

## Quality Assurance Program Exemptions: Fact Sheet

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The College's Quality Assurance Program (QAP) requirements were created to be flexible and extensive for members by including a wide range of activities. For this reason, the College expects that the majority of members will not have trouble meeting the program's requirements.

Every member who holds a certificate of registration for the general (including new registrants) or supervised practice class must participate in the program. Members who were in the general or supervised class for only a portion of the reporting year (October 1 - September 30) will have their QAP requirements prorated based on the number of months in the general or supervised practice class. Click here to review the prorating chart.

### Applying for QAP Exemption

In the event that a member is unable to meet the program's requirements, a member can apply for an exemption from any of the requirements of the QAP, as noted in the Quality Assurance Regulation, by completing the [QAP Exemption Request Form](#). Reasons for an exemption request may include failure to complete QAP requirements due to illness or other extenuating circumstances that are brought forward to the Quality Assurance Committee (QAC).

To apply for an exemption, the member must provide the College with a letter detailing any significant obstacles that they faced over the course of the reporting year that prevented them from meeting their QAP requirements. This letter must be received by October 1. Applications for exemption that are received after October 1 will not be considered for exemption and will be considered non-compliant.

### QAC Panel Process & Decision

A Panel of the QAC will be struck and members may be asked to submit additional evidence to the Committee (e.g., a letter from a health care provider if the exemption is being requested due to illness), if further information is required to make a decision.

The QAC will also take a member's QAP compliance history into account when reviewing exemption requests. The Committee may also take a member's prior history with the College (e.g., registration and complaints) into account if this information is deemed relevant in making a final decision (on a case-by-case basis).

The committee may decide to provide the member with a full or partial exemption, depending on the facts presented. A full exemption means that the member has no QAP requirements for the reporting year for which the exemption is being requested. If a member is granted a partial exemption, they may be required to fulfil some, not all, of the program's requirements. If the QAC decides not to grant an exemption, the member may be considered non-compliant.

Please forward exemption requests to [qap@cmo.on.ca](mailto:qap@cmo.on.ca)