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| **Department** | Exam  |
| **Title** | Exam Policy – Applying and Scheduling |
| **Date Approved:** | January 2023 |
| **Approved By:** | Exam Committee |
| **Dates Reviewed:** | January 2023April 2024  |
| **Date of Next Review** | April 2025 |
| **Version** | 2.0 |
| **Related Policies** | Applying for a Second Provisional Practice Certificate of registration (PPC)  |

Complete exam applications will be reviewed by the examinations team and scheduled into the next available exam session within **four (4) weeks (20 business days)** of submission. Candidates should review the available exam dates, including registration deadlines, and must indicate in the comments section of their exam application if they have any scheduling conflicts. The exam team may reach out for further information.

It is not uncommon for candidates to submit their OCE application and an application for a Provisional Practice certificate concurrently. As soon as an exam date is assigned, the Registration team will work to complete the review of all Provisional Practice certificate applications. The expiry date for a Provisional Practice certificate is directly linked to the assigned Ontario Clinical Exam date.

Candidates with a Provisional Practice Certificate are required to be registered in the next available exam session. This is a requirement for all candidates in supervised practice as outlined in the Physiotherapy Act, 1991.

Once a candidates Provisional Practice Application is approved, candidates will need to follow the processes outlined in the Rebooking, Cancellation and Withdrawal Policy (exam policy) and the Applications for Second Provisional Practice certificates of Registration (registration policy).

Candidates that do not have a Provisional Practice certificate or who do not meet the eligibility criteria to apply for a Provisional Practice certificate are not required to take the next available exam. When a date is assigned, these candidates will have 10 business days to decline the offered date without financial penalty. Changing their assigned dates after the 10-business day period will result in payment of a rebooking fee or other associated fees as outlined in the Exam Fees Policy.