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| TYPE | Registration |
| NAME | Insufficient or Incomplete Documentation Policy |
| DATE APPROVED BY COUNCIL | December 12, 2014 |
| DATE REVISED BY COUNCIL | December 6, 2019 |

INTENT

The College requires that **original** academic documents be submitted for assessment or in support of an application for a Certificate of Registration.

This policy addresses those instances where individuals are not able to submit the required **original** documentation.

THE POLICY

Exceptional circumstances such as war, natural disaster, or personal persecution, may render it difficult or impossible for an individual to obtain sufficient **original** documentation for an academic assessment.

An individual who can demonstrate efforts, although unsuccessful, to obtain **original** documentation may provide alternative evidence to the Registration Committee.

Alternative evidence may include but is not limited to a combination of the following:

- Copies of documents from the applicant or other available resources;
- Signed affidavits attesting to the applicant's possession of some or all of the application requirements;
- Professional portfolio;
- Documentary evidence from academic instructor;
- Education, work and academic reference(s);
- Peer assessment(s) and/or,
- Other skills/competency assessment(s).

It is ideal, but not necessary, that this alternative documentation be provided directly to the College from the source.

The Committee may request additional documentation or information from individuals who are unable to demonstrate that they have made appropriate efforts to obtain original documentation.

If the Committee is of the opinion that the individual has not made appropriate efforts to obtain original documentation, the Committee may deem the individual to not have met the requirement(s).

RELATED LEGISLATION AND DOCUMENTS

Ontario Regulation 833/93 (Registration) Registration

REVISION CONTROL

| Date | Revision | Effective |
|------------------|--|------------------|
| December 6, 2019 | Simplification of previous version, removal of process and procedures. | December 6, 2019 |