s professional competencies;
- Not related to the applicant unless the relative is a supervising professionals; and
- Knowledgeable of the applicant’s applied biology work experience and professional practice.

The rejection of a reference should be done if the reference has a substantive reservation(s) regarding the applicant’s ability to be a regulated applied biology professional.

The reference review and reasons for rejection of this portion and/or the credentials assessment as a whole cannot be for the following reasons:

- If a reference cannot or does not support all 7 Professional Practice Competencies. As long as combined all the competencies are supported by at least one reference; and
- If all references are from the same employer/organization. While this is not ideal, not all applicants have worked for multiple employers/organizations, have interactions or the opportunity to work with a client(s) or other 3<sup>rd</sup> parties who can provide an appropriate level of reference to support the College’s Professional Practice competencies.

### 3.2 Assessor Comments

Comments are to be professional, concise and provide constructive relevant information regarding the rationale for a recommendation of accept or reject tying it to the [Credentialing Standard](#) and/or [Applied Biologists Regulation](#) in the section of the assessment (e.g., work experience, education). Assessor comments are part of the record of review<sup>6</sup> and will be provided to an applicant upon their request.

### 4.0 Resources

- [College of Applied Biology Bylaws](#)
- [Credentialing Standard](#)
- [Professional Practice Competencies and Competence Standard](#)

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<sup>6</sup> College Bylaws Part 5 Division 4 - Review on the Record Application for Reviews on the Record 5-(12)