

Policy: CEC Request for Deferral or Extension

Date established:	March 7, 2023	Category:	Continuing Education and Competency
Approved by:	CAHPPEI Council	Authority:	RHPA

Policy Statement

As self-regulated professionals, it is critical to public protection that registrants of CAHPPEI 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.

The Regulated Health Professions Act requires the following:

- 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.*
- 60(1) *A council shall establish and maintain standards and requirements respecting the continuing education and competency of its members in the practice of their regulated health profession*

POLICY

1 Reasons for deferral or extension

1.1 Extension or deferral from the CEC Program requirements may be granted for the following reasons:

- i. personal illness
- ii. currently not practising (e.g., leave of absence from work, parental leave, retired, etc.)
- iii. discontinuing practice (e.g., retirement) within three months of renewal (however, Member is actively practising at the time of the request)
- iv. illness of an immediate family member, or where the Member is the primary care giver
- v. bereavement, and/ or
- vi. personal crisis or other extenuating circumstances that impact the Member's ability to cope with additional responsibilities

2 Request in writing

- 2.1 Request 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 Granting process for extension or deferral

- 3.1 Staff may grant an extension or deferral to a registrant where the registrant's request clearly meets criteria set by the deferral policy.
- 3.2 Where one deferral has already been granted by staff, subsequent requests from the registrant will be reviewed by a panel of the CEC Audit Committee.
- 3.3 Where staff is uncertain whether a registrant's request for deferral clearly meets criteria set by policy, staff will refer the request to a panel of the CEC Audit Committee for review.
- 3.4 An extension will not exceed 60 days.
- 3.5 A deferral will not exceed one year.
- 3.6 Registrants who discontinue practice permanently and resign or are suspended before 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.
- 3.7 Registrants applying for reinstatement shall be required to complete any outstanding CEC requirements within specified timelines approved by Council.



Revision History		
Revision date	Revision note	Approved by
March 07, 2023	Policy established	CAHPPEI Council