



Committee: CCMG Credentials Committee

Document: Terms of Reference (ToR)

Dates: Approved by the Committee **2003**

Approved by the Board of Directors **August 6, 2003**

Approved by the Committee **November 22, 2004**

Approved by the Board of Directors **February 2, 2005**

Approved by the Board of Directors **May 30, 2013**

Approved by the Board of Directors **July 2016**

Approved by the Board of Directors **September 4, 2020**

Brief Description

The Credentials Committee reviews applications from individuals who are either in training or have completed training in order to ensure that all CCMG training program requirements have been met prior to certification. The committee makes recommendations as to the suitability of each candidate's background and training after reviewing the relevant documentation based on current training/credentialing guideline requirements.

The committee also assesses requests from trainees for training program reductions as well as applications for re-admission to the College. The committee does not review applications for affiliate status or fellow-in-training status. They also liaise with the respective CCMG specialty committees (Clinical Practice, Laboratory Practice, and Training) in the review, modification and subsequent implementation of training guidelines.

Mandate

1. To interpret the College's regulations in the evaluation of the credentials of individuals seeking admission to the CCMG.
2. To review applications from persons certified in Medical Genetics by the Royal College of Physicians and Surgeons of Canada for admission to the CCMG and make recommendations to the Board of Directors.
3. To review applications from persons requesting re-admission to the CCMG or admission to the CCMG via the exceptional route.
4. To review, update and create (as needed) any supporting documentation required by the Credentials Committee for the Credentials review process.
5. To make recommendations to the Board of Directors, Training and PEACE committees concerning standards of training programs, based on review of credentials applications.
6. To communicate changes of credentials guidelines/documentation requirements to program directors of CCMG training centres.
7. To provide an annual report summarizing committee activities to the Board of Directors.

Composition and Tenure

- The committee consists of 12 regular members including the Chair or 2 Co-Chairs, with the following composition.
 - Member(s) from Cytogenetics (minimum 1, maximum 3)
 - Member(s) from Molecular Genetics (minimum 1, maximum 3)
 - Member(s) from Cytogenetics and Molecular Genetics, and/or Genetic and Genomic Diagnostics (GGD) (minimum 2)
 - Member(s) from Clinical Genetics (minimum 1, maximum 2)
 - Members from Biochemical Genetics (3 members, at least 1 Clinical and 1 Laboratory)

Ideally there shall include at least one bilingual member. As necessary, the Credentials committee can request an ad hoc bilingual member of the CCMG to review select applications. Fellow-in-Training Affiliates are not entitled to serve on the Credentials committee.

- In addition to the regular members, the committee will include a Board representative, the Chair of the Accreditation of Centers Committee and the Chair of the Training Committee.
- The normal term of committee membership will be 3 years, renewable once. The tenure for the Chair will be a single 3-year term, renewable once. Ideally, the Chair should have been a regular committee member for at least one term. The Committee will recommend to the Board of Directors a Chair-elect to replace the retiring Chair at least one year prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for two additional years.
- The Board of Directors representative, the Chairs of the Training and Accreditation of Centers committee and the past Credentials committee Chair may participate in regular committee activities or may serve in an advisory/consultative capacity only.