

Policy

Type:	Registration		
Number:	112		
Name:	Alternative Documentation Policy		
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Background

The College of Kinesiologists wants to ensure adherence to best practices by outlining a process for considering alternatives regarding the required documentation of qualifications.

Principle

In extremely exceptional circumstances, which may include but are not limited to: war; natural disaster; political persecution, it may not be possible for the applicant to obtain the required documentation from its original source. In these circumstances, and where the applicant can demonstrate that they have tried and been unsuccessful in obtaining the required documentation, the Registration Committee may accept alternative evidence.

Procedure

Each request will be considered on a case by case basis and alternative evidence that may be considered includes:

- Copies of documents from the applicant or other available resources;
- Prior learning or other skills/competency assessment(s);
- Signed affidavits attesting to requirements completed;
- Employment or academic references;
- Interviews with staff.

Alternative Documentation – Possible Outcomes

1. If the Committee is satisfied that:
 - a. An applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; and

- b. Alternative information provided supports that the applicant has met the requirement(s),

The applicant may be deemed to have met the requirement(s).

2. If the Committee:

- a. Is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but
- b. Is not satisfied that alternative information provided supports that the applicant has met the requirement(s),

The applicant may be directed to:

- Provide additional information;
- Undertake additional education; or
- Provide, as directed by the Committee, other evidence to satisfy the Committee that he/she has met the requirement.

3. If the Committee is not satisfied:

- a. That an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided,

The applicant may be requested to make additional efforts and, if he/she does not do so, he/she may be deemed to have not met one or more requirements.