

2.2 Document Submission Timeline Policy

Date of Approval:	June 1, 2020	Effective Date:	November 1, 2020
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I. Definitions:

“**CADTR**” means the Canadian Alliance of Dental Technology Regulators

“**DTETPA**” means the Dental Technology Entry to Practice Assessment

II. Scope:

This policy applies to all applicants that have applied for the credentialing education equivalency assessment at CADTR.

III. Principles:

This policy is written in accordance with the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications principles of fairness, transparency, timeliness and consistency and in consideration with the minimum standards of the approved dental technology programs in Canada.

IV. Purpose:

The purpose of this policy is to ensure a smooth and timely process for all candidates applying for the credentialing education equivalency assessment. A set time frame will enable and encourage candidates to move forward with the application process and provide all required documents in a timely manner.

V. Policy:

Candidates shall have **12-months** from the date the **non-refundable credentialing application fee is paid** to submit all required documents needed for the credentialing education equivalency assessment.

Candidates may request an extension within the 12-month deadline for more time to submit the required documents at no additional fee. Once a request for an extension is granted, candidates shall be given an additional 6-months to complete their application.

If a request for an extension was not received, a **reopen file fee** shall be charged to candidates who wish to continue with their application after the 12-month deadline. All applications that have been initiated but not completed shall follow the procedures set out in the **1.6 Dormant File Policy**.

VI. Associated Policies, Procedures and Guidelines:

1.6 Dormant File Policy

VII. Review:

This policy is subject to review every three (3) years.

VIII. Disclaimer

If there is a discrepancy between these electronic policies and the written copies held by the policy owner, the written copies prevail.