

EXTENSION TO COMPLETION DATE POLICY

Introduction

Candidates for AACP's Stage Two accreditation assessment process are encouraged to complete the program within one-year from the date the Clinical Multiple Choice Question assessment (MCQs) is released

Purpose

The purpose of this policy is to explain the process for requesting an extension to the Clinical MCQ Assessment and/or individual case study completion dates.

Policy

The AACP recognises that there may be exceptional circumstances which may prevent a candidate from completing a component of the accreditation process within the allocated time-frame. These circumstances may include:

- Illness
- Maternity leave
- Unforeseen periods of travel
- Unplanned residential relocations
- Other.

Candidates for accreditation who believe they will not be able to complete a component of the process by the completion date may apply for an extension, in writing, to the AACP Chief Executive Officer (CEO). Each application for an extension will be considered on its merit.

Extension Time-frames:

- **MCQ:** The Clinical MCQ must be completed within 60 days from the date of release. Depending on the circumstances, the AACP CEO may permit an extension of a further 30 days.

- **Hypothetical case studies:** The initial case study is released to a candidate once the MCQ assessment has been successfully completed. The successful completion of the initial case study results in the release of the second case study, and so on until all four case studies have been successfully completed. Each case study has a completion period of 60 days from the date of release. Depending on the circumstances, the AACCP CEO may permit an extension of up to a further 30 days for the completion and submission of the case study.

In situations where a candidate is unsuccessful with a case study submission, a period of 30 days is allowed for the revision and resubmission of the case study. Depending on the circumstances, the AACCP CEO may permit an extension of up to a further 30 days for completion and resubmission of the case study.

The CEO's decision regarding extensions is final and there are no provisions for appealing decisions made in respect of extending completion time-frames.

Related Documents

There are no related documents for this policy.

Authorisation

AACP Board of Directors
April 2015