CONTINUING PROFESSIONAL DEVELOPMENT ("CPD") EXTENSION AND ACCOMMODATION POLICY

Policy Subject	Continuing Professional Development ("CPD") extension and accommodation
Policy Section	
Policy Number	
Approving Authority	Board
Revision	March 3, 2026
Approved Date	March 26, 2026
Responsible Officer	Registrar

REASON FOR POLICY

On or before May 31st of each year after their first registration renewal, ASTTBC registrants are required to complete CPD requirements under sections 54.1 and 55.2 of the ASTTBC Bylaws. Under section 55.3 of the ASTTBC Bylaws, a registrant may submit a written request to the Registrar for an extension to complete annual CPD requirements if there are extenuating medical or other circumstances.

Accommodation other than an extension

If an extension of time is insufficient to address the potential adverse impact of CPD requirements due to a protected ground enumerated under section 14 of the *Human Rights Code* (BC), the Registrar may consider other forms of accommodation.

APPLICABILITY

Registrants who seek an extension or accommodation for completion of their CPD requirements.

POLICY STATEMENTS

1. Definitions:

Extenuating circumstances refers to situations that are highly unusual, infrequent, and directly relevant to the registrant's ability to complete and record CPD requirements which are typically beyond a registrant's control.

The following non-exhaustive list of circumstances may, at the discretion of the registrar, be regarded as exceptional circumstances with adequate supporting evidence:

1. The registrant has, in the past year, experienced a period of serious illness, incapacity, and/or mental or physical disability within the meaning of the *Human Rights Code* (BC) of such a duration that it adversely impacted their ability to complete the annual CPD requirements;

2. The registrant is currently seriously ill, incapacitated, and/or unable to complete the CPD requirement due to a mental or physical disability within the meaning of the *Human Rights Code* (BC);

3. The registrant has in the past year been the primary caregiver of a seriously ill and/or incapacitated family member;

4. The registrant has suffered the loss of a close family member for whom they were the primary caregiver within the last year which has adversely impacted their ability to complete the annual CPD requirements;

   The registrant has been unemployed for a prolonged period which has adversely financially impacted them in a significant way such that they cannot afford to take the CPD requirements;

5. The registrant has been on parental leave in the past year or is currently on parental leave.

A request for an extension must be supported by sufficient **relevant** and independently verifiable evidence (for example, provided by a healthcare professional, an employer, or the Canada Revenue Agency) which clearly demonstrates, to the satisfaction of the registrar, how the circumstances have adversely impacted the registrant's ability to complete and record their annual CPD requirements.

Matters unlikely to be considered extenuating circumstances

Circumstances falling predominantly or entirely within a registrant's or applicant's control are unlikely to be considered extenuating circumstances.

The following is a non-exhaustive list of circumstances which are unlikely to be regarded as exceptional circumstances justifying an extension for completing CPD requirements:

1. Inadequate planning, inadvertent oversight in failing to meet the CPD requirement in a timely manner, or inability to meet the CPD requirement on time due to a memory lapse;

2. Poor time or financial management;

3. Missing or not reading an email from ASTTBC;

4. Failing to ensure that ASTTBC has current contact information (maintaining current contact information with ASTTBC is an obligation under section 51 of the ASTTBC Bylaws);

5. Going on vacation or working at a remote work site;

6. Taking time away from work to pursue further education;

7. General anxiety or stress that is not diagnosed as a disability;

8. An administrative error made by the registrant's or applicant's employer or employee, colleague, family member, or friend.

Accommodations other than an extension

If an extension of time is insufficient to address the potential adverse impact of CPD requirements due to a protected ground enumerated under section 14 of the *Human Rights Code* (BC), the Registrar may consider other forms of accommodation.

An **accommodation** is a modification of a standard, requirement, practice, policy, or rule of ASTTBC that may adversely impact a registrant required to complete CPD, as a result of a disability or other ground enumerated at section 14 of the *Human Rights Code* (BC).

2. Policy Statement:

Under section 55.4 of the ASTTBC Bylaws, on receipt of a written request for an extension of time to complete and record CPD requirements, the registrar

a. may grant an extension if satisfied that there are extenuating circumstances to warrant additional time for completing and recording annual CPD requirements, and

b. must report any extension to the audit and practice review committee.
ASTTBC assesses requests for extensions and accommodation on an individual basis.

3. Terms and Conditions:

How to apply for an extension of time to complete CPD

Complete the CPD Extension Form and email it to CPD@asttbc.org.

How to apply for an accommodation other than an extension

Registrants seeking an accommodation for CPD requirements other than an extension of time based on human rights grounds should apply prior to the May 31st CPD deadline whenever possible. However, ASTTBC recognizes that sudden and/or unexpected exceptional circumstances may prevent a registrant from making a timely application - for example, if a registrant is in an accident or hospitalized just prior to the CPD deadline.

If the accommodation is in relation to a disability
Requests for accommodation due to a mental and/or physical disability within the meaning of the *Human Rights Code* (BC) may be made in the Accommodation Request Form. For the purposes of this policy, a “health care professional” is a regulated health care professional who is registered or licensed to practise in Canada.

1. The Disability Accommodation Request Form must be completed by the registrant and their attending health care professional(s) and submitted to ASTTBC prior to May 31.

2. The attending health care professional(s) must be qualified to provide a disability diagnosis to the registrant and a medical opinion on the need for, and nature of, an accommodation.

3. The following information must be included in the Accommodation Request Form:

a. Confirmation by the health care professional(s) of the specific nature of the disability for which the accommodation is sought (including a medical diagnosis and the duration of the disability);

b. Verification by the health care professional(s) of the extent of the disability and any limitations and special requirements arising from the disability (including the specific aspect of the disability that requires accommodation);

c. A medical opinion from the health care professional(s) establishing the effect of the disability on the registrant's ability to complete CPD requirements.

d. A medical opinion from the health care practitioner addressing the steps that should be taken to accommodate the registrant in respect of their CPD requirements to address the limitations and/or special requirements arising from the disability; and

e. Medical information establishing the effect of the disability on the registrant's ability to practise as an applied science technologist, technician, or technical specialist (as applicable).

Documentation of the disability must be provided to ASTTBC directly from a health care professional with appropriate qualifications to diagnose the identified disability and opine on treatment and accommodation. Depending on the nature of the disability, a note from a registrant's general practitioner may not be sufficient for accommodation requests.