



**College of Vocational Rehabilitation Professionals
Registration Committee Report
February 27, 2018 AGM**

The purpose of the College's Registration Committee is to provide guidance and recommendations to the Registrar, Assistant Registrar, and the Board of Directors on matters concerning College registration and education, for entrance into the College and to maintain registration within the College.

The Registration Committee has met regularly over the past year. The focus has been on:

- Annual review and updating of Registration policies;
- Vulnerable Sector Police Check (VSPC) Communication – updating the sample letter and creation of a one page information sheet that Registrants can use if their local police station requires more information;
- Completing a timing exercise for the CAVEWAS CCVE Exam Preparation Course and the VRAC Certification Preparation Modules in order to confirm the number of CEUs to be allocated to each Domain and the Exam Preparation Course as a whole;
- Recommendation to the Board for renaming of Domain #8 of College's Domains of Learning Focus Areas from "Ethical & Professional Conduct" to "Professional Conduct and Ethical Practice" in order that it is clear to Registrants that not only are they required to stay updated on ethical foundation for professionals' work, but more importantly on the behaviour expected of VR professionals and their responsibility to be knowledgeable about the laws, regulations, by-laws, practice standards, and ethical guidelines that are relevant to the profession of VR;
- Development of two instruction documents for sitting the College's certification examinations – Direction to Invigilators for the CVRP Examinations and College Rules for Examination;
- Recommendation to the Board for Ad Hoc Committees to be established to look at the development of Return to Work and Life Care Planner credentials;
- Development and review of three Standards of Practice – Standard No. 1 Scope of Practice; Standard No. 2 Advertising; and Standard No. 3 Supervision; and
- Reviewing Registration related issues based on referrals received from the Registrar, Assistant Registrar, or written requests from Registrants.

Over the next year the Committee will:

- Continue to review Registration related issues referred from the Registrar, Assistant Registrar or requested from Registrants;
- Update Registration policies, as needed;



- Develop new Registration policies, as needed; and
- Continued development and review of the Standards of Practice
- Continue to provide guidance to the Board of Directors on Registration related issues.

I would like to thank the Committee members Sue Allardyce, Keith Glynn, Sumaiya Hawkins, Nicole Koss, and Kaitlyn Morris for their ongoing dedication and valuable input.

I would also like to extend the Committee's ongoing appreciation to our College Registrar, Janice Ray, Assistant Registrar, Roselle Piccininni, and College Administrator, Michelle Denley.

Respectfully submitted by,

Sharon Smith

Sharon D. Smith, MA (Psych.), CVRP (F), RRP
Chair