



<b>NAME</b>	Deferrals Policy		
<b>TYPE</b>	Quality Assurance – Self-Assessment and Professional Development		
<b>STATUS</b>	Final	<b>VERSION</b>	3
<b>DATE APPROVED</b>	3 November 2017	<b>DATE REVISED</b>	14 September 2023

## Policy Statement

A member can request a deferral from completing their Self-Assessment Tool (SAT) and/or Professional Development Plan (PDP). A deferral may be granted for extenuating circumstances such as serious illness, bereavement or personal hardship. The QA Committee has delegated the task of approvals to College QA Staff for requests that fall under precedent. No request will be denied without the review of the QA Committee.

## Procedure

1. A request for a deferral must be made in writing within 30 days of receiving notice to submit an SAT and PDP. A request may be made on behalf of a member if the member is unable to make the request.
2. A written request should include the following:
  - a. Member's name and registration number;
  - b. A request for a deferral and the amount of time requested;
  - c. Reasons for being unable to complete the SAT and/or PDP;
  - d. Details regarding any professional development activities that have been completed;
  - e. Current work status; and
  - f. Any information that may be supportive, relevant and appropriate of the request, and would assist the QA Committee in making its decision.
3. When a request is received, the College will confirm in writing within 5 business days of receipt of the request.
4. The QA Staff will conduct the initial review of the request. If the request falls under a precedent set by the QA Committee, the QA Staff shall grant the deferral and determine a time frame to be deferred. The QA Staff is not limited to the amount of time requested by the member.
5. If a request for a deferral does not fall under precedent, the QA Staff shall present the request to the QA Committee for decision.
6. If the QA Committee grants a deferral, the Committee shall determine a time frame to be deferred. The Committee is not limited to the amount of time requested by the member.
7. If the QA Committee denies the member's request, the member shall complete their SAT and PDP by the period specified in the notice to submit.
8. A member shall be notified in writing within 14 days of a decision being made on a request.
9. If a deferral is granted and the member requires an additional referral, the member is required to submit a subsequent request before the end of the deferral period following the above procedures.