



Financial Policy
(Fees, Withdrawals, Cancellations & Refunds)

for the

**Physician Assistant Certification Council of Canada's
Physician Assistant
Entry to practice certification examination
(PACCC PA Cert Exam)**

1. All fees must be paid in CDN funds and must accompany the PACCC PA Cert Exam registration. Until complete payment has been received, your application will not be processed, and the PACCC PA Cert Exam registration will be rejected. Acceptance of payment does not imply certification examination eligibility.
2. PACCC PA Cert Exam registrations will not receive final approval until payment for all current, outstanding, and past due fees for membership have been received by the Canadian Association of Physician Assistants (CAPA). Between the time the registration is processed, and the time PACCC PA Cert Exam results become available, any additional fees incurred must be paid before PACCC will release certification examination results.
3. Failure to appear at the time and on the date of the Certification Exam will forfeit the entire PACCC PA Cert Exam fee.
4. To cancel or reschedule a confirmed PACCC PA Cert Exam date and time, the PACCC Director, Certification must be contacted prior to one business day of the scheduled PACCC PA Cert Exam date. If you decide not to take the PACCC PA Cert Exam on the date and time booked you must submit a request in writing to PACCC's Director, Certification for the withdrawal of your PACCC PA Cert Exam registration for the confirmed date and time. The request must be received at least 24 business hours prior to the scheduled PACCC PA Cert Exam date and time. Failure to request the withdrawal in writing to PACCC within these timeframes will result in the forfeit of the entire PACCC PA Cert Exam fee. Cancellation of your scheduled certification examination date with any party other than PACCC's Director, Certification does not constitute withdrawal from the PACCC PA Cert Exam. All cancellations, reschedules or changes must be made through the PACCC Director, Certification (via mail).
5. Any approved refunds will be issued directly to the party who paid the PACCC PA Cert Exam fee.
6. A \$25 service fee plus applicable taxes will be charged and made payable to CAPA for all returned cheques (NSF). PACCC PA Cert Exam registrations will not receive final approval until fees are successfully submitted.
7. A \$50 fee plus applicable taxes will be charged and made payable to CAPA to issue a replacement certificate due to name change, loss, damage, change of address or other factors beyond PACCC's control.