

## Policy: CEC - Request for Deferral or Extension

<b>Date established:</b>	8 February 2023	<b>Category:</b>	CEC
<b>Approved by:</b>	CMTPEI Council	<b>Authority:</b>	Regulated Health Professions Act 4(2)(d)

### Regulated Health Professions Act - Objects

4(2)(d) *To develop, establish, maintain, monitor compliance with and enforce standards respecting continuing education for its members, and developing rules respecting exemptions from the continuing education requirements in circumstances the college considers appropriate.*

### Policy Statement

As self-regulated professionals, it is critical to public protection that registrants of CMTPEI participate in the Continuing Education and Competency Program.

The Council recognizes that illness and extenuating circumstances (such as death in the family, or personal/family crisis) may affect a registrant's ability to engage in self-assessment and professional development.

Members seeking to delay the deadline related to one or more Continuing Education and Competency Program requirements may request an extension or deferral. Extensions/deferrals will be granted based on established policy. Where unique circumstances apply and the reason for the request falls outside established policy, a committee of the Council will consider the request on a case-by-case basis.

### Definitions

- **Extension:** Postponement of up to 60 days.
- **Deferral:** Postponement from 60 days to a year.

## 1. Extension or deferral from other Quality Assurance Program requirements

1.1 Extension or deferral from other Quality Assurance Program requirements may be granted for the following reasons:

- Personal illness;
- Currently not practising (e.g. leave of absence from work, parental leave, retired, etc.);
- Discontinuing practice (e.g. retirement) within the three months (however, Member is actively practising at the time of the request);
- Illness of an immediate family member, or where the Member is the primary caregiver;
- Bereavement; and/ or
- Personal crisis or other extenuating circumstances that impact the Member's ability to cope with additional responsibilities.

## 2. Requests to be submitted in writing

2.1 Requests for extension/deferral must be submitted in writing, and include evidence relating to the reason. Such evidence may include, but is not limited to:

- i. Employer letter;
- ii. Signed note from an appropriate health care professional;
- iii. Evidence of retirement (e.g. signed communication sent to his/her employer stating retirement date /last day of work, signed self-declaration);
- iv. Notice of death; and/or
- v. Other documentation approved by the CEC Audit Committee.

## 3. Criteria

3.1 Staff may grant an extension or deferral to a Member where the Member’s request clearly meets the criteria set by the deferral policy. Where one deferral has already been granted by staff, subsequent requests from the Member will be reviewed by a panel of the CEC Audit Committee. Where staff is uncertain whether a Member’s request for deferral clearly meets the criteria set by policy, staff will refer the request to a panel of the CEC Audit Committee for review.

## 4. Time limits

4.1 An extension will not exceed 60 days.

4.2 A deferral will not exceed one year.

## 5. Permanent resignation

5.1 Members who discontinue practice permanently and resign or are suspended before the completion of the Continuing Education and Competency Program (CEC) requirements, would be exempted from completing any unfinished parts of the CEC unless they attempt to return to practice and apply for reinstatement of Registration. Such Members would be informed that they would be required to complete any outstanding CEC requirements within specified timelines.

Revision History		
Revision date	Revision note	Approved by
8 February 2023	Policy established	CMTPEI Council