



SDA Committee: Registration

As laid out in the bylaws, the duties of the Registration Committee shall be to make recommendations to the Board with respect to:

- a) accepting applicants for Full Practicing, Restricted or Temporary Licenses
- b) policies and procedures related to registration; and
- c) any other matters related to registration.

What type of things do committee members do?

Members typically meet via teleconference. Teleconferences are called on an as needed basis to review applications and/or to review relevant policies/procedures.

The type of applications you review are the ones that are atypical. This would include those who are foreign trained and/or who are applying via the graduate attestation route. As applicants are typically required to submit documentation with their application, the Registrar will mail out the applications for you to review prior to the discussion teleconference. After the teleconference, the committee will write up a decisions and reasons document which each member is asked to review and verify.

The Chairperson of the Registration Committee would also liaise with the Registrar on a number of issues for discussion. This may include things such as the integrated competencies, labour mobility agreements (within Canada and with other countries) and other matters related to registration.

Estimated number of hours: 10-20 hours

About 2-3 teleconferences per year. Will vary depending on the number of atypical applications received. For each application you review, it would be about 2 hours (1 hour to review, 1 hour for teleconference discussion and writing of reasons/decisions documents). Tends to be less busy during the summer and busier during the winter.