



COLLEGE OF
APPLIED BIOLOGISTS

**Policy 7 – 200 CONTINUING PROFESSIONAL
DEVELOPMENT PROGRAM EXTENSION &
EXEMPTION REQUEST**

April 2021



COLLEGE OF APPLIED BIOLOGISTS

Policy Name:	Continuing Education Program Extension and Exemption Request Policy				
Approval Authority:	College Board	Adopted:	April 9, 2021	Reviewed:	Admin. Changes on June 6, 2024
Responsible Staff:	Registrar/Deputy Registrar	Revised:			
Responsible Committee:	Not Applicable	Contact:			

Contents

1.0	Purpose.....	3
2.0	Scope and Eligibility.....	3
3.0	The Policy	3
3.1	Roles and Responsibilities	3
4.0	Extension	4
5.0	Exemption	4

1.0 Purpose

The Continuing Professional Development (CPD) Program is a professional development tool for College registrants to maintain and/or enhance the 7 Professional Practice Competencies and their associated competence level, enhance their professional practice and to improve as a professional. The CPD Program aids the College in fulfilling its mandate to protect the public interest by ensuring registrants continue to remain up to date as a professional and in their area of practice, maintain or enhance their professional competency(ies) and competence and complete mandatory training requirements.

2.0 Scope and Eligibility

Within scope:

- All practicing registrants.
- All in Training registrants.
- All registrants after registering with the College as on leave after one year.

3.0 The Policy

This policy provides details on the College's process for a registrant to request an extension or exemption to the Continuing Professional Development program's requirements.

3.1 Roles and Responsibilities

3.1.1 College Staff

College staff responsibilities regarding the Continuing Professional Development (CPD) program's extension and exemption request process are as outlined in the [College Bylaws](#) Part 7 section 7-4 and include but are not limited to the following:

- Review, grant or deny a registrant's extension or exemption request to the CPD program requirements, such as timelines as outlined in section.

3.1.2 College Board Responsibilities

College Board's responsibilities are outlined in sections 7-2, 7-3 and 7-4 of the College Bylaws and in the committee's Terms of Reference, and include but are not limited to the following:

- Review, grant or deny a registrant's extension or exemption request to the CPD program requirements, such as timelines.

3.1.3 Registrant Responsibilities and Requirements

It is a requirement for a registrant of the College to adhere to this policy and the College Bylaws section 7 division 2.

4.0 Extension Request

A registrant may request an extension to the Continuing Education Program (CPD) timeline or requirement a minimum of 30 days prior to December 31 annually, the date when CPD records are due to be submitted to the College. The request for an extension must include a proposed deadline and provide a rationale for the request.

If an extension request is granted, deadlines may be adjusted in consultation with the Deputy Registrar and/or the College Board. A decision will be made within a reasonable timeframe and the registrant notified in writing.

For a registrant that has been granted an extension, they will be required to complete and submit required documents (e.g., CPD record) within the deadline that was approved by the College staff or College Board.

5.0 Exemption Request

A registrant may request an exemption to the Continuing Education Program (CPD) timeline or requirement a minimum of 30 days prior to December 31 annually, the date when CPD records are due to be submitted to the College. The request for an exemption must provide a rationale for the request. A decision will be made within a reasonable timeframe and the registrant notified in writing.

If a registrant has been granted an exemption, they are no longer required to complete their CPD record that year or as per any conditions granted by the Deputy Registrar or the College Board.