

<b>Policy</b>	Request for Extension of Continuing Competence Program Submission		
<b>Section</b>	Quality Assurance Program	<b>Number</b>	8.3.1
<b>Approved</b>	November, 2015	<b>Last Reviewed</b>	May 2012, October 2015, November 2017, May 2020
<b>Last Revision</b>	October 2015, November 2017, May 2020		
<b>References</b>			
<b>Act</b>	<b>Regulation</b>	<b>By-Law</b>	<b>Policy</b>

**POLICY**

Active and Temporary Members may request an extension for their Continuing Competency Program (CCP) submission.

**PROCEDURE**

1. Requests for extension for the CCP submission will be considered for significant and long-standing illness of member, member’s spouse or child, or for personal catastrophic events.
2. The request must be in writing by **February 15**. Requests may not be considered after this deadline.
3. The Registrar will consider all requests on an individual basis for extension of CCP submission and renewal of registration. Supporting documentation may be requested. If needed, the Registrar may consult the Quality Assurance Committee. The Registrar will provide the decision in writing to the member by **March 1**.
4. If the CCP submission extension is not approved, the member must complete their CCP submission when completing their online registration renewal, no later than **March 31**.
5. If an extension is granted, the member must complete their CCP submission by a date determined by the Registrar. The Registrar will give authorization to the member to complete their online registration renewal with condition that he or she completes their CCP submission by the determined date.

*Note: NBAD uses the terms Quality Assurance Program / Continuing Competence Program / Continuing Education Program interchangeably*