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| **Department** | Registration / Exam |
| **Title** | Registration Exam Policy – Rebooking, Cancellation and Withdrawal |
| **Date Approved:** | August 10, 2022 |
| **Approved By:** | Registration Committee |
| **Dates Reviewed:** |  |
| **Date of Next Review** |  |
| **Version** |  |

A candidate may have to cancel or rebook their exam session. When deciding to do this the candidate must be aware that there may be financial and other implications especially if a candidate is registered in the Provisional Practice class at the time they rebook, cancel or withdraw from the exam. This could include the potential loss of their certificate of registration as that certificate is only valid for a certain length of time. Candidates are asked to review the Exam Fee and Other Administrative Fees policy for exact fees and associated timelines for activities listed in this policy.

## Exam Rebooking — For Candidates Who Hold a Provisional Practice Certificate in Ontario (Residents)

A Resident physiotherapist (individual who holds a Provisional Practice certificate) may rebook their exam session by submitting a written request to [exam@collegept.org](mailto:exam@collegept.org). All requests will be reviewed and carefully considered. Documentation / evidence to support the request may be required.

1. The candidate will be charged a rebooking fee ($200)
2. The candidate may / may not be eligible for a credit for fees previously paid (See Exam Fee and Other Administrative Fees policy)
3. If the candidate’s certificate of registration expires in the meantime, they will no longer be eligible to work as a Resident
4. The candidate must register to take the next available sitting of the exam or their certificate will expire, and they will no longer be eligible to work as a Resident
5. The candidate can only rebook their exam on one occasion

If the candidate does not rebook and requests a refund, that is considered a withdrawal, and their certificate of registration will expire, and they will no longer be eligible to work as a resident.

## Exam Rebooking — For Candidates Who are Not Physiotherapist Residents

Candidates registered for the Ontario Clinical Exam (OCE) who do not hold a Provisional Practice certificate may rebook their exam subject to the payment of the rebooking fee ($200). Candidates may be eligible to receive a full or partial refund of their exam fee or credit which can be applied to a subsequent exam session. If a candidate cancels and receives a full or partial refund, they will still be charged a rebooking fee when they attempt to re-schedule their exam session. All fees must be paid by the specified deadlines.

## Withdrawal

Candidates who wish to withdraw from the exam may do so. Withdrawal refers to a candidate cancelling their exam date without rebooking for a later date or asking for the exam fee to be refunded (if applicable). Should a candidate wish to attempt the OCE at a future date they will need to meet the eligibility criteria that is in place at the time. Candidates are reminded that if five years has passed since they last completed the Physiotherapy Competency Exam – written component (PCE-written) administered by the Canadian Alliance of Physiotherapy Regulators (CAPR), they will be required to re-do the written exam prior to attempting the OCE.

Resident Physiotherapists who withdraw from the exam shall be informed at the time of their withdrawal that their Provisional Practice Certificate will be revoked unless they are able to rebook into the next available exam session. A candidate will not be able to rebook their exam more than once without the approval of the College of Physiotherapists of Ontario.