COLLEGE OF
APPLIED BIOLOGY

LEVEL II AUDIT: INFORMATION FOR REGISTRANTS

The Audit Program is a professional development tool designed to assess registrants' compliance with legal requirements and identify actions that can be taken to resolve and mitigate any deficiency(ies)s identified their practice. The Audit Program aids the College in fulfilling its mandate to protect the public interest by ensuring registrants maintain professional competency(ies), competence and compliance with professional standards and requirements.

What is a Level II Audit?

A Level II audit is an assessment focused on a review of your compliance with the following:

♦ *Professional Governance Act* (PGA), *Applied Biologists Regulation*;
♦ College's Bylaws, and Schedule 1 Code of Ethics and Professional Conduct;
♦ College's Policies and Standards —200 Audit Program and 8—400 Audit and Practice Review Extensions & Exemptions and Standard, Policy 7 – 100 Continuing Professional Development (CPD) Program and CPD Standard and Professional Competencies & Competence Standard;
♦ Alignment with their declared area(s) of practice and competence via a review of their C.V./Resume.
♦ Alignment with their declared area(s) of practice and competence via a review of your:
  ⇒ C.V./Resume;
  ⇒ Responses to the audit questions;
  ⇒ Examples of work products/project management; and
  ⇒ May include reference checks (e.g. clients, colleagues, other professionals, other PGA registrants etc.).

If you are selected for a Level II Audit

All registrants are randomly selected to undergo an audit.

You will have 10 business days to from the date you were notified that you were selected to:
♦ Declare a conflict of interest with the Staff member conducting the audit;
♦ Request in writing the College's Director of Practice/Deputy Registrar for a extension or exemption (Audit and Practice Review Extension and Exemption Request Standard).

If you are selected for a Level II Audit

You will have 20 business days to from the date you were notified that you were selected to submit your information. This includes making sure your profile information in the [College's Portal](#) is correct, accurate and up to date:

- ♦ Name and contact information;
- ♦ CPD records;
- ♦ Declared field(s) of work (e.g. botany, zoology) ;
- ♦ Declared area(s) of practice (e.g. Environmental Management, Fisheries Management);
- ♦ Answer all questions that are part of the audit; and
- ♦ Ask College staff questions you may have regarding the audit requirements and process prior to submitting your finalized audit questionnaire after submission your assigned Audit Assessor can answer questions.

Resources: Here are free College webinars on the [College's Code of Ethics and Professional Conduct](#) and the [Continuing Professional Development Program](#) (CPD). Each webinar is equal to 1 CPD point.

Questions regarding the Audit Program can be directed to the Manger of Registrations and Compliance at:
reg_manger@cab-bc.org or 250-383-3306