



College of
Registered
Psychotherapists
of Ontario

Type of Policy: Regulatory	Approved By: Examination Committee
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Policy on Examination Extensions

Purpose

This policy is intended to ensure just and equitable treatment of registrants who request an extension to their first or third examination attempt deadlines. It does so by providing registrants and the Examination Committee with criteria against which an examination extension request will be considered. It is in the public interest for a registrant to write the examination within applicable deadlines, subject to extenuating circumstances, since the examination assesses the registrant's entry-to-practice competencies.

Scope

This policy applies to all registrants seeking an examination extension.

Sources of Authority

[O. Reg. 67/15: REGISTRATION: s. 6\(4\)](#)

Policy

It is the responsibility of registrants to request an examination extension if they become aware of imminent extenuating circumstances preventing them from making an examination attempt within their first and/or third examination attempt deadline.

An examination extension request must be made in writing and supported by evidence.

An examination extension request must be made before a registrant's last examination confirmation deadline. The last examination is the exam sitting taking place right before a registrant's first or third examination attempt deadline. The confirmation deadline is the date (generally ten weeks before an exam sitting) by which a registrant is required to confirm in writing to CRPO their intent to write the examination. Late extension requests will only be considered if the registrant provides evidence that they only became aware of extenuating circumstances after the last examination confirmation deadline, or that extenuating circumstances prevented them from confirming their intent to write the examination

Registrants can file an examination extension request based on following circumstances:

Incomplete education program: Registrants may request an extension if they are actively pursuing the completion of the psychotherapy program they were substantially completed at the time they applied to CRPO and they will not graduate by the last examination confirmation deadline for their first attempt. A letter from the educational program confirming what program requirements are outstanding, reasons for delay in completing the program (if applicable), and the anticipated graduation date will be required as evidence.

Compassionate consideration: Compassionate consideration may be given where the registrant has provided evidence that unforeseen circumstances outside their control may impact their ability to write the examination within the deadline. Evidence may include an employer letter, doctor's letter speaking to the impact of the circumstances on the registrant,

notice of death, plane ticket for travel related to extenuating circumstances. Compassionate consideration may involve, without limitation:

- bereavement of a close relative or spouse;
- personal or family emergency;
- being victim to a crime;
- or personal crisis or other extenuating circumstances that impact the registrant's ability to cope with additional responsibilities.

Medical reasons: Registrants may request an extension due to medical reasons. Medical documentation is required to demonstrate how the injury, or physical or mental illness impacts their ability to write the examination within the deadlines.

Parental leave: Registrants may request an extension due to parental leave impacting the registrant's ability to write the examination within the deadlines. Documentation must be provided to demonstrate the registrant is, or will be, on leave (e.g., letter from employer, doctor's letter confirming due date/child's date of birth).

CRPO staff may also submit an examination extension request on behalf of the registrant. Reasons staff may submit an examination extension request on behalf of a registrant include, but are not limited to:

- administrative delays in educational upgrading process after two examination failures; or
- CRPO is informed a registrant is in the hospital and unable to submit a complete request in writing.

The Examination Committee may grant an extension to a future examination sitting that differs from the future sitting requested by the registrant.

If an examination extension request is denied and the registrant has not confirmed intent to write the last examination sitting offered prior to the registrant's deadline, and met other associated examination deadlines, the registrant will receive a 30-day notice of impending certificate expiry.

Related Documents

[Examination Extension Request Form](#)

[Qualifying Expiration Policy and Process](#)