



## Acceptable Alternatives to Required Application Documents

<b>Policy #</b>  <b>R-03.0</b>	<b>Approved</b> September 2020	<b>Authority</b> Board of Directors	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Registrar</li> <li>• Registration Committee</li> </ul>
<b>Related Policy &amp; Procedures</b>	<b>Revised</b> M/Y	<b>Supporting Legislation/Regulation/By-Laws</b> <ul style="list-style-type: none"> <li>• <i>FRPA</i> 9(b)</li> </ul>	

### **Policy**

The NSCCT recognizes that there are circumstances outside the control of an Applicant that can prevent them from obtaining one or more of the normally required application documents. In such circumstances, the College will work with the Applicant to determine acceptable alternative information in a way that maintains the integrity and intent of the established licensing process.

### ***Requesting Consideration of Alternative Information***

An Applicant who cannot provide some or all of the required documentation should contact the Registrar in writing to request that the College accept alternative information. The Applicant's request should include:

- A list of the required documents that cannot be provided;
- The reason the Applicant is unable to produce the required documentation;
- A description of what attempts the Applicant has made to obtain the required documentation;
- A description of the documents the Applicant could provide as evidence of their qualifications for licensure; and,

- Written consent of the Applicant to allow the College to contact third parties to assist in obtaining information and documentation of the Applicant's qualifications and credentials.

***Acceptable Alternative Information – Educational Credentials***

Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the College will consider the following information for assessing an Applicant's educational credentials:

- Certified copies of original academic documentation;
- Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document;
- An affidavit from the Applicant describing the Applicant's academic qualifications, the institution attended, and detailed descriptions of the overall curriculum and courses taken, with supporting evidence if possible;
- Affidavits from former professors and classmates verifying the Applicant's course descriptions and attesting to the Applicant's academic performance;
- Affidavits from former professors, classmates, and clinical supervisors, verifying the type and duration of supervised clinical practice the Applicant completed as part of the training program;
- Information obtained by the college from third parties, with the Applicant's prior consent, verifying the Applicant's educational credentials;
- Any other information offered by the Applicant evincing their academic qualifications and credentials.

***Acceptable Alternative Information – Professional Qualifications***

Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the College will consider the following information for assessing an Applicant's prior experience:

- Reference letters from prior employers, colleagues and licensing bodies;
- An affidavit from the Applicant describing the Applicant's professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available;
- Statements of professional standing from other regulatory bodies;
- Certified copies of professional licenses or certificates;
- Any other information offered by the Applicant evincing their professional qualifications.

Note: Applicants are responsible for all costs associated with providing acceptable alternative documents in support of their application, including verified translation to English where necessary.

**Purpose**

To promote fairness in the application process for Applicants who are unable to obtain normally required application documents through no fault of their own.

To provide Applicants with information about alternative means of providing evidence to support their application for licensure.