

<b>Type of policy:</b> Regulatory	<b>Approved by:</b> Examination Committee
<b>Date approved:</b> June 21, 2024	<b>Review date:</b> June 21, 2027

## **Third Exam Attempt Policy**

### **Purpose**

This policy is intended to support registrants writing the registration examination for a third time by providing additional opportunities for learning and self-reflection.

### **Scope**

This policy applies to registrants who have failed the registration examination twice and intend to write a third and final time.

### **Policy**

In all cases when a registrant has failed the exam twice, staff will request the registrant to complete the CRPO Supervision Tool with their supervisor to develop a learning plan for consideration by the Examination Committee.

If a registrant does not have a supervisor<sup>1</sup> and is unable to propose a supervisor, CRPO may make attempts to connect the registrant with a supervisor.

Non-compliance with this policy and associated process may result in referrals to the Examination Committee and/or expiration of registration.

### **Process**

Registrants will have six months from the date of the notice letter to complete the Supervision Tool and develop a learning plan.

The learning plan proposal will be reviewed by a panel of the Examination Committee, where they will approve the learning plan either:

- As presented
- With additional optional activities, or
- With additional required activities.

The registrant must complete the learning plan activities to the satisfaction of the Registrar prior to writing the exam for the third time. Evidence of completion of the

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<sup>1</sup> E.g., they are currently unemployed, or their supervisor is unable/unwilling to work with them on the Supervision Tool and learning plan.

learning plan must be provided to CRPO within six months of the date the learning plan is approved by the Examination Committee.

Registrants may request an extension – to be approved by staff – to the deadline to complete the learning plan activities. Learning plan deadlines shall not extend beyond the registrant's deadline to write the exam for the third time or transfer from the RP (Qualifying) category to the full RP category. Extension requests for these other deadlines must be requested separately.

Mandated timelines will be paused if a registrant chooses to appeal their second exam failure but will resume if the appeal is denied.