



Registration Committee

Approved December 2020 Revised	Authority Board of Directors Committee Support Administrative Coordinator	Status <ul style="list-style-type: none"> • Statutory • Standing
Policy & Procedures	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • <i>CTA 15(1)-(5)</i> • <i>Regulations 4-18</i> • <i>NSCCT By-Laws 24(1)-(6)</i> 	

TERMS OF REFERENCE

Function

- To oversee the registration and licensure process of the College
- To review and ratify licensure recommendation decisions made by the Registrar
- On the recommendation of the Registrar, approve the imposition of conditions or restrictions on licenses, where warranted
- To ensure the keeping of an up-to-date Register of licensed registrants in each of the licensed categories
- In cooperation with the Policy and Procedures Committee, establish written Procedural Guidelines to outline in clear detail, the process of assessment of applications for licensure in accordance with *the Act, Regulations and Bylaws*; including all requirements of the Applicant
- To ensure that Applicants have easy access to the Procedures of the Committee

Membership [Terms are 2 years (with option for a 2nd term) with 50% staggered; Registrar is permanent]

1. Chair, as appointed by the Board from among the membership
2. Registrar, ex-officio and non-voting.
3. Licensed Member
4. Licensed Member
5. Public Representative

Note: Not open to members of the Registration Appeal Committee

Quorum

- A majority (50% + 1) of the voting membership will constitute a quorum.
- All members of the Committee are voting members unless otherwise indicated under “Membership.”
- The Chair shall vote only if the votes on a question are evenly divided

Meetings

The Committee will meet not less than four (4) times per year. It is anticipated that additional meetings will be required leading up to and during the annual Registration renewal cycle. Special meetings may be called by the Chair or at the request of the Registrar or Board. *Roberts Rules of Order (Revised)* will provide procedural guidance when required.

Agenda and Minutes/Summary Note

The Administrative Coordinator, in consultation with the Chair and Registrar, will prepare and distribute an agenda including a list of files and supporting documents to Committee members three (3) days prior to a meeting. Each meeting package will include:

- The meeting files and agenda with attachments;
- The previous meeting notes/minutes to be approved.

Approved Committee minutes/notes (for one rolling year) will be posted on the Registrant Area of the College website within one week of approval by the Committee.

Note: The Committee may elect to exempt from publication or redact to any extent, minutes or summary notes which in their judgment risk breaching confidentiality.

Review and Revision

The Committee, under the guidance of the Policy and Procedures Committee, will review its Terms of Reference every two (2) years. The Board must approve proposed revisions or administrative updates.