Rules

Revised and Updated February 2020

NB: where there is any disagreement or inconsistency with the content of the on-line version of the rules as compared with the office copy, the office copy shall prevail
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College of Applied Biology – Rule 1 Formation of the Council

Definitions

1.1 In these rules,
“enrolled member” means an "in training" or "student" member of any category of membership in the college;
"registered member" means a practicing member as defined by the College of Applied Biology Act, and includes a
professional biologist, a registered biology technologist or an applied biology technician;
“special resolution” means a resolution passed at an Extraordinary General Meeting
“voting member” means – a registered member in good standing who is not on temporary withdrawal.

Council Size

1.2 As set out in section 5(1) of the Act, the Council shall consist of the immediate Past President, the President, 2 Vice-
Presidents, 6 Councillors elected in accordance with these rules, and not more than 3 Councillors appointed by the
Minister.

Council Composition

1.3 At least 3 of the elected Council members will be elected from the regional areas.
1.3.1 The regional areas shall be defined as those areas outside those areas commonly known as Greater
Vancouver and the Lower Fraser Valley, and Greater Victoria.

Council Election and Eligibility

1.4 Voting Members shall elect new Council members each year from the candidates nominated pursuant to this rule.
For the purpose of this rule, a year shall be defined as the time between one Annual General Meeting and the next.
1.5 No person shall be eligible to be nominated unless he/she is a Voting Member.

Term of Council

1.6 Elected Council members, including the Vice-Presidents and President, shall normally be elected for two-year
terms but may be elected for a one year term if necessary to ensure that Council consists of approximately equal
numbers of first and second year Council members.

Nominations Committee

1.7 A Nominations Committee shall be appointed by the Council not less than 5 months before the date set for the
Annual General Meeting for the purpose of receiving nominations for candidates to the Council.
1.8 The Nominations Committee shall ensure that candidates meet the requirements of Rule 1.2 which sets out the
size of the Council and of Rule 1.3 which sets out the requirements for Regional Council members, and in the event
a nomination for President is received:
1.8.1 a candidate for President shall have served at least one year on the Council prior to his/her election as
President;
1.8.2 notwithstanding Rule 1.8.1, in the event that no Councillor wishes to run for the office of President, a
Voting Member may be elected to the position of President by a majority vote of the membership. The
Nominations Committee shall issue to the membership a call for nominations, not less than 16 weeks
before the date set for the Annual General Meeting.
1.9 Nominations of candidates for election to the office of President, Vice-President(s) and to Council, must be made in
writing, signed by 2 Voting Members and delivered to the Chair of the Nominations Committee giving full current
address, phone number, registration number and where available fax numbers and email address of the nominee
and each nominator. These nominations, accompanied by the written consent of the candidates to stand for
election, must be received by the Chair of the Nominations Committee not less than 10 weeks before the date set
for the Annual General Meeting.
1.10 Upon completion of the nomination period, the Chair of the Nominations Committee shall forward the
nominations to the Registrar who shall prepare the necessary ballot papers and shall deliver a ballot to each
Registered Member at least six weeks before the date set for the Annual General Meeting to that member’s last
known address recorded in the register. In the event a candidate is acclaimed for any vacancy, notice of this fact
shall be mailed by the Registrar either along with or in place of the ballot package.

1.11 To be counted, returned ballots must be in the hands of the Registrar by the date set by the Registrar, which must be at least thirty days from the date they were originally mailed by the Registrar.

1.12 The candidates who are successful in the bid for office shall take office immediately following the AGM, and shall hold office:
   1.12.1 if serving a one year term, until the conclusion of the following AGM; or
   1.12.2 if serving a two year term, until the conclusion of the AGM 2 years following their election.

Returning Officer

1.13 Council shall appoint a Returning Officer who must be a Registered Member not on temporary withdrawal who, with the assistance of the Registrar, shall count the votes.

1.14 Candidates for Council may appoint a Scrutineer who shall be allowed to be present for the counting of the ballots.

1.15 Candidates who have the greatest number of votes shall be elected. A run-off ballot shall be required in the event of a tie not broken by a re-count or agreement amongst the affected candidates.

1.16 As soon as the results of the election are known, the Returning Officer shall inform Council, and the President shall then inform the candidates. The results shall also be reported to all members as soon as convenient and must be reported at the Annual General Meeting.

Remuneration

1.17 No Councillor shall be remunerated for being, or acting as, a Councillor, but a Councillor shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the College.

Duties of Officers

1.18 The President shall preside at all meetings of the College and of the Councillors. The President is the chief executive officer of the College and shall supervise the other officers in the execution of their duties.

   1.18.1 The President shall appoint an elected Councillor to the office of The Secretary-Treasurer. The Secretary-Treasurer shall
   1.18.1.1 be responsible for the financial records including books of accounts;
   1.18.1.2 render financial statements to the Councillors, members, and others when required; and
   1.18.1.3 to keep minutes of the meetings of the College and of the Councillors.

   1.18.2 The President shall appoint Councillors to chair select and standing committees as required.

1.19 In the absence of the Secretary-Treasurer from a meeting, the Councillors shall appoint another person to act as the Secretary-Treasurer at that meeting.

1.20 In accordance with section 5(4) of the Act, the Vice-President designated by Council to have all the powers and rights of the President during the President’s absence or if a vacancy arises because of the President’s incapacity, resignation, removal or death, shall be called the Executive Vice-President. In the event that there is only one Vice-President, this position shall be named Executive Vice-President.

Removal of a Councillor

1.21 The members may, by special resolution, remove a Councillor before the expiry of his/her term of office.

Appointment of Council Members to fill a Vacancy

1.22 If a Councillor resigns or is removed from office before his/her term expires, the Council may fill the vacancy by:

   1.22.1 inviting one of the candidates for Council, who was not successful in the preceding election, to join the Council; or
   1.22.2 recruiting candidates from the general membership.

1.23 The term of office of a Councillor appointed pursuant to Rule 1.22.1 will be the same as the term of the person that he/she is replacing, but the Councillor is eligible for re-election at the end of that term.

1.24 Where a Councillor is recruited from the general membership pursuant to Rule 1.22.2, the appointment must be ratified by a majority vote of the membership of the College before the subsequent Annual General Meeting.

Discrepancy
1.25  Where there is an inconsistency between the Rules and the Act, the Act shall prevail.
Voting

2.1 Council may meet either in person or via teleconference, video-conference, or such other electronic means as deemed appropriate by Council to conduct College business, adjourn and otherwise regulate its meetings as it sees fit.

Calling of Meetings

2.2 The President may, and on the request of 3 Council members shall, call a Council meeting at any time giving three (3) days’ notice to all Council members of the date, hour, place, and purpose of such meeting.

Meeting Procedure

2.3 The President shall be chairperson of all meetings of Council. If the President is not present at any meeting, the Executive Vice-President shall act as chairperson, and in the absence of the Executive Vice-President the Councillors present shall choose one of their number to be chairperson at that meeting.

2.4 The quorum necessary for the transaction of business shall be six members. Unless otherwise specified in these bylaws, Roberts Rules of Order shall guide the conduct of all Council meetings.

2.5 Questions arising at any meeting shall be decided by a majority of votes of the Council members present. The Chair shall be entitled to participate in all votes taken at a Council meeting.

2.6 A resolution of Council assented to and adopted in writing, although not passed at a Council meeting, shall be of the same force and effect as if it had been duly passed at a Council meeting. Such resolution should be recorded in the minutes of the next regular Council meeting, and shall be effective as of the date stated on the resolution.

Minutes of Meetings

2.7 The Council shall cause minutes to be made in books provided for the purpose of recording:

2.7.1 all appointments of Officers, Committees, and staff made by Council;

2.7.2 the names of Councillors present at each meeting of the Council and of any Committee of the Council; and

2.7.3 all resolutions and proceedings of all meetings of the College and of the Council and of committees of the Council.

2.8 The President and Registrar shall sign minutes of all Council meetings.

Delegation for Committees or Staff

2.9 In accordance with the Act, the Council may authorize a committee or staff member to exercise a power, authority or jurisdiction of the Council excepting rule-making authority, or a power, authority or jurisdiction expressly referred to in the Act in connection with the Credentials Committee, the Audit and Practice Review Committee or the Discipline Committee.

Committee Procedure

2.10 The President may appoint the chair of any committee. If the President does not appoint a chair, then the committee shall elect one of their number as chair. If at any meeting the chair is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be chair of the meeting.

2.11 A committee may meet and adjourn as it sees fit. Quorum of the Credentials, Discipline, or Audit and Practice Review Committee shall be a majority of the registered and lay members who are members of the committee. Quorum for all other committees shall be the majority of committee members.

2.11.1 minutes of committees will be maintained in the same manner as minutes of the Council.

2.11.2 meetings of committees will be conducted in the same manner as meetings of the Council.
Definitions
3.1 In these rules,
“Annual General Meeting” means the meeting set out in s.7 (1) of the Act;
“Extraordinary General Meeting” means a meeting convened in accordance with s.7 (4) of the Act;
“General Meeting” means a meeting of the college convened by the Council at a time other than that set aside for the Annual General Meeting.

Application
3.2 Unless otherwise stated in these Rules, the meeting rules contained here shall apply to all meetings of the College, whether they are the Annual General Meeting, a General Meeting, or an Extraordinary General Meeting (herein collectively referred to as meetings of the College).

General Meetings
3.3 The Council may, whenever they think fit, convene a General Meeting.
3.4 If, within 30 minutes from the time appointed for the General Meeting, a quorum is not present, the meeting shall stand adjourned to the place of, and a time just prior to, the next meeting of the College.
3.5 At General Meetings the order of business shall be:
   3.5.1 reading and adoption of minutes;
   3.5.2 reports of Standing Committees;
   3.5.3 reports of Select Committees;
   3.5.4 unfinished business;
   3.5.5 new business;
   3.5.6 adjournment.

Extraordinary General Meeting
3.6 The Council, in accordance with s.7 (4) must, on the written request of 50 registered members in good standing or 5 Councillors, call a General Meeting of the College.
3.6.1 The meeting shall be convened within 21 days after the date of delivery of the request.
3.6.2 The request to convene such a meeting shall state the precise purpose of the meeting, be signed by the requisitionists, and shall be delivered or sent by registered mail to the address of the College.
3.6.3 If an extraordinary General Meeting is not convened in accordance with Rule 3.6, the requisitionists may convene the meeting and they shall be reimbursed by the College for costs incurred in convening the meeting.
3.6.4 If, within 30 minutes from the time appointed for the extraordinary General Meeting, a quorum is not present the meeting shall be terminated.
3.6.5 At extraordinary general meetings the order of business shall be:
   3.6.5.1 reading the notice of meeting;
   3.6.5.2 consideration of items noted in the notice of meeting;
   3.6.5.3 adjournment.

Annual General Meeting
3.7 Notice of each Annual General Meeting shall be sent to the membership at least 28 days prior to that meeting.
3.8 If, within 30 minutes from the time appointed for the Annual General Meeting, a quorum is not present, the meeting shall stand adjourned to the place of, and a time just prior to, the next meeting of the College.
3.9 At the Annual General Meeting the order of business shall be
   3.9.1 the adoption of agenda and rules of order;
   3.9.2 the consideration of the financial statements;
   3.9.3 the report of the Council;
   3.9.4 the report of the auditor;
the election of the Council; and

such other business as, under these rules, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Council issued with the notice of convening the meeting.

**Chairing Meetings**

3.10 The President of the College shall chair meetings of the College.

3.10.1 if the President is unable or unwilling to act as Chair, or not present within 30 minutes of the time appointed to hold the meeting, the Executive Vice-President shall act as Chair;

3.10.2 in the absence of the Executive Vice-President the Councillors present shall choose one of their number to chair the meeting;

3.10.3 if the President, Executive Vice-President and all other Councillors are unable or unwilling to act as Chair, or are not present within 30 minutes of the scheduled meeting time, the members shall choose one of their numbers to act as Chair.

3.11 The Chair may, with the consent of any meeting, and shall if so desired by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any reconvened meeting other than the business left unfinished at any meeting from which the adjournment took place.

3.11.1 when a meeting is adjourned for 30 days or more, notice of the reconvened meeting shall be given as in the case of the original meeting. It is not necessary to give notice of the business to be transacted at a reconvened meeting.

**Conduct of Meetings**

3.12 Meetings of the College shall be conducted in accordance with Roberts Rules of Order unless these are contrary to any rule affecting the operation of the College.

3.13 No business, other than the adjournment or termination of the meeting, shall be conducted at a meeting of the College at a time when a quorum is not present.

3.14 If at any time during a meeting of the College there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

3.15 A quorum is 30 registered members present in person at the meeting.

3.16 A registered member in good standing and not on temporary withdrawal present at a meeting of the College is entitled to one vote on any resolution.

**Resolutions**

3.17 All resolutions proposed at a meeting must be seconded. The chair of a meeting may not propose a resolution. The Chair may, however, step down from the chair to do so.

3.18 All resolutions must be received in writing by the Registrar 28 days prior to their presentation at a meeting, so as to allow full development of arguments for and against the resolution, which will be presented to the membership. This requirement for submission of a motion 28 days prior to presentation at a meeting may be waived by unanimous consent of Council members.

3.19 The mover of the resolution must provide a resolution package consisting of the written text of the resolution along with the names, original signatures and membership numbers of the mover and seconder. Failure to meet these provisions means the resolution shall not be placed on the agenda.

3.20 At a meeting of the College the Chair shall have one vote on any resolution. In the event of a tie, the Chair may not vote a second time to break the tie and the resolution shall be declared defeated.

3.21 At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a letter ballot is demanded by at least three (3) members before or on the result of the show of hands. Unless a ballot is so demanded, the Chair shall declare that a resolution has, on a show of hands, been carried or defeated on a simple majority. An entry to that effect made in the book for the proceedings of the College shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

3.21.1 a letter ballot shall be conducted in accordance with Rule 4.

3.22 Voting by proxy is not permitted.
**College of Applied Biology – Rule 4 Letter Ballot**

**Initiation**
4.1 Letter ballots may be initiated during the Resolution Session at a General Meeting or Annual General Meeting, by resolution of Council, or by these bylaws.

**Letter Ballots as Referenda**
4.2 Letter ballots which arise from an Extraordinary General Meeting are deemed to be referenda.

**Where Letter Ballots Required**
4.3 Letter ballots are required for the following matters with the following proportion of votes necessary to carry the ballot:
   4.3.1 adoption, repeal or amendment of those rules stipulated in the Act requires a majority of the votes cast of registered members in good standing;
   4.3.2 election of Council members requires a majority of the votes cast of registered members in good standing;
   4.3.3 letter ballots conducted as a result of a referendum under s. 8(2) of the Act requires one half of all registered members in good standing to cast a vote and further, that two-thirds of those voting vote in favour.
4.4 If a letter ballot is required for any matter it shall be in such form as Council determines and shall be sent to each Voting Member at that member’s last address recorded in the College’s files.

**Counting**
4.5 To be counted, returned ballots must be in the hands of the Registrar by the date set by the Registrar, which must be at least thirty (30) days from the date they were originally mailed by the Registrar.
4.6 Council shall appoint a Returning Officer who must be a registered member who with the assistance of the Registrar shall count the votes.

**Communication of Results**
4.7 The results of the vote shall be communicated by the Registrar to the members as soon as possible after the ballots are counted.
College of Applied Biology – Rule 5 Officers

Executive Director
5.1 The Executive Director is hereby named an Officer of the College of Applied Biology.
5.1.1 Powers, duties and functions of the Executive Director include:
  5.1.1.1 overall management of the administrative operations of the College,
  5.1.1.2 ensuring that the policies and directions of the Council of the College are implemented,
  5.1.1.3 advising and informing the Council on the operation and affairs of the College,
  5.1.1.4 fulfilling additional duties and responsibilities that are set out in these Rules or established through resolution of the Council.

Registrar
5.2 The Registrar is hereby named an Officer of the College of Applied Biology.
5.2.1 Powers, duties and functions of the Registrar include:
  5.2.1.1 maintaining the register of the College,
  5.2.1.2 ensuring that access is provided to records of the College, as required by law or authorized by the Council,
  5.2.1.3 accepting, on behalf of the College or the Council, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the College or the Council,
  5.2.1.4 keeping the corporate seal, if any, and having it affixed to documents as required,
  5.2.1.5 approving forms under these Rules,
  5.2.1.6 fulfilling additional duties and responsibilities that are set out in these rules or established through resolution of the Council.

Termination of Officer
5.3 Subject to a contract of employment, the appointment of an officer of the College may be terminated by the Council as follows:
  5.3.1 on reasonable notice, if the termination is approved by an affirmative vote of at least 2/3 of the members of the Council; or
  5.3.2 without notice, for cause, if the termination is approved by a majority of the votes cast.
College of Applied Biology – Rule 6 Categories of Membership

Professional Biologist
6.1 Within the category Professional Biologist, there shall be two sub-categories, Active and Retired:
   6.1.1 Active – Council shall admit those applicants to the Active Member sub-category who meet the criteria set out in Schedule 3 and who agree to pay the active membership fee prescribed in Schedule 1;
   6.1.2 Retired – upon application, Council may admit an Active Member to the Retired Member sub-category who:
      6.1.2.1 is no longer practicing applied biology in either a paid or volunteer capacity,
      6.1.2.2 does not expect to practice in the future,
      6.1.2.3 agrees to pay the retired membership fee prescribed in Schedule 1, and
      6.1.2.4 has returned their Seal to the Registrar.

Biologist In Training
6.2 Biologist in Training
   6.2.1 Council shall enroll those applicants to the Biologist In Training category who meet the criteria set out in Schedule 3 and who agree to pay fees as prescribed in Schedule 1.

Student Member
6.3 Student Member
   6.3.1 Upon receipt of fees as prescribed in Schedule 1, council shall enroll an applicant to the Student Member category if that person demonstrates to the satisfaction of the Registrar that the applicant is enrolled in a program leading to education credentials suitable for meeting the admission requirements of the College as presented in Schedule 3.

Registered Biology Technologist
6.4 Within the category Registered Biology Technologist, there shall be two sub-categories: Active and Retired.
   6.4.1 Active – Council shall admit those applicants to the Active Member sub-category who meet the criteria set out in Schedule 3 and who agree to pay the active membership fee prescribed in Schedule 1;
   6.4.2 Retired – upon application, Council may admit an Active Member to the Retired Member sub-category who:
      6.4.2.1 is no longer practicing applied biology in either a paid or volunteer capacity,
      6.4.2.2 does not expect to practice in the future,
      6.4.2.3 agrees to pay the retired membership fee prescribed in Schedule 1, and
      6.4.2.4 has returned their Seal to the Registrar.

Registered Biology Technologist in Training
6.5 Registered Biology Technologist in Training
   6.5.1 Council shall enroll those applicants to the Registered Biology Technologist In Training category who meet the satisfaction of the Registrar the criteria set out in Schedule 3 and who agree to pay fees as presented in Schedule 1.

Applied Biology Technician
6.6 Within the category Applied Biology Technician, there shall be two sub-categories: Active and Retired.
   6.6.1 Active – Council shall admit those applicants to the Active Member sub-category who meet the criteria set out in Schedule 3 and who agree to pay the active membership fee prescribed in Schedule 1;
   6.6.2 Retired – upon application, Council may admit an Active Member to the Retired Member sub-category who:
      6.6.2.1 is no longer practicing applied biology in either a paid or volunteer capacity,
      6.6.2.2 does not expect to practice in the future,
      6.6.2.3 agrees to pay the retired membership fee prescribed in Schedule 1.
Applied Biology Technician in Training

6.7  Applied Biology Technician in Training

6.7.1  Council shall enroll those applicants to the Applied Biology Technician in Training category who meet to the satisfaction of the Registrar the criteria set out in Schedule 3 and who agree to pay fees as presented in Schedule 1.

Temporary Permittee Professional Biologist (not in force at this time)
College of Applied Biology – Rule 7 Membership Rights and Obligations

Professional Biologist – Active and Retired Members

7.1 As set out in Rule 6.1, the two categories of Professional Biologist consist of Active members and Retired members.

7.1.1 Active members shall:

7.1.1.1 enjoy full practice and participation rights in the affairs of the College,

7.1.1.2 may use the titles “RPBio”, “R.P.Bio.”, Professional Biologist, Registered Professional Biologist or any other such designation which would lead a member of the public to believe the member is qualified to engage in the practice of applied biology,

7.1.1.3 use and apply the Code of Ethics of the College of Applied Biology when undertaking the practice of applied biology in either a paid or volunteer capacity,

7.1.1.4 be subject to audits and practice reviews and continuing education requirements,

7.1.1.5 be subject to the disciplinary process, and

7.1.1.6 be eligible to apply for temporary withdrawal.

7.1.2 Retired members shall:

7.1.2.1 not be eligible to engage in the practice of applied biology in either a paid or voluntary capacity,

7.1.2.2 only use the titles “RPBio (Ret)”, “R.P.Bio. (Ret)”, Retired Professional Biologist, or Retired Registered Professional Biologist and shall not use any other such designation which would lead a member of the public to believe the member is qualified to engage in the practice of applied biology,

7.1.2.3 enjoy full voting and participation rights in the affairs of the College,

7.1.2.4 not be subject to continuing education, audit and practice review requirements,

7.1.2.5 be subject to the disciplinary process, and

7.1.2.6 not be eligible to apply for temporary withdrawal.

Biologist In Training

7.2 Biologists in Training shall:

7.2.1 be able to engage in the practice of applied biology under the direct or indirect technical supervision of a Professional Biologist;

7.2.2 use and apply the Code of Ethics of the College of Applied Biology when undertaking the practice of applied biology in either a paid or volunteer capacity;

7.2.3 only use the title “Biologist in Training”, “BIT”, or B.I.T.”, and shall not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of applied biology as a Professional Biologist;

7.2.4 not enjoy voting rights, and shall not be eligible to serve on Council, the Credentials Committee, the Audit and Practice Review Committee, the Discipline Committee, or subcommittees thereof, or the standing investigations committee, or subcommittees thereof. They may, however, serve on such other College committees or subcommittees as Council may deem appropriate. When serving on such committees or subcommittees, In Training members will have voting privileges and count towards quorum;

7.2.5 be subject to disciplinary processes, practice reviews and audits, and continuing education requirements,

7.2.6 be eligible to apply for temporary withdrawal.

7.2.7 be eligible to remain in this category for a maximum period of 6 years, after which time they will be removed from the register unless the member has met the qualifications for and advanced to registered status.

Student Member

7.3 Student Members shall:

7.3.1 not enjoy voting rights, and shall not be eligible to serve on Council, the Credentials Committee, the Audit and Practice Review Committee, the Discipline Committee, or subcommittees thereof, or the standing investigations committee, or subcommittees thereof. They may, however, serve on such other College committees or subcommittees as Council may deem appropriate. When serving on such committees or subcommittees, Student members will have voting privileges and count towards quorum;
Registered Biology Technologist – Active and Retired Members

7.4 As set out in Rule 6.4, the two categories of Registered Biology Technologist consist of Active members and Retired members.

7.4.1 Active members shall:
7.4.1.1 be entitled to engage in full participation in the affairs of the College; and
7.4.1.2 be entitled to engage in aspects of the practice of applied biology to the extent consistent with their education, training and experience:
   7.4.1.2.1 while executing, supervising the execution of or inspecting work designed by a Registered Professional Biologist,
   7.4.1.2.2 under the direct supervision of a Registered Professional Biologist; or
   7.4.1.2.3 independently, if carrying out those aspects of applied biology practice as set out in Schedule 5.

7.4.1.3 be entitled to use the title “RBTech”, “R.B.Tech.”, Registered Biology Technologist, or any other such designation which would lead a member of the public to believe the member is qualified to engage in the practice of applied biology at the Registered Technologist level;
7.4.1.4 not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of applied biology as a Professional Biologist;
7.4.1.5 use and apply the Code of Ethics of the College of Applied Biology when undertaking the practice of applied biology in either a paid or volunteer capacity;
7.4.1.6 be subject to audits and practice reviews and continuing education requirements;
7.4.1.7 be eligible to apply for temporary withdrawal.

7.4.2 Retired members shall:
7.4.2.1 not be eligible to engage in the practice of applied biology in either a paid or voluntary capacity, only use the titles “RBTech (Ret)”, “R.B.Tech. (Ret)”, Retired Registered Biology Technologist, and shall not use any other such designation which would lead a member of the public to believe the member is qualified to engage in the practice of applied biology,
7.4.2.2 enjoy full voting and participation rights in the affairs of the College,
7.4.2.3 not be subject to continuing education, audit and practice review requirements,
7.4.2.4 be subject to the disciplinary process, and
7.4.2.5 not be eligible to apply for temporary withdrawal.

Registered Biology Technologist in Training

7.5 Registered Biology Technologists in training shall:
7.5.1 be able to engage in the practice of applied biology under the direct supervision of a Professional Biologist or a Registered Biology Technologist;
7.5.2 use and apply the Code of Ethics of the College of Applied Biology when undertaking the practice of applied biology in either a paid or volunteer capacity;
7.5.3 only use the title “Registered Biology Technologist in Training” or “Trainee (RBTech)” and shall not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of applied biology as a Professional Biologist or a Registered Biology Technologist;
7.5.4 not enjoy voting rights, and shall not be eligible to serve on Council, the Credentials committee, the Audit and Practice Review Committee, the Discipline committee, or subcommittees thereof, or the standing investigations committee, or subcommittees thereof. They may, however, serve on such other College committees or subcommittees as Council may deem appropriate. When serving on such committees or subcommittees, Registered Biology Technologists In Training members will have voting privileges and count towards quorum;
7.5.5 be subject to disciplinary processes, practice reviews and audits, and continuing education requirements;
be eligible to apply for temporary withdrawal; and
be eligible to remain in this category for a maximum period of 6 years, after which time they will be removed from the Register unless the member has met the qualifications for and advanced to registered status.

Applied Biology Technician – Active and Retired Members

7.6 As set out in Rule 6.6, the two categories of Applied Biology Technician consist of Active members and Retired members.

7.6.1 Active members shall:

7.6.1.1 be entitled to engage in full participation in the affairs of the College; and
7.6.1.2 be entitled to engage in aspects of the practice of applied biology to the extent consistent with their education, training and experience:

7.6.1.2.1 while executing work designed by a Registered Professional Biologist,
7.6.1.2.2 under the supervision of a Registered Professional Biologist or Registered Biology Technologist

7.6.1.3 be entitled to use the title “ABT”, “A.B.T.”, Applied Biology Technician, or any other such designation which would lead a member of the public to believe the member is qualified to engage in the practice of applied biology at the Biology Technician level;

7.6.1.4 not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of applied biology as a Professional Biologist or Registered Biology Technologist;

7.6.1.5 use and apply the Code of Ethics of the College of Applied Biology when undertaking the practice of applied biology in either a paid or volunteer capacity;

7.6.1.6 be subject to audits and practice reviews and continuing education requirements;

7.6.1.7 be subject to the disciplinary process; and

7.6.1.8 be eligible to apply for temporary withdrawal.

7.6.2 Retired members shall:

7.6.2.1 not be eligible to engage in the practice of applied biology in either a paid or voluntary capacity, only use the titles “ABT (Ret)”, “A.B.T. (Ret)”, Retired Applied Biology Technician, and shall not use any other such designation which would lead a member of the public to believe the member is qualified to engage in the practice of applied biology,

7.6.2.2 enjoy full voting and participation rights in the affairs of the College,

7.6.2.3 not be subject to continuing education, audit and practice review requirements,

7.6.2.4 be subject to the disciplinary process, and

7.6.2.5 not be eligible to apply for temporary withdrawal.

Applied Biology Technician in Training

7.7 Applied Biology Technician in Training shall:

7.7.1 be able to engage in the practice of applied biology under the direct supervision of a Professional Biologist or a Registered Biology Technologist;

7.7.2 use and apply the Code of Ethics of the College of Applied Biology when undertaking the practice of applied biology in either a paid or volunteer capacity;

7.7.3 only use the title “Applied Biology Technician in Training” or “Trainee (ABT)” and shall not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of applied biology as a Professional Biologist or a Registered Biology Technologist;

7.7.4 not enjoy voting rights, and shall not be eligible to serve on Council, the Credentials committee, the Audit and Practice Review committee, the Discipline Committee, or subcommittees thereof. They may, however, serve on such College committees or subcommittees as Council may deem appropriate. When serving on such committees or subcommittees, Applied Biology Technician in Training members will have voting privileges and count towards quorum;

7.7.5 be subject to disciplinary processes, practice reviews and audits, and continuing education requirements;

7.7.6 be eligible to apply for temporary withdrawal; and
be eligible to remain in this category for a maximum period of 6 years, after which time they will be removed from the Register unless the member has met the qualifications for and advanced to registered status.

**Temporary Permittee Member (not in force at this time)**

**Member in Good Standing**

7.8 A “member in good standing” is one that has:

7.8.1 Paid dues as established in Schedule 1 within 2 months of the deadline for payment established by Council, and

7.8.2 Paid all fees as established in Schedule 1 within 2 months of the deadline for payment established by Council, including late payment assessments, penalties, costs imposed by investigations, hearings and reviews, and any and such other costs as are imposed by council from time to time.

**Temporary Withdrawal**

7.9 A member is eligible to apply for temporary withdrawal where the member is not practicing applied biology due to:

7.9.1 Parental or compassionate leave,

7.9.2 Illness, or

7.9.3 Enrolment in an educational institution.

7.10 Temporary withdrawal shall not exceed 3 years in duration.

7.11 Applications for temporary withdrawal must be made to the Registrar using the Request for Leave form.

7.12 Members on temporary withdrawal:

7.12.1 are not entitled to use their professional designation and shall be noted as “On Leave”,

7.12.2 are not entitled to vote or take part in the business affairs of the College,

7.12.3 are not eligible to undertake the practice of applied biology in a paid or volunteer capacity,

7.12.4 are not eligible to serve on College committees

7.12.5 must, after one year on temporary withdrawal, complete 50% of the CPD requirement for each of the subsequent years on temporary withdrawal.

7.12.6 who have filed a declaration under 16.4 must notify the College in writing and be reinstated prior to resuming the practice of applied biology and pay the requisite dues and fees.

**Struck from Register**

7.13 A member of the College who remains in arrears of payments of dues or fees for a period of 6 months from the deadline for payment established by Council may be struck from the register.

7.13.1 Any Member who is convicted of an indictable offence shall be liable to have his/her registration suspended or cancelled as the case may warrant.

7.13.1.1 a decision to suspend or cancel a Member’s registration in accordance with this section is at the discretion of Council.

7.13.1.2 a Member will be given notice of Council’s intention to suspend or cancel his/her registration in accordance with this section and may provide a response, in writing, explaining why his/her registration should not be cancelled as a result of his/her conviction.

**Indictable Offence**

7.14 Members must declare to the College any Indictable Offence

7.14.1 Members must annually sign an indictable offence declaration.

7.14.2 Any member who is convicted of an indictable offence shall be liable to have his/her registration suspended or cancelled as the case may warrant.

7.14.2.1 a decision to suspend or cancel a Member’s registration in accordance with this section is at the discretion of Council.

7.14.2.2 a Member will be given notice of Council’s intention to suspend or cancel his/her registration in accordance with this section and may provide a response, in writing, explaining why his/her registration should not be cancelled as a result of his/her conviction.
Members Required to Respond

7.15 All members of the College are required to respond within a reasonable time period to enquiries from the College and College committees.
College of Applied Biology – Rule 8 Resignation and Reinstatement

Resignation
8.1 Members of the College may resign from the College by tendering a letter of resignation to the Registrar. A member who resigns or who is removed from registration must surrender his/her seal to the Registrar.

8.2 No rebate of fees will be made to members who resign or who are removed from the register.

Reinstatement
8.3 A past registered member who applies for reinstatement may be accepted by the Registrar:

8.3.1 if the period between previous registration and re-application is less than 3 years,

8.3.1.1 pay the full fees and dues that would have been required during that period of time if the member were a full registered member and

8.3.1.2 pay a re-instatement fee as set out in Schedule 1.

Where these conditions exist, the member will be re-instated with their original membership number, and for purposes of the Act shall be regarded as having been a member during the time of withdrawal. Those on temporary withdrawal will be exempt from a re-instatement fee.

8.3.2 if the time from the previous registration and re-application is greater than 3 years the individual must;

8.3.2.1 demonstrate currency through a record of CPD as per Schedule 4

8.3.2.2 pay the full fees and dues that would have been required during the period of time if the member were a full registered member and

8.3.2.3 pay the re-instatement fee as set out in Schedule 1

8.3.3 will be considered a first time applicant where neither 8.3.1 or 8.3.2 apply

8.4 A past-enrolled member may be accepted by the Registrar:

8.4.1 if the period between previous enrolment and re-application is less than 3 years;

8.4.1.1 pay the full fees and dues that would have been required during that period of time if the member were an enrolled member and

8.4.1.2 pay a re-instatement fee as set out in Schedule 1.

Where these conditions exist, the member will for purposes of the Act, be regarded as having been a member during the time of withdrawal. Those on temporary withdrawal will be exempt from a reinstatement fee.

8.4.2 if the time from the previous registration and re-application is greater than 3 years, but less than 6\(^1\) years, they may be accepted on application to the Registrar for reinstatement to active status the individual must;

8.4.2.1 demonstrate currency through a record of CPD as per Schedule 4

8.4.2.2 pay the full fees and dues that would have been required during the period of time if the member were a full enrolled member and

8.4.2.3 pay the re-instatement fee as set out in Schedule 1

8.4.3 will be considered a first time applicant where neither 8.4.1 or 8.4.2 apply

8.5 A Retired member who wishes to reactivate membership as an Active member by the Registrar:

8.5.1 If the period between active status and retired status is less than 3 years they may be accepted on application to the Registrar for reinstatement to active status, the retired member must;

8.5.1.1 pay a reinstatement fee as set out in Schedule 1

8.5.2 if the period between active status and retired status is greater than 3 years they may be accepted on application to the Registrar for reinstatement to active status the retired member must;

8.5.2.1 demonstrate currency through a record of CPD as per Schedule 4

8.5.2.2 pay the full fees and dues and

8.5.2.3 pay the re-instatement fee as set out in Schedule 1

8.5.3 will be considered a first time applicant where neither 8.5.1 or 8.5.2 apply

\(^1\) Total enrolled status years including reinstated years cannot exceed 6 years as per Rule 7.2.7, 7.5.7, and 7.7.7.
College of Applied Biology – Rule 9 Credentials Committee

Committee Establishment and Chair Appointment

9.1 Pursuant to Section 13 of the Act, Council shall appoint a registered member to act as Chair of the Credentials Committee. If the person appointed is not a member of the Council that person shall serve as a non-voting ex-officio member of the Council. Council shall also appoint at least 4 registered members who have a combination of knowledge and experience suitable for determining the academic qualifications and experience necessary for a person to engage in the practice of applied biology.

9.2 The Chair and members of the Credentials Committee may be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the College.

9.3 The Credentials Committee shall have those functions and duties set out in the Act and such terms of reference, policies, procedures, and guidelines prescribed by Council from time to time.

9.4 On receiving an application for enrolment, admission or reinstatement, the Credentials Committee shall review the application in terms of Schedule 3 and:

9.4.1 grant the application,

9.4.2 grant the application subject to conditions or limitation to which the applicant consents in writing, or

9.4.3 order a credentials hearing and provide written notice to the applicant of the order.

Credentials Hearing

9.5 A Credentials Hearing must be conducted before a Credentials Hearing Panel appointed under Section 28 of the Act.

9.6 A Panel shall consist of 5 members of the Credentials Committee, one of whom shall be the Chair of the Committee unless the Chair is unable or unwilling to do so, in which case the proceeding shall be chaired by the Vice-Chair of the Credentials Committee.

9.7 A Credentials Hearing shall be conducted as a written hearing unless the Panel decides the hearing shall be conducted as an oral hearing:

9.7.1 where a hearing is conducted as a written hearing, the applicant will be advised, in writing, of the date by which the presentation of information must be made;

9.7.1.1 if the Applicant is not able to deliver the submission by the date specified by the panel the applicant can request, at least 30 days in advance of the date specified and in writing, an extension of the time to present the information, including the reasons for the extension, and the length of the extension sought.

9.7.2 where a hearing is conducted as an oral hearing, the applicant will, within 30 days of the decision to proceed as an oral hearing, be advised in writing of the particulars of the hearing, including the date and location of the hearing;

9.7.2.1 if the Applicant is not able to attend the hearing at the date and location set out by the Panel, the applicant can request, at least 30 days in advance of the date specified and in writing, a change of venue or date, including the reasons for the requested changes.

9.8 Following a Credentials Hearing, the panel must do one of the following:

9.8.1 grant the application,

9.8.2 grant the application subject to conditions or limitation that the panel considers appropriate, or

9.8.3 reject the application and provide written reasons for doing so

9.9 The Registrar shall send a written notice of any decision made by the Panel to the applicant within 7 days of the decision being made, and shall include the procedure for requesting a Review on the Record.

Review on the Record

9.10 A Review on the Record will be conducted as a written procedure by Council when:

9.10.1 a written application is made by the applicant within 30 days of receipt of a decision from the Panel, or

9.10.2 a referral is made by the Credentials Committee within 30 days of the date of a decision of the Panel.

9.11 Where a Review on the Record is sought by the applicant, the applicant shall:

9.11.1 set out why, in the opinion of the applicant, the decision of the Credentials Committee was flawed; and
9.11.2 set out the relief sought.

9.12 Where a referral is made by the Credentials Committee for a Review on the Record the Committee shall set out the reasons why in the opinion of the Committee the matter should be reviewed by Council.

9.13 A Review on the Record shall:

9.13.1 be conducted in writing unless in the opinion of the Council it should be conducted as an oral proceeding;
9.13.2 be limited to the information that was presented to the Credentials Hearing Panel, unless the Council is of the opinion that there are special circumstances that would lead the Council to consider receiving evidence that was not part of the record.

9.14 Following a Review on the Record, the Council may:

9.14.1 confirm the decision of the Panel;
9.14.2 make another decision that the Panel could have made; or
9.14.3 send the matter back to the Panel with directions.
College of Applied Biology – Rule 10 Fees, Assessments and Penalties

Group I and Group II

10.1 The fees, assessments, and penalties applicable for a given fiscal year shall be set out in Schedule 1 attached to these rules and shall be published annually for the information of members. Fees, assessments, and penalties shall be listed in two groups, Group I and Group II. Group I shall comprise annual membership fees for all categories of membership. Group II shall comprise fees, assessments and penalties other than annual membership fees and shall include, without limitation; application; examination; registration; mailing; and penalty fees, levies, assessments and charges.

10.2 Council may only adjust Group I annual membership fees following a referendum as set out in Section 4(3)(c) of the Act. Council may annually adjust Group II fees, assessments, and penalties, as it deems necessary.

10.3 Group I annual membership fees are due and payable in full on December 31 of the year preceding the year to which the dues are to be applied.

10.4 For persons applying to become Registered or enrolled members, the annual membership fee and application fees are payable at the time of application. In the event the application is not approved, the application fee shall be forfeited, and the annual membership fee shall be returned to the applicant.

10.5 Group I annual membership fees for new and reinstating members, with the exception of Student Biologist Fees, shall be pro-rated as follows:

10.5.1 for applications made between January 1 to December 31 inclusive, fees shall be pro-rated by month with a reduction of 8% per month calculated at the beginning of each month;

10.5.2 for those applying for temporary withdrawal during the calendar year a credit equal to the number of months not practicing will be applied to the yearly dues upon request for reinstatement to active practice.

10.6 Council may assess one or more penalties for overdue fees, assessments or penalties.

10.7 No memberships shall be renewed until any and all outstanding fees, assessments, and/or penalties, including, without limitation, those assessed in the course of disciplinary proceedings, have been paid in full.

Failure to Pay

10.8 Any member who fails to pay his/her fees, assessments and/or penalties at the time and in the manner set out by the Act, these Rules, resolution of Council, and policies, procedures, and guidelines published by Council from time to time is liable to be removed from registration or enrolment as the case may be, and:

10.8.1 in the case of a registered member, have his/her registration cancelled;

10.8.2 in the case of an enrolled member, have his/her enrolment cancelled.

Examination Fees

10.9 Examination fees are payable at the time of application to write any single examination or group of examinations. In the event that an applicant does not write an examination as scheduled, the examination fee shall be forfeited unless the applicant can show extenuating circumstances satisfactory to Council.

Change of Status

10.10 When an enrolled member applies to change his/her status from an enrolled to a registered category he/she must pay the required membership fee at the time the application is made.

Reinstatement

10.11 Individuals who have retired, resigned, or have been suspended or struck from the Register and who wish to and are eligible to reinstate their membership status to that of a registered member must, at the time the application is made, pay a reinstatement fee, applicable Group I annual membership fees, plus any other fees, assessments and/or penalties remaining outstanding at the time application is made.
College of Applied Biology – Rule 11 College Finances

Fiscal Year
11.1 The fiscal year of the College shall be the calendar year.

Records, Accounts and Statements
11.2 Council shall cause true accounts to be kept of the sums of money received and expended by the College and of the manner in which such receipts and expenditures were made, and of the assets and liabilities of the College.
11.3 The records of account shall be kept at the College office or at such other place as Council sees fit and shall be available at reasonable hours for inspection by Council.
11.4 Council may determine at which times, places and under what conditions the accounts and books of the College shall be open to inspection by members of the College other than Council.
11.5 A statement of financial affairs shall be drawn up annually and such statement, together with the books of the College shall be audited by a chartered accountant, certified management account, certified general accountant, or firm of chartered accountants, certified management accountants, or certified general accountants appointed by resolution of Council.

Removal of Auditor
11.6 The auditor may be removed by resolution of Council. The auditor shall be informed forthwith in writing of appointment or removal.

Audited Statements
11.7 The audited financial statements shall be presented to all voting members at the Annual General Meeting, and a summary distributed to members as soon as practicable.

Borrowing and Financial Management Authority
11.8 In order to carry out the purposes of the College, the Council may, on behalf of and in the name of the College of Applied Biology, acquire, hold, charge and dispose of real and personal property, and may do all things necessary to raise or secure the payment or repayment of money in such a manner as they decide and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
11.9 No debenture shall be issued without the sanction of a special resolution by Council.
11.10 The Council shall manage and conduct the business and affairs of the College, shall appoint staff and decide their remuneration, and exercise the powers of the College in the name of and on behalf of the College.
11.11 The Council may retain such portion of the funds of the College as it may from time to time deem to be required for current purposes on deposit in a chartered bank in Canada.
11.12 The Council shall from time to time invest such of the funds of the College not deemed by Council to be required for current purposes in investments and securities approved by Council.
College of Applied Biology – Rule 12 Seal of the College

12.1 The Council may provide a common seal for the College and may from time to time destroy it and substitute a new seal.

12.2 The seal of the College shall not be affixed to any instrument except by the authority of a resolution of the Council or of a resolution of the College.

12.3 Notwithstanding the provisions of Rule 12.2, the Registrar may affix the Seal to registration certificates, including special permits, without the need for a resolution of Council.

12.4 Unless otherwise provided by resolution as above, the Seal shall not be affixed to any instrument except in the presence of either:

12.4.1 the President or the Vice-President plus the Registrar or the Executive Director; or

12.4.2 two Council members plus the Registrar or the Executive Director, and such officers shall sign every instrument, with the exception of registration certificates, to which the Seal is so affixed.
College of Applied Biology – Rule 13 Use of Professional Seal and Signature

13.1 Only Active Members in good standing and Temporary Permittees acting in accordance with the terms and conditions of their permits, may affix their signature and seal to documents as defined in Rule 13.2.

13.2 Active members in good standing should affix their signature and seal to all publications, monographs, reports, special letters, plans and drawings; and all such other professional papers and things containing professional opinion or work product (collectively referred to as a “Document” or “Documents”) that he/she prepares or are prepared under his/her supervision.

13.3 Where the work detailed in any Document has not been carried out directly by an Active Member in good standing and where that person has satisfied him/herself that the work has been carried out to a standard acceptable of a College Member,

13.3.1 Where he/she is a Professional Biologist, he/she may sign and seal the Document and shall add a certification statement, which reads: “I certify that the work described herein fulfills standards acceptable of a Professional Biologist.”

13.3.2 Where he/she is a Registered Biology Technologist, he/she may sign and seal the Document and shall add a certification statement, which reads: “I certify that the work described herein fulfills standards acceptable of a Registered Biology Technologist.”

13.4 A signature and seal may be affixed to Documents in electronic format only when using a College approved digital signature and seal.

13.5 Notwithstanding any other provision in these Rules, a member shall be held professionally accountable for any and all Documents he/she prepares in his/her professional capacity and delivers, regardless of format, or creates an expectation that the Document has been prepared and delivered in his/her professional capacity whether or not it is signed and sealed by that member.

13.6 In the event of resignation, suspension or revocation of membership or temporary permit, the physical seal issued pursuant to the Act shall be returned to the College. In addition, if the member had a College approved digital signature or seal it would be revoked forthwith by the College.
14.1 The Audit and Practice Review Committee is hereby established pursuant to section 21(1) of the Act.

Membership of Committee
14.2 The Committee shall
   14.2.1 consist of at least one individual who is not a member of the College and no fewer than three registered members, who are appointed by Council for a 3 year term and may be reappointed, and
   14.2.2 operate in accordance with Council resolutions and Rules, policies, procedures, and guidelines approved by Council from time to time, if any.

Selection of Auditees
14.3 Auditees will be selected from the College registers for active Professional Biologists and Registered Biology Technologists, and for Biologists in Training and Trainee Registered Biology Technologists.
14.4 Auditees may be selected by way of a stratified random selection process that may take into account various factors, including but not limited to practice focus, geographic location of practice, length of time of membership, employer category and previous audit results.
14.5 The Committee will set annually the selection process parameters.
14.6 The Committee will determine annually the number of College members to be selected for audit.
14.7 Auditees will be selected by the Committee for the purposes of implementing this Rule.

Mandatory Compliance
14.8 A member shall comply with the requirements of the Audit Program as set out in Schedule 6.

Cost of Audit Program
14.9 The College will be responsible for the cost of administering and undertaking audits with the auditee bearing responsibility for their personal audit associated costs.
14.10 In recognition of the associated costs, the Committee will take every effort to ensure that auditees’ personal costs are kept to a minimum.

Conduct of Audits
14.11 Audits will be conducted in accordance with the Audit Program as set out in Schedule 6.
14.12 Audits will be conducted by auditors who are appointed by and report to the Audit and Practice Review Committee.
14.13 Members of the Audit and Practice Review Committee may be appointed as auditors by the Committee.

Audit Results
14.14 Following the completion of an audit, the auditor may make a recommendation concerning the outcome of the audit to the Audit and Practice Review Committee, and the Committee shall
   14.14.1 grant the auditee a successful completion if they demonstrate compliance with the requirements of the Audit Program and the College; or
   14.14.2 grant the auditee another opportunity to meet the audit requirements by presenting additional information to the Committee for consideration or require the auditee to be re-audited in a subsequent year; or
   14.14.3 require the auditee to undertake mandatory remedial action(s) if the audit process reveals practice-related issues, or
   14.14.4 require the auditee to undergo a practice review;
   14.14.5 request Council to direct the Registrar to strike the member from the register if it is determined that they are not in compliance with the Audit Program due to a failure to provide completed audit forms within 30 business days of being notified of an audit, or to respond to requests for additional information within a reasonable timeframe, typically defined as 5 business days, or
   14.14.6 determine that the auditee has demonstrated a serious breach of professional or ethical misconduct and
forward their file to the Discipline Committee.

Audit Reports

14.15 The Committee shall make an annual report to Council setting out
   14.15.1 the number of audits undertaken;
   14.15.2 the number of audits that met the Audit Program Requirements;
   14.15.3 the number of audits that did not meet the Audit Program requirements and the resulting actions.

14.16 The names of auditees and the specific results of individual audits are confidential unless and until the files are forwarded to the Discipline Committee at which time the provisions of Rule 15 will apply.

14.17 Auditees should not use or refer to the successful completion of the Audit Program as an indication of College certification of practice.
Definitions
15.1 In these procedures:

“College” means the College of Applied Biology; “Complainant” means the person filing the complaint; “Council” means the Council of the College; “Discipline Committee” means those persons designated by Council to the Discipline Committee to consider the conduct of members or former members, and/or whether members have contravened the Act or these Rules; “Discipline Panel” means those persons designated by the Discipline Committee to conduct a hearing to make a determination as to whether a member of the College has practiced applied biology in an incompetent manner, or has been guilty of professional misconduct, conduct unbecoming a registered member, or a breach of the Act or the Rules; “Standing Investigation Committee” those persons designated by Council to the Standing Investigation Committee; “Subject Member” means the member or former member who is the subject of the action; “Trainee” means a member “in training”.

Filing a Complaint
15.2 These Rules are set out pursuant to Part 4 of the Act.
15.3 A person may make a complaint in writing where the Complainant believes that a member of the College has:

15.3.1 practiced biology in an incompetent manner; or
15.3.2 been guilty of professional misconduct, conduct unbecoming a registered member, or a breach of the Act or the Rules.

Receipt of a Written Complaint (email, fax, or mail)
15.4 Upon receipt of a written complaint, whether by email, fax or mail, the person receiving the complaint shall forward the complaint to the Registrar.

Other Complaints
15.5 The College may in its own name initiate a complaint by referring a matter in writing to the Registrar.

Discipline Committee
15.6 For the purpose of section 22(1) of the Act, the Council shall appoint a Discipline Committee consisting of at least three registered members and three non-members to a maximum of 9 committee members for a renewable term of 3 years to consider the conduct of members or former members;

15.6.1 four members constitute a quorum, provided that at least one lay representative is present;
15.6.2 the Council may remove any member appointed by it to a Discipline Committee who is unable to carry out duties associated with this function.

Referral to the Discipline Committee
15.7 The Registrar shall review the complaint within 30 business days to ensure that the complaint concerns a member or former member of the College and where the complaint meets this criterion, forward the complaint within 7 business days of making this determination to the Discipline Committee.
15.8 The Discipline Committee:
15.8.1 shall ensure that the matter is within the jurisdiction of the College in that
15.8.1.1 the complaint alleges professional misconduct, conduct unbecoming a professional member
or incompetent performance of duties undertaken while engaged in applied biology, or a
breach of the Act or the Rules; and
15.8.1.2 the actions leading to the complaint occurred within the timelines set out in the Act; and
15.8.2 shall ensure the complaint contains sufficient particulars to refer the matter for investigation; and
15.8.3 may, within 30 business days of receipt of the complaint, request the Executive Director to request
further information or clarification as required by the
Committee from the Complainant.

Complaint Deferral
15.9 the Discipline Committee may defer all or part of a complaint until the outcome of another proceeding or a
date set by the Discipline Committee, if it determines that:
15.9.1 another proceeding is capable of appropriately dealing with the substance of the complaint; or
15.9.2 it is fair and reasonable in all circumstances to do so.

Member Opportunity to Comment
15.10 Upon the Discipline Committee being satisfied that there are sufficient particulars set out in the complaint, the
Discipline Committee shall request the Executive Director forward the information to the Subject Member and
request a written response to the complaint, including any information or records in the possession of the
member relevant to the complaint, to be received within 30 business days of receipt of the material.

15.11 Within 30 business days of receipt of the Subject Member’s response, the Discipline Committee shall:
15.11.1 dismiss the complaint, with reasons, and direct the Executive Director to advise the Complainant and the
Subject Member in writing of that decision, or
15.11.2 direct the Executive Director to forward the comments received from the Subject Member to the
Complainant for comment, or
15.11.3 decide that the complaint should proceed to a Discipline Hearing.

15.12 A Complainant who has provided comments for review under section 15.11.2 has 30 business days from the
deemed date of delivery of those comments to provide a written response to the Executive Director to:
15.12.1 reply to the comments made by the Subject Member, or
15.12.2 request the complaint be withdrawn.

15.13 The Discipline Committee may:
15.13.1 grant an extension for comment by the Subject Member or Complainant
15.13.2 proceed with a complaint in respect of which a request to withdraw has been received under section
15.12.2
15.13.3 dismiss the complaint on receipt of a written response under section 15.12.2
15.13.4 dismiss if there is no response from the Complainant
15.13.5 proceed with the complaint.

Investigation
15.14 Where the Discipline Committee wishes to refer the materials referenced in 15.10 and 15.11 to an Investigator,
the Discipline Committee may request an investigation be undertaken by an individual who is either an officer,
employee or a contractor.

15.15 During such an investigation, the person undertaking the investigation:
15.15.1 may separately interview the Complainant, Subject Member and third parties regarding matters
relevant to the complaint;
15.15.2 may gather any additional information or documents relevant to the complaint;
15.15.3 may not make an assessment of the credibility of witnesses; and
15.15.4 may not assess whether or not the member had been guilty of professional misconduct, conduct unbecoming a professional member or incompetent performance of duties, but may make recommendations whether there is sufficient basis to proceed with the complaint, and so inform the Discipline Committee.

Disclosure of Complainant’s Name
15.16 The Discipline Committee may withhold the identity of the Complainant from the Subject Member during the information collection and investigation procedures to protect the identity of the Complainant.

Deliberations of the Discipline Committee
15.17 The Chair of the Discipline Committee shall bring the complaint and comments forward for consideration at the next scheduled Discipline Committee meeting, or may call a special meeting of the Discipline Committee to discuss the complaint and any comments received.
15.18 The Discipline Committee may forward the member’s file for a Practice Review. The Discipline Committee may consider the recommendations of the Practice Review team in their final determination.

Complaint not to proceed
15.19 Where the Discipline Committee decides that all or part of the complaint is
   • not within the jurisdiction of the Council;
   • is unfounded;
   • is frivolous or vexatious;
   • is trivial; or
   • not one in which further proceedings would be in the public interest; and should be dismissed or deferred:
15.19.1 the Committee shall prepare a written report describing the information used to make its decision and stating the reasons for not proceeding to a Discipline Hearing;
15.19.2 the Committee shall direct the Registrar or designate to
   15.19.2.1 report to the Complainant the basis for not proceeding with the complaint, and
   15.19.2.2 send a copy of the report to the Subject Member;
15.19.3 the file shall be closed and sealed;
15.19.4 the Committee may make recommendations to the Subject Member.

Complaint to proceed
15.20 Where the Discipline Committee considers that the complaint should proceed to a Discipline Hearing, the Committee shall:
15.20.1 issue a citation against the Subject Member in the name of the College;
15.20.2 serve the Subject Member with the citation; and,
15.20.3 publish the particulars of the citation, including but not limited to the name of the Subject Member and the nature of the proceeding once the Subject Member has been notified of the direction to issue the citation and the citation has been served.

Discipline Panel
15.21 The Discipline Panel:
15.21.1 shall consist of an odd number of persons and 1 lay member, but shall not consist of one person;
15.21.2 shall consist of members and non-members as the Discipline Committee, in its discretion, may require, except that no member of the Council or of the Discipline Committee shall be eligible to be appointed to a Discipline Panel; and
15.21.3 may retain counsel who may conduct its proceedings and may participate in deliberations and
Notice of Hearing

15.22 The Discipline Panel, through the Registrar or legal counsel for the College as the case may be, shall issue a Notice of Hearing to the Subject Member by post to the address last appearing in the College’s roll for that member. The Notice of Hearing shall be sent not less than 30 calendar days prior to the date of the hearing and shall include:

15.22.1 time and place of the hearing;
15.22.2 particulars of the complaint or matter of inquiry; and
15.22.3 inform the Subject Members of the names of the persons appointed to the Discipline Panel and its Chair.

15.23 Receipt of the notice of hearing, or any other document mentioned in these procedures is deemed to occur 10 days after proof of posting.

15.24 After a notice of hearing has been issued and served on the Subject Member, the Registrar may disclose to the public and to the College members the notice of inquiry and its status.

Conditional Admission

15.25 A Subject Member may, at any time before the conclusion of a hearing tender to the Registrar, or to legal counsel for the College, a conditional admission of the allegations against him or her.

Acceptance of Admission

15.26 If a conditional admission is tendered, the Registrar, or legal counsel for the College, will, within 7 business days of receipt, forward the conditional admission to the Discipline Committee. The Discipline Committee will decide whether to accept it and will suggest the penalty. The Registrar, or legal counsel for the College, will inform the Subject Member of the suggested penalty.

15.27 If the Discipline Committee does not accept the conditional admission or the Subject Member does not accept the suggested penalty the matter will continue in accordance with these Rules.

Admission may be disclosed

15.28 Where the conditional admission is accepted by the Discipline Committee and the Subject Member agrees to the suggested penalty, the College shall publish the decision of the Discipline Committee based on the fact of the Subject Member’s admission of the offence(s) and the penalty agreed to.

15.29 If the conditional admission is not accepted, or the Subject Member does not accept the suggested penalty, the fact that a conditional admission was made shall not be used against the Subject Member in the hearing.

Failure to attend or remain at a Hearing

15.30 If the Subject Member fails to attend or remain at a hearing, the Discipline Panel, on proof of posting of the Notice of Hearing by registered mail, may proceed with the inquiry in the Subject Member’s absence and may make its findings and its decisions without further notice to the Subject Member.

Disclosure and Exchange of Evidence

15.31 After the Notice of Hearing is issued and before the Hearing commences, the Panel will direct the parties to present and exchange a Statement of Points and associated documents, as set out in the Discipline Panel Hearing Policy.

15.32 Hearing Proceedings to be Recorded

15.33 All proceedings at a hearing will be recorded and any party to the proceeding may obtain, at his or her own expense, a transcript of any part of the hearing.

Proof of Posting of Notice of Hearing

15.34 Before hearing any evidence respecting the allegations set out in the notice of Hearing, the Discipline Panel will
determine whether the notice of Hearing was served in accordance with these Rules.

**Notice of Hearing to be Exhibit**

15.35 If the requirements of the Rules have been met, or have been waived by the Subject Member, the notice of hearing and proof of service will be filed as an exhibit at the hearing and the hearing shall proceed.

**Scope of Hearing**

15.36 The Discipline Panel may consider at one hearing a Notice of Hearing, which contains one or more allegations.

**Amendment of Notice of Hearing**

15.37 The Notice of Hearing may be amended prior to commencement of a hearing by counsel for the College or the Registrar as the case may be, providing at least 7 business days’ notice to, or with the agreement of, the Subject Member, or otherwise after the commencement of a hearing by the Discipline Panel on such terms as it determines including an adjournment of the proceedings.

**Subject Member Compellable to give Evidence**

15.38 The College may require the Subject Member to give evidence at the discipline hearing. If the College requires the Subject Member to give evidence on behalf of the College, Counsel for the College, or the Registrar, will give the Subject Member notice of this fact no less than 5 calendar days prior to the date of the Discipline Hearing.

**Testimony**

15.39 The testimony of witnesses will be taken under oath or affirmation. Witnesses may be cross-examined and evidence given in defence and reply.

**Summons**

15.40 Witnesses may be summoned to attend the hearing by personal service of a summons.

**Witness Allowances**

15.41 Witnesses required to attend at the hearing may be granted the same allowances as witnesses attending in the Supreme Court.

**Decision of Majority**

15.42 A Discipline Panel will decide any matter by a majority and the decision of the majority is the decision of the Panel. The decision of the Panel will be in writing. The decision of the minority will be in writing.

**Notification of Member**

15.43 Where the hearing proceeds in the absence of the Subject Member, in accordance with the Act and these rules, the Panel will notify the Subject Member of its decision by registered mail. The Subject Member is deemed to have received notice of the decision 10 days after proof of posting.

**Publication**

15.44 Council may publish the decision of the Discipline Panel in such manner as it decides.

**Decision as to Penalty**

15.45 If, after hearing, the Discipline Panel determines that the Subject Member, where the Subject Member is other than a trainee, has committed professional misconduct, conduct unbecoming a professional member or incompetently performed duties undertaken while engaged in applied biology, or has breached the Act or the Rules, the Discipline Panel may impose one or more of the following penalties on the Subject Member:
15.45.1 a reprimand;
15.45.2 a penalty in an amount not exceeding $10,000;
15.45.3 conditions on the Subject Member’s registration as a member of the College;
15.45.4 suspension of the Subject Member’s membership in the College
15.45.4.1 for a specified period of time
15.45.4.2 until the Subject Member complies with a requirement set out in Rule 15.45.6
15.45.4.3 for a specified minimum period of time and until the Subject Member complies with a
requirement set out in Rule 15.45.6;
15.45.5 rescind the Subject Member’s membership in the College;
15.45.6 a requirement that the Subject Member
15.45.6.1 Complete a remedial program to the satisfaction of the Council or the Audit and
Practice Review Committee, or
15.45.6.2 Appear before a board of examiners appointed by the Council or the Audit and Practice
Review Committee and satisfy the board that the respondent is competent to practice
applied biology.

15.46 If a Discipline Panel makes an adverse determination against a trainee, the Discipline Panel may do one of the
following:
15.46.1 reprimand the trainee;
15.46.2 impose a penalty on the trainee in an amount not exceeding $2,000; and
15.46.3 rescind the enrolment of the trainee.

Costs
15.47 Costs to be paid by the Subject Member may include:
15.47.1 the cost of a discipline investigation;
15.47.2 the cost of a discipline hearing including:
15.47.2.1 witness fees incurred by the College to have witnesses attend at the hearing,
15.47.2.2 witness travel costs and expenses,
15.47.2.3 the cost of recording the hearing,
15.47.2.4 the cost of a transcript of the hearing,
15.47.2.5 the cost incurred by the College in publishing public notices,
15.47.2.6 reasonable fees and expenses of legal counsel and expert witnesses retained by the
College, including legal counsel for the Discipline Panel,
15.47.2.7 any other amount of money arising out of a hearing for which the College would
otherwise be liable;
15.47.3 the cost of a Review on the Record before the Council;
15.47.4 the salary costs for employees and/or officers engaged in the investigation, hearing and review.

Recovery of costs and fines
15.48 An order of costs or a fine as out-lined in Section 32(2) of the Act may be recovered as a debt owing to the College
and, when collected, it is the property of the College.

Review on the Record
15.49 In accordance with the Act the Subject Member who is the subject of the discipline action or the Discipline
Committee, may, within 30 days of receiving the notice of determination, order or decision of a Panel apply in
writing to the Council for a Review on the Record.

Appeal
15.50 The Subject Member may exercise the rights of appeal as set out in the Act.
College of Applied Biology – Rule 16 Continuing Professional Development

16.1 The Council establishes the Continuing Professional Development (CPD) Program as presented in Schedule 4 of the College of Applied Biology Rules as the mandatory continuing education program for members, which for the purposes of this Rule includes Registered Members¹ and Members in Training.

16.2 The Audit and Practice Review Committee shall administer the CPD program.

Mandatory Compliance

16.3 A member must comply with the requirements of the CPD program as set out in Schedule 4. A minimum of 100 points must be earned for each consecutive three year period.

Exemption

16.4 Notwithstanding 16.3, a member who files with the College a declaration, which is accepted by the Registrar, stating that the person is not actively engaged in the practice of applied biology is exempt from this Rule under the terms expressed in Rule 7 for their first year on temporary withdrawal.

16.4.1 After one year on temporary withdrawal, members must meet 50% of the CPD requirements for each of the subsequent years on temporary withdrawal.

16.4.2 A member shall not engage in the practice of applied biology while an exemption under this rule is in effect.

16.4.3 The Chair of the Audit and Practice Review Committee may require a member who has provided notification under 16.4 to comply with any conditions that the Council may set prior to allowing that person to resume the practice of the profession.

Written Records

16.5 A member must:

16.5.1 maintain a written record of activities undertaken in accordance with Schedule 4; and

16.5.2 produce the list of activities recorded in a College-approved format, at the request of the Audit and Practice Review Committee.

Proof of Compliance

16.6 On the request of the Audit and Practice Review Committee, a member must satisfy the Committee that they are complying with the requirements of the CPD Program.

16.7 Where a member fails to

16.7.1 produce a record of CPD activities within 30 business days of being notified of a request; or

16.7.2 respond to requests for additional information within a reasonable timeframe, (defined as five business days unless otherwise indicated), or

16.7.3 satisfy the Audit and Practice Review Committee that the requirements of the CPD program have been met, the Committee may:

16.7.3.1 refer the member for a practice review; or

16.7.3.2 refer the matter to the Discipline Committee for investigation; or

16.7.3.3 request Council to direct the Registrar to strike the member from the College register.

¹ Rules 7.1.2.4, 7.4.2.4, and 7.6.2.3 exempt Retired members from this requirement.
## Schedule 1 – Fees and Charges

### Group I – set by referendum (November 2008; November 2015 for ABT and Trainee (ABT))

#### Annual Dues

<table>
<thead>
<tr>
<th>Group</th>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>RPBio (active)</td>
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<td>RPBio (Ret)</td>
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<tr>
<td>RBTech (active)</td>
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<td>RBTech (Ret)</td>
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<tr>
<td>Trainee (RBTech)</td>
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<td>Trainee (ABT)</td>
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<tr>
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### Group II – set by Council

#### Application Fees

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<td>ABT</td>
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<td>Trainee(ABT)</td>
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<td>Student</td>
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#### Late Fees

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<tbody>
<tr>
<td>RPBio(active)/RBTech(active)/ABT</td>
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</tr>
<tr>
<td>RPBio(Ret)/RBTech(Ret)</td>
<td>10% of category dues</td>
<td></td>
</tr>
<tr>
<td>BIT/Trainee(RBTech)/Trainee(ABT)</td>
<td>10% of category dues</td>
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</tr>
<tr>
<td>Student</td>
<td>10% of category dues</td>
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#### Re-instatement Fees

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<th>Group</th>
<th>Category</th>
<th>Re-instatement Fee</th>
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<tbody>
<tr>
<td>RPBio/RBTech/ABT</td>
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#### Upgrade Fees

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<tr>
<td>Trainee (RBTech) to RBTech</td>
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<tr>
<td>Trainee (ABT) to ABT</td>
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#### Reassessment Fee*

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<tbody>
<tr>
<td>BIT/RPBio</td>
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*Note: Reassessment fee applies to an applicant who was not accepted in the period January 1 – December 31, 2019 who wishes to be re-assessed under the Schedule 3 -2020 or an applicant assessed within the last three years that has completed additional work to address deficiencies in their original application.

### NSF Fees
Returned cheque $ 40.00
Replacement certificate $ 25.00
Replacement Seal $ 35.00

**Ethics Course Fees**

Online Course in Professional Ethics $200.00
Schedule 2 – The College of Applied Biology Member Code of Ethics

Integrity, competence, accountability, and adherence to all applicable laws and regulations are the cornerstones of this Code of Ethics. College of Applied Biology members are required to conduct themselves in a manner consistent with these precepts as outlined in the nine principles herein, and to uphold the principles of stewardship of aquatic and terrestrial ecosystems and biological resources as required under the College of Applied Biology Act.

In dealings with the public, employers/clients and other members of the profession, members of the College of Applied Biology must:

1. Provide objective, science-based, unfettered, forthright and intellectually honest opinion, advice and reports in applied biology.

   To meet this principle, members must:
   • formulate and present opinions, conclusions and recommendations from an impartial and factual science base;
   • ensure that facts and opinions used to support advice, conclusions or recommendations are accurate and are represented accurately;
   • identify relevant underlying data, assumptions, methodologies, considerations, implications, and the sources for any information or background data/information in all reporting;
   • identify limitations of data, concepts, conclusions, understanding, and recommendations in all reporting;
   • refuse to enter into agreements where compensation is contingent upon the conclusions or recommendations meeting the client’s desired conclusions or recommendations;
   • refuse to enter into agreements where the terms of employment restrict the member from applying due diligence and/or intellectual honesty;
   • refuse to change their professional opinion or recommendation where the change is not supported by science, while remaining open to constructive professional dialogue;
   • disclose the professional relationship (employment/contract/volunteer) when the member acts or presents on behalf of a client or employer or other entity; and
   • recognize that all work, whether or not signed and/or sealed must meet this principle.

2. Undertake assignments and offer opinions only in areas in which they are competent.

   To meet this principle members must:
   • ensure that they practice only in areas in which they are competent;
     o competence can be achieved through education, study, experience and training;
     o competence can be demonstrated by the ability to complete a task to the same standard as trained professionals in similar situations;
   • maintain competence in their field of practice and keep abreast of advances in practice and the relevant science;
   • ensure that, where a member takes responsibility for the work of another, the work meets the appropriate standard;
   • ensure that, where a member is the coordinating professional or project supervisor, all other team members are competent and qualified to perform their required duties; and
   • retain or advise of the necessity to retain the services of others, where additional expertise is required.

3. Ensure they meet a professional standard of care by practicing applied biology with attention, caution, prudence, and due diligence.

   To meet this principle members must:
   • identify and meet the professional standard of care that will avoid reasonably foreseeable undesirable outcomes;
• undertake their work in a manner that demonstrates due diligence;
  o to ensure due diligence, members must make certain that at a minimum:
    o the level of effort expended is appropriate to the task as defined by the activities undertaken and the potential risks;
    o experts have been consulted or retained where necessary;
    o background information is collected and incorporated;
    o data have been collected to ensure proper assessment of risks and outcomes;
    o the use of any new or unusual methods are justified, reference and explained;
    o conclusions, uncertainties and recommendations are stated in a clear, understandable manner;
    o implications of recommendations and alternatives are identified in a clear, understandable manner;
    o all applicable legal requirements are met; and
    o appropriate documents, files, and filing systems are maintained;
• exercise sound judgment, document uncertainties and provide a clear rationale for all decisions;
• provide advice that is carefully and conscientiously developed;
• ensure that the employer/client is aware of potentially adverse consequences if the member’s professional recommendations are not followed; and
• recognize that all work, whether or not signed and/or sealed, must meet the professional standard of care.

4 Provide a professional standard of service to clients and employers by conducting business practices fairly, avoiding conflict of interest and respecting client/employer confidentiality.

To meet this principle members must:
• recognize that the requirement to provide a professional standard of service applies whether the member provides services in the private or public sector, as a contracting professional, volunteer, sole proprietor or an associate in a corporation, or working at the staff or management level;
• exercise fairness in business practices by following practices that are just and reasonable, open and honest, fair and respectful, and undertaken properly;
• consider employer/client materials confidential
  o a member must not use the proprietary/confidential information for personal gain or the advantage of other parties;
• recognize the expectation of confidentiality does not hold where
  o the employer/client actions are unlawful, in which case the member is obliged to report the activity to the appropriate authority; or
  o the member has been otherwise directed by the employer/client or legal authority;
  o where the member is required by law to disclose confidential information, the member must so advise the employer/client, unless directed otherwise by the legal authority;
• avoid situations and circumstances where there is a conflict of interest;
  o there is a real or perceived conflict of interest where a member’s interests conflict or appear to conflict with the member’s professional responsibilities;
  o in determining whether a conflict exists or appears to exist, members should consider whether a reasonably well-informed individual in possession of the facts would believe a conflict exists;
  o members must take measures necessary to ensure a conflicting interest does not bias decisions or recommendations that the member may be called upon to make; in extreme situations this might require the member to withdraw from a project.

5. Have regard for the health and safety of the public in the performance of professional duties.

To meet this principle members must:
• give consideration to the potential effects of their work on public health and safety;
• identify and communicate the level of risk and appropriate measures for prevention or mitigation; and
• take immediate corrective action where a threat to health and safety is identified.
6. **Uphold professional obligations to the College while in the workplace.**

To meet this principle members must:
- ensure professional obligations override all other work related obligations; and
- refuse requests and pressures to compromise professional obligations to the College.

7. **Maintain a standard of personal and professional conduct that does not reflect adversely on the College or its members.**

To meet this principle members must:
- behave in a manner that recognizes a member’s conduct, both in private and professional life, shapes the perception the public and others have of the individual and, by association, the College and other members of the College; and
- be mindful that they are accountable to the College for both personal and professional conduct.

8. **Avoid injuring the reputation of others through malice or negligence.**

To meet this principle members must:
- display due regard, fairness and courtesy to all individuals with whom they interact;
- exercise due care to avoid unintentionally damaging a person’s reputation when making a comment on a person’s ability or work, and not knowingly or intentionally damage a person’s reputation by making misleading or malicious statements about another person’s conduct or work;
- respect that members of legally established professions have been assessed by their peers as being capable of practicing in a competent manner and, as such, are due the respect and deference normally accorded a professional; and
- comment with restraint and demonstrate full consideration of the facts when expressing opinions that differ from those of other professionals.

9. **Recognize the duty to address poor conduct and/or practice of another member in order to protect the public interest, the profession, and the reputation of the College.**

To meet this principle the member must:
- address the conduct or practice issue while respecting the rights and reputation of the other member;
  - where one College member believes another College member has engaged in poor practice and/or conduct, i.e. has contravened the College Act and/or Rules, the member making the allegations should, where possible, approach the other member privately to seek clarification of the actions before making any public statements or notifying the College. In undertaking this approach the member must:
    - make every effort to maintain respectful regard; and
    - not maliciously or negligently injure the reputation of the other member;
  - where it is not possible for a College member to raise a matter of poor practice or conduct directly with the other College member, or where discussions between College members have not resolved the situation satisfactorily, and where the member is of the opinion that the matter merits the attention of the College, the member must report the allegations by filing a complaint with the College in accordance with the Act and Rules.
Schedule 3 Qualifications for Membership in the College of Applied Biology

1. Registered Professional Biologist
Registration as a Registered Professional Biologist will be granted to an applicant who has satisfied all the requirements in one of the streams of entry set out below and submitted evidence, in the approved format, to the satisfaction of the Credentials Committee and Registrar.

1.1. Streams of entry

1.1.1. Stream 1 – College Accredited Program – the applicant shall provide:
   1.1.1.1. Documentation demonstrating successful completion of a program accredited by the College
   1.1.1.2. Proof of 3 years work experience within the last 10 years as defined in section 1.3
   1.1.1.3. References as defined in section 1.4
   1.1.1.4. Professional work examples as defined in section 1.5

1.1.2. Stream 2 – Non-accredited Program – the applicant shall provide:
   1.1.2.1. Documentation demonstrating successful completion of an education program that meets the requirements in section 1.2
   1.1.2.2. Proof of 3 years work experience as defined in section 1.3
   1.1.2.3. References as defined in section 1.4
   1.1.2.4. Professional work examples as defined in section 1.5

1.1.3. Stream 3 – Applicants with at least 15 years applied biology work experience – the applicant shall provide:
   1.1.3.1. Documentation demonstrating successful completion of a degree, 25 sciences courses; 13 of which must be in biology as defined in 1.2.1.2 and 1.1.1.3
   1.1.3.2. Proof of 15 years work experience as defined in section 1.3
   1.1.3.3. References as defined in section 1.4
   1.1.3.4. Professional work examples as defined in section 1.5

1.1.4. Stream 4 – Applicants with applied biology work experience as defined in 1.1.4.1 or 1.1.4.2 and with graduate and post-graduate degrees in applied biology – the applicant shall provide:
   1.1.4.1. For applicants with MSc degree – proof of 13 years work experience as defined in section 1.3
   1.1.4.2. For applicants with PhD degree – proof of 11 years work experience as defined in section 1.3
   1.1.4.3. Documentation demonstrating successful completion of a degree, 25 sciences courses; 13 of which must be in biology as defined in 1.2.1.2 and 1.2.1.3
   1.1.4.4. References as defined in section 1.4
   1.1.4.5. Professional work examples as defined in section 1.5

1.2. Education

1.2.1. The applicant shall submit documentation demonstrating successful completion of an undergraduate, graduate, or post-graduate degree from a recognized post-secondary institution in Biology or in another biological science which includes 25 science courses, 13 of which must be in biology, as set out in 1.2.1.2 and 1.1.1.3. In addition, the course requirements in 1.2.1.1 must be met. Course descriptions for the additional courses must be supplied if the title of the course does not clearly indicate the content of the course.

1.2.1.1. Courses from the following categories are required:

<table>
<thead>
<tr>
<th>Second Year or Higher Level Courses (or equivalent)</th>
<th>e.g. Conservation Biology, Ecological Restoration, Landscape Ecology, Wildlife Management, Fisheries Management, Environmental Toxicology</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Applied Biology</td>
<td></td>
</tr>
</tbody>
</table>

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• Ecology  
  e.g. Ecology, Population or Community Ecology, Microbial Ecology

Second Year or Higher Level Courses (or equivalent) – 3 of the following are required

- Systematics or Classification  
  e.g. Plant Systematics, Vertebrate Zoology, Invertebrate Zoology, Systematics of Mosses and Lichens, Taxonomy and Comparative Anatomy of Vertebrates
- Genetics  
  e.g. Genetics, Molecular Genetics, Genomics
- Cellular  
  e.g. Molecular Biology, Cell Biology
- Physiology  
  e.g. Animal Physiology, Plant Physiology, Environmental Physiology, Human Physiology, Cellular Physiology
- Evolution  
  e.g. Evolution, Evolutionary Ecology, Genome Evolution, Evolutionary Dynamics

First Year Courses – each of the following required

- Communications  
  e.g. course that focuses on communication skills such as English composition, technical writing, journalism, public speaking or use of mass media
- Chemistry  
  e.g. introductory chemistry, organic chemistry, physical chemistry

Numeracy – Two courses as defined below

- Numeracy  
  Two courses in statistics, one of which must be at a second year or higher level, or, One course in mathematics at a first year or higher level and one course in statistics at a second year or higher level

1.2.1.2. Biology courses - Courses that include a majority (>50%) of biological concepts, theory, or practice can come from a range of disciplines such as geography, environmental science, forestry and forest sciences, ecological restoration, and environmental engineering.

1.2.1.3. Science courses - Courses that include a majority (>50%) of scientific concepts, theory, or practice may include subject areas such as physics, chemistry, mathematics, geology, geography, environmental science, forestry and forest sciences, ecological restoration, and engineering.

1.2.2. Where the Applicant has a degree but does not meet the academic requirements as outlined above, the applicant may:

1.2.2.1. challenge the course exam(s) through an recognized post-secondary institution; or
1.2.2.2. successfully complete the GRE examination in the area(s) in which they are deemed deficient as directed by the Credentials Committee
1.2.2.3. complete the missing courses at an recognized post-secondary institution
1.2.2.4. Obtain course credit from a post-secondary institution through Prior Learning Assessment and Recognition (PLAR) if available.

1.3. Work Experience

1.3.1. The applicant shall submit documentation to demonstrate a minimum of three (3) years’ experience practicing applied biology post degree within the ten (10) years prior to application. The work experience
must demonstrate the competencies prescribed on College approved forms. The 3 years of work experience may include up to 7 months of volunteer work experience in applied biology gained post university graduation.

1.3.2. Work experience must be submitted in forms approved by the College.

1.4. References

1.4.1. References must be sent directly to the Registrar from three practitioners with whom the applicant has worked, one of whom should, but not necessarily be, a Professional Biologist, or similar professional and who:

1.4.1.1. can attest to the competencies defined by the College;
1.4.1.2. are not related to the applicant unless the relative is the supervising professional; and
1.4.1.3. are knowledgeable about the applicant’s experience as a biologist.

1.4.2. Only two of the references in 1.4.1 can be from a current employer.

1.4.3. References must be submitted using forms approved by the College.

1.4.4. Where claiming volunteer experience a separate form must be submitted for each volunteer activity claimed.

1.5. Professional Work Examples

1.5.1. Reports

1.5.1.1. The applicant must submit at least one (1) but not more than three (3) reports or published articles in applied biology written following completion of the undergraduate degree. Draft reports will not be accepted. Post-graduate degree theses on applied biology topics that have been accepted by the degree granting institution may be accepted as professional reports.

1.5.1.2. Where a report has multiple authors, the role of the applicant must be corroborated by the lead author in writing.

1.5.1.3. The report must demonstrate to the satisfaction of the Credentials Committee the applicant’s ability to:

1.5.1.3.1. design a project;
1.5.1.3.2. implement a study design;
1.5.1.3.3. analyze data using inferential or descriptive statistical methods;
1.5.1.3.4. draw conclusions; and,
1.5.1.3.5. make management recommendations.

1.5.2. Scientific Communications

1.5.2.1. The applicant must submit one (1) example of work in which they communicated scientific concepts to a lay audience. Examples may include annotated presentations, briefing notes, or interpretation documents for the public.

1.6. Professional Ethics – All Streams

The applicant must successfully complete the professional ethics requirement within 12 months of notification of successfully meeting the application requirements. Applicants who have not successfully met this requirement would need to reapply.

2. Biologist in Training

Registration as a Biologist in Training shall be granted to an applicant who has completed an accredited program as set out in 1.1.1.1 or satisfied the education requirements set out in 1.2, and submitted evidence, in the approved format, to the satisfaction of the Credentials Committee and Registrar. It is expected that on being enrolled in this category, the individual will work towards completing the work and reporting requirements set out in 1.3 to 1.5, and advance to the Professional Biologist category.

2.1 Professional Ethics

The applicant must successfully complete the professional ethics requirement within 12 months of notification of successfully meeting the application requirements. Applicants who have not successfully met this requirement would need to reapply.
3. Temporary Permittee Professional Biologist (not in effect)

4. Registered Biology Technologist

Registration as a Registered Biology Technologist will be granted to an applicant who has satisfied all of the requirements set out below and submitted evidence, in the approved format, to the satisfaction of the Credentials Committee and Registrar. The particular requirements are set out in 4 streams:

4.1. Stream 1 Accredited diploma or degree – the applicant shall provide:
   4.1.1. Documentation demonstrating successful completion of an accredited program recognized by the College.
   4.1.2. Proof of at least 2 years of post-diploma or degree work experience which may include up to 5 months post-diploma volunteer work experience which has been gained within the past 5 years.
   4.1.3. A data report, written post diploma, demonstrating the applicant’s ability to:
      4.1.3.1. document methods of data collection; and
      4.1.3.2. summarize and present data in a coherent and logical manner.
   4.1.4. References sent directly to the Registrar from two practitioners with whom the applicant has worked, one of whom should, but not necessarily be, a Professional Biologist or Registered Biology Technologist, and
      4.1.4.1. can attest to the character, integrity, work ethic and/or work experience of the applicant and validate the work history; and
      4.1.4.2. must come from individuals who are knowledgeable about the applicant’s experience in applied biology, and who are not related to the applicant unless the relative is the supervising professional.
   4.1.5. Where claiming volunteer experience a separate form must be submitted for each volunteer activity claimed.

4.2. Stream 2 Non-accredited Diploma or degree – the applicant shall provide:
   4.2.1. Documentation demonstrating successful completion of a diploma or degree program comprised of a minimum of 20 courses which, in the opinion of the Credentials Committee and Registrar, is comprised of equivalent content to those of an accredited program, and which includes the following Core Requirements:
      4.2.1.1. Communications;
      4.2.1.2. Mathematics/Statistics;
      4.2.1.3. Environmental Science;
      4.2.1.4. Field/Laboratory Techniques;
      4.2.1.5. Applied Biology; and
      4.2.1.6. Project Management.
   4.2.2. Proof of at least 2 years of post-diploma work experience which may include up to 5 months post-diploma volunteer work experience which has been gained within the past 5 years.
   4.2.3. A data report, written post diploma, demonstrating the applicant’s ability to:
      4.2.3.1. document methods of data collection; and
      4.2.3.2. summarize and present data in a coherent and logical manner.
   4.2.4. References sent directly to the Registrar from two practitioners with whom the applicant has worked, one of whom should, but not necessarily be, a Professional Biologist or a Registered Biology Technologist, and
      4.2.4.1. can attest to the character, integrity, work ethic and/or work experience of the applicant and validate the work history; and
      4.2.4.2. must come from individuals who are knowledgeable about the applicant’s experience in applied biology, who are not related to the applicant unless the relative is the supervising professional.
   4.2.5. Where claiming volunteer experience a separate form must be submitted for each volunteer activity claimed.
4.3. Stream 3 Accumulated courses, no diploma – the applicant shall provide:

4.3.1. Documentation demonstrating successful completion of a minimum of 20 courses, which in the opinion of the Credentials Committee and Registrar include all core courses as presented in 4.2.1.

4.3.2. Proof of at least 3 years work experience which may include up to 5 months volunteer experience after completion of course work which has been gained within the past 5 years.

4.3.3. A data report demonstrating the applicant’s ability to:

4.3.3.1. document methods of data collection; and

4.3.3.2. summarize and present data in a coherent and logical manner.

4.3.4. References sent directly to the Registrar from two practitioners with whom the applicant has worked, one of whom should, but not necessarily be, a Professional Biologist or Registered Biology Technologist, and

4.3.4.1. can attest to the character, integrity, work ethic and/or work experience of the applicant and validate the work history; and

4.3.4.2. must come from individuals who are knowledgeable about the applicant’s experience in applied biology, who are not related to the applicant unless the relative is the supervising professional.

4.3.5. Where claiming volunteer experience a separate form must be submitted for each volunteer activity claimed.

4.4. Professional Ethics – All Streams
The applicant must successfully complete the professional ethics requirement within 12 months of notification of successfully meeting the application requirements. Applicants who have not successfully met this requirement would need to reapply.

5. Registered Biology Technologist in Training
Registration as a Registered Biology Technologist in Training will be granted to the applicant who has satisfied all the education requirements set out in 4 above, and submitted evidence, in the approved format to the satisfaction of the Credentials Committee and Registrar. It is expected that on being enrolled in this category, the individual will work towards completing the work and reporting requirements of and advance to the Registered Biology Technologist category.

5.1 Professional Ethics
The applicant must successfully complete the professional ethics requirement within 12 months of notification of successfully meeting the application requirements. Applicants who have not successfully met this requirement would need to reapply.

6. Applied Biology Technician
Registration as an Applied Biology Technician will be granted to the applicant who has satisfied all the requirements set out below, and submitted evidence, in the approved format, to the satisfaction of the Credentials Committee and Registrar.

The particular requirements are set out in 3 streams:

6.1. Stream 1 Accredited certificate – the applicant shall provide:

6.1.1. documentation demonstrating successful completion of a certificate from an accredited program recognized by the College;

6.1.2. proof of at least 1 year of post-certificate work experience which has been gained within the past 5 years; and

6.1.3. a reference sent directly to the Registrar, from one practitioner preferably, but not necessarily, a Professional Biologist or Registered Biology Technologist with whom the applicant has worked, and

6.1.3.1. can attest to the character, integrity, work ethic and/or work experience of the applicant and validate the work history; and

6.1.3.2. must come from an individual knowledgeable about the applicant’s experience in applied biology, who are not related to the applicant unless the relative is the supervising professional.
biology, and who is not related to the applicant unless the relative is the supervising professional.

6.2. Stream 2 Accumulated courses, no certificate – the applicant shall provide:
   6.2.1. documentation demonstrating successful completion of a minimum of 200 hours or 5 instructional weeks of course work.
   6.2.2. At least one course or course module in the following competency areas:
       6.2.2.1. Applied mathematics;
       6.2.2.2. Natural resource survey skills;
       6.2.2.3. Applied biology identification skills; and
       6.2.2.4. Field navigation.
   6.2.3. Proof of 1 year work experience which has been gained within the past 5 years.
   6.2.4. A reference sent directly to the Registrar from one practitioner preferably, but not necessarily, a Professional Biologist or Registered Biology Technologist with whom the applicant has worked and
       6.2.4.1. can attest to the character, integrity, work ethic and/or work experience of the applicant and validate the work history; and
       6.2.4.2. must come from an individual knowledgeable about the applicant’s experience in applied biology, and who is not related to the applicant unless the relative is the supervising professional.

6.3. Stream 3 Experience with no formal education – the applicant shall provide:
   6.3.1. Proof of 3 years of work experience which has been gained within the past 5 years.
   6.3.2. References sent directly to the Registrar from two practitioners with whom the applicant has worked, one of whom should, but not necessarily, be a Professional Biologist or Registered Biology Technologist, and
       6.3.2.1. can attest to the character, integrity, work ethic and/or work experience of the applicant and validate the work history; and
       6.3.2.2. must come from individuals who are knowledgeable about the applicant’s experience in applied biology, and who are not related to the applicant unless the relative is the supervising professional.

6.4 Professional Ethics
   The applicant must successfully complete the professional ethics requirement within 12 months of notification of successfully meeting the application requirements. Applicants who have not successfully met this requirement would need to reapply.

7. Applied Biology Technician in Training
   Registration as an Applied Biology Technician in Training will be granted to an applicant who has satisfied all the academic requirements as set out in 6 above and submitted evidence, in the approved format to the satisfaction of the Credentials Committee and Registrar. It is expected that on being enrolled in this category, the individual will work towards completing the work requirements of and advance to the Applied Biology Technician category. Applicants under Stream 3 may not apply for membership in this category.

7.1 Professional Ethics
   The applicant must successfully complete the professional ethics requirement within 12 months of notification of successfully meeting the application requirements. Applicants who have not successfully met this requirement would need to reapply.

8. Application Requirements
   Membership in the College of Applied Biology is only available to individuals, and not to a company, a corporation or association of persons. An application for membership must:
   8.1. indicate the category of membership applied for;
8.2. be signed by the applicant; and
8.3. include:
  8.3.1. all completed required College forms;
  8.3.2. a signed Indictable Offence Declaration vi;
  8.3.3. original education transcripts submitted to the College direct from the institution; and
  8.3.4. payment in full to the College of Applied Biology of the application fee and annual dues as set out in Schedule 1.
8.4. Where an applicant is not successful in gaining admission to the College the annual dues portion will be refunded.

i Accredited institutions have met a standard set by the College of Applied Biology (https://www.cab-bc.org/accredited-post-secondary-programs-rpbio).

ii Documentation must consist of an official original transcript of marks issued by the institution that includes a record of courses and degrees obtained from each university or college attended. Transcripts not in English must be accompanied by an English translation signed by a qualified, official translator. Degrees granted by a post-secondary institution outside of North America will be required to be evaluated by a credential evaluation service identified by the College.

iii ‘Recognized’ means the academic institution has met a quality assurance programs as defined by the British Columbia Council on Admission and Transfer (https://www.bccat.ca/system/accreditation) or similar definition in another jurisdiction.

iv A course is defined as a one-semester course, which includes at least 3 lecture or lab hours per week.

v ‘Equivalent’ means a course must articulate through a recognized provincial transfer guide to a suitable course at a 2nd year or higher at another provincially recognized post-secondary institution. Non-Canadian transcripts will be assessed on a case-by-case basis.

vi The Registrar, the Credentials Committee or the Council may refuse a person who has been convicted in the Province of British Columbia or elsewhere of an indictable offence as the case may be.
Schedule 4 - Continuing Professional Development Program

Purpose and Scope
In order to uphold the public interest, registered and in training members have accepted the obligation to maintain currency and competence in their field of expertise, to engage in lifelong learning, and to be duly diligent when undertaking professional duties. Such an obligation extends beyond the expectations and routine duties associated with one’s employment position. In addition, professionals are encouraged to share their expertise for the benefit of the public and their profession.

To assist members in demonstrating that they meet these obligations, the College of Applied Biology has enacted Rule 16. This Rule requires registered and in training members (as defined by the College Rules) to comply with the requirements of the Continuing Professional Development (CPD) Program as set out in this Schedule (the Program).

Administrative Responsibility
The administration of the Program is delegated to the Audit and Practice Review Committee through Rule 16. When a member of the College is selected to undergo an audit or practice review, the member is required to submit records of their CPD for review. Committee members will reference the eligible activities outlined in this Schedule to determine if a member has met the CPD requirement. During audits or practice reviews, the Audit and Practice Review Committee may request additional information or proof to substantiate the CPD claims and verify that the Program requirements have been met.

CPD Point Requirements and Eligible Activities
Registered and in training members are required to:

- Earn a minimum of 100 continuing professional development (CPD) points during each consecutive three year period and to document the activities at least annually on the College CPD Tracking Form attached to this Schedule; and
- Annually declare that they are aware of the CPD Program requirements when renewing their membership.

Members may earn CPD points in the following four (4) areas of professional development.
1. Professional Practice
2. Continuing Education
3. Service to the Community and the Profession
4. Service to the College

CPD points are evaluated differently for each of these categories (as indicated below), and there are annual point limits for some specific activities and categories of activities, regardless of the number of hours accrued. Unless otherwise indicated, hours and/or points earned may be carried forward to future years if the limits are exceeded for a given activity or category.

It is important to note that with the exception of the professional practice category, which recognizes the ongoing learning that takes place in the work environment, activities that form part of the expectations and routine work duties associated with one’s position of employment are not eligible under this program.

CPD Point Criteria by category of activity

1. Professional Practice
A member of the College who is involved in the field of applied biology, either in an active role (i.e. practicing) or influencing the practice of applied biology (i.e. having some effect on how the profession is practiced without performing technical work (management, supervision, administration, etc.), is eligible to claim CPD points annually in recognition of the ongoing learning and updating of skills that occurs in the workplace.
**Point valuation:** for the purposes of this Program, a minimum of 30 hours of work per week, as defined above, constitutes full time work and is eligible for 10 points annually. Members not working on a full-time basis or who did not work for the entire year are to pro-rate their hours on a percentage basis. **Note:** points earned in this category cannot be carried forward to future years.

2. **Continuing Education**

There are two types of eligible CPD activities under the continuing education category:

2.1 **General Professional Learning Category:** includes activities that assist a member in practicing due diligence with regards to clients and their professional requirements.

   2.1.1 A formal course offered by an accredited post-secondary institution in areas such as personal/professional career planning, communications, business or public administration, leadership skills, general research process, planning, information technology, computer science, time management, record keeping, ethics, mediation, team building, first aid, equipment management/operations, WHMIS, and other courses that aid the member in practicing as a professional.

   **Point valuation:** any of the above general professional learning activities are eligible for one CPD point per hour. A maximum of 15 points per year can be claimed for activities in the general professional learning category, unless a Learning Plan documenting goals, learning resources, methods, and measures of achievement, is accepted by the College.

2.1.2 Self-directed learning activities such as workshops, seminars, clinics, and self-study through books, journals, legislative updates, and electronic sources.

   **Point valuation:** any of the above general professional learning activities are eligible for one CPD point per hour. A maximum of 15 points per year can be claimed for activities in the general professional learning category, unless a Learning Plan documenting goals, learning resources, methods, and measures of achievement, is accepted by the College.

2.2 **Applied Biology Learning Category:** this category includes activities that a member undertakes to maintain practice competence or to develop competence in new areas of practice.

2.2.1 Formal courses offered by accredited post-secondary institutions, employers, government and professional associations related to the practice of applied biology.

   **Point valuation:** participation in a formal course is eligible for one CPD point per hour. There is no limit to the number of points that can be claimed annually in this formal applied biology learning category.

2.2.2 Informal learning including attendance at workshops, seminars, field trips, tours, clinics and meetings where guest speakers present information pertaining to the practice of applied biology; self-study through books, journals, and electronic sources is also included.

   **Point valuation:** any of the above informal learning activities is eligible for one CPD point per hour. A maximum of 15 points per year can be claimed for activities in the informal applied biology learning category, unless a Learning Plan documenting goals, learning resources, methods, and measures of achievement, is accepted by the College.

3. **Service to the community and the profession**

Activities that qualify for CPD in this category include:

3.1 Acting as an instructor, presenter, or guest speaker at a conference, meeting, seminar, workshop, or field trip, including time required for preparation of content and materials.

   **Point valuation:** a maximum of 15 CPD points can be claimed for each event, inclusive of time to prepare materials or content.

3.2 Publishing in scientific journals, writing chapters in books, or writing reference or guideline documents.

   **Point valuation:** 1 CPD point can be claimed per hour to a maximum of 15 points per project.

3.3 Conducting research funded by a recognized research funding agency, such as the National Research Council or the Science Council of BC, and/or eligible for federal scientific research tax credits.

   **Point valuation:** a maximum of 15 CPD points can be claimed for each research project.
3.4 Acting as an expert witness.
Point valuation: a maximum of 10 CPD points can be claimed for each distinct activity.

3.5 Reviewing work of other professionals, peer review of scientific papers, preparing and administering evaluations of other professionals, and other activities of a similar nature when they fall outside of routine job duties.
Point valuation: a maximum of 5 CPD points can be claimed for each distinct activity or role.

3.6 Working in the community as a biology professional on the board of a planning or advisory committee, acting as a technical advisor to a community group, serving on the board of an applied biology based organization, or participating in citizen science initiatives (e.g. Christmas bird counts, bioblitzes), when such duties fall outside of routine job expectations and duties.
Point valuation: a maximum of 10 CPD points can be claimed for each activity or role.

3.7 Serving as a judge at science fairs, giving presentations for school children.
Point valuation: a maximum of 2 CPD points can be claimed for each activity.

3.8 Mentoring aspiring or practicing biologists who are not members of the College, when such activities fall outside of routine job expectations and duties.
Point valuation: a maximum of 5 CPD points can be claimed for each mentee.

4. Service to the College of Applied Biology
Activities that qualify in this category include:

4.1 Holding elected office in the College of Applied Biology.
Point valuation: 15 CPD points can be claimed per year.

4.2 Serving on College committees.
Point valuation: 10 CPD points can be claimed per committee. Elected members of Council are eligible to claim 10 points in total for this category only if they serve on more than two committees.

4.3 Chairing College committees.
Point valuation: 5 CPD points can be claimed for each committee chaired.

4.4 Organizing meetings and seminars for College members.
Point valuation: 1 CPD point can be claimed per hour to a maximum of 5 points annually.

4.5 Attending professional meetings of the College or College-sponsored events.
Point valuation: 2 CPD points per meeting, unless otherwise advertised at the event.

4.6 Mentoring of College members, when such activities fall outside of routine job expectations and duties.
Point valuation: 1 CPD point per hour to a maximum of 10 professional development points per member annually.

Schedule 5 – Scope of Independent Practice for Registered Biology Technologists
Overview
While RBTechs typically work within a team that includes RPBios, other resource professionals, technicians and others, Rule 7.4.1.2.3 allows for independent practice by RBTechs as presented in this schedule. “Independent Practice” is defined as activities/documentation not requiring the supervision or further sign off by an RPBio, and for which the RBTech may assume full, autonomous accountability.

Principles
Accountability is usually indicated by sign off and/or sealing of documentation. Signing off is a formal acceptance of responsibility for work completed within an individual’s scope of practice and expertise, and is encouraged under the College rules (Rule 13). However, any activities/work undertaken by a College member is subject to the same standard of accountability whether or not that work is formally signed off by the member doing the work.

On occasion, regulatory requirements under some statute other than the College of Applied Biology Act, or an employer policy, may dictate that an RPBio take responsibility for and sign off certain projects. Nevertheless, depending on the nature of the task an RBTech may have authority pursuant to this schedule to do the work, recommend the signoff, and accept responsibility for that recommendation.

The role of an RBTech reflects the size, analytical complexity and interpretative consequences of the task, as well as the RBTech’s personal experience and expertise. RBTech functions and accountability are generally more narrowly defined and focused than those of RPBios. There is an emphasis operating within established technical parameters, guidelines and protocols.

In contrast, the functions and accountabilities of an RPBio encompass the full depth and breadth of applied biology, including and going beyond those that may be performed and assumed by an RBTech. They are generally more broadly defined and may address full-scale habitat and species issues including and going beyond those that may be performed and assumed by an RBTech. They often involve full management time frames, integration and interpretation of data from a variety of sources and drawing complex conclusions or prescriptions on which someone will rely.

In all instances College members must practice within the limits of their personal competence, request qualified help when needed, and comply with all other requirements of the College of Applied Biology Act and College Rules adopted under the Act, as well any other statutory requirements (e.g., other legislation, permit requirements, health and safety, etc.).

The generalized diagram below demonstrates the practice relationship between an RPBio and an RBTech.
Specific Scope of Independent Practice for RBTechs

RBTech Independent Practice includes but is not limited to:

- Plan, implement and manage biological projects, assessments and studies.
- Install, maintain, calibrate and implement the use of field and laboratory equipment.
- Conduct field, laboratory, or other forms of data collection, inventory and monitoring if biological data and resources.
- The collection, identification, classification and appropriate handling, storing and disposal of biological specimens.
- Enter, compile, sort and analyze data in accordance with statistical (i.e. numeracy) competency.
- Prepare work products including but not limited to technical reports and assessments summarizing methodologies, results and recommendations based on data analysis. Such as wildlife and fisheries habitat assessments, Riparian Areas Protection Regulations (RARP) Assessment Reports, Environmental Site Assessments.
- Sign off and seal as an independent applied biology professional on work and work products.
- Collaborate on biological matters with other natural resource and non-natural resource professionals.
- Supervise others carrying out the above tasks.
Schedule 6 – Audit Program

Overview

The College of Applied Biology Audit Program is an educational and professional development process that monitors and promotes excellence in members’ practice of applied biology. The program assists the College in meeting its legislated public interest mandate by providing the means for a proactive quality assurance check on members’ practice.

The audit is a quality assurance process that is used to assess how members:
- generate and administer their work product;
- are able to demonstrate awareness and understanding of the Code of Ethics; and
- undertake professional development activities.

Auditee Selection

The Audit and Practice Review Committee will determine annually the number of audits to be undertaken, and the auditee selection process. The Committee will direct the Registrar to generate a list of names and contact information. Where the process is to be other than a simple random selection of registered and enrolled members, the Committee will specify the parameters to be considered.

Auditors and Audit Program Administration

The Audit and Practice Review Committee administers the Audit Program by determining the selection process for auditees and the number of audits to be undertaken each year, and by appointing an auditor for each auditee. An auditor may be responsible for conducting audits on more than one auditee. Auditors serve on a voluntary basis, and are eligible to have their expenses reimbursed in accordance with College policy. Registered members in good standing are eligible to be considered for appointment as an auditor, but may be required to meet additional eligibility criteria determined by the Committee. Experienced auditors may also be appointed to the Committee to assist with the administration of the Audit and Practice Review Program.

Reasonable effort will be made to ensure that auditors and auditees are comfortable with the pairing. The auditor and auditee will have an opportunity to advise the Committee of any real or perceived conflicts associated with the pairing within five business days of being notified of the audit. Where deemed necessary in the opinion of the Committee Chair, a replacement auditor will be appointed.

Audit Process

Upon their selection, auditees will receive the Audit Program Guide as well as copies of the current Audit and Continuing Professional Development (CPD) forms. Auditees will submit their completed forms to the Executive Director or designate who will review the material for completeness and either contact the auditee for additional information, or forward the package to the auditor. The auditor will review the file and if necessary contact the auditee for additional information and/or clarification, or advise the Executive Director or designate to do so on their behalf.

Following the review, the auditor will make a recommendation to the Audit and Practice Review Committee concerning the outcome of the audit. The Committee will consider the recommendation and make one of six determinations: a successful completion with no mandatory follow-up action by the auditee (Rule 14.14.1), a re-audit or a requirement to bring more information forward for consideration (Rule 14.14.2), a requirement to undertake mandatory remedial actions (14.14.3), a requirement to undergo a practice review (14.14.4), removal from the College register due to non-compliance with the audit program as a result from a failure to cooperate (14.14.5), or a referral to the Discipline Committee due to a serious breach of ethical or professional conduct (14.14.6).

Following their determination on the file, the Audit and Practice Review Committee will inform the auditee of the outcome in writing, and will inform the Registrar who will place a copy of the official results letter in the auditee’s file.

Audit results will remain confidential. Anonymous, aggregated information and data compiled throughout the course of
audits may be used by the College for educational purposes.

**Audit Time Frame**
Audit correspondence and the submission of forms will be undertaken electronically so as to result in timely completion. Auditees are expected to complete and forward all forms and accompanying material to the Executive Director within 20 business days of being notified of the audit. If this timeframe cannot be met, the auditee must notify the Executive Director as soon as practicable, providing reasons and stating the requested extension period. Where the reasons are acceptable to the Committee, the schedule may be amended. Where, in the opinion of the auditor, information additional to that noted in the forms is required, additional timelines will be set in place.

**Failure to Comply**
A failure to submit the requested information within 30 business days of the initial audit, or to comply with requests for additional information within a reasonable timeframe may, at the discretion of the Audit and Practice Review Committee, result in the member being referred for a practice review (Rule 14.4.4), being struck from the register (Rule 14.14.5), or being referred to the Discipline Committee (Rule 14.14.6). Five business days will be considered a reasonable response time for requests for more information; however it is at the discretion of the auditor to determine if more or less time is appropriate based on the complexity of the request.

**Audit Committee Reporting**
The Committee will prepare a summary report for Council for presentation at the Annual General Meeting that contains the generalized results of audits conducted since the last Annual General Meeting. This will help uphold the educational component of the Audit Program, and inform both members and public of the Audit and Practice Review Committee findings. Where a matter has been referred to the Discipline Committee, the reference will be noted and further reports on the matter will fall to the Discipline Committee.

The Committee will also report throughout the year on the status of audits undertaken by the Committee as and when available using the communication method preferred by the Council.