

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. **Memberships must be current before the extension application can be approved.**
Student Membership fee is \$100.00 plus GST/HST (*applicable only to Foot students*).
2. *All extension requests are to be submitted to RAC by phone or in writing.*
3. **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	Student must complete the 6-hour Foot Theoretical Refresher. 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	Student must complete the 12-hour Foot Refresher. 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	Student is required to retake the Foot Course (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	Student must complete the 6-hour Hand/Ear Theoretical Refresher. 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	Student must complete the 12-hour Hand/Ear Refresher. 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	Student is required to retake the Hand/Ear Course (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 <i>following original 1-year deadline</i>	6-month extension (\$75.00 + GST/HST) granted upon approval.
g) 6 to 12 months <i>following original 1-year deadline</i>	6-month extension (\$75.00 + GST/HST) granted upon approval.
h) 12 to 18 months <i>following original 1-year deadline</i>	Student must complete the 6-hour Foot Practical Refresher. 6-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Theoretical Refresher (\$275.00).
i) 18 to 24 months <i>following original 1-year deadline</i>	Student must complete the 12-hour Foot Refresher. 6-month extension (\$75.00 + GST/HST) granted upon approval and on completion of the Refresher (\$525.00).
j) Over 24 months <i>following original 1-year deadline</i>	Student is required to retake the Foot Course (at current cost).

Hand and Ear Practical Exam Extension Requests

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



Teacher Training Course Extension Requests

Open Book Review – done on the **last day of class**. The passing mark is 80%. If a rewrite is necessary, it must be done within 3 months of the last day of class.

Course Work – must be completed **within 6 months of the last day of class**. If the course work is not completed, the teacher trainee may apply for an extension of 6 more months at a cost of **\$75.00 plus GST/HST**. Only one extension is allowed. If the course work isn't completed after this extension, the teacher training course must be retaken at the current course cost.

