

Registration and Examination Committee Terms of Reference

1. Purpose

The Registration and Examination Committee (REC) 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 (the College) bylaws.

2. Membership

- The REC members shall be appointed by the Council on recommendation from the Governance and Nominating Committee and shall be composed of no fewer than three (3) and no more than eight (8) regulated members appointed by the College Council.
- The Committee shall designate a member of the REC as Chair. The committee Chair shall hold office for one (1) year and may serve a maximum of two (2) consecutive terms as Chair.
- The Executive Director/Registrar (ED/Registrar), the Director of Competency and Education, and the Registration & Examination Coordinator shall be ex-officio members of REC.
- No member of REC shall be a member of Council, the Competence Committee, the Complaint Review Committee, or a Hearing Tribunal.
- Any member of the REC that becomes the subject of a professional conduct investigation must recuse themselves from participating or attending any committee meetings until the outcome of the investigation or hearing. Should the allegations constitute unprofessional conduct as defined under the HPA, the committee member may be removed from the committee by motion from Council.

3. Term of Office

- The term of office of a regulated member on the REC is three (3) years and may be extended for up to three (3) additional years.
- A member of the REC 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 REC where a motion to that effect is passed by the Council.

4. Roles and Responsibilities

The REC performs the following roles and responsibilities, acting in the best interest of the public:

- Advise on and recommend to the ED/Registrar policies and procedures about registration, practice permit renewal and examinations;

- Consider and recommend to the ED/Registrar on an application for registration or an application for practice permit renewal;
- Review and provide recommendations to revise, applications for practice permit forms and information packages;
- Provide written decisions, including rationale, advising the ED/Registrar of REC review;
- Develop and improve Alberta-specific components of the Alberta Acupuncturists Registration Examinations (AARE) including, but not limited to, examinations relating to safety, jurisprudence, clinical skills, theory, and biomedicine;
- Review examination items for the Alberta-specific components of the AARE to ensure their validity, fairness, and defensibility and approving each form of the examinations;
- Review and approve examination rescues/appeals regarding failure of the Alberta-specific components of the AARE and recommend to the ED/Registrar the course of action to be taken after a rescore/appeal has been granted or denied;
- 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 ED/Registrar.

5. Role of Committee Chair

The responsibilities of the Chair include:

- Call committee meetings as requested by the ED/Registrar in accordance with the meeting policies and procedures;
- Prepare decision reports on behalf of the REC for the ED/Registrar; and
- Identify the need of the committee and explore training opportunities; and
- Report to the Council on behalf of the committee as requested by the ED/Registrar.

6. Meetings

The ED/Registrar may request the Chair to call meetings as needed for the REC 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.
- An agenda should be sent to committee members not less than seven (7) days before the date when the meeting is to be held.
- The College shall keep a copy of approved meeting minutes as record of committee activities.

7. Quorum

- A quorum for the REC meeting is simple majority of members of the REC.
- A decision of the REC shall be by a majority vote. In case of a tie vote, the Chair shall cast a deciding vote.

8. Expenses and Remuneration

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

9. Version History

Date	Notes
October 27, 2022	New document approved
May 24, 2023	Addition to address professional conduct investigations