



CAMRT CPD Policies and Procedures

Policies and Procedures are posted and shared with each course and placed on the website, and are posted in an open "Policies" course on the learning management system that houses our courses.

Virtual Programming is designed to bring high-quality professional development directly to you, on your schedule. This includes on-demand WEBINARS, recorded CONFERENCES, VIRTUAL LECTURES and QUICK SELF-STUDIES.

Full-Length Courses are intended to offer comprehensive and focused learning, through term-long, mentor-supported learning. These are term-based.

Certificate Programs represent a mix of didactic course types and a clinical element, and require registration before the clinical portion can be started. Certificate programs are only open to practicing MRTs in certain specialties, refer to the certificate handbook or webpage for more information.

CPD POLICIES

1. Academic Integrity

- a. *Plain language description of conduct:* The CAMRT CPD department relies on integrity in all academic and professional spheres. This includes respect and professionalism for and from our candidates, the independent completion of all coursework, assignments and exams, and a constant commitment to patient safety. This applies to all forms of CPD.
- b. *Special note on assessments:* We would like to note that exams are digitally monitored, and your personal data is reviewed for irregularities that may indicate academic misconduct. You may not complete assessments with another person, share answers or

questions, or otherwise collaborate on assessments. Please read the full integrity policy in its entirety.

- c. *Full Integrity Policy* – please read this in its entirety: Your participation in any CAMRT CPD course indicates that you have read, understood and are bound by this policy:

<https://www.camrt.ca/professional-development/full-length-courses/academic-integrity/>

2. Registration

- a. Registrations are accepted throughout the year for virtual programming and prior to registration deadlines in Fall and Winter term for full-length courses. Typically, only one term is open for registration at a time.
- b. Challenge exam registration is available prior to registration deadlines in Fall and Winter term, as well as once in the summer. Typically, only one challenge term is open for registration at a time.
- c. Payments by Visa or MasterCard are accepted.
 - i. An email will be sent confirming registration and payment.
 - ii. Regular fees are charged for those who miss the early-bird registration deadline for full-length courses. These may display as a "late" fee on your invoice. Late registration may be denied.
 - iii. CAMRT retains the right to review membership levels and status and to recoup or recalculate any difference between the price paid and the price for CPD.
- d. Receipts are available online. To obtain your receipt:
 - i. Go to your CAMRT profile.
 - ii. Enter your username and password.
 - iii. Click on My Transactions.
 - iv. Tax receipts are only available for full-length courses that meet CRA requirements. You may self-report other courses if it is appropriate, please consult the CRA for guidance.
- e. Group participation in webinars (i.e. where one person registers and logs in for a group of viewers) is **not** recommended and will result in the non-registrants not gaining CPD credit through CAMRT. Please ensure that you register and login to the event individually. Contact cpd@camrt.ca with any questions in advance of the program.

- f. Transfer to another term: Candidates are allowed one transfer of a course to the next term. A \$50 administration fee will apply. Previously submitted assignment marks will carry over to the next term. It is the candidate's responsibility to be aware of the deadline dates applicable to the new term. Email cpd@camrt.ca to arrange a transfer.
- g. Withdrawal from a full-length course: Candidates can withdraw from a course. Email cpd@camrt.ca to arrange a withdrawal. Upon withdrawal, the following fees apply for full-length courses:
 - i. 90% of the course fee will be refunded if the request to withdraw is received prior to the early bird registration deadline.
 - ii. 75% will be refunded if the request to withdraw is received prior to the first assignment due date and if no assignments have been submitted.
 - iii. 50% will be refunded if the request to withdraw is received prior to the third assignment due date and if no assignments have been submitted.
 - iv. 75% of a Challenge or Rewrite Exam fee can be refunded if the request to withdraw is received three weeks prior to the exam date.
 - v. **Refunds will not be issued for the following**: Requests to withdraw after the third assignment deadline; Assignments already submitted for marking; Previously transferred registrations; Administrative fees.
- h. Withdrawal from virtual programming:
 - i. Upon withdrawal, the following fees apply for a quick self-study: 90% of the QSS cost will be refunded if the request to withdraw is received within one week of registration.
 - ii. Upon withdrawal, the following fees apply for webinars/virtual conferences, virtual lectures: No refund will be applied for withdrawal from these virtual programming courses.
- i. Withdrawal from a certificate program. When withdrawing from a certificate program, the following policies apply:
 - i. 75% of the certificate fee will be refunded if the request to withdraw is received within six months* of program application

- ii. 50% of the certificate fee will be refunded if the request to withdraw is received within a year of program application
- iii. No refund will be issued after one year of program application date.

3. Administration

- a. Support for general inquiries is available through requests at cpd@camrt.ca and questions in full-length courses can be found by contacting your course instructor/mentor via the email found in your welcome email/course material.
- b. Fees are in place to offset administrative time when processing requested registration actions (i.e. withdrawals). Refunds will not be issued for any administration fees (transfer, late registration, transfer, etc.) and are calculated at the sole discretion of the CPD department.
- c. Extensions to certificate program timelines occur, and a year-long first extension can be requested and paid for by contacting specialtycertificates@camrt.ca - more details can be provided upon request. Second and complementary extensions are very uncommon. The only generally accepted reasons for approval of such an extensions are after committee review of a timeline for completion that outlines a reasonable plan to complete all outstanding elements within a second year's extension, or an extension to allow accommodation for a protected leave such as parental leave, compassionate care or critical illness medical leave during the registration period of the certificate program. Review of an individual case by the Manager of CPD (required) and the Director of Education (optional) and the certificate committee (optional) is required for these to be approved.

4. Course Materials

- a. If there are course materials that are downloadable, for example a full-length course manual, candidates should download a copy of the course material/manual. The CAMRT will not provide these at a later date. Webinars, virtual lectures and quick self-studies do not always provide a downloadable manual and must be completed and reviewed online.
- b. Course materials for full-length courses are available on each term's registration deadline, and not in advance.

- c. For full-length courses, materials are accessible throughout the term only. Interactive courses on the online learning management system. Access to the course material will be removed as of midnight for the learners' assigned time zone prior to the scheduled exam date.
- d. For virtual programming, course materials are available in your profile on the SmarterU (Learning Management System) LMS for a period of 4 months from registration, only. Once expired, virtual program must be re-purchased. Access is not available after assessment.
- e. Internet access is required to access online material. Though every attempt is made for optimization, the use of handheld devices is not recommended.

5. Textbooks

- a. If there are any additional textbooks required for a full-length course, these will be listed in the course description on the catalogue and also in the course profile under *My CPD-My Full-Length programs*. If there is a specific version of the textbook required (i.e. a new edition), this will be outlined on the course registration page – reach out to your instructor/mentor for assistance with textbooks.
- b. Textbooks must be purchased separately from course content, at the expense of the candidate. We endeavour to have all books are available through the University of Toronto Bookstore, Telephone: (416) 640-5830 or 1-800-387-4420, [<medical@uoftbookstore.com>](mailto:medical@uoftbookstore.com). Textbooks not available through the University of Toronto bookstore are indicated in the course description and a source is provided.
- c. Exam material is derived from the course manual and required readings.

6. Assignments and Deadlines

- a. Most full-length courses have six assignments. Deadlines are outlined in the [Term Dates & Deadlines Schedule](#) posted on our webpage. Failure to follow the assignment submission schedule will result in a loss of marks. Submission of assignments is outlined in your course; submissions are through the LMS. We recommend that you familiarize yourself with the assignments in your course and also the term schedule.
- b. CAMRT course assignments must be completed independently.

c. Multiple-choice based assignments will have a result displayed to you after submission. In courses where all of your assignments are multiple-choice, following the term schedule for assignment submission is optional, however all assignments must be completed a minimum of seven days prior to the scheduled exam date. Failure to do so will affect your grades and late assignments will not be accepted. This may result in a transfer to the next term or a required re-write, all with applicable fees. A term transfer is only applicable once, after which registration is cancelled and new registration is required by the candidate. We strongly recommend following the assignment term schedule to help you stay on track, allow for you to ask questions and receive answers before your final assessment, and to pace your term. Please inquire if you are unsure about your assignments. Please check the course manual for instructor contact information if you have questions, or reach out to cpd@camrt.ca for assistance.

d. Late Assignment Policy:

- i. 10% of the mark will be deducted from each assignment not meeting the submission deadline.
- ii. Assignments more than 7 days late will receive a mark of zero '0'. These assignments will be reviewed by the instructor (though no mark will be awarded) and returned to candidates with feedback, but will lose marking priority.
- iii. Late assignment submissions may not be returned in time to study for the final exam.

Assignments submitted within seven days of the scheduled exam date will not be graded and the candidates may not be able to access the final exam. Your late grade will not include this late submission, and you may not meet passing requirements.

e. Consequences of academic misconduct:

- i. First offence: Automatic mark of zero ('0') on the assessment where academic misconduct is identified.
- ii. Second offence: Automatic course failure, without a refund. The candidate will be disqualified from the course and will be ineligible to re-apply for this course for one (1) year.

7. **Final Exams** (full-length course exams and challenge exams)

- a. CAMRT provides [Exam Guidelines](#) in our LMS and online – fully review these and understand them, as you are bound to them when sitting an exam with CAMRT. Where there is a discrepancy between this document and those Exam Policies and Procedures, the Exam Policies and Procedures shared with you supersede this document.
- b. Refer to your course manual or exam blueprint for exam format.
- c. Exam blueprints and course objectives are provided for certificate-related challenge exams, but no other course material is provided to the candidate.
- d. Final exams are offered online only.
- e. Only the most current version of each exam will be available.
- f. Exams are not returned to candidates.
- g. Exam dates and writing window are posted in the [Term Dates & Deadlines Schedule](#). There is one alternate exam date available per term - it must be requested via email. Please contact cpd@camrt.ca to arrange for the alternate exam date no later than 5 business days prior to the scheduled date.
- h. Accommodations and Time Extension for CPD Exams: Time extensions for CPD exams may be considered for medical reasons (up to 1 hour of extra time) and English being the candidate's second language (up to 30 extra minutes of exam time). Contact cpd@camrt.ca for more information. Requests must be received 4 weeks prior to the scheduled exam date, though we will make all reasonable attempts to accommodate your request.
- i. Missed Exam Date: Candidates must write their exam on the scheduled date. In the event this is not possible, the candidate must contact cpd@camrt.ca a minimum of 5 business days prior to their scheduled exam date. Failure to do so will result in a \$50 penalty fee payable before the next opportunity to write. Please note, this fee is in addition to the mandatory transfer fee. CAMRT exams are offered through a third-party provider and cannot be adjusted. Rescheduling may result in a transfer to the next term. Ensure that you have sufficient time to review the mandatory exam policies

and procedures, mandatory Academic Integrity policy, check your system settings, and complete your exam within the posted exam timeframe.

- j. Certificate-related Rewrites: Candidates in certificate-related courses or full-length courses are allowed two (2) rewrites within two years of their initial attempt and one (1) rewrite opportunity for the CT Anatomy Exam. After two failed attempts at the CT Anatomy Exam, candidates will be required to complete the two Sectional Anatomy full length courses. Rewrite fees will apply as per our regular policies.
- k. Consequences of academic misconduct:
 - i. First offence: Automatic mark of zero ('0') on the assessment where academic misconduct is identified.
 - ii. Second offense: Automatic course failure, without a refund. The candidate will be disqualified from the course and will be ineligible to re-apply for this course for one (1) year.
 - iii. Note: Among other standards outlined in the Academic Integrity and Exam Policies and Procedure documents, please note that exams are intended to be closed book where applicable. Reference materials (course manual, internet resources, etc.) should not be accessed during the exam. CAMRT course examinations must be completed independently.

8. Final Quizzes (virtual programming)

- a. CAMRT exams are intended to be closed book where applicable. Reference materials (course manual, internet resources, etc.) should not be accessed during the exam.
- b. CAMRT course assessments and examinations must be completed independently.
- c. Webinars, virtual lectures and quick self-studies accessed on-demand require the completion of a quiz to be eligible for credit. There is a four-month deadline from the date of purchase to submit your quiz to receive Category A credit / credit hours. This deadline applies to all virtual programming including complimentary activities. Quizzes are offered on the LMS and are completed online. This also applies to accredited recordings from hybrid or in-person conferences.

9. Passing Grades & Grades for CPD Credit

- a. Full-length courses: The final course mark is representative of assignments that make up 40% of the final course grade & a final exam for 60% of the final grade. To successfully complete a course, the following two criteria must be achieved: 60% on the final exam*, and 60% on the final course mark (assignments and final exam combined).
- b. Virtual Programming: A minimum mark of 75% is required to pass virtual programming for the purposes of receiving Category A or CAMRT CPD credit.
- c. **PLEASE NOTE:** To apply any course to a certificate program, the final exam or final quiz grade must be completed with a minimum mark of 75% (not the combined course grade). To qualify for Category A credit, candidates must achieve 75% or higher on the final quiz or examination in under 3 attempts.
- d. CAMRT assigns credit to all CPD offered through the Association, except certain recorded conference video material. Please refer to course description for assigned credit, the credit count will be clearly indicated. Competency Based and Challenge exams are not eligible for credit.

10. Notification of Results

- a. Please note that not all activities are accredited and will result in a results letter. The credit value is noted in the activity description. A program simply not being "accredited" does not mean that you cannot claim credit independently (i.e. you may be able to self-declare your hours of learning through CAMRT to your regulator, even if the course you completed is not Category A accredited or your grade was ineligible).
- b. Result letters are posted in the candidate's CAMRT CPD portal on the website.
- c. National Conference credit documentation may be provided outside of the CAMRT CPD Portal.

11. Proof of Course Completion/Registration

- a. Candidates can download results letters, receipts and (where available) certificates of completion from the CAMRT CPD portal. Printed transcripts and certificates are not available from CAMRT. Contact CPD with any questions.

12. Administrative Costs

- a. Rewrites for Full-length Courses: Candidates are allowed two (paid) exam rewrites in a two-year period following the initial write date. Only the most current version of the exams will be available. Please contact cpd@camrt.ca to register for a rewrite in advance of the term's registration deadline. Candidates who rewrite an exam cannot purchase the course material.
- b. Rewrites for Challenge Exams are not permitted.
- c. Rewrites for Virtual Programming Quizzes and Expired Access:
 - i. The CAMRT allows candidates who have failed the quiz for Virtual Programming one (paid) additional attempt at the quiz. An administrative fee applies to the rewrite. Candidates have one full year from the original date of registration to apply for a rewrite. Please contact cpd@camrt.ca to register for a rewrite.
 - ii. Candidates who have surpassed their fourth-month deadline must re-purchase the virtual program to complete it. The above also applies to complimentary activities.
- d. A rewrite may be refused at the discretion of CAMRT.
- e. See [Exam Guidelines](#) for more information.

Fee Chart (effective 2025)*

Full Practice Members, Limited Practice Members and Temporary Practice Members

Full Length Course* (includes assignments + exam) Early Bird Rate	\$390.00
Challenge Exam	\$160.00
Rewrite Exams including Competency Based Exams	\$160.00

Non Practice members, Students Members and Senior Members

Full Length Course* (includes assignments + exam) Early Bird Rate	\$390.00
Challenge Exam	\$160.00
Rewrite Exams including Competency Based Exams	\$160.00

Non-members

Full Length Course* (includes assignments + exam) Early Bird Rate	\$780.00
Challenge Exam	\$320.00
Rewrite Exams including Competency Based Exams	\$320.00

Administration Fees

Registration after early bird deadline*	\$50.00
*Rate without discount is \$50 more expensive	
Transfer Fee	\$50.00
Exam Penalty Fee	\$50.00

Quick Self Study (1-4 credits)	\$75.00 for members; 150.00 for non-members
Quick Self Study (5 + credits)	\$100.00 for members; 200.00 for non-members
Virtual Lecture	\$49.00 for members; 98.00 for non-members
CAMRT Webinars	Free for members; \$40.00 for non-members
Virtual Conferences	These costs vary based on sponsorship. Many are free for members. Please review the catalogue for accurate pricing.
QSS Resubmission Fee	\$25.00 for members; 50.00 for non-members
Request for QSS quiz rewrite (where allowed, within one year of registration, including free QSS)	\$25.00 for members; 50.00 for non-members
Withdrawal from QSS within 1 week of registration	90% refund of regular price
Withdrawal from a virtual programming course	No refunds are provided for virtual lectures, virtual conferences and webinars
Request for Virtual Lecture or webinar quiz rewrite (where allowed, within one year of registration, including free programs)	\$10.00 for members; 20.00 for non-members

**Subject to change, please refer to the CAMRT Catalogue or Webpage for up-to-date information. Prices in Canadian dollars.*