

Type of document: terms of reference	Approved by: Examination Committee
Dates approved: March 12, 2021 July 5, 2022	Next Review date: November 2024
Amendment dates: November 24, 2023	

Examination Committee Terms of Reference

Name and type	Examination Committee Non-statutory
Purpose	The Examination Committee is a non-statutory committee required for the College to fulfill its regulatory mandate.
Specific Areas of Responsibility	<p>The Examination Committee will fulfill the following functions:</p> <ol style="list-style-type: none"> 1. Consider appeals regarding failure of the registration examination, where there are alleged grounds of unfairness or other extenuating circumstances. 2. Determine the outcome of appeals and outline the course of action to be taken after an appeal has been granted or denied. 3. Consider time extensions to individuals who, due to extenuating circumstances, are unable to write the examination within the time period set in the Registration Regulation. 4. Determine the outcome of time extension requests and outline the course of action to be taken after a request has been granted or denied. 5. Consider educational upgrading for individuals who fail two exam attempts and outline the course of action to be taken, if any, prior to the third exam attempt. 6. Consider and make recommendations for changes to the registration examination, and related policies and processes. 7. Submit to Council an annual report on the number of and types of matters dealt with, the dispositions of those matters generally, and activities relating to changes to applicable examination related matters.
Committee Composition	<p>Members of the Examination Committee are appointed by Council.</p> <p>The Examination Committee must include:</p> <ul style="list-style-type: none"> • at least three (3) registrants who are members of Council, • at least one (1) public member, and • one or more registrants who are not members of Council if Council so wishes.
Panel Composition	Panels are selected by the Chair to perform statute-specific functions.

	<p>In accordance with the Code, panels must be composed of at least:</p> <ul style="list-style-type: none"> • three (3) Committee members, • at least one (1) of whom must be appointed to the Council by the Lieutenant Governor in Council. <p>Three (3) members of a panel constitute a quorum.</p>
Committee Competencies	<p>Elected and public members of Council are required to meet the minimum Council Competencies and Committee Competencies.</p> <p>Appointed committee members (i.e., non-council appointments) may be required to meet the minimum Council Competencies and Attributes.</p>
Decision-Making Process	<p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p>
Delegated Authority	<p>The Examination Committee will advise Council with respect to the Committee's specific areas of responsibility.</p>
Reporting	<p>The Committee will report to Council at some, though not necessarily all, scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p>
Appointment of Chair	<p>The Chair, or Chairs, of the Committee will be appointed by Council.</p>
Quorum	<p>The quorum is three (3) members unless otherwise provided in the Code or the by-laws or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee must be two (2) members.</p> <p>Despite anything in the by-laws, a Committee is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Committee or a panel of the Committee.</p>
Meetings	<p>Committee meetings will, wherever possible, be held at a place and on a date set in advance and will occur at regular intervals and at such frequency as necessary for the Committee to conduct its business. The Committee will meet at least once per year to ensure proper functioning of the Committee.</p>
Staff Support	<p>The Registrar acts in an ex-officio role as a Committee resource and in a non-voting capacity. Other staff members provide support to the Committee.</p>
Communication with Council	<p>The Committee Chair will report to Council as needed, depending on the nature of the work undertaken by the Committee.</p>

Committee Records	The Committee Chair will ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.
Conflict of Interest	All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.
Inquiries	Inquiries relating to the work of the Committee should be forwarded to the Registrar or staff member providing support to the Committee.
Public Communications	Media inquiries regarding activities of the Committee, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College.
Parliamentary Authority	Schedule 2 of the by-laws outlines the Rules of Order of Council.