



Policy: Extension of the Submission of the Continuing Competency Program Due to Illness

Introduction

If a member is unable to submit their Continuing Competency Program (CCP) submission in entirety by the renewal deadline due to personal or family illness, the member must request an extension in writing with supporting evidence/documentation from a physician by the renewal deadline. The member's license will be renewed, and an extension will be granted upon approval by the Registrar and/or Registration Committee.

No Approval

If the extension is not approved, the CCP submission must be received by April 30, or the policy will apply for late renewal.

Extension Granted

If an extension is granted, a complete CCP submission is required by September 30th. If the member is unable to meet this deadline, a written request for an extension with supporting evidence/documentation must be sent to the executive manager by September 30th. If the extension is not approved, the member must submit their complete CCP by a deadline determined by the Registration Committee or forfeit their membership.