

Registration & Program Review Committee

Terms of References

The Registration and Program Review Committee (RPRC) is an important standing committee responsible for matters relating to proper registration of acupuncturists working in Alberta, as well as evaluating the adequacy of comprehensive acupuncture training programs in Alberta.

Membership

The RPRC should consist of not less than three (3) and not more than nine (9) persons who are registered acupuncturists, and are appointed by CAAA Council.

Terms of Office

A member may serve on the RPRC for a term of two (2) years or until a successor has been appointed, but in any case, shall not serve more than three consecutive terms. [CAAA Bylaws]

Roles and Responsibilities

Regarding the Registration duties and responsibilities, the Chair and members are expected to perform the following:

- Work with the Registrar to carry out registration related duties
- Review and revise, if necessary, registration renewal application forms and information packages
- Review applications for registration and registration renewal referred to the RPRC by the Registrar
- Provide written decisions, including rationale, in advising Registrar of RPRC review.
- Work with the Registrar to ensure representation on registration matters related to interprovincial and labor mobility applications.

Regarding the Program Review duties and responsibilities, the Chair and members are expected to perform the following:

- Review and revise, if necessary, documentation and information database required for assessment of new comprehensive acupuncture training programs in Alberta.
- Conduct annual review and site visits for new and existing acupuncture programs, to evaluate the adequacy of acupuncture training programs based upon standards of competency and practice.
- Review and revise, if necessary, forms relating to obtaining feedback from students and teaching staff. The Registrar will carry out the interviews and summarize findings.

- Assess any of the training program changes and provide approval and feedback to the program where indicated.
- Present the assessment results to the training institution, providing comments and suggestions.
- Ensure programs recommended for approval reflect the competencies required of an acupuncturist in Alberta.
- Assist the Registrar, if needed, to prepare the report to the Health Disciplines Board, the Department of Advance Education and the College Council on annual review findings.
- Carry out all other duties as specified by the Council.