



## Reinstatement of CCA Certification Exam Candidacy

CCA graduates<sup>1</sup> whose exam candidacy<sup>2</sup> status has expired may be eligible for reinstatement of candidacy through the process. Successful completion of this process reinstates exam candidacy. Reinstatement allows the exam candidate access to the balance of his/her exam sittings (exams writing opportunities not accessed) within 12 months of approval.

### Admission Requirements

- Have no criminal record (submit Canada wide police check, clear of convictions and current within six months of being accepted into the Program);
- Documented currency of skills (combination of education and experience)
  - Letter(s) of reference from employer(s)
- CCA Program Diploma of Graduation
- Have not written CCA Certification Exam three times

### Required Evidence

The evidence gathering process will take a maximum of three months to complete.

- Official transcript and course outlines from a NS CCA Program licensed education provider
- Graduate will submit a Day in the Life essay outlining experience/knowledge
- Graduate will complete an RPL CAT in an approved setting (all skills signed off as competent)
- Graduate will submit a job description from a current/recent employer
- Copies of external certificates (current)
  - ADODCC
  - WHMIS
  - OH&S
  - Food Hygiene
  - Standard First Aid and CPR L-C
  - Palliative Care Front Line Course

### Assessment Process

The Day in the Life essay, course outlines and transcript, job description, external certificates and RPL CAT will be used to determine credit for modules, placement hours, and skills demonstrations.

- Assessment Summary:
  - If there are any gaps in CCA requirements, the graduate will be required to complete these gaps (through Phase II of the RPL Program or through a licensed education provider) prior to being eligible for the exam.
  - If there are no gaps, candidate will be invited to register for the exam.
    - *Note: Eligible exam candidate would have 12 months from approval date to write balance of exam sittings (maximum of 3 exam writings)*

**Cost/time: \$350 (+ HST = \$402.50):** Includes one exam rewrite fee of \$150 plus HST

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<sup>1</sup> CCA Graduate: Has successfully completed the program through a NS CCA licensed education provider.

<sup>2</sup> Exam candidacy: The time frame in which a graduate from a licensed education provider is eligible to write the CCA Certification Exams. The time frame is 12 months from the first available exam after graduation.