



Terms of Reference:	Name of Committee:
1	The Credentialing and Assessment Services Committee

Mandate

The Credentialing and Assessment Services Committee (Committee) serves as the oversight body for the Canadian Alliance of Dental Technology Regulators' (CADTR) Credentialing and Assessment Services (CAS). The Credentialing service involves reviewing the education and qualifications of applicants to determine whether or not they are substantially equivalent to those educated in a Canadian approved program for dental technology. The Assessment service involves administering the Dental Technology Entry-to Practice Assessment (DTETPA) in a transparent, objective, impartial, and fair manner to determine a candidate's readiness for safe, effective, and independent practice. The Committee also makes recommendations to the CADTR Board of Directors (Board) by providing proactive and strategic advice on matters of the CAS.

Membership

The Committee shall be composed of no more than five (5) members, with a minimum of two (2) members being non-regulated professionals. The Board will appoint all members and the Chair based on a competency basis. Membership of the Committee shall be comprised of:

1. One (1) Registered Dental Technologist in good standing
2. One (1) educator or academic member from a dental technology program in Canada
3. One (1) member with expertise in credentialing and assessment qualifications
4. One (1) member with expertise in health profession regulation
5. One (1) CADTR Board Member. A CADTR Board voting member shall not be the Chair of the Committee

The Committee members shall not be involved in provincial registration decision making.

Key Competencies and Characteristics

It is essential the Committee as a whole possess knowledge of credential evaluation, curriculum, assessments and assessment practices, principles of fairness and regulation in the public interest. Members with experience serving on a credential and/or assessment committee/board or equivalent would be beneficial.

Recruitment and Term of Office

Committee members shall be recruited by the Nominations and Finance Committee based on the 'Membership' and 'Key Competencies and Characteristics' sections. The Board will appoint all Committee members based on the recommendations of the Nominations and Finance Committee

The term of office for Committee members shall begin immediately after their appointment and shall continue for approximately three (3) years. Initial appointments are staggered to allow continuity between experienced and new members. Members may be re-appointed for up to two additional terms, with further reappointments (if necessary) to ensure continuity. The term of office for the Chair will be one year, renewable once.

Roles and Responsibilities

A. Strategic Planning

- Provides input and advice into the development of CADTR's strategic plan and annual budget and makes recommendations to the Board on prioritizations and sequencing of initiatives
- Ensures that the Credentialing and Assessment Services are transparent, objective, impartial, and fair by monitoring trends and considering best practices in the industry standards and makes recommendations for change to the Board.
- Reviews the framework for the Credentialing and Assessment Services and makes recommendations for change to the Board on matters of substance (i.e. credentialing routes of entry).
- Provides input to the Nominations and Finance Committee about expenditures relating to operations and strategic priorities recommended to Board for approval.

B. Policy

Considers strategic policy changes and makes recommendations to the Board regarding:

- All policies including administrative reassessment, reconsideration and appeal policies.
- Credential and assessment reporting framework including the frequency of DTETPA offered/scheduled annually.
- Credential and assessment service standards and benchmarks.
- Eligibility criteria for Credentialing standards and Assessment.
- Approval of third party contracts.
- Development of policy, setting & monitoring performance standards.

C. Appointments

- Appoints members of the Credentialing Committee, Assessment Committee and Appeals Resource Group based on the recommendation of the Nominations & Finance Committee.

D. Corporate Communications and Representation

- Receives and reviews reports from the Credentialing Committee, Assessment Committee and Appeals Resource Group.

- Submits to the CADTR Board an annual report on the amount and types of matters dealt with, the dispositions of such matters generally, and activities relating to changes applicable to credentialing and assessment-related matters.
- Makes recommendations to the Board regarding communication of information related to CAS.

E. Evaluation and Risk Management

- Reviews data and provides input into research and quality assurance priorities
- Makes recommendations to the Board for actioning research and quality assurance findings
- Reviews, provides input into, and monitors key program performance indicators for the CAS and provides recommendations to the Board
- Identifies and provides advice and recommendations to the Board on areas of risk pertaining to CAS

F. Other

- Reviews changes to the Master Blueprint received from the psychometrician and recommends to the Board for approval.
- Reviews and provides recommendations to the Board on the methodology for setting performance standards for the Knowledge Based and Performance Based Assessment components of the DTETPA.
- Considers and decides on time extensions to individuals who, due to extenuating circumstances, are unable to complete the credentialing process or attempt the assessment (i.e. KBA, PBA) within the time period set out in the CADTR policies.
- Considers and decides on matters involving assessment violations/cheating.

Committee Records

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved, and maintained at CADTR.

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 decision-making concerning any matters where they have a direct or indirect personal or financial interest, or any perceived conflict of interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Canada in the public interest.

Frequency of Meetings

The Committee shall meet a minimum of three (3) times a year annually (or more frequently as required). At least one (1) of the meetings shall be a face-to-face meeting unless there are unforeseeable circumstances which require meetings to be conducted virtually (i.e. pandemics).

Quorum

A minimum number of three (3) Committee members are required for decision-making purposes.

