



<b>NAME</b>	Notification Policy		
<b>TYPE</b>	Quality Assurance – Self-Assessment and Professional Development		
<b>STATUS</b>	Final	<b>VERSION</b>	1
<b>DATE APPROVED</b>	3 November 2017	<b>DATE REVISED</b>	

## Policy Statement

Every member who is required to submit their Self-Assessment Tool (SAT) and Professional Development Plan (PDP) will receive notice in accordance with the procedures set out in this policy.

## Procedure

1. Members who are required to submit their SAT and PDP will be notified by regular mail and email.
2. If a member is selected at random to submit their SAT and PDP, they will receive notice by December 31st of the calendar year. The member will be provided with 90 days from the date of the notice to submit the requested documents.
3. If a member is required to submit their SAT and PDP for reasons other than random selection, such as a declaration of non-compliance with the annual requirements of the Quality Assurance Program, they will be provided with 45 days to submit the requested documents from the date of the notice.
4. As per Schedule 4 of the College's By-laws, each letter after the first to remind a Member of an obligation that has not been performed is subject to a fee of \$54.88 + HST. A reminder will be sent to:
  - a. A member who has not submitted their SAT and/or PDP by the designated deadline in the notice, with 30 days to make a submission or provide reasons for being unable to submit. The member will also be notified of their eligibility for a Peer and Practice Assessment.
  - b. A member who has submitted an incomplete SAT and/or PDP, with 30 days to complete the submission or provide reasons for their deficiency. The member will also be notified of their eligibility for a Peer and Practice Assessment.