

<b>Policy</b>	Request for Extension of Continuing Competence Program Portfolio for Audit		
<b>Section</b>	Quality Assurance Program	<b>Number</b>	8.3.2
<b>Approved</b>	May 2020	<b>Last Reviewed</b>	
<b>Last Revision</b>			
<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) portfolio submission for audit.

**PROCEDURE**

1. Requests for extension for the CCP portfolio submission for audit 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 **April 7**. Requests may not be considered after this deadline.
3. The Registrar will consider all requests on an individual basis for extension of CCP portfolio submission for audit. 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 **April 10**.
4. If the CCP portfolio submission extension is not approved, the member must complete their CCP portfolio submission for audit no later than **May 1 (post-marked)**.
5. If an extension is granted, the member must complete their CCP portfolio submission by a date determined by the Registrar.

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