



Certification Examination Withdrawal Fees and Process for Making a Fee Waiver Request

The College of Massage Therapists of Ontario (CMTO) administers two Certification Examinations, the Multiple Choice Question (MCQ) and Objectively Structured Clinical Evaluation (OSCE). For every examination administration, there are two withdrawal timeframes during which a fee will be incurred. When an examination candidate withdraws from their scheduled examination before these two timeframes, there is no withdrawal fee.

If an examination candidate wishes to reschedule their examination date, they are deemed to have withdrawn from the date originally scheduled and the same withdrawal timeframes and fees will apply.

Schedule A to CMTO's By-law No. 7 states that the Certification Examination withdrawal fees are as follows:

OSCE	Withdrawal Fee (includes rescheduling)
First OSCE Withdrawal Timeframe: Less than four weeks but more than two weeks prior to the examination date	\$150.00
Second OSCE Withdrawal Deadline: Less than two weeks prior to the examination date	\$805.00 (the full exam fee is forfeited)
MCQ	Withdrawal Fee (includes rescheduling)
First MCQ Withdrawal Deadline: Less than two weeks but more than one week prior to the examination date	\$150.00
Second MCQ Withdrawal Deadline: Less than one week prior to the examination date	\$575.00 (the full exam fee is forfeited)

Where extenuating circumstances prevent a candidate from withdrawing from an examination date before a withdrawal fee applies, the College may consider waiving the applicable fee on a case-by-case basis. Requests for a fee waiver must be made in writing with documentation supporting the grounds for the request.

A fee will be waived only when a candidate is able to demonstrate that they are experiencing extenuating circumstances.

What is an extenuating circumstance?

An extenuating circumstance is an event or situation that is outside the control of the candidate and is severe enough to account for a candidate's inability to attend a scheduled examination date, or withdraw or reschedule on or before a withdrawal fee applies.

Extenuating circumstances are defined as circumstances that would rarely occur and are unpreventable and unforeseeable. These circumstances could include, but are not limited to, situations where a candidate experiences a sudden and/or unavoidable impact to their lives, such as:

- Unexpected illness or accident
- Death or serious illness of a family member where the candidate is the primary caregiver
- Other serious situations outside the control of the candidate that adversely affected the candidate

Process for Submitting a Certification Examination Withdrawal Fee Waiver Request:

- Requests must be made in writing using the attached Certification Examination Withdrawal Fee Waiver Request Form;
- Extenuating circumstances must be documented and indicate how/why the circumstance has led to an inability to withdraw from the scheduled examination date before a withdrawal fee applied;
- The candidate must submit documentation related to the reason they are requesting to have the fee waived;
- If approved, the approval only applies to the specific fee requested in the Certification Examination Withdrawal Fee Waiver Request Form;
- If the request is denied, the candidate must pay the applicable withdrawal fee

Candidates requesting a withdrawal fee waiver must complete the attached Certification Examination Withdrawal Fee Waiver Request Form. An explanation of the extenuating circumstance(s) and documentation in support of the request must be included. These documents can be submitted to the Certification Services department.



Certification Examination Withdrawal Fee Waiver Request Form

Please carefully review the Process for Submitting a Certification Examination Withdrawal Fee Waiver Request before making your request.

Please include supporting documentation when submitting this form.

Personal Information

First Name _____ Last Name _____ Middle Initial _____

Preferred Salutation (e.g., Mr. Ms. Mrs. Miss) _____ Candidate ID Number _____

Home Contact Information

Street Address _____ City/Town _____ Province _____ Postal Code _____

Home Phone # _____ Cell Phone # _____ Email Address _____

Scheduled Examination Date: _____ Date of Withdrawal: _____

Please Select the Fee you wish to have waived:	Amount
<input type="checkbox"/> First OSCE Withdrawal Deadline (Less than four weeks but more than two weeks prior to the examination date)	\$150.00
<input type="checkbox"/> Second OSCE Withdrawal Deadline (Less than two weeks prior to the examination date)	\$805.00 (forfeit entire exam fee)
<input type="checkbox"/> First MCQ Withdrawal Deadline (Less than two weeks but more than one week prior to the examination date)	\$150.00
<input type="checkbox"/> Second MCQ Withdrawal Deadline (Less than one week prior to the examination date)	\$575.00 (forfeit entire exam fee)

**Summary of the extenuating circumstances you feel justify waiving a Certification Examination withdrawal fee
(you may attach your explanation in a separate document)**

Type of Supporting Documentation Included	Notes

Declaration of Accuracy of Information

I hereby certify that all statements I have made in all parts of this form are true and complete (please note that submitting a document to CMTO that you know contains false or misleading information may result in disciplinary action by the College).

Yes No

Signature: _____

Date: _____

Please return this form to the College by using any one of the three methods below

By email:	By mail:	By fax:
certificationservices@cmtto.com	College of Massage Therapists of Ontario 1867 Yonge Street, Suite 810 Toronto, ON M4S 1Y5	416-489-2625