



Terms of Reference:	Name of Committee:
3	Credentialing Committee

Mandate

The Credentialing Committee (Committee) provides proactive, strategic advice and makes recommendations on matters pertaining to credential evaluation services and the effective delivery of those services to applicants.

Roles and Responsibilities

The Committee is responsible for ensuring that the credentialing program and program elements are based on best practices. Examples of this include, but are not limited to the following:

1. Review credentialing policies and make recommendations to the Credentialing and Assessment Services Committee (CAS) for new policies or amendments to existing policies.
2. Review the credential eligibility requirements to ensure relevance (i.e. language proficiency in English/French, education type and currency, credential authentication) and make recommendations to the CAS Committee.
3. Review the Dental Technology program approval process and make recommendations to the Board.
4. Review and recommend existing and new Dental Technology programs to be considered as Approved Programs to the Board.
5. Monitors Government of Canada website for Immigration, Refugee Citizenship Canada (IRCC) approved credential assessment agencies and report changes to the CAS Committee.
6. Make recommendations for changes to the Profession Specific Credential Assessment tool (PSCA) and cut score to the Board.
7. Conduct research and provide strategic direction for the development of new substantial equivalency tools and validation surveys to the CAS Committee.
8. Review the framework for the credentialing program and make recommendations for change to the CAS Committee on matters of substance.
9. Provide input to the CAS Committee for annual reviews including; credential service standards and benchmarks, operating and strategic initiative budgets, strategic planning and the CAS Manager's performance evaluation.

Membership

The Committee is composed of five subject matter experts including: two Registered Dental Technologists (RDTs), two educators, and one expert in credentials evaluation (education substantial equivalency, PLAR).

Recruitment and Term of Office

Committee members shall be recruited by the Nominations and Finance Committee based on the 'Membership' section. The CAS Committee 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 Chair of the Committee is appointed by the Committee members on consensus and the term of office for the Chair will be one year, renewable once.

Frequency of Meetings

The Committee shall meet at least once per year and more frequently on an as-needed basis.

Reporting

The Committee reports to CAS and the Board as noted in its roles and responsibilities.

Evaluation

The Committee terms of reference can be reviewed and amended where necessary. Any amendments to the terms must be approved by the CADTR Board.

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 regulate the profession of Dental Technology in Canada in the public interest. All Committee Members shall adhere to a confidentiality agreement with CADTR.

Quorum

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