

3.2 Rescheduling and Withdrawal 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, which includes two (2) components: the “**KBA**” and the “**PBA**”

“**KBA**” means the Knowledge-Based Assessment

“**PBA**” means the Performance-Based Assessment

II. Scope:

This policy applies to all eligible assessment candidates attempting the DTETPA.

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 required standards of approved dental the technology programs in Canada.

IV. Purpose:

The purpose of this policy is to provide a clear and structured process for candidates requesting to reschedule or withdraw from their scheduled assessment attempt date.

V. Policy:

Candidates who wish to reschedule or withdraw from their scheduled assessment date must provide **written notification** to CADTR of their intention to reschedule or withdraw from their assessment attempt **at least 2 weeks** prior to the scheduled examination date.

If written notice of intention to reschedule is received, CADTR will automatically schedule the candidate for the next assessment sitting date, closest to the original scheduled date.

VI. Associated Policies, Procedures and Guidelines:

Non applicable.

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.