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## Examinations: Reconsideration of Alternate Pathway Eligibility Policy

 **Policy Level:** Certification

**Approved:** Fall 2025

**Approved by:** Board of Directors

**Policy No:** SC-CT-112

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### 1. Purpose

To establish a fair and transparent process for applicants whose Alternate Pathway application has been denied by Sonography Canada, allowing them to request reconsideration based on the original submission.

### 2. Scope

This policy applies to applicants who have submitted an Alternate Pathway application to Sonography Canada, have received a formal denial of eligibility to proceed, and wish to request reconsideration of the decision.

### 3. Eligibility for Reconsideration

Applicants may request reconsideration if:

- They believe the decision was made in error or without full consideration of the submitted documentation.
- They can clarify or provide context to previously submitted information.
- New documentation or information can be submitted only if it supports the original application.

### 4. Reconsideration Request Process

#### **Step 1:** Submission Timeline

- The request must be submitted within 30 calendar days of receiving the denial notification

#### **Step 2:** Submission Method

- Requests must be submitted via an electronic application

#### **Step 3:** Required Documentation

- A formal written request for reconsideration, including a detailed rationale addressing each point of denial, referencing the original application materials
- A copy of the denial letter

## **5. Review and Decision**

A panel will review the reconsideration, which is composed of the Director of Professional Affairs, the Chair of the Professional Practice Committee, the Manager of Certification (non-voting member), and a member of the board of directors. If a panel member was involved in approving the original assessment, they will be replaced by a non-biased member.

The panel will assess whether the original decision adhered to the Eligibility Policy and whether any misinterpretation occurred.

A decision will be communicated within 6 weeks of receipt of the reconsideration request.

## **6. Outcomes**

Upheld: Original decision stands.

Fully Amended: Applicant is approved to proceed with the credentialing process.

## **7. Limitations**

Reconsideration is not an appeal process.

Decisions made through reconsideration are final and not subject to further review.