



Canadian Radiation Protection Association

Registered Radiation Safety Professionals (RRSP) Committee

RRSP Registration Subcommittee

RRSP Registration Maintenance Subcommittee

Terms of Reference

Approved March 2025

Email: secretariat@crpa-acrp.ca

Website: www.crpa-acrp.ca

1.0 Role of the Committee

- 1.1 The role of the Committee is to oversee all aspects of the registration and maintenance processes in conjunction with the RRSP Registration Subcommittee and the RRSP Registration Maintenance Subcommittee (TORs for the Subcommittees contained in this document).

2.0 Membership

- 2.1 All Committee members must be Registered as CRPA(R) and in good standing.
- 2.2 Membership in the RRSP Committee shall consist of 4 members elected from the membership.
- 2.3 The term for RRSP committee members, including the Chairperson, shall be three years.
- 2.4 Committee members, including the Chairperson, may serve consecutive terms.
- 2.5 Membership on the Committee should be on a rotating basis to ensure continuity and participation by other registered members.
- 2.6 Term expiry dates should be the date of election.
- 2.7 The RRSP Committee, in conjunction with the CRPA President, can appoint a qualified member to replace a RRSP committee member who leaves office during their term.
- 2.8 The Chairperson shall be appointed by the members of the RRSP Committee.
- 2.9 The RRSP Registration Subcommittee and RRSP Registration Maintenance Subcommittee shall be engaged to assist in the management of the registration process. Subcommittee members are appointed by the RRSP Chairperson with approval from the RRSP Committee. See below for Terms of Reference for the subcommittees.

3.0 Responsibilities of the Committee

- 3.1 The Committee will review the Code of Professional Conduct on an as-need basis and discuss recommendations at the Annual General Assembly of CRPA(R)s.
- 3.2 Ensure that the Code of Professional Conduct is adhered to, receive complaints and take action whenever necessary.
- 3.3 Review and maintain criteria for registration as Registered Radiation Safety Professional.
- 3.4 Oversee the examination process to ensure adequate coverage of all basic competencies of CRPA(R)s, timely preparation and fair marking of all registration exams.

- 3.5 Oversee and review the criteria for maintenance of registration.
- 3.6 Promote the profession of Registered Radiation Safety Professionals.
- 3.7 Review the exact designations and titles of Registered Radiation Safety Professionals if felt necessary to improve the recognition of its members and make recommendations for approval by the membership at the Annual General Meeting.

4.0 Responsibilities of the Committee Chair

- 4.1 Report to the Director Professional Development
- 4.2 Provide a written report to the Director of Professional Development prior to scheduled Board Meetings or as requested.
- 4.3 Schedule, prepare and chair all meetings.
- 4.4 Record and distribute meeting minutes to committee members, Director of Professional Development and the CRPA Secretariat.

5.0 Committee Meetings

- 5.1 The business of the Committee is generally conducted by e-mail, formal meetings, or virtually.
- 5.2 A general assembly of CRPA(R)s shall be held during the CRPA Annual Conference.
- 5.3 Members of the Committee are expected to attend the annual CRPA(R) meeting at the conference, either in-person or virtually.

6.0 Annual Report

- 6.1 The RRSP Committee Chair will submit its Annual Committee Report to the Director of Professional Development at the end of each year (template provided by Director).
- 6.2 At a minimum, the report will include a summary of the previous year's activities, plans for the year ahead and a list of committee members for the committee and subcommittees.
- 6.3 The report will be circulated to the members of the committee for review prior to submission to the Director.

7.0 Document Review and Revision History

Date	Comments
June 2016	Terms of Reference (TOR) adopted
March 2025	<ul style="list-style-type: none">• RRSP Committee TOR revised and updated• Addition of RRSP Registration Subcommittee TOR and RRSP Registration Maintenance Subcommittee TOR

RRSP Registration Subcommittee Terms of Reference

1.0 Role of the Subcommittee

- 1.1 The role of the RRSP Registration Subcommittee is to assess applications for Recognition and manage all aspects of preparing and administering the CRPA(R) exam.

2.0 Membership

- 2.1 All Subcommittee members must be Registered as CRPA(R)s and in good standing.
- 2.2 The Subcommittee Chair shall be appointed by the Chair of the RRSP Committee upon approval of the RRSP Committee.
- 2.3 The term for all Subcommittee members, including the Chairperson, shall be on-going, with a minimum duration of 3 years, and may be renewed.
- 2.4 The RRSP Committee can appoint a qualified member to replace a Subcommittee member who leaves the committee, as needed.

3.0 Responsibilities of the Subcommittee

- 3.1 Review and maintain criteria for the Recognition stage of the registration process.
- 3.2 Maintain a database of English and French CRPA(R) examination questions.
- 3.3 Assess suitability of new exam questions as submitted by the general CRPA membership.
- 3.4 Confer among subcommittee members to prepare the CRPA(R) examination, as required, and ensure adequate coverage of all basic competencies of CRPA(R)s.
- 3.5 Arrange logistics (date, time, location, proctors) for the sitting of the CRPA(R) exam as required.

4.0 Responsibilities of the Subcommittee Chair

- 4.1 Report to the Chair of the RRSP Committee.
- 4.2 Liaise with the CRPA Secretariat to set up online applications for Recognition and Exam registration, as required
- 4.2 Assess applications received for Recognition and determine eligibility for the Recognition stage.
- 4.4 Mark exams and inform candidates of the results
- 4.5 Contribute to the RRSP Annual report on the activities of the Subcommittee in preparation for the CRPA Annual General Meeting.

5.0 Subcommittee Meetings

- 5.1 The business of the Subcommittee is generally conducted by email and no formal meetings are held.
- 5.2 Members of the Subcommittee are expected to attend the annual CRPA(R) meeting at the Conference, either in-person or virtually.

RRSP Registration Maintenance Subcommittee Terms of Reference

1.0 Role of the Subcommittee

- 1.1 The role of the RRSP Registration Maintenance Subcommittee is to manage all aspects of the RRSP registration maintenance process.

2.0 Membership

- 2.1 All Subcommittee members must be Registered as CRPA(R) and in good standing.
- 2.2 Membership in the Subcommittee shall consist of members appointed by the RRSP Committee Chairperson with approval from the RRSP Committee.
- 2.3 The Subcommittee Chair shall be appointed by the Chair of the RRSP Committee upon approval of the RRSP Committee.
- 2.4 The term for all Subcommittee members, including the Chairperson, shall be ongoing, with a minimum term of 3 years, and may be renewed.
- 2.5 The RRSP Committee can appoint a qualified member to replace a Subcommittee member who leaves the subcommittee, as needed.

3.0 Responsibilities of the Subcommittee

- 3.1 Review and maintain criteria for the accumulation of maintenance points required to retain the CRPA(R) designation (Credit Summary).
- 3.2 Assess Credit Summaries received and determine eligibility for retention of the CRPA(R) designation based on number of points accumulated.
- 3.3 Conduct random audits of Credit Summary submissions and request full details for claimed points.
- 3.4 Maintain the Credit Summary worksheet in English and French and update as required.

4.0 Responsibilities of the Subcommittee Chair

- 4.1 Report to the Chair of the RRSP Committee.
- 4.2 Contribute to the RRSP Annual report on the activities of the Subcommittee in preparation for the CRPA Annual General Meeting.

5.0 Subcommittee Meetings

- 5.1 The business of the Subcommittee is generally conducted by email and no formal meetings are held.
- 5.2 Members of the Subcommittee are expected to attend the annual CRPA(R) meeting at the conference, either in-person or virtually.