



Competency Review & Evaluation: Step 2 Process

Coordinating the peer assessment:

1. The Registrant is asked to complete the necessary forms to initiate the scheduling of the assessment.
2. The assessor is appointed, considering the Registrant's practice and availability, and avoiding any conflicts of interest.
3. Following a review of the Registrant and peer assessor's availability, the College sends a notice to the peer assessor and Registrant confirming the assessment date, time and location.
4. The College may consider requests for deferral.
5. If requested, the College will help communicate with employers about the process.

After the peer assessment:

1. The assessor **DOES NOT** comment on the outcome of the assessment or any identified areas of strengths and weaknesses during/or at the end of the peer assessment.
2. The Registrant receives two or three written reports:
 - a) **Competency Evaluation Report.** This report is written by the peer assessor and is sent approximately six weeks following the assessment to the College's QA Committee and to the Registrant. The Registrant is granted 14 days to send a written submission to the QA Committee offering additional information that was not communicated during the assessment, and the Registrant may indicate if they agree or disagree with the assessment data and scoring.
 - b) **Decision Notice / Notice of Intent from the QA Committee:** This report is sent approximately 30 days after the QA Committee meets. It is the QA Committee who decides the outcome of the assessment. Possible outcomes include:
 - Successful completion of Competency Review and Evaluation;
 - Recommendation for practice improvements; or
 - Findings of a lack of knowledge, skill or judgment and a proposed direction (Notice of Intent) to engage in a remediation program (Competency Improvement). The Registrant is offered 14 days to complete a written submission. For more information, review the College's *Competency Review and Evaluation: Potential Outcomes* fact sheet.

- c) **Final QA Committee Decision:** This report is sent to the Registrant if the Committee has sent a Notice of Intent proposing remediation activities. The final decision letter will be sent to the Registrant following review of the Registrant's written submission.

How long does the process take?

1. It takes an average of three to four months from the time of the assessment until receipt of the Final Decision in the normal course of events.
2. Delays may occur due to scheduling challenges with the Registrant or the peer assessor.

Additional time may also be needed if the QA Committee requires further information following the report from the peer assessor, or the Committee requires the Registrant to participate in Competency Improvement.