



## Registration Committee

### *Terms of Reference*

March 2024

#### Purpose

- 1) To consider applications for registration and renewal in accordance with sections 5(c), 7, and 12(d) of the *Speech-Language Pathologists and Audiologists Profession Regulation*, and determine:
  - substantial equivalency of applicant qualifications, and
  - if applicants demonstrate satisfactory current competence.
- 2) To impose conditions on new registrants and renewed practice permits in accordance with sections 30 and 40 of the *Health Professions Act* (the *Act*) when it is in the public interest to do so.
- 3) To provide recommendations to the Council, either upon request or upon the committee's own initiative, with respect to registration requirements established in accordance with sections 3, 4, 6, and 18 of the *Speech-Language Pathologists and Audiologists Profession Regulation*.

#### Membership

- 1) The Registrar shall appoint members of the Registration Committee and shall designate one member of the Committee to act as Chair for the purposes of the *Act*. The Registrar shall report all appointments to Council.
- 2) All members of the Registration Committee shall be regulated professional members of ACSLPA and meet the eligibility requirements to be regulated members of Council, as outlined in section 5 of the *ACSLPA Bylaws*.
- 3) The committee shall be composed of at least six members, respecting the following minimums;
  - a) At least one representative of a speech-language pathology or audiology university program that is approved by the Council;
  - b) At least three members engaged in clinical practice, with at least two being speech-language pathologists and one audiologist.
- 4) The Registrar or a person designated by the Registrar shall act as the secretary for the Registration Committee.
- 5) Despite section 3, if a member described in section 3(a) or 3(b) is not available or capable of carrying out the powers and duties of a member, the Registration Committee may continue to carry out its powers and duties until a successor is appointed or until the member returns to active duty.

#### Terms of Office

- 1) Members shall be appointed to a term of three years, at the discretion of the Council, with a two term (six year) maximum. Consideration will be given to term extensions to ensure continuity of expertise on the committee.
- 2) Members will be provided with initial orientation and training in their duties, including

requirements and considerations as outlined in the *Fair Registration Practice Act* and any other relevant legislation.

- 3) A member of the Registration Committee continues to hold office after the expiry of the term until the member is reappointed or a successor is appointed.

## **Duties and Responsibilities**

- 1) Undertake any and all activities necessary to fulfill its purpose, including
  - a) holding meetings;
  - b) considering applications for registration and renewal;
  - c) making decisions and directing the issue of notices;
  - d) establishing and revising requirements for registration and renewal; and
  - e) developing and reviewing ACSLPA policies and processes in relation to registration matters.
- 2) Conduct themselves in accordance with the Code of Conduct for ACSLPA Council, Volunteers and Staff
- 3) Undertake any other power or duty as assigned by Council.

## **Meetings**

- 1) The Registration Committee shall meet at least four times each year to consider applications for registration and renewal of practice permits, or more often as required. The Committee shall meet to discuss matters of registration policy and procedures at least annually, with additional meetings as required.
- 2) A quorum of the committee shall be any three members of the committee.

## **Reporting**

- 1) The Chair of the Registration Committee shall provide a report at least once each year that will be provided to the Council. The report will:
  - a) describe the effectiveness of the Registration Committee in discharging its duties;
  - b) highlight any barriers to the success of the Registration Committee in achieving its purpose; and
  - c) provide recommendations, if any, for the continuous improvement of registration and renewal requirements and processes.

## **Minutes**

Minutes will be circulated to the committee for review and will be stored on the ACSLPA Shared Drive.

## **To Be Reviewed**

Annually.

## **Approved by Council**

March 9, 2024