



TYPE	Registration
NAME	Referral of a Registration Application to the Registration Committee Policy
DATE APPROVED BY COUNCIL	December 12, 2014

INTENT

The Act sets out the parameters for when the Registrar shall register the applicant or refer the application to the Registration Committee for decision. The College is committed to ensuring that its registration practices are transparent, objective, impartial and fair. This policy specifies how and why the Registrar refers a registration application to a panel of the Registration Committee for decision.

THE POLICY

The Registrar will determine if a referral to the Registration Committee is required. The Committee is made up of members of the denturism profession and public appointees to the Council of the College. The Registrar shall refer an application to a panel of the Registration Committee if the Registrar:

- a) Has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements;
- b) 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 subsections 22.18(1);
- c) Is of the opinion that the 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
- d) Proposes to refuse the application.

If the Registrar refers an application to the Registration Committee the Registrar shall give the applicant notice of the grounds for the referral and of the applicant's right to make written submissions. The Registration Committee will inform the applicant, in writing, of its decision and reasons for the decision regarding the application.

RELATED LEGISLATION AND DOCUMENTS

Section 15 of Schedule 2- Health Professions Procedural Code to the *Regulated Health Professions Act, 1991*
Ontario Regulation 833/93 (Registration)

Registration Guide

Registration Appeal Policy

PROCESS AND PROCEDURES

1. The College receives an application for registration and the Registrar believes that the applicant does not fulfill one or more of the requirements specified in the Registration Regulation, believes terms, conditions or limitations should be imposed, or proposes to refuse the application.
2. The Registrar will refer the registration application to a panel of the Registration Committee and document the reason(s) for the referral.
3. The Chair of the Registration Committee will be advised of the referral within one business day.
4. Applicants, who are referred to the Registration Committee, will be notified in writing of the referral and reasons for referral within 14 business days. Applicants will be advised of their opportunity to make written submissions. The deadline to make submissions is within 30 business days of receiving notice of the referral.
5. Should the applicant choose to waive the 30 business days' notice, the Chair of the Registration Committee will convene a properly constituted panel to review the referral as soon as possible within 30 business days.
6. An applicant who requires an extension beyond the 30 business days to make a submission must notify the College in writing.
7. The Panel of the Registration Committee will render a decision and provide Decisions and Reasons to the applicant within 30 business days of the review of the application.
8. This decision may be appealed through an external adjudicative body, please see *Registration Appeal Policy* for specific information.

DEFINITIONS

"Act" means the *Denturism Act, 1991* and includes the regulations made under it

"Code" means the Health Professions Procedural Code, being Schedule 2 to the *Regulated Health Professions Act, 1991*

"Member" means a person registered with the College

"Business days" means any day of the week, excluding Saturday, Sunday and statutory holidays

REVISION CONTROL

Date	Revision	Effective