



Policy to Approve Agents of the College

Section:	Deputy Registrar
Applicable to:	All registrants who may want or need to become an agent of the College.
Approved by:	Board
Date Established:	October 22, 2014
Date Reviewed:	October 28, 2021

Purpose:

The College regularly retains registrants (termed agents) to assist with work that cannot be performed by staff. This policy sets out the objective criteria for the approval of agents.

Principles (if applicable):

The criteria herein will be applied across all College areas. The Board believes these criteria represent the public's best interest and will help the College meet its mandate. The Board authorizes the applicable decision makers to exercise their discretion when applying these criteria. This will promote fairness by ensuring consideration is given to individual circumstances when appropriate.

Policy:

Agents of the College have significant roles and responsibilities. They are called upon to dedicate time, effort, and attention to their roles and are expected to represent the highest levels of leadership and professionalism. They may be retained to do any of the following:

- experts in discipline hearings;
- practice supervisors, monitors, or mentors, or;
- peer assessors.

This chart contains the list of potential "agent" roles at the College and the relevant College process and time periods after which a prospective agent will be permitted to fill each role.

This chart is not exhaustive and may be added to as additional roles are identified. The College and its Committees may use discretion in the application of the criteria, listed as follows:

Decision Outcome	Practice Supervisor, Monitors, or Mentors	Peer Assessor	Expert Opinion
Current College proceeding or investigation	Not eligible until the outcome is determined		
No Risk Take No Action, Frivolous or Vexatious, Complaint Withdrawn	No restrictions		
Low Risk Administrative suspensions and revocations Advice and Guidance Written Caution Terms, Conditions, Limitations Administrative Undertakings	1 Year		Indefinite
Moderate Risk Undertakings Specified Continuing Education and Remedial / Remediation Program (SCERP) Verbal Caution Terms, Conditions, Limitations	6 Years		
High Risk Undertaking with Restrictions Terms, Conditions, Limitations All other Suspensions / Revocations Discipline Hearing with Findings	Indefinite		