



Certification Examination Registration and Cancellation Policy

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Policy Category: Credentialing	
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1. Objective & Scope

This policy outlines the cancellation, withdrawal, and eligibility conditions applicable to candidates who apply, book and pay for a CAMRT Entry-to-Practice Certification Examination ("Examination") but are unable to write the examination as scheduled.

This policy applies to all Examination Candidates, including graduates of accredited MRT education programs and internationally educated medical radiation technologists (IEMRTs) deemed eligible to challenge the Examination.

CAMRT is committed to ensuring a fair, valid and equitable examination process. Candidates are responsible for assessing their readiness to write the Examination and for withdrawing in advance where appropriate. Failure to do so may result in forfeiture of fees and will generally not constitute grounds for appeal.

2. Definitions & Acronyms

Examination Candidate ("Candidate"): an individual approved to challenge the CAMRT entry-to-practice certification examination, including:

- Graduates of an accredited MRT education program and have been deemed eligible to proceed; or
- Internationally educated candidates who have successfully completed an approved assessment process and have been deemed eligible to proceed.

Business Days: Refer to Monday through Friday, excluding statutory holidays.

Immediate Family Member (in relation to the Examination Candidate): spouse or common-law partner; parent/guardian and the spouse or common-law partner of the parent/guardian; child(ren) and the child(ren) of the spouse or common-law partner; grandchild(ren); siblings; grandparents; parent(s)/guardians of the spouse or common-law partner; or any relative who resides permanently with the candidate or with whom the candidate permanently resides.

Extenuating Circumstances: Exceptional, serious, acute, and unforeseen problems or events which impact an examination candidate's ability to attend the registered examination session. The circumstance(s) must occur at the time of the exam or in the period immediately leading up to the exam and must be out of the candidate's control. This may include, but is not limited to:

- Compassionate Circumstances (e.g., immediate family emergency, critical illness or death of a candidate's immediate family or being the victim of a crime); and
- Personal Medical Circumstances (e.g., critical illness of candidate, such as sudden and unforeseeable physical or mental illness or unforeseeable exacerbation of a chronic medical condition).

3. Policy

3.0 Registration Process

Registration for the Examination is a two-step process:

1. Application submission and payment of the CAMRT examination fee; and
2. Reservation and payment for a remote proctoring or test centre seat via third-party vendor.

Candidates who do not complete both steps within the registration window will not be considered registered for the Examination. Their application will be cancelled in accordance with CAMRT's fee schedule (i.e., a non-refundable administrative fee will apply), and they will be required to complete a new application and complete registration for a future Examination sitting. All deadlines are strictly enforced.

By registering for the Examination, candidates confirm that they have read and understood this policy, including the cancellation and Extenuating Circumstances requirements, and accept responsibility for their decision to proceed with the Examination.

CAMRT reserves the right to interpret and apply this policy in a manner consistent with principles of fairness, validity, and the integrity of the credentialing program. All decisions made by CAMRT in relation to this policy are final.

3.0.1 Examination Delivery Method Changes

Candidates are responsible for selecting their preferred Examination delivery method and associated examination seat details (remote proctoring or test centre) at the time of registration.

Requests to change from remote proctoring to a test centre after the registration deadline will not be approved. Test centre capacity, location assignments, and examination delivery logistics are finalized following the close of registration and cannot be modified thereafter.

Requests to change from a test centre to remote proctoring may be considered on a case-by-case basis, subject to operational feasibility and approval by CAMRT. Requests must be received no later than 10 business days prior to the Examination date.

Candidates approved to change from a test centre to remote proctoring are responsible for ensuring that their testing environment, equipment, internet connection, software, device permissions, and system configuration meet all technical and security requirements communicated by CAMRT and/or the Examination delivery vendor. Approval of a delivery method change does not relieve the Candidate of any responsibilities associated with remote proctoring requirements.

CAMRT reserves the right to deny any request to change Examination delivery methods where operational, security, technical, or administrative considerations prevent the change from being accommodated.

3.1 Cancellation of Examination Registration

All withdrawals are processed as cancellations. Transfers between Examination sittings are **not permitted**.

Candidates are expected to assess their readiness to write the Examination and to withdraw in advance if they are not adequately prepared or are experiencing circumstances that may impact their performance.

Candidates experiencing Extenuating Circumstances that may negatively impact their ability to perform to their expected level are strongly encouraged to withdraw in advance of the Examination. CAMRT is committed to supporting a fair and equitable Examination experience for all Candidates.

Candidates who proceed with the Examination despite known Extenuating Circumstances are expected to accept the outcome of the Examination. Such circumstances will not be considered as grounds for appeal after the Examination has been completed.

a) Early Cancellation (10 or more business days prior to the Examination):

- A partial refund will be issued in accordance with CAMRT's fee schedule
- A non-refundable administrative fee will apply to CAMRT examination fee

b) Late Cancellation (between 3-9 business days prior to the Examination):

- A partial refund will be issued in accordance with CAMRT's fee schedule
- A non-refundable administrative fee and late cancellation fee will apply to CAMRT examination fee

c) Late Cancellation with Extenuating Circumstances:

Candidates who experience Extenuating Circumstances immediately prior to the Examination that prevent attendance must notify CAMRT as soon as possible.

- Supporting documentation is required
- Where approved, cancellations will be processed in accordance with CAMRT's fee schedule
- A non-refundable administrative fee will apply to CAMRT examination fee

No standard cancellation requests will be accepted within 2 business days of the Examination date. Candidates seeking to cancel within 2 business days of the Examination date must submit a request under the Extenuating Circumstances provisions outlined above.

Candidates are expected to withdraw prior to the Examination where Extenuating Circumstances are known. Requests submitted after the Examination has been written will not be considered.

Failure to withdraw in accordance with this policy may result in forfeiture of fees.

CAMRT reserves the right to determine the appropriateness and sufficiency of all supporting documentation.

3.2 Revocation of Eligibility

The CAMRT Credentialing Team or designate may revoke a Candidate's eligibility to write the examination.

a) Candidates from Accredited MRT Education Programs:



Proof of successful program completion must be received no later than 3 business days prior to the Examination date.

If eligibility requirements are not met:

- The Candidate's Examination registration will be cancelled
- Refunds, if applicable, will be issued in accordance with CAMRT's fee schedule
- A non-refundable administrative fee will apply

b) IEMRTs:

Eligibility may be revoked at any time prior to the Examination if:

- Required eligibility conditions are not met (e.g., eligibility timeframe expires prior to the Examination date)

In such cases:

- The Candidate's Examination registration will be cancelled
- Refunds, if applicable, will be issued in accordance with CAMRT's fee schedule
- A non-refundable administrative fee will apply

All eligibility determinations are final.

3.3 Seat Reservation Fees (Third-Party Vendor)

Seat reservation fees are subject to third-party vendor policies and timelines.

- Refunds are typically only available up to 10 business days prior to the Examination
- After this time, seat reservation fees are forfeited
- Seat reservation cannot be transferred

3.4 Remote Proctoring Technical Responsibilities

Candidates writing the Examination via remote proctoring are responsible for ensuring that their testing environment, equipment, internet connection, software, device permissions, and system configuration meet all technical and security requirements communicated by CAMRT and/or the Examination delivery vendor prior to the Examination, in accordance with the applicable CAMRT Exam Preparation Guide.

Candidates are expected to:

- Complete all required system checks and readiness activities prior to the Examination date;
- Use supported devices, browsers, and operating systems;
- Ensure appropriate internet connectivity and device functionality; and
- Comply with all remote proctoring instructions and Examination rules.

Failure to successfully launch, access, or complete the Examination due to candidate-controlled technical issues may be treated as a failure to attend (no show) and may result in forfeiture of fees and Examination attempt eligibility.

Examples of candidate-controlled technical issues may include, but are not limited to:

- Failure to complete required system readiness checks;
- Use of unsupported devices, software, or browsers;
- Firewall, VPN, remote desktop, or workplace security restrictions;
- Inadequate internet connectivity;



- Failure to provide required device permissions;
- Failure to consistently maintain the minimum technical and system requirements necessary to support the examination and remote proctoring platform (e.g., unstable internet connectivity, fluctuations in available system memory (RAM), intermittent hardware and software performance, or repeated failures of required system checks);
- Inability to satisfy remote proctoring environment requirements.

Technical issues determined by CAMRT to be outside of the Candidate's control may be reviewed on a case-by-case basis in accordance with applicable CAMRT policies and procedures.

CAMRT reserves the right to determine whether a technical issue constitutes Candidate responsibility or a procedural irregularity.

3.5 Failure to Attend (No Show)

Candidates who do not attend, launch, access, or complete their scheduled Examination will not receive a refund, except in cases of approved Extenuating Circumstances (as defined in this policy).

Failure to successfully access the Examination due to candidate-controlled technical issues related to remote proctoring requirements may be treated as failure to attend (no show).

Candidates are expected to withdraw in advance where they are not prepared to write or are experiencing circumstances that may impact their ability to perform.

Where possible, candidates should notify CAMRT as soon as reasonably possible of any Extenuating Circumstances affecting their ability to attend their examination. Supporting documentation for Extenuating Circumstances must be submitted within 5 business days of the examination date. Refunds, if applicable, will be issued in accordance with CAMRT's fee schedule. A non-refundable administrative fee will apply.

No requests will be accepted after this timeframe.

Failure to attend the Examination without prior withdrawal does not constitute grounds for appeal.

Choosing to proceed with the Examination despite known Extenuating Circumstances does not constitute grounds for post-Examination appeal.

3.6 Late Arrival to the Examination

Candidates who arrive 30 minutes late to a test centre or connect to a remote proctoring session 15 minutes late will be denied entry to the Examination and will not receive a refund. This provision does not apply where the delay is determined by CAMRT to be caused by the Examination delivery vendor, proctoring provider, or other circumstances outside of the Candidate's control.

4. Contact(s)

For information or clarification on policy and procedures, please contact:

Canadian Association of Medical Radiation Technologists (CAMRT)
Department of Credentialing



Telephone: 613-234-0012 ext. 245
Telephone (toll free in Canada): 1-800-463-9729
certification@camrt.ca

5. Corresponding Documentation and Procedures

[CAMRT Exam Preparation Guide](#)

[Exam Eligibility](#)

[Exam Dates and Fees](#)