



# REGISTRATION POLICY

## RECONSIDERATION OF A DECISION OF THE CREDENTIALS COMMITTEE

Version 1.0, January 30, 2026

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*Words and terms that are capitalized throughout this document have definitions that are specific to this set of policies. Please refer to these Defined Terms when reviewing this and other registration policy documents.*

### PURPOSE

To outline the process for Applicants requesting a reconsideration of a decision of the Credentials Committee when an application is rejected with written reasons that may include assignment of examinations, courses, interviews, competencies, seminars or experience.

### POLICY

Under s. 5.21 of the Bylaws, Applicants may apply to have a decision of the Credentials Committee reviewed as a reconsideration within 30 days of receipt of a letter advising an Applicant of the Credentials Committee's decision to reject the application with written reasons. An Applicant is considered to have received notice on the date the decision is emailed to the email address provided at the time of application. It is the responsibility of the Applicant to ensure that their email address is kept up to date.

The application must be directed to and reviewed by the Credentials Committee. If the request for reconsideration is not submitted within 30 days of receiving notice of the Credentials Committee's decision, the decision made by the Credentials Committee stands.

All requests for reconsideration must provide, in writing:

- a. the original decision(s) of the Credentials Committee;
- b. the reasoning as to why the Applicant believes the decision of the Credentials Committee was flawed;
- c. any evidence that was not previously available or provided to the Credentials Committee that the Applicant wants to submit for consideration (evidence must be provided within 60 days of submission of the application for reconsideration); and
- d. the relief sought by the Applicant.

An application for a reconsideration submitted by an individual Applicant must be accompanied by all applicable reconsideration fees as set out in section 6.3(1) of the Bylaws.

The Applicant will have 60 days from the time of submitting their application for reconsideration to provide the evidence that was not previously available or provided to the Credentials Committee.

After considering an application for a reconsideration, the Credentials Committee must, with written reasons,

- a. confirm the original decision of the Credentials Committee, or
- b. substitute the original decision of the Credentials Committee.

No Applicant for registration as a Registrant Firm may apply for a reconsideration.

One application for reconsideration will be accepted related to a decision of the Credentials Committee. An Applicant who is not satisfied with the decision of the Credentials Committee related to an application for reconsideration may apply for a review on the record<sup>1</sup> pursuant to s. 5.22 of the Bylaws.

## **REFERRAL TO THE REGISTRATION FAIRNESS PANEL**

If the outcome of the Credentials Committee review does not agree with the relief sought by the Applicant, the original application and the application for reconsideration will be referred by the Credentials Committee to the Registration Fairness Panel (the Fairness Panel). The Fairness Panel is an advisory panel that will verify that the actions taken and decisions made in respect of the original application for registration and application for reconsideration are consistent with the Bylaws, as well as the policies and procedures of the Board and the Credentials Committee, and that they have been applied in a fair and consistent manner.

The Fairness Panel will have access to all documentation provided by the Applicant related to the original application and application for reconsideration, as well as policies and procedures relevant to the application, assessments by the Credentials Committee and its subcommittees, and pertinent minutes of the Credentials Committees.

The Fairness Panel will provide comments and make a non-binding recommendation to the Credentials Committee regarding the processes followed for the original application and the application for reconsideration. It may also make recommendations on steps for further evaluation of the Applicant's qualifications for registration.

If an examination, course, interview, seminar or experience requirement is waived or reduced, the reconsideration fee will be refunded, provided that the reduction in assignment is based on academic and/or experience documentation (including references) that was provided by the Applicant to the Credentials Committee prior to the original assessment. If new or additional information or material is provided to support the request, or if the examination, course, interview,

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<sup>1</sup> Applicants may choose to apply for a review on the record rather than a reconsideration. Both processes involve reviewing the decision-making process to ensure procedural fairness was applied. Of note, a review on the record decision is final. Once the Applicant receives written notice of the decision, they cannot submit a request for reconsideration of a decision of the Credentials Committee or resubmit a review on the record for the same decision.

seminar, or experience requirement remains the same or is augmented, the reconsideration fee will not be refunded.

This policy is not intended to fetter the discretion of the Credentials Committee. The Credentials Committee has discretion in evaluating all available documentation and factors in a request for reconsideration.

## RELATED POLICIES

Please refer to the [Registration and Reinstatement Policies](#) page to view all relevant policies.

## VERSION HISTORY

| VERSION NUMBER | PUBLISHED DATE   | DESCRIPTION OF CHANGES |
|----------------|------------------|------------------------|
| <b>1.0</b>     | January 30, 2026 | Initial version.       |