



College of Vocational Rehabilitation Professionals

**The College of Vocational Rehabilitation Professionals invites professional services submissions** from qualified contractors for the CVRP **Deputy Registrar** position. This process will be conducted in an open and transparent manner, submission acceptance opening on **July 7, 2026**, and closing on **July 31, 2026, 3 PM EST**.

The Board of Directors is committed to impartiality in all procurement activities and recognizes that independence, transparency, and objectivity are essential to maintaining the integrity and credibility of the process.

The position reports directly to the Registrar and Board of Directors.

As the College operates within a **certification and regulatory environment**, it maintains alignment with:

- **ISO/IEC 17024** requirements for personnel certification bodies
- Applicable legislation and regulatory best practices
- **Corporations Canada (CNCA)** governance and accountability obligations

**This request for a professional service includes:**

- [Scope of Services: Key Deliverables and Expected Outcomes](#)
- [Mandatory Requirements, Qualifications and Experience and Core Competencies](#)
- [Initial Proposal Evaluation Criteria and Weighting](#)
- [Submission Instructions](#)

## **Engagement Type**

**Contractor (Part-Time – 20 hours per week @ \$40 per hour)**

## **Scope of Services**

The Deputy Registrar (Contractor) will provide services across the following core functional areas:

### **Certification and Assessment Management**

- Support the development, implementation, and maintenance of **ISO/IEC 17024-aligned certification schemes**
- Oversee the **candidate lifecycle**, including eligibility review, and certification decisions
- Ensure all assessment methods are:
  - Valid and reliable
  - Fair and unbiased
  - Properly documented and defensible
- Maintain and improve assessment tools, rubrics, and scoring methodologies
- Monitor and report on certification outcomes (pass rates, reliability indicators)

## Continuing Professional Development (CPD)

- Develop and administer a **continuing competence framework** for registrants
- Review and approve CPD programs and providers based on defined standards
- Monitor compliance with **recertification requirements**
- Maintain accurate CPD records and provide reports for oversight and governance

## Regulatory Operations

- Support **registration, certification issuance, renewals, and compliance monitoring**
- Support **practice audits, complaints, and disciplinary processes**, as applicable
- Interpret and apply policies, standards of practice, and codes of ethics to ensure consistent regulatory decisions
- Contribute to the development and revision of regulatory policies and frameworks

## Governance and Corporate Compliance

- Support the Registrar and Board in meeting obligations under the [Canada Not-for-profit Corporations Act \(CNCA\)](#)
- Prepare and coordinate:
  - Board and committee meeting materials
  - Governance documentation and records
- Ensure accurate maintenance of corporate records and timely regulatory filings
- Assist in implementing governance best practices, including conflict of interest management

## Quality Assurance and Risk Management

- Support the implementation and maintenance of a **quality management system (QMS)** aligned with ISO/IEC 17024
- Participate in:
  - Internal audits
  - External accreditation or surveillance reviews
- Monitor key performance indicators (KPIs) and operational performance
- Identify risks and recommend mitigation strategies
- Support complaints and appeals processes in accordance with fairness and transparency principles

## Stakeholder Relations, Support and Communication

- Act as a liaison with:
  - Applicants, registrants and stakeholders
  - Assessors, peer reviewers and subject matter experts
  - Training providers and partners
- Provide guidance on certification requirements, CPD, and regulatory expectations
- Support onboarding, training, and performance monitoring of directors, assessors, peer reviewers and committee members
- Ensure consistent application and communication of standards and policies

## Key Deliverables

The Deputy Registrar will be responsible for delivering:

- Perform documented and compliant **certification and assessment processes**
- Operational systems with **auditable decision records**
- Fully implemented and monitored **CPD framework**
- Governance documentation supporting **Board operations and CNCA compliance**
- Quality assurance outputs, including:
  - Audit reports
  - KPI dashboards
  - Continuous improvement recommendations
- Perform documented complaints and appeals processes
- Quarterly **operational and compliance reports**

## Expected Outcomes

This role will enable the College to:

- Pursue compliance with **ISO/IEC 17024 and regulatory standards**
- Strengthen the **credibility and defensibility** of certification decisions
- Improve **operational efficiency and consistency**
- Enhance **governance and accountability practices**
- Support a robust and transparent **public protection framework**

## Mandatory Requirements, Qualifications and Experience

- Demonstrated experience in a **vocational rehabilitation, evaluation, disability management and/or life care planning environment**.
- Demonstrated experience in a regulatory college, certification body, and/or professional standards organization.
- Strong working knowledge of **ISO/IEC 17024** and certification best practices.
- Solid understanding of **Corporations Canada (Canada Not-for-profit Corporations Act – CNCA)** and not-for-profit governance frameworks.
- Experience in **competency-based assessment, evaluation, or credentialing system design and implementation**.
- Knowledge of **continuing professional development (CPD) frameworks** and learning principles.
- Experience supporting **audits, accreditation reviews, and/or quality assurance systems** is highly desirable.
- Demonstrated proficiency in **business administration and technology**, with the ability to manage operational processes and leverage digital systems to support regulatory, certification, and governance activities.
- Must hold a **valid passport** and be available for **occasional travel**.
- Must provide a **[satisfactory Vulnerable Sector Police Check \(VSPC\)](#)** or **Police Check** no more than 3 months old.

- Must provide and maintain appropriate **contractor insurance coverage** for the duration of the engagement. Commercial General Liability (CGL) Purpose: Covers bodily injury, property damage, and third-party claims. \$1,000,000 per occurrence. \$2,000,000 aggregate include: Products & completed operations, Personal and advertising injury and Professional Liability (Errors & Omissions / E&O) Purpose: Covers claims of negligence, mistakes, or failure to perform professional services. \$1,000,000 per claim, \$1,000,000 – \$2,000,000 aggregate.
- A minimum of 2 reference checks verifying resume experience.
- Required to **supply and maintain a computer, standard office software, and reliable internet connection** that meet the technical and security requirements necessary to perform the services.

## Core Competencies

- Advanced regulatory and governance knowledge
- Strong ethical judgment and commitment to impartiality
- High attention to detail and documentation discipline
- Analytical and quality assurance expertise
- Risk awareness and problem-solving capability
- Strong interpersonal, communication, and stakeholder management skills
- Ability to operate independently and manage competing priorities in a contractor environment

## Submission Instructions

Submissions must be submitted using the CVRP online form submission **ONLY** and received no later than **July 31, 2026, 3 PM EST**. All submissions must comply with the specified format, documentation, and submission requirements. **Late or incomplete submissions will be disqualified.**

## Initial Submission Evaluation Criteria and Weighting

- Submission completeness
- Satisfaction with mandatory requirements
- Relevant experience
- 2 satisfactory reference checks

A formal Q&A period is available via email at [info@cvrp.ca](mailto:info@cvrp.ca) closing **July 30, 2026, 3 PM EST**.

Selected contractors will be shortlisted and invited to participate in interviews, where they will present their proposals and respond to questions. Evaluations will be conducted using standardized scoring rubric.

**All submissions will be handled securely to ensure confidentiality.**