

Policy

Type:	Registration		
Number:			
Name:	Exceptional Circumstances Relevant to Examination Timelines		
Status:	Final	Version:	1
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Background

Under the College's General Regulation, an applicant for registration must successfully complete the registration examination within a set time period.

- An applicant must make their **first attempt** at the examination within **one year** of submitting their completed application. The College considers an application complete when the applicant has submitted all required documents to write the examination and has paid both the application fee and the examination fee. Applicants who request a deferral of their first attempt at the examination and/or a refund after paying the examination fee are considered to have an incomplete application.
- An applicant is permitted a total of **three attempts** to successfully complete the examination. All three attempts must be made within **four years** of the date of submitting their initial application.

The Registration Committee may permit an applicant to attempt the examination outside of the required time period where the Committee is satisfied that **exceptional circumstances** prevented the applicant from attempting the examination within this period. By requiring applicants to complete the examination within the required time period, the College ensures that applicants are current in their knowledge, skills and judgment, which supports the delivery of safe and ethical kinesiology services to the public.

Purpose

The purpose of this policy is to outline the process for receiving and considering an applicant's request to write the registration examination outside of the required time period.

Application to Write Examination Outside of Time Period

An applicant who wishes to attempt the registration examination outside of the required time period must submit a written request to the Registration Committee.

The request should clearly set out the reasons why the applicant was unable to complete the examination within the standard time period and explain any exceptional circumstances that contributed to the situation.

The applicant should submit all relevant supporting documentation with their request, including evidence to corroborate any exceptional circumstances relied upon in their request (e.g. health care provider's report). It is incumbent upon the applicant to provide adequate information and documentation to support their request for an exemption from standard registration requirements.

Registration Committee Review Process

In reviewing an applicant's request to attempt the examination outside of the required time period, the Registration Committee will consider all information submitted by the applicant and any relevant circumstances.

In determining whether exceptional circumstances applied, the Committee may take into account one or more of the following factors:

- Evidence of personal illness or incapacity, including the nature and length of illness or incapacity
- Evidence of personal emergency or bereavement, including the nature of the emergency and its effect on the applicant's ability to write the examination
- Evidence of unanticipated familial or other personal care obligations
- Evidence of any other exceptional circumstances relevant to the applicant's ability to write the examination within the required time period.

In reviewing the circumstances, the Committee will also consider any impact on other registration requirements, such as good character (e.g. an inability to write the examination due to a period of incarceration).

Outcomes from the Committee's Review

Following its review of the applicant's request to write the examination outside of the required time period, the Registration Committee may do any of the following:

- Grant the applicant's request with or without additional conditions
 - Where the Committee permits the applicant to write the examination, the Committee may specify additional conditions with which the applicant must comply. For example, the Committee may specify that the applicant must attempt the examination within a set period of time or at the next available sitting of the examination.
- Deny the applicant's request.
- Request additional information or documentation from the applicant to assist in its decision.

Where the Committee denies the applicant's request, the applicant is ineligible to sit the registration examination and therefore is ineligible for registration with the College.

Appeal of the Committee's Decision

Where an applicant's request to attempt the registration examination outside of the required time period has been denied by the Registration Committee, the applicant's application for registration with the College will be denied. The applicant can appeal this decision to the Health Professions Appeal and Review Board.