



## Applicant Access to Application File

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<b>Section:</b>	Registration
<b>Applies to:</b>	All applicants for all classes of registration
<b>Approved by:</b>	Registration Committee
<b>Date Established:</b>	August 2011
<b>Date Revised:</b>	October 2011, March 2015, March 2018, October 2021

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### Purpose

This policy explains how applicants can get copies of documents from the College that are relevant to their application for registration.

### Policy

Applicants generally have the right to access documents and information related to their application for registration that are held by the College.

### Exceptions

The Registrar may withhold documents and information that may jeopardize the safety of any person. If this happens, the College will provide the applicant with reasons.

The College uses third-party service providers to complete assessments of language fluency, education qualifications and fieldwork, and entry-to-practice examinations and generally the College only receives the final documents relating to those matters. Applicants who wish to access more detailed information must request it directly from the agency that completed the assessment. All third-party service providers have policies on access to records that are consistent with this policy.

### Process for requesting records from the College

Applicants must make their request for records in writing to the Registrar.

### Fees

The College may charge a reasonable fee for photocopying documents and for mailing or courier expenses. The College will explain the fee to the applicant. The fee must be paid in advance.



### **Timing**

The College will make every effort to respond to requests within 30 days. The College will also make reasonable efforts to assist the applicant with understanding the information. All documents will be clearly stamped 'COPY'.

### **Legal Requirement**

[Health Professions Procedural Code \(Schedule 2 of the Regulated Health Professions Act, 1991\), s. 16](#)