



Continuing Competency Committee

Terms of Reference

Policy Number: TOR-2

Date of Approval	Responsible Authority	Last Revised
March 14, 2012	CMLTM Council	June 24, 2026

Purpose

To make recommendations to Council regarding the requirements and processes for compliance with the Continuing Competency Program (CCP). To refer cases of noncompliance to the Complaints Committee.

Authority

To implement and monitor the CCP pursuant to sec.19 of the Medical Laboratory Technologists Act (MLTA) Regulation.

Composition

The Committee shall be comprised of a minimum of three (3) members of whom one (1) is a Chair appointed by Council. Quorum shall be two (2) members.

Terms

The Chair shall be appointed by Council and hold office for one (1) year and shall be eligible for reappointment, for a maximum of six (6) consecutive years, with the provision that no person is at any time Chair of more than one (1) Committee. Members shall be appointed by the Chair, subject to Council approval, to serve for a three (3) year term and be eligible for reappointment to a maximum of two (2) consecutive terms (6 years).

Meetings

The Committee shall meet as required, to a minimum of once a year.

Reporting

The Chair shall provide a report, in writing, to the Council as requested to a minimum of once a year. Informal updates will be provided as required. The Chair shall submit minutes of all meetings to the Registrar/CEO.

Revision History

- March 14, 2012 – Date of Approval
- April 21, 2018



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