

## Policy

<b>Type:</b>	Registration		
<b>Number:</b>	104		
<b>Name:</b>	Referral of a Registration Application to the Registration Committee Policy		
<b>Status:</b>	Final	<b>Version #:</b>	1
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### Background

This policy specifies how and why a registration application would be referred to a Panel of the Registration Committee for decision.

Under the *Regulated Health Professions Act (1991)*, Schedule 2- Health Professions Procedural Code:

#### *Registration*

15. (1) If a person applies to the Registrar for registration, the Registrar shall

- (a) Register the applicant; or
- (b) Refer the application to the Registration Committee. 1991, c.18, Sched. 2, s. 15 (1)

#### *Referrals to Registration Committee*

(2) The Registrar shall refer an application for registration to the Registration Committee if the Registrar,

- (a) has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements;
  - (a.1) is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant is an individual described in subsection 22.18 (1);
  - (b) is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant does not consent to the imposition; or
- (c) proposes to refuse the application. 1991, c. 18, Sched. 2, s. 15 (2); 1993, c. 37, s. 6

### *Notice to applicant*

(3) If the Registrar refers an application to the Registration Committee, he or she shall give the applicant notice of the statutory grounds for the referral and of the applicant's right to make written submissions under subsection 18 (1). 1991, c. 18, Sched. 2, s.15 (3).

### *Consideration by panel*

18. (1) An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15 (3) or within any longer period the Registrar may specify in the notice.

## **Policy and Procedure**

### **General**

1. A referral to the Registration Committee will be made when the College receives an application for registration and, in the opinion of the Registrar, the applicant does not fulfill one or more of the requirements specified in the registration regulation, terms, conditions or limitations should be imposed and the applicant holds an equivalent certificate of registration from out-of-province, , an applicant does not consent terms, conditions or limitations deemed necessary by the Registrar, or the Registrar proposes to refuse the application.
2. The Registrar will refer the registration application to a Registration Committee panel and document the reason(s) for the referral.

### **Timing**

3. The Chair of the Registration Committee will be advised of the referral within one business day.

### **Notice of Referral to Applicant**

4. Applicants referred to a Registration Committee panel will be notified within 14 business days of the referral.
5. The notice of referral will include the reasons for the referral and will advise the applicant of their right to make a written submission to the panel and the deadline for doing so.

### **Written Submissions to the Panel**

6. The applicant may make a written submission to the panel within 30 business days of receiving the notice.
7. If the applicant requires an extension beyond 30 business days to make a submission, they must notify the College in writing.
8. Should the applicant choose to waive the 30 business days' notice period, the Chair of the Registration Committee will convene a properly constituted Panel to review the referral as soon as possible within 30 days.