

Policy

Type:	Quality Assurance		
Number:	3.2		
Name:	Deferral of Peer and Practice Assessment		
Status:	Final	Version:	3
Date Approved:	September 2014	Date Revised:	November 2015 November 2018

Policy Statement: Members who are unable to complete the Peer and Practice Assessment (PPA) will have their obligations deferred to a later date. Deferrals may be granted for the following reasons: imminent parental leave, imminent wedding in which the selected member is the bride/groom/parent of wedding couple, serious injury or illness of the registrant or of a family member, or not currently in practice (e.g., home with an infant, an immediate continuing education program or extenuating personal or professional circumstances). Deferrals are granted for up to a maximum of 18 months. The QA Committee has the authority to determine additional reasons for granting deferrals as situations arise.

Procedure

- 1) Members must notify the College in writing, within 10 business days of the date on the selection letter, of their requests for deferrals, specifying the timeframe requested, and provide appropriate supporting documentation that is acceptable to the College (e.g. physician's letter confirming anticipated due date).
- 2) Staff has the authority to grant deferrals as previously defined by the Committee (i.e., following precedent). The QA Committee has the responsibility of reviewing requests that do not fall under previous precedents.
- 3) Deferral requests pertaining to extenuating circumstances arising after the deadline will be considered on a case by case basis, provided they are submitted to the College in writing with appropriate supporting documentation.
- 4) Members will generally be advised in writing of the decision in relation to their deferral request as soon as reasonably possible following receipt of the request by the College.
- 5) Members selected for Peer and Practice Assessment (PPA) are permitted to make one deferral request per Notice of Selection for Assessment unless there are extraordinary circumstances.

- 6) The period in which the deferred Peer and Practice Assessment (PPA) must be undertaken will be determined by the Committee giving due consideration to the extenuating circumstances.
- 7) If a member resigns before completing the Peer and Practice Assessment (PPA), but major concerns had been identified, the fact that the QA Committee had major concerns and that they were not resolved before the resignation may be disclosed to the Registrar. In extreme circumstances, the Registrar may initiate an Investigation.