

## 2.4 Administrative Reassessment Policy

<b>Date of Approval:</b>	June 1, 2020	<b>Effective Date:</b>	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 candidates who were deemed not substantially equivalent through the credentialing education equivalency assessment.

**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 allow candidates to request an administrative reassessment if they were not successful in the credentialing education equivalency assessment. Administrative reasons are errors or omissions that deviate significantly from CADTR’s credentialing standards or procedures that could negatively impact the candidate’s credentialing outcome, as outlined below.

**V. Policy:**

Candidates must submit a request for administrative reassessment in writing within **30 days** of the date the credentialing technical report was issued. Administrative reassessment is only considered under the following circumstances:

- (1) administrative reasons affected the processing of their assessment,
- (2) there was a lack of due process, or
- (3) the credentials were evaluated incorrectly, such that a wrong decision was made.

An **administrative reassessment fee** shall be charged at the time the request is submitted. If the application is deemed eligible for reassessment, an assessor not involved with the initial assessment will conduct the reassessment. Applications that are not eligible may, for an additional fee, proceed to the Appeals Process as outlined in **1.6 Credentialing Results Appeal Policy**.

If an Administrative Reassessment is successful and an administrative error is found, the administrative reassessment fee shall be refunded to the candidate.

**VI. Associated Policies, Procedures and Guidelines:**

1.6 Credentialing Results Appeal 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.