



# Charter of the AARP Certification Committee

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# 1. Introduction

This Charter establishes the AARPN Certification Committee (hereinafter referred to as “the Committee”) of The Australasian Association and Register of Practicing Nutritionists (AARPN) Ltd. The Committee’s function is to operate the Certification Body function of AARPN the Professional Body and to manage the accreditation, competency standards, and professional conduct oversight of Certified Practicing Nutritionists (CPNs). The Certification Committee is accountable to and reports to, the AARPN Board of Directors. Members of the Certification Committee are Officers of AARPN the Professional Body.

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## 2. Purpose

The primary function of the AARPN Certification Committee is to operate the Certification Body function of AARPN the Professional Body within a defined scope of actions including:

### 1. Accredit and Certify CPNs

- Assess, decide on, and renew accreditation for Certified Practicing Nutritionists.
- Maintain the official list (“Register”) of accredited CPNs.

### 2. Set Competency and Educational Standards

- Define and regularly update the core competencies for Certified Practicing Nutritionists.
- Establish educational requirements and accredit education courses or programs that align with AARPN standards.

### 3. Oversee Ongoing Compliance

- In liaison with relevant TGA Schedule 1–facilitating professional associations (where relevant), confirm member adherence to professional standards, including:
  - a. Malpractice and Public Liability Insurance
  - b. Continuing Professional Development (CPD)
  - c. Valid First Aid Certification
  - d. Current Working with Children Checks (WWCC)
  - e. Display of Health Complaints Commissioner (HCC) Client Resources
  - f. Adequate clinic facilities
  - g. Compliance with privacy legislation
  - h. Compliance with AARPN Code of Conduct – Practice Guidelines
  - i. Compliance with AARPN Code of Conduct – Ethics
  - j. Compliance with CPD requirements
  - k. Compliance with mandatory declarations
  - l. Compliance with Fitness to Practice
  - m. Compliance with Recency of Practice

#### 4. Oversight of the Ethics & Complaints Committee

- The Certification Committee provides **governance and oversight** of the Ethics & Complaints Committee to ensure procedural fairness, transparency, and adherence to AARPN policies.
- It ensures that complaints, investigations, and disciplinary actions handled by the **Ethics & Complaints Committee** align with professional and ethical standards.
- The Certification Committee **does not directly conduct investigations** but **oversees and reviews** how the Ethics & Complaints Committee manages complaints against CPNs and AARPN as an organization.
- Ensures that all complaints are handled with **natural justice principles**, procedural fairness, and impartiality.

#### 5. Coordinate and Oversee Working Groups

- Form and guide any accreditation-related working groups deemed necessary to uphold standards or tackle specific accreditation tasks.
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### 3. Committee Structure and Composition

#### 1. Membership

- The Committee shall comprise individuals with relevant expertise in nutrition, accreditation, or higher education, including at least two Certified Practicing Nutritionists (CPNs).
- At least one (1) industry representative may be included, provided they do not present a conflict of interest (e.g., must not be a practicing or forward-facing naturopath or hold membership with Dietitians Australia).
- Any individual whose involvement poses a direct or perceived conflict of interest with the role of the Committee shall be excluded from membership.

#### 2. Chairperson

- A Chairperson shall be appointed from within the Committee, responsible for leading meetings, setting agendas, and ensuring the Committee fulfills its responsibilities.

#### 3. Meetings

- The Committee shall convene at least four (4) times a year or as required.
- Meetings may occur face-to-face or via teleconference/electronic means, as deemed appropriate by the Chairperson.
- A quorum requires three (3) Committee members, including at least one (1) Certified Practicing Nutritionist.

#### 4. Decision-Making

- Committee decisions shall be made by a majority vote of the members present, provided quorum requirements are met. In the instance of a tied vote – the Chairperson can elect to engage their right to a casting vote or tie the vote over for further discussion and debate.
- The Chairperson shall oversee the voting process and ensure clarity in each decision.

## **5. Officers and Appointments**

- The Committee may appoint additional officers or designate specific roles (e.g., audit coordination, liaison with professional associations) to manage specialized tasks.
- Such appointments shall be made by a majority vote of the Committee.

## **6. Record-Keeping**

- The Committee shall maintain written minutes of all meetings, including attendance, matters discussed, and decisions made.
  - These records shall be stored securely and be made available to the AARPN Board and relevant parties in accordance with AARPN policy and applicable laws.
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# **4. Responsibilities of the Committee**

## **4.1 CPN Certification Body**

- Evaluate applicants for CPN status based on educational qualifications, clinical experience, and adherence to AARPN professional standards.
- Conduct renewal assessments to ensure each accredited CPN continues to meet professional, ethical, and CPD requirements.
- Update and manage the official list of Certified Practicing Nutritionists.

## **4.2 Competency Standards**

- Define and periodically review the core professional competencies required of Certified Practicing Nutritionists.
- Align competencies with current evidence-based practice, regulatory changes, and industry needs.

## **4.3 Educational Standards and Course Accreditation**

- Develop guidelines for the accreditation of educational courses or programs leading to CPN eligibility.
- Evaluate courses to ensure alignment with established competencies, recommending or approving accreditation as appropriate.
- Periodically reassess accredited programs to maintain high educational standards.
- Collaboratively (or the Certification Committee's nominated representative) work with educational institutions during course development to inform the development of curriculum to ensure CPN Professional Standards and CPN Competencies can be met.

## **4.4 Compliance with Professional Standards**

- Collaborate with professional associations to verify that accredited CPNs meet professional standards, including insurance, CPD, and other obligations.
- Conduct documentation checks to confirm compliance with First Aid, WWCC, privacy laws, and clinic standards.

#### 4.5 Compliance Audits

- Carry out audits to ensure CPNs adhere to all CPN certification/accreditation requirements.
- Document findings and corrective actions, informing the AARP Board of violations.

#### 4.6 Oversight of Professional Conduct

- The Certification Committee **oversees the AARP Ethics & Complaints Committee but does not directly conduct** investigations or determine outcomes.
  - **Self-generation of complaints** and referral to the AARP Ethics & Complaints Committee where it is a conduct or compliance issue that comes to the attention of the Chair or any member of the AARP Certification Committee.
  - The **Ethics & Complaints Committee** is responsible for handling all complaints and investigations, and the Certification Committee ensures adherence to **AARP's professional and ethical standards**.
  - The Certification Committee reviews the process of investigations to ensure they align with due process, fairness, and compliance, prior to reporting of outcomes by the Ethics & Complaints Committee to the AARP Board.
  - Ensures mediation and conciliation are considered by the Ethics & Complaints Committee where applicable.
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### 5. Reporting and Continuous Improvement

- The Committee provides regular reports to the AARP Board on accreditation matters, compliance audits, and disciplinary proceedings.
  - A confidential complaints register is maintained to track cases, ensuring transparency and learning from past issues.
  - The Committee reviews its processes annually to incorporate feedback, legislative updates, and procedural improvements.
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### 6. Financial Management

#### 1. Budgeting and Expenses

- The Committee may recommend membership fees or service charges to cover costs associated with compliance audits, administrative services, or CPN support initiatives, subject to Board approval.

#### 2. Use of Funds

- With the approval of the AARP Board, any surplus funds shall be directed toward CPN focused services, support programs, or other initiatives consistent with AARP's objectives.

## 7. Intellectual Property

### 1. Ownership

- All intellectual property produced, acquired, or used by the Committee in its work remains the property of AARPN the professional body.

### 2. Protection

- The Committee shall uphold and protect AARPN the professional body's pre-existing intellectual property and any newly developed materials.
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## 8. Review and Amendments

### 1. Periodic Evaluation

- The Committee shall periodically evaluate this Charter for alignment with its operational needs and the evolution of the CPN profession.

### 2. Amendments

- Proposed changes to this Charter must be approved by a majority vote of the Committee and ratified by the AARPN Board.
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## 9. Term and Termination

### 1. Effective Term

- This Charter remains in effect unless replaced or terminated by the AARPN Board.

### 2. Orderly Transition

- In the event of termination, the Committee shall facilitate a smooth transition of responsibilities, ensuring the continued maintenance of the CPN Register list and related accreditation activities.
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## 10. Contact Information

- **Email:** [admin@aarpn.com](mailto:admin@aarpn.com)
  - **Website:** [www.aarpn.com](http://www.aarpn.com)
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*End of Charter.*

# Diagram 1: AARPN Governance Structure

