



NON-COUNCIL COMMITTEE MEMBER APPLICATION GUIDE

COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

PROTECTING THE PUBLIC INTEREST

The College of Dental Technologists of Ontario (CDTO) is the regulatory body for dental technologists in the province. The College exists to ensure the competency and accountability of Dental Technologists practising in the province of Ontario. The College is run by a Council, made up of both elected professional members and members of the public, which sets the College's strategic direction. The Council's work is supported by seven statutory and standing committees.

WHY GET INVOLVED?

Committees are composed of Council members and Registered Dental Technologists (RDTs) who are not on Council. The involvement of RDTs in the work of the College is critical and valued. As a non-Council committee member (NCCM), you will bring your insight and expertise in the dental technology profession to the decision-making table. Over a two-year term, you will enhance your understanding of the inner workings of College governance and processes, have an impact on how your profession is regulated and help shape the future of the profession. Becoming an NCCM is not only an opportunity to take part in important discussions but to learn new skills and become a leader in the profession.





COMMITTEE DESCRIPTIONS AND TIME COMMITMENTS

This year the College is looking for NCCMs for four committees. The table below provides a brief description of the duties of the committees, the minimum number of NCCM positions required and the estimated number of meetings required per year. Meetings take place via teleconference or in-person, when necessary, and on average last no more than half a day. Committee members will receive meeting materials in advance to prepare for the meeting.

Committee Description	Estimated frequency of meetings and minimum # of NCCMs required
<p>Inquiries, Complaints and Reports Committee</p> <p>This Committee will conduct all investigations of member-specific concerns and will handle all complaints and reports of professional misconduct, incompetence, and incapacity. It is expected that ICRC will keep a centralized internal record of all such inquiries and their results, and will consult this record in all future investigations so that it is fully aware of the history of concerns about that member.</p>	<p>At least once a year</p> <p>1 NCCM</p>
<p>Discipline Committee</p> <p>Panels of this Committee are responsible for hearing and determining allegations of professional misconduct or incompetence referred to it by Inquiries, Complaints, and Reports Committee. Discipline hearings are open to the public. Proceedings against a member before the Discipline Committee panel are based on rules of administrative law and rules of natural justice. Based on evidence submitted, the panel must arrive at a decision and determine a penalty if a dental technologist is found to be guilty.</p>	<p>Meet as required</p> <p>2 NCCMs</p>
<p>Quality Assurance Committee</p> <p>This Committee is responsible for developing and implementing an approved Quality Assurance Program that promotes continuing competence of dental technologists and ensures quality of practice for the profession. The Committee monitors member's participation in professional development. The Committee also reviews assessment reports to ensure that members have sufficient knowledge, skills and judgement.</p>	<p>Meet 3-5 times a year</p> <p>1 NCCM</p>
<p>Examination Committee</p> <p>The Examinations Committee is responsible for developing, approving and administrating fair and consistent Registration Examinations which provide a reliable and valid measure of the candidate's competency in knowledge, skills and ability for the practice of dental technology in Ontario. The Committee determines eligibility of examination applicants referred by the Registrar and reviews examination appeals by applying transparent, fair and consistent policies and procedures. The Committee also oversees the Examination Task Force and the Written Examination Task Force.</p>	<p>Meet 2-3 times a year</p> <p>1 NCCM</p>



REMUNERATION AND EXPENSES

Non-Council members are paid a pro-rated per diem of \$300.00 based on full-day meetings and preparation time. Out-of-pocket expenses, such as accommodations, meals and travel, are also reimbursed based on the College's travel and expenses policy.

ELIGIBILITY

A Member is eligible for appointment to a Committee if, on the date of the appointment:

- The Member resides in Ontario
- The Member holds a certificate of registration in the General Class
- The Member is not in default of payment of any fees prescribed to the College
- The Member is not the subject of any disciplinary or incapacity proceeding
- The Member has not been the subject of any professional misconduct, incompetence or incapacity finding in the preceding three years
- The Member's certificate of registration has not been revoked or suspended in the preceding three years for any reason
- The Member's certificate of registration is not subject to a term, condition, or limitation imposed by the Discipline Committee or the Fitness to Practice Committee
- The Member has agreed to and does resign, before taking office, any position such as director, owner, board member, officer or Employee that the Member holds with a Professional Association
- The Member has not been disqualified from Council or a Committee within the preceding three years
- The Member is not a member of a council of any other College regulated under the RHPA;
- The Member is not currently and has not been for the previous year an employee of the College
- The Member is not in any default of returning any required form or information to the College
- The Member does not have a conflict of interest to serve as a Committee member or has agreed to remove any such conflict of interest before sitting on the Committee or Panel

To further your understanding of the role of a non-Council committee member, please review the following documents:

[By-laws](#)

[Governance Policy Manual \(Draft\)](#)

APPLICATION FORM

If you would like to apply to be a non-Council committee member, please complete the [application form](#).

If you have any questions, please contact us at info@cdto.ca.