

Title: **G#17**

**Request for Extension or Exemption in the Continuing Competency Program**



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**1. Policy:**

- 1.1 Requests for extension or exemption in the Continuing Competency Program Submission, Participation and/or Audit must be made in writing to the SSOT Executive-Director, for consideration by SSOT Council.
- 1.2 Any request for extension or exemption must be accompanied by a statement of the related circumstances.
- 1.3 The granting of an extension or exemption shall not constitute a precedent and every request will be evaluated on its own merit.

**2. Purpose:**

- 2.1 To ensure that SSOT members are not unfairly penalized due to finding themselves in exceptional situations beyond their control which make them unable to comply with the SSOT Continuing Competency Program.

**3. Procedure:**

- 3.1 The SSOT Executive Director will forward the relevant request for extension or exception documentation to the Professional Practice Committee chairperson for recommendations to Council.
- 3.2 Council will review the request and Professional Practice Committee recommendation and make a decision.
- 3.3 The Executive Director will notify the member of Council's decision.
- 3.4 Council's decision is final and cannot be appealed.