

**Registration Committee
And
Acupuncture Education Program Review Committee**

Terms of Reference

Purpose

The Registration Committee (RC) is provided for and performs functions outlined by the Health Professions Act (the Act), the Acupuncturists Profession Regulation (the Regulation), and the College of Acupuncturists of Alberta (CAA) Bylaws.

The Acupuncture Education Program Review Committee (AEPRC) has roles outlined in the CAA Bylaws. The AEPRC is an advisory committee which provides recommendations to Council regarding acupuncture education in Alberta. At this time, the role of the AEPRC shall be carried out by the RC.

Registration Committee

Membership

- The RC shall be composed of no fewer than three (3) and no more than six (6) regulated members appointed by CAA Council.
- Council shall designate a member of the RC as Chair.
- The Registrar and Director of Competency and Education shall be ex-officio members of RC.
- No member of a RC shall be a member of Council, the Competence Committee, the Complaint Review Committee, or a Hearing Tribunal.

Term of Office

- The term of office of a regulated member on the RC is three (3) years.
- The term of office of a regulated member on the RC may be extended for up to three (3) additional years. A member of the RC continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.
- A member may be removed from the RC where a motion to that effect is passed by the Council

Roles and Responsibilities

The RC perform the following roles and responsibilities, acting in the best interest of the public:

- Review applications for registration referred to the RC by the Registrar or other applicable CAA staff;

- Work with the Registrar to ensure representation on registration matters related to interprovincial and labor mobility applications;
- Review and revise, if necessary, applications for practice permit forms and information packages;
- Provide written decisions, including rationale, advising the Registrar of RC review;
- Undertake any other power or duty given to it under the Act, the Regulation, or the CAA Bylaws; and
- Carry out all other duties as specified by the Council.

Role of Committee Chair

The Chair facilitates the work of the committee. The responsibilities of the Chair include:

- Call committee meetings as needed and appropriate in accordance with the meeting policies and procedures;
- Prepare decision reports on behalf of the RC, or designate other committee member to prepare decision reports in a timely manner;
- Identify the need of the committee and explore training opportunities; and
- Report to Council on behalf of the committee as required.

Meetings

The Chair shall call meetings as needed for the RC to review applications for registration or other matters referred to the committee.

- Meetings regarding review of applications for registration must be called in a timely manner, in accordance with internal policy and the Act, section 30.
- A draft agenda should be sent to committee members not less than seven (7) days before the date when the meeting is to be held.
- After the meeting, the Chair, in collaboration with the office, shall evaluate the effectiveness of the meeting and identify actions to be taken.
- The office shall keep a copy of approved meeting minutes as record of committee activities.

Quorum

- A quorum for the RC meeting is three (3) members of the RC.
- A decision of the RC shall be by a majority vote. In case of a tie vote, the Chair shall cast a deciding vote.

Acupuncture Education Program Review Committee

At this time, the functions of the AEPRC shall be carried out by the RC.

The Chair and members are expected to perform the following:

- Make recommendations to Council regarding approval of programs of study and education courses for the purposes of registration requirements for the purposes of section 3(1)(f) of the Act
- Make recommendations to Council regarding removal or change of approval status of acupuncture education programs approved by Council
- Make recommendations to Council regarding minimum standards for acupuncture education programs approved by Council, and criteria in order for an acupuncture education program to obtain or maintain approval by Council
- Conduct site visits of acupuncture education programs for the purpose of evaluating and reporting to Council with respect to such programs
- Engage with acupuncture programs and other stakeholders having an interest in the development, delivery, and evaluation of acupuncture education programs in Alberta

The AEPRC shall be an advisory committee only. The authority to approve programs of study and education courses for the purposes of registration requirements under section 3(1)(f) of the Act shall rest with Council.

Membership

Members who are not sitting on the RC may be appointed to the AEPRC by Council, at its discretion, to improve accountability and transparency.

Expenses and Remuneration

Members who are required to participate in meetings or perform other required duties will be reimbursed and compensated according to the CAA approved policies.