

KA Registration and Cancellation Procedures

Application/Registration

Participants need to register for the Knowledge Assessment in the specified timeframe and within the registration deadline date according to the Professional Development and Assessment Program Policies. Participants who register past the assessment application deadline date are responsible for a late registration/administration fee of \$60.00 (plus GST). The application form to select your assessment site and date is available at: http://www.bcpharmacists.org/library/K-Forms/K-4_PDAP/9xx9-Application-KA_Exam.pdf.

Participants are registered for their assessment date and site on a first-come basis. There is limited seating at all sites.

Requests for Assessment Date and/or Location Change

Requests to change the assessment date and/or location are subject to seating availability and must be accompanied by the applicable fee. Should you need to change your assessment date and/or location once you have registered, contact Thompson Rivers University at 250-852-7000 or 800-663-9711 to request an Exam Change Application Form.

Payment of the required fee to cover the administrative costs of the change must be forwarded prior to the assessment date. Fees will be allocated as follows:

- If before the assessment application deadline date for that sitting, no charge
- If past the assessment application deadline date for that sitting, a cost-recovery fee of \$60.00 (plus GST).

Each subsequent change in assessment date and/or site incurs an additional cost-recovery fee of \$60.00 (plus GST) according to the guidelines noted above. Fees are not transferable and are non-refundable.

Withdrawal/Cancellation

Participants who register for the Knowledge Assessment but who do not attend their registered session and have not advised the College office and/or Thompson Rivers University prior to the application deadline date for that sitting, are responsible for the cost incurred of \$60.00 (plus GST) and are required to pay the rescheduling fee of \$60.00 (plus GST).

Participants who are absent from their registered assessment sitting due to illness or other emergency, bereavement or other extenuating circumstance are considered on a case-by-case basis. Participants must provide a written request for consideration and appropriate official documentation (i.e. letter from your physician), citing the particulars of the circumstance. Outcomes of the request are made in writing to the participant.

Please contact the College office for more information.