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## Registration Committee Terms of Reference

## REGULATORY COMMITTEES

### Registration Committee

#### Terms of Reference

#### Mandate

The Registration Committee is responsible for granting registration and certification. The committee reviews and monitors the policies, procedures and provisions for registration and certification in the best interest of the public, and decides whether to approve or deny non-routine applications for initial registration, annual renewal and reinstatement.

#### Composition

The committee consists of at least 9 persons appointed by the board, and must include at least:

- 6 registrants or certified dental assistants;
- 3 public members

At least 1/3 of the total membership must consist of public members. CDSBC board members cannot be a member of the registration committee.

#### Panels

This committee may meet in panels of at least 3 committee members appointed by the committee chair. A panel has the same powers as the committee. The panels must be 1/3 public members. Panel composition varies according to whether the respondent is a registrant or certified dental assistant.

#### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the registration committee:

<b>Lived experience</b> Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	<b>Education/Examinations</b> Knowledge and experience with the development and administration of education programs and examinations.
<b>Assessment</b> Experience assessing performance and facilitating assessments or inspections to determine if qualifications have been met.	<b>Registration processes/requirements</b> Understand the process, procedures and requirements that underpin registration and renewal at the College, and be able to evaluate information to determine eligibility

<b>Dentistry Practice</b> Familiarity with dentistry/practice, and domains of practice (clinical, education, research, and administration)	<b>International Health Professional/Graduate</b> Understand the process for becoming a health professional in Canada with foreign credentials, or, ideally, have experience in navigating that process.
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## Authority

The authority of this committee derives from Section 20 of the *Health Professions Act* (HPA) and CDSBC Bylaw Part 6 (Registration) and Part 7 (Certified Dental Assistants).

## Duties and Responsibilities

The committee is responsible for granting registration and certification, including reinstatement of a person as a member of the college. This committee fulfills its duty by delegating to the Registrar/CEO responsibility for most day-to-day operations.

In accordance with the HPA and the bylaws, the committee:

- (a) reviews and assesses the requirements for registration and certification under Part 6 and 7 of the bylaws and makes recommendations to the board for amendment of the same;
- (b) makes registration and certification decisions that are outside of those delegated to the Registrar/CEO;
- (c) reviews and monitors registration and certification decision-making policies and procedures to ensure they are transparent, objective, impartial and fair;
- (d) reviews and monitors the implementation of the provisions of the legislature and bylaws (part 6 and 7) related to registration and certification;
- (e) reviews the standards of education and experience required for registrants and certified dental assistants in other Canadian jurisdictions and recommends to the Board jurisdictions for recognition; and
- (f) reviews and assesses, at least every two years, Part 6 and 7 of the CDSBC Bylaws and the committee's terms of reference and makes recommendations to the board for amendment of the same.

## Meetings and expectations

The committee schedules meetings once a month, but may cancel meetings or meet more often if necessary.

Committee meetings are up to two hours long and members are required to review committee meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

### Expectations:

In addition to the expectations for all committee members, members of the Registration Committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)
- Be familiar with the bylaws specific to the committees, including the categories of registration and certification.