
Examinations: Reconsideration of Alternate Pathway Eligibility Policy



Policy Level: Certification

Approved: Fall 2025

Approved by: Board of Directors

Policy No: SC-CT-112

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.