



IMPORTANT POLICY CHANGES

The College of Acupuncturists of Alberta has made a number of changes to the Exam Policy. You are required to read the Exam policy prior to applying to write the exams.

Below are some important changes:

Withdrawal

Applicants may make a written request to withdraw from any or all components of the registration examination at any time. Written requests must specify the exam component(s) for which the applicant wish to withdraw. Applicants are exempted from a withdrawal administrative fee for their first withdrawal, but a \$50 withdrawal administrative fee will apply for their second (or more) consecutive withdrawal per exam component. Refund of the exam fee(s) will be subject to the following Refund section. There will not be an option to defer exams.

Refund

Applicants must make a written request to apply for a refund of the exam fee(s). Written requests specifying the exam components that the Applicant wish to withdraw and obtain a refund must be received by the CAA before the exam fees due date. There will be no refund after the exam fees due date. Exam application fee and retake application fee are non-refundable.

If an Applicant is not able to attend the exam(s) due to extenuating circumstances, they must submit a written notification to the CAA within ten (10) business days of the exam administration date detailing the circumstances that prevented them from attending the exam. Refund of exam fee(s) due to extenuating circumstances shall be at the sole discretion of the Registrar or their designate.

Rescore

An applicant may request a rescore for the CAA Safety, Modalities, and/or Acupuncture Points Exam. The rescore fee for each exam is \$350.

Applicants must submit a written request indicating the exam component(s) they wish to apply for rescore, along with payment of the rescore fee(s) to the CAA within thirty (30) days of the examination results release date.

Refunds of the rescore fee shall be at the discretion of the Registrar or their designate. (Examiner error will be considered in making this determination)