

Professional Practices

Terms of Reference

1. Authority

The Professional Practices Committee (“the Committee”) is established pursuant to Section 25 of the Administrative Bylaws.

2. Purpose

The purpose of the Professional Practices Committee is to review and approve applications for continuing competency program funding administered by the College and any other items related to registration and renewal assigned by Council.

3. Definitions

For the purposes of these Terms of Reference:

- **Registrant:** An individual who is currently registered with CMLPSK.
- **Continuing Competence Program:** The CMLPSK continuing competence program consists of Continuing Professional Education (CPE) and Practice Hours (PH) requirements.

4. Mandate and Responsibilities

The Committee is responsible for:

- Reviewing and approving applications for continuing competency program funding administered by the College;
- Providing oversight of the annual registrant audit for the Continuing Competence Program;
- Reviewing and making recommendations regarding registrant requests for CPE or PH approval;
- Carrying out duties related to registration or renewal processes, as assigned by Council; and
- Reporting to Council on an annual basis.

The Committee shall act at all times in the public interest and in accordance with the principles of professional regulation.



5. Quorum

- A quorum shall consist of a majority of the appointed Committee members.
- No business or decision of the Committee shall be conducted without quorum.
- Where a conflict of interest reduces the number of participating members, quorum shall be determined based on the remaining eligible members, provided that at least three (3) members are present.

6. Decision-Making

- Decisions may be made at meetings or via electronic means (e.g., email).
- Decisions are made by motion and require approval by a quorum of Committee members.
- All decisions shall be forwarded to the CMLPSK Registrar for implementation.

7. Composition

The Committee is appointed by Council and consists of:

- A minimum of five (5) members;
- Up to three (3) Council representatives;
- At least one (1) public representative affiliated with a Saskatchewan-accredited training program; and
- A majority of members who are practicing registrants of CMLPSK.

8. Eligibility

Committee members must:

- Be practicing or non-practicing registrants of CMLPSK;
- Be in good standing with the College; and
- Maintain eligibility throughout their term of appointment.

9. Term of Appointment

- Members are appointed for a term of three (3) years.
- Members may be reappointed for one additional three (3) year term.



10. Chair

The Chair is responsible for:

- Presiding over meetings or approving electronic voting procedures;
- Ensuring meetings and decision-making processes are fair, orderly, and efficient.

In the absence of the Chair, Council or the Committee may appoint an Acting Chair.

11. Meetings

- The Committee meets on an as-needed basis;
- Meetings are conducted virtually;
- Items that do not require a meeting may be addressed through email motions for approval.

12. Confidentiality

- All Committee deliberations, records, and communications are confidential;
- Members must comply with applicable privacy legislation, as well as CMLPSK bylaws and policies.

13. Conflict of Interest

Committee members must:

- Disclose any real, potential, or perceived conflicts of interest; and
- Recuse themselves from any discussion or decision where a conflict exists or could reasonably be perceived.

14. Reporting and Administration

- The CMLPSK Registrar provides administrative support to the Committee;
- The Registrar receives all Committee decisions and ensures appropriate actions are taken;
- The Registrar and Committee Chair jointly prepare an annual report for Council.



Approval and Version Control

Policy Owner: CMLPSK office

Approved By: CMLPSK Council

Original Approval Date: __March 25, 2026__

Last Reviewed: _____

Next Review Date: __March 25, 2029__