Credentials Committee

Role
The Credentials Committee (CC) is a subcommittee that reports to the Assessment Committee. It advises on policy relating to credentialing issues as well as ruling on selected credentialing cases.

Responsibility and Authority
The major responsibilities of the CC are to:

- Provide insight on credentials policy by determining the criteria and conditions for eligibility for Royal College certification, including consideration for International Medical Graduates (IMGs) and Practice Eligibility Routes (PER)
- Offer rulings for candidate eligibility for examination on a case-by-case basis
- Sign-off on certification, exams and the ePortfolio at the college-level

The CC also reviews relevant policies and regulations to ensure that each step in the process leading to certification is appropriate, effective, and efficient.

Composition
The CC has seven (7) voting members, including the chair and a vice-chair. The chair is a member of the Assessment Committee. The members are Royal College Fellows in good standing with interest/expertise in medical education and knowledge of credentialing. The specific composition of the CC will be determined as appropriate and shall include the following voting members:

- An individual who has been certified through a non-traditional route,
- A member from a distributed rural site,
- A public member,
- Two (2) specialty residents, selected by the Royal College from among at least four residents nominated by the Resident Doctors of Canada (RDOC) and the Fédération des médecins residents du Québec (FMRQ).

The CC also includes the following 6 non-voting members who may attend meetings but shall not be counted for the purposes of establishing quorum:

- Two (2) residents, one each from RDOC and FMRQ
- One (1) ex-officio Postgraduate Dean from the Association of Faculties of Medicine of Canada (AFMC)
- One (1) member from the College of Family Physicians of Canada (CFPC)
- One (1) member from the Collège des médecins du Québec (CMQ)
- One (1) member from the Federation of Medical Regulatory Authorities of Canada
Key Competencies and Characteristics
Generally, committee members possess the following qualifications: Royal College Fellow in Good Standing, Royal College certified and licensed to practice for a minimum of five (5) years, interest/expertise in medical education, and knowledge of credentialing.

Term of Office
The usual term of office of the chair is two years, renewable once (maximum of four years). The term of the vice-chair is one year, renewable three times (maximum of four years). The usual term of office for members is two years, renewable twice (maximum of six years), with the exception of the voting specialty residents whose terms are one year, renewable twice (maximum of three years). The terms of office take effect as stipulated so long as the member’s total years of service on the committee do not extend beyond 10 years.

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled.

Meetings
The Credentials Committee usually meets twice per year face-to-face, and additionally via teleconference, or web-based meetings, as needed.

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The chair is counted as a voting member in constituting quorum. However, as the presiding official of the committee, the chair does not move motions. Furthermore, the chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members are permitted to download a copy of committee materials for use solely for the purposes of the Committee. All downloaded materials must be deleted once used for the intended purpose.