

REGISTRATION AND LICENSING DIRECTION

Current and updated as of: November 19, 2024

Non-Refundable Practice Based Competency Assessment Clinical Examination Fee

Purpose:

To clarify the non-refundable nature of the Practice Based Competency Assessment (PBCA) clinical examination fees, ensuring candidates understand the financial commitment associated with their registration.

Scope:

This policy applies to all applicants for the examination candidate register who will work under supervision in preparation to take the PBCA administered by the College of Physiotherapists of Manitoba (CPM).

Policy:

All clinical examination fees paid are non-refundable. This policy is in place to manage administration costs and ensure the integrity of the clinical examination.

Rationale:

The non-refundable fee structure supports the following:

Administrative Costs: Fees contribute to the administrative costs of the program.

Commitment: Ensures the examination candidates are committed to their registration and clinical examination preparation in Manitoba.

Resource Allocation: Assists in effective resource planning and allocation.

Exceptions:

While all fees are generally non-refundable, the following exceptional circumstances may warrant consideration of a refund:

Administrative Error: If an error was made by the organization affecting an examination candidate's eligibility or registration.

Refund Process:

Request Submission: The Examination Candidate must submit a written request for a refund to the Council detailing the exceptional circumstance that warrants a refund.

Submission Deadline: Requests must be received no later than one week after the issue has been identified.

Delaying the Examination:

Situations that may warrant delaying the clinical examination:

Medical Emergencies: A medical condition supported by a doctor's note that prevents the Examination Candidate from proceeding with completion of all components of the PBCA.

Bereavement: The death of an immediate family member (parent, sibling, spouse, child) occurring within 30 days of the intended examination start supported by relevant documentation.

Natural Disasters: Events such as flooding, earthquakes, or other significant incidents that affect the candidate's ability to take the clinical examination as scheduled.

Policy Enforcement

Registration Confirmation: Upon registration, the Examination Candidate will receive confirmation of the non-refundable nature of the clinical examination.

Communication: The policy will be prominently displayed on the College website on the Registration and PBCA pages and in all Examination Candidate communications.

Review and Amendments

This policy will be reviewed annually and may be updated as necessary to reflect changes in operational needs or circumstances.