


<b>TITLE:</b> Registration Appeals Process	<b>Number:</b> CR007-01
<b>Committee:</b>  Credentials	Date Approved: Sept 20 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
<b>Distribution:</b> External and Registrants	Issuing Authority: NSAMRT Board
	Approval: 

**Policy:**

The Association aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants may request a review of their registration decision. This policy outlines the process for the review of a registration decision.

**Rationale:**

To be procedurally fair while protecting the public interests, the Association follows an established process for review of registration decisions that is consistent with the Medical Radiation Technology Act and the Fair Registration Practices Act. A collaborative registration review may be used according to the Regulated Health Professions Network Act if the Association and the applicant both agree to use this process.

To ensure public protection, applicants must demonstrate that they meet the requirements for registration as dictated by the Medical Radiation Technology Act and the Registration Regulations. Applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the Association by the issuing body.

**Procedure:**

1. Within 30 days of receiving notification that their application has been denied by the Credentials Committee, the applicant may request a reassessment by the Credentials Committee by providing a written request to the Registrar;

- a. The applicant may submit additional documentation for the Committee to review;
  - b. The applicant may request to appear before the Committee with or without legal counsel;
2. The Committee will reconvene within 30 days to reassess the registration decision;
3. The Committee will provide a written decision with rationale to the applicant by registered mail within 5 business days;
  - a. The decision of the Committee is final.
4. The Committee are not able to change the registration criteria as determined by the Medical Radiation Technology Act and the Registration Regulations.
5. Where the Association and the applicant agree to use the collaborative registration review under the Regulated Health Professions Network Act, the collaborative registration review will be considered the review process of the Association and replaces the above process;
  - a. The applicant must provide written notification of their intent to use the collaborative registration review within 30 days of receiving notification that their application was denied.

Outcome:

The Credentials Committee, or the collaborative registration review committee, after the review process, may:

1. Direct the Registrar to grant registration where they are satisfied that the applicant meets the requirements for registration;
2. Direct the Registrar to grant registration with conditions, limitations, or restrictions as they consider appropriate;
3. Further consider the application pending the applicant completing further training, upgrading, or other examinations as they consider appropriate;
4. Direct the Registrar to refuse registration where they are not satisfied that the applicant meets the requirements for registration.