



Reinstatement Committee

Approved February 2021 Revised	Authority Board of Directors Committee Support Administrative Coordinator	Status Statutory
Policy & Procedures	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • <i>CTA 50(1)-(10)</i> • <i>Regulations 48; 59; 50</i> • <i>NSCCT By-Laws 24(1)-(6)</i> 	

TERMS OF REFERENCE

Function

- To review and approve/deny applications to the College for reinstatement of registration and licensure
- In cooperation with the Policy and Procedures Committee, establish written Procedures to outline in clear detail, the process of assessment of applications for reinstatement in accordance with the *Act, Regulations and Bylaws*; including all requirements of the Applicant
- To ensure that Applicants for reinstatement have easy access to the Procedures of the Committee

Process

The Reinstatement Committee shall review applications for reinstatement of registration and license, and shall perform such other duties as set out in the *Act* and the *Regulations*.

Applications for re-instatement must proceed in accordance with the Regulations.

Where a member's license has been re-instated the Reinstatement Committee, in its discretion, shall determine whether publication of the re-instatement is required in the interest of the public.

In a proceeding before the Reinstatement Committee, a member has the right to

- be represented by legal counsel or another representative at the member's expense;
- disclosure of any information to be provided to the Committee; and
- a reasonable opportunity to present a response and make submissions.

Evidence is not admissible before the Reinstatement Committee unless, at least ten days before the hearing, the opposing party has been given

- in the case of written or documentary evidence, an opportunity to examine the evidence;
- in the case of evidence of an expert, a copy of the expert's written report or, where there is no written report, a written summary of the evidence; and
- in the case of evidence of any other witness, the identity of the witness.

The Reinstatement Committee may, in its discretion, allow the introduction of evidence that is otherwise and may make directions it considers necessary to ensure that a party is not prejudiced.

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

Members of the Reinstatement Committee must also be members of the Board.

1. Chair, as appointed by the Board from among the membership
2. Licensed Member
3. Licensed Member
4. Public Representative

Note: Open only to current Board members who are not concurrently members of the Complaints Committee or the Professional Conduct Committee;

Members of the Reinstatement Committee who have participated in any capacity in the prior investigation or adjudication of the current Applicant for Reinstatement must recuse themselves from hearing or adjudicating the matter.

Members of the Reinstatement Committee who are parties to the original Complaint must recuse themselves from hearing or adjudicating the matter.

Quorum

- Any three (3) voting members of the Committee will constitute a quorum.
- All members of the Reinstatement 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 Chair will call a meeting of the Committee as soon as practicable upon receipt of an application for reinstatement by a Member whose licensure and registration have been revoked, and who has received written authorization to do so by the Professional Conduct Committee. *Pro forma* meetings of the Committee will be held twice annually. Special meetings may be called by the Chair or at the request of the Board. *Roberts Rules of Order (Revised)* will govern.

Outcomes of meetings are reflected in individual written Committee decisions.

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.