



Credentials Committee: Terms of Reference

November 9, 2021

Next review: 2024

Purpose

The purpose of the Credentials Committee (CC) is to:

- oversee in collaboration with the Registrar the Credentials Program;
- oversee the recruitment process for Credentials Assessors and makes recommendations for appointment to the CEO
- exercise responsibility over the development of fair, impartial, and transparent standards, guidelines, policies, and procedures for the Credentials Assessors
- provide direction to associated Credentials Assessors and task force(s);
- review Committee and Credentials Assessors and task force(s) recommendations and make a determination on credentials files(s);
- review, evaluate and provide recommendations on policies and associated College standards, guidelines, and practice for the College's registrant and Credentials Program; and
- report back to and provide recommendations to Council.

These Terms of Reference (ToR) are specific to the Credentials Committee (CC).

The Credentials Program and results are used to ensure registrants meet the College's high standards and competency requirements for entrance into the College and to ensure that the public's interest is being met. Outcomes from the Committee will provide strategic direction to improve the College's Credentials Program and processes and to identify areas where additional policy, standards, practice, guidance, and development or training for registrants may be needed.

Membership

- The Committee is appointed by the Council using a merit-based selection framework.
- Membership will consist of up to seven (7) members including the Chair
- The Credentials Committee Council must include the following:
 - up to three registrants currently serving as Credentials Assessors;
 - up to three registrants not currently serving as Credentials Assessors and
 - at least one lay member not serving on Council.
- The Chair and a minimum of two (2) and a maximum of three (3) registrants must have a minimum of 5 years practice experience and have previous experience on the Credential Assessors Working Group.
- The Chair and registrants serve a maximum three- (3-)year term.
- Members can be reappointed but may not serve for more than six consecutive years



- The CEO and Registrar will be additional *ex-officio* committee members plus other staff, as needed.
- The Council may have a trainee registrant in an ex-officio capacity on the committee.
- Council must make reasonable efforts to ensure that committee members are diverse, including, but not limited to, the following criteria:
 - gender;
 - ethnicity;
 - geographic location; and
 - area of practice
- Credential Committee members must possess the knowledge and skills to develop policies, procedures, and guidelines regarding registration.

Meetings

- Meetings will occur at the request of the Chair, member of the committee or College staff.
- Meetings will be attended by the Committee, College staff, and others upon request (e.g. Credentials Assessors).
- Quorum required for meetings will be a minimum of three (3) registrants (including the Chair) and one (1) Lay member.
- Notes of all meeting proceedings will be available to any member of Council upon request.
- Written reports may be submitted to the Executive Oversight Board or Council or may be given verbally by the Chair of the committee or designate.

Duties and Responsibilities

It is expected that Committee members will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists unless a formal decision has been made to communicate to external parties or organizations or it is a statutory requirement.

The Committee will be responsible for:

- overseeing the recruitment process for Credentials Assessors and making recommendations for appointment to the CEO.
- exercising responsibility over the development of fair, impartial, and transparent, guidelines, policies, and procedures for the Credentials Assessors.
- overseeing applications for Reviews on the Record.
- Providing advice and recommendations to Council on policy, standards, guidelines, and practices to ensure efficiency and effectiveness of the Credentials Program in order to meet the goal of protecting the public interest.
- Providing assistance with developing guidance documents and improvements to forms and systems required for the Credentials Program.



Resources and Budget

The Committee will operate within the budget allocated by the Council of the College of Applied Biologists. Should unforeseen expenses occur, the Chair will seek authority to overextend the budget.

Deliverables

Program

- Provide input to Council and Committees to inform College's Credentials Program policies, standards, guidelines, and practices program(s).
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to Council and other committees, as required.

Strategic

- Develop recommendations for Council on strategies and approaches to advance the Credentials program.
- Provide recommendations to Council on Credentials Program policies, standards and bylaw changes.