

**Examination Policy**  
**COPR Examination Purchase Refund**

<b>Policy Type:</b> Exam	<b>Policy Number:</b>
<b>Approval Date:</b> June 20, 2019	<b>Last Review Date:</b>
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**Purpose**

The purpose of this policy is to define refunds applicable to candidates who apply, book and pay for a test centre seat to write the COPR Entry to Practice Examination, but do not write the examination.

**Definition**

An examination candidate is:

1. An individual who wishes to undertake the COPR Entry to Practice Examination. This is inclusive of new graduates; or
2. An applicant whose licensure (registration) is inactive or has lapsed and has been approved by an adopting provincial regulator to undertake the examination as part of the reinstatement or registration process; or
3. An individual who has been deemed to have achieved “substantial equivalency” from a non-Canadian educational institution by an adopting Canadian provincial regulator.

**Policy**

Candidates apply to undertake the COPR Entry to Practice Examination through a provincial regulator. Candidates are not required to have successfully completed their course of study to apply for the examination.

Candidates are required to purchase the examination and book a test centre a minimum of four weeks in advance of the examination.

Proof of successful completion of a full course of study must be provided to the provincial regulator 14 calendar days prior to the examination date.

**Applicable Refunds**

Refunds will be provided to candidates who cancel their COPR Entry to Practice Examination registration, or who have not satisfied the registration pre-requisites 14 calendar days prior to the examination based on the following:

- 22 - 27 calendar days before the examination: 75% refund
- 15 - 21 calendar days before the examination: 50% refund
- 14 days before the examination: No Refund

**Failure to take the Examination**

No refund will be provided to a candidate who does not take the examination at the approved test centre and at the scheduled date/time (no show) unless the failure to take the examination is due to:

1. Death in the immediate family; or
2. Sudden incapacitating illness or injury; or
3. Other circumstance deemed by COPR to be commensurate to (1) or (2)

**Late Arrival to the Examination Test Centre**

Candidates who arrive 30 minutes late to a test centre will be denied access and will not receive a refund for their examination.