

# Registration and Professional Practice Committee Terms of Reference

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## **Mandate**

The mandate of the Registration and Professional Practice Committee (the “Committee”) is to assist the Board of Directors by managing the registration process and all functions dealing with professional qualifications, certification, admissions, discipline, accreditation and standards, examinations, program evaluations, education, continuing professional development, education delivery, training and similar functions.

The Committee is a standing committee established in the By-law, and reports to the Board of Directors.

## **Composition**

The Committee consists of:

- six Members, one representing each of the OACETT regions, (Western, Horseshoe, Toronto, Central, Eastern and Northern), who shall not also be a member of the OACETT Board of Directors, another OACETT Board committee, or another OACETT Board entity. Committee members may be Certified Members or Associate Members; however, Associate Members may comprise no more than 25% of the Committee's membership.
- the Chair of the Committee is a member of the OACETT Board of Directors, as recommended by the Nominating Committee and elected by the membership
- a Vice-Chair RPPC who shall be appointed from among the members of the committee by the committee
- the Registrar shall be a non-voting member

## **Authority**

The Committee may initiate investigations or studies of matters that reflect on admissions, registration, complaints and discipline, and resignation issues of OACETT, or such other matters as deemed appropriate by the Board of Directors.

The Committee may obtain expertise and assistance from outside Human Resource, Governance, Legal or other third-party advisors as required to assist in the execution of Committee

responsibilities. Use of these services, along with associated costs and contractual obligations shall be reported to the Board of Directors periodically.

The Committee shall act within budget requirements established by the Board. The budget for projected activities for the following year's Committee shall be submitted as required to the Board of Directors.

The Committee shall appoint sub-committees or positions to carry out the work of OACETT registration and professional practice. These shall include Admissions, Complaints, Continuing Professional Development, Education and Exam, Fellow OACETT, the Complaints and Discipline Process Reviewer and other such sub-committees or positions as may be required from time to time.

### **Duties and Responsibilities**

The Committee shall oversee membership admissions, certifications, registration, and resignations, according to the By-law and Policies. The Committee shall submit its findings to the Registrar for recording.

The Committee shall recommend the fees to be levied for activities related to registration, including but not limited to application fees, examination fees, appeal fees, road construction and similar program fees.

The Committee shall be familiar with all By-laws and policies regarding registration and certification, and shall review the Committee report of the previous term, and other documents relating to the exercise of its duties.

The Committee shall evaluate By-laws and policies regarding registration and certification, and may recommend amendments to the Board of Directors from time to time.

The Committee shall submit a report to the Board of Directors on its activities at each Board meeting through the Chair, and will complete an annual report for the AGM.

Meetings of the committee shall be chaired by the RPPC Chair or in their absence by the Vice-Chair RPPC.

The Committee shall carry out such other duties to fulfil its mandate and duties as may be delegated by the Board of Directors.

### **Review of Terms of Reference**

To be reviewed annually by the Registration and Professional Practice Committee and every five years by the Board of Directors.