

Committee Name:	<i>Practice Review Committee</i>	Committee Type:	<i>Standing Committee</i>
Chairperson:	<i>Vice-President</i>	Vice-Chair:	<i>CIDQ Delegate</i>
Responsible to:	<i>Council</i>	IDA Office Support:	<i>Executive Director</i>

Composition:	Minimum of 3 Full Members [Registered; Associate or Fellow only]. Members must have been actively practicing interior design for at least one year in the three years immediately preceding that person's appointment to the PRC.
Term of Office:	2 years for Chair; 1 year for other Appointed Member(s)
Meetings:	The Committee shall meet at the call of the Chairperson

Mandate:	<p>As per by-law section 10.4, The PRC shall inquire into and report to and advise council in respect to:</p> <ul style="list-style-type: none"> • <i>The assessment and development of educational standards, examination, experience and continuing education requirements that are conditions precedent to registration in all categories of membership</i> • <i>The evaluation of desirable standards of competence of the practice of interior design generally</i> • <i>Any other matters that Council from time to time considers necessary or appropriate in connection with the exercise of its powers and the performance of its duties in relation to the competence in the practice of interior design</i> • <i>The practice of interior design generally</i> • <i>The review of a Member's practice in the field of interior design following the receipt of a written complaint</i> • <i>Recommendations regarding the said review of a Member's practice or any of the above noted items</i>
Deliverables:	<ul style="list-style-type: none"> • Monitor and/or provide Council with a report on any changes to Educational Standards for Interior Design within Alberta and/or another Canadian province. • Report to Council on NCIDQ examination updates and changes • Plan and co-ordinate a minimum of two (2) accredited CEU's per calendar year • Maintain association Logbook and provide Council with a report on proposed changes • After each Continuing Education cycle the PRC shall: <ul style="list-style-type: none"> ▪ <i>Review continuing education requirements to ensure ongoing relevance and consistency with other jurisdictions</i> ▪ <i>Report to council on member compliance</i> ▪ <i>Make recommendations, together with reasons, to Council regarding non-compliance of members</i> ▪ <i>Notify non-compliant members of council decisions</i> ▪ <i>Report to Registrar on any changes in membership as a result of non-compliance</i> • After each inquiry or review, the PRC shall: <ul style="list-style-type: none"> ▪ <i>Make a written report to Council in the inquiry or review and, where appropriate, on its decision</i> ▪ <i>Make recommendations, together with reasons, to Council regarding the matter inquired into or reviewed</i> ▪ <i>Make recommendation to the Member as to that Member's conduct in the practice of interior design and/or</i> ▪ <i>If it is of the opinion that the conduct of the Member constitutes or may constitute either unskilled practice of the profession or professional misconduct, make recommendations regarding the discipline of that Member</i>

TOR Approval:

Date

TOR Review / Renewal: February 2021

Date