

## Extension Policy

Requests have been categorized into time frames to meet the following objectives:

1. Uphold RAC's mandate to certify highly-trained and professionally-developed candidates with the most up-to-date training.
2. Create a structured, equitable and standardized format.
3. Give Students clear guidelines for completing courses in a timely fashion while being fully informed of all expectations and outcomes.

### Extension Request Process

1. *All extension requests are to be submitted to the L.C.R.T. by phone or in writing.*
2. **Exams:**

An Extension may be requested if the exams and practicum cannot be completed as follows:

#### Theoretical Exam

Foot course: three months  
Hand course: three months  
Ear course: three months

#### Practical Exam

Foot course: one year  
Hand course: six months  
Ear course: six months

**All exams must be completed in the time frames indicated above *starting from the last day of class*. The last day of class plus the time frames will be the extended deadline date.**

## Theoretical Exams

The following criteria applies to any request for an extension to a theoretical exam deadline:

- Students must apply **no less than 7 days prior to their deadline**. Failure to apply on time will result in a late penalty fee of \$50.00 + GST/HST in addition to the extension fee.
- Extensions are granted from the current deadline. If a student applies late, they are not given extra time for the extension.
- **An extension of the deadline for the theoretical exam does not extend the deadline for the practical exam.**

## Foot Theoretical Exam Extension Requests

a) Up to 3 months following original 3-month deadline	3-month extension (\$75.00 + GST/HST) granted upon approval.
b) 3 to 6 months following original 3-month deadline	3-month extension (\$75.00 + GST/HST) granted upon approval.
c) 6 to 9 months following original 3-month deadline	<b>Student must complete the 6-hour Foot Theoretical Refresher.</b> 3-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Theoretical Refresher (\$275.00).
d) 9 to 12 months following original 3-month deadline	<b>Student must complete the 12-hour Foot Refresher.</b> 3-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Refresher (\$525.00).
e) Over 12 months following original 3-month deadline	<b>Student is required to retake the Foot Course</b> (at current cost).

## Hand and Ear Theoretical Exam Extension Requests

a) Up to 3 months following original 3-month deadline	3-month extension (\$75.00 + GST/HST) granted upon approval.
b) 3 to 6 months following original 3-month deadline	3-month extension (\$75.00 + GST/HST) granted upon approval.
c) 6 to 9 months following original 3-month deadline	<b>Student must complete the 6-hour Hand/Ear Theoretical Refresher.</b> 3-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Theoretical Refresher (\$175.00).
d) 9 to 12 months following original 3-month deadline	<b>Student must complete the 12-hour Hand/Ear Refresher.</b> 3-month extension (\$75 + GST/HST) granted upon approval and on completion of the Refresher (\$325.00).
e) Over 12 months following original 3-month deadline	<b>Student is required to retake the Hand/Ear Course</b> (at current cost).

## Practical Exams

The following criteria applies to any request for an extension to a practical exam deadline:

- Students must apply **no less than 30 days prior to their deadline**. Failure to apply on time will result in a late penalty fee of \$50.00 + GST/HST in addition to the extension fee.
- Extensions are granted from the current deadline. If a student applies late, they are not given extra time for the extension.

## Foot Practical Exam Extension Requests

f) Up to 6 months following original 1-year deadline	6-month extension (\$75.00 + GST/HST) granted upon approval.
g) 6 to 12 months following original 1-year deadline	6-month extension (\$75.00 + GST/HST) granted upon approval.
h) 12 to 18 months following original 1-year deadline	<b>Student must complete the 6-hour Foot Practical Refresher.</b> 6-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Theoretical Refresher (\$275.00).
i) 18 to 24 months following original 1-year deadline	<b>Student must complete the 12-hour Foot Refresher.</b> 6-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Refresher (\$525.00).
j) Over 24 months following original 1-year deadline	<b>Student is required to retake the Foot Course</b> (at current cost).

## Hand and Ear Practical Exam Extension Requests

a) Up to 3 months following original 6-month deadline	3-month extension (\$75.00 + GST/HST) granted upon approval.
b) 3 to 6 months following original 6-month deadline	3-month extension (\$75.00 + GST/HST) granted upon approval.
c) 6 to 9 months following original 6-month deadline	<b>Student must complete the 4-hour Hand/Ear Practical Refresher.</b> 3-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Theoretical Refresher (\$175.00).
d) 9 to 12 months following original 6-month deadline	<b>Student must complete the 8-hour Hand/Ear Refresher.</b> 3-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Refresher (\$325.00).
e) Over 12 months following original 6-month deadline	<b>Student is required to retake the Hand/Ear Course</b> (at current cost).