

COPR Entry to Practice Examination Application Checklist

Review all examination dates and deadlines. All deadlines are strictly adhered to.

COPR and COPR's examination provider, Measure Learning, communicate with applicants via email. **You must monitor your email (including junk folders) from the time you apply to write an examination until you receive notification of pass/fail.** Failure to do so may result in missing an important message and/or timeline for the examination and **could result in forfeiting the examination and a portion or all of the examination fee.** *It is advisable to add the following addresses to your email contacts to avoid email being identified as spam: noreply@copr.ca | info@copr.ca | testingsupport@measurelearning.com

Refer to the [COPR website](#) and the [Examination Handbook](#) for more details about the application process.

- Examination eligibility requirements are met or will be met, and documentation available, at least 14 days prior to the examination date. Take note if an Eligibility Exception Letter is required. If you cancel within 14 days of the examination, you receive No Refund.

Am I Eligible?

- 1) I have completed an approved educational program within 12 months of the examination date.
- 2) This is only my first, second, or third attempt at writing the examination.

If I answered NO to either of these, an Eligibility Exception Letter is required from my provincial regulator.

- Examination application submitted prior to the deadline.
- Testing accommodation request and documentation completed (if applicable).
 - Testing accommodation requests and **supporting documentation** must be submitted with the examination application by the deadline (see deadline page on COPR website).
- Examination seat reservation completed during the [seat reservation dates](#).
Instructions are emailed approximately 5 weeks prior to the examination date, with a deadline 4 weeks prior to the examination date.
- Proof of graduation / educational program completion documentation submitted.
 - Documentation may be submitted with the application. If not submitted with the application, it must be provided at **least 14 days prior to the examination date**. Submit one of the following to the applicant portal:
 - A copy of an official/signed transcript*; or
 - A copy of a graduation certificate; or
 - A signed letter from the educational institute's authorized representative confirming successful completion.
 - *The transcript must clearly state the educational program has been completed. Transcripts that list courses but do not state the program has been completed will not be accepted.
 - If an Eligibility Exception Letter is required, the same deadline applies.