

## Registration Committee Terms of Reference

1. Purpose and mandate	<p>a. The Registration Committee shall develop recommendations for ACSW Council regarding standards for registration;</p> <p>b. The Registration Committee shall fulfill its duties under the Health Professions Act.</p>
2. Definition	<p>The Registration Committee is a regulatory committee established under the authority of the HPA to address issues related to the registration of social workers in Alberta.</p>
3. Goals	<p>a. To determine in accordance with the regulations a combination of education, experience, practice or other qualifications, that demonstrates the competence required for registration as a regulated member.</p> <p>b. To require, where appropriate, an applicant for registration to undergo assessment for the purpose of assisting in determining whether the applicant would create a danger to the public or be unsafe.</p> <p>c. To impose conditions on an approval of registration that are deemed to be in the best interest of the public and monitor compliance with any conditions imposed on registration or a practice permit.</p> <p>d. To review applications for re-instatement from individuals cancelled under part 4 of the HPA</p> <p>e. To carry out other duties relevant to the registration of members as assigned by the Council or Registrar.</p>
<p>4. Membership</p> <p>a. Recruitment, selection and approval process</p> <p>b. Number of members</p> <p>c. Ex-officio member</p>	<p>a. Members include: one representative from a University Degree social work program, one representative from an approved Diploma social work program, at least three (3) ACSW members appointed by Council from a list recommended by the committee and a Council Liaison. Council Liaison is a Council member appointed by Council.</p> <p>b. The committee may have up to six (6) members.</p> <p>c. The ACSW Executive Director &amp; Registrar and Deputy Registrar where designated, are ex-officio members.</p>
<p>5. Procedures</p> <p>a. Officers</p> <p>b. Terms of Office</p> <p>c. Accountable to</p> <p>d. Frequency of meetings</p> <p>e. Quorum</p> <p>f. Recording and circulation of minutes</p> <p>g. Written reports</p>	<p>a. The committee may appoint a rotating Chair within the Committee.</p> <p>b. Committee members are appointed for a two-year term and may be reappointed for a maximum of three consecutive terms.</p> <p>c. The committee is accountable to Council.</p> <p>d. The committee meets a minimum of four (4) times per year.</p> <p>e. Quorum is 50% of the appointed members.</p> <p>f. Minutes are recorded at each meeting and circulated to committee members prior to the next meeting.</p> <p>g. Written reports are prepared as required for Council. The committee also completes an annual report.</p>
6. Planned date for review	Annually
7. Date revised by committee	June 8, 2012
8. Date adopted by Council	September 14, 2012