



# REGISTRATION POLICY

## GRANTING A SECOND INTERVIEW

Version 1.0, January 30, 2026

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*Words and terms that are capitalized throughout this document have definitions that are specific to this set of policies. Please refer to these Defined Terms when reviewing this and other registration policy documents.*

### PURPOSE

To outline the circumstances in which a second interview is granted to ensure administrative fairness in the application process.

### POLICY

An applicant or EGBC staff member may raise concerns to the Credentials Committee including but not limited to an interview's content, conduct, procedural fairness, or logistics. The Credentials Committee will consider all information provided and evaluate whether it is in the public interest and the service of procedural fairness to direct a second interview be conducted.

In making its decision to grant or refuse a request for a second interview, the Credentials Committee has access to all available information, including the previous interviewers' notes, reasons and final decision. The Credentials Committee may refuse the request of a second interview where it believes the Applicant was afforded fairness in the interview and fairness of procedure, or where the Applicant's application for registration was not prejudiced. If a second interview is granted, the second interview panel will not have access to any information from the previous interview panel to avoid potential bias.

Reasons the Credentials Committee may consider directing a second interview include but are not limited to:

- Bias or reasonable apprehension of bias
- Error of fact
- Cultural considerations
- Confounding of the interview
- Failure to uphold procedural requirements

- Tertiary information
- The Credentials Committee requires more information to fill gaps from the initial interview

These examples are not exhaustive. It is up to the Credentials Committee to determine if there has been a breach of fairness towards an Applicant that prejudiced their application for registration.

If the Credentials Committee determines that a second interview is not sufficient in addressing any problems with previous proceedings or concerns of the Applicant, it may consider a request to be treated as new under the Policy on Treating an Existing Applicant as a New Applicant. In this case, the application is reviewed by new reviewers, Assessors or interviewers who are unaware of the Applicant’s history with the Organization and any previous committee, reviewer, Assessor or interviewer notes, reasons or decisions.

This policy is not intended to fetter the discretion of the Credentials Committee. The Credentials Committee has discretion to consider all available information in assessing whether a second interview should be granted to an Applicant.

## RELATED POLICIES

- Treating an Existing Applicant as a New Applicant

*Please refer to the [Registration and Reinstatement Policies](#) page to view all relevant policies.*

## VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
1.0	January 30, 2026	Initial version.