



**IMPORTANT NOTES: (See Appendix B for larger font size)**

1. ***NO ASSESSMENT WILL BE STARTED UNTIL ALL REQUIRED MATERIALS HAVE BEEN RECEIVED. INCOMPLETE APPLICATIONS RESULT IN A SIGNIFICANT DELAY IN BEGINNING THE ASSESSMENT.*** Once all documentation is received and the credentialing assessment is started, the review is usually completed within 12-14 weeks if the Alliance has a precedent case (A 'precedent' case is a previously completed credential review an applicant from the same physical therapy program, in the same year, with a similar course of study, using the same credential standard). The review will take longer if the evaluator needs to do additional research, or if additional information is required. **APPLICANTS ARE ADVISED THAT THE ALLIANCE DOES NOT GUARANTEE COMPLETION WITHIN 12-14 WEEKS, NOR WILL THE ALLIANCE 'FAST TRACK' APPLICATIONS FOR ANY REASON. APPLICANTS ARE ENCOURAGED TO AVOID TAKING ACTION (E.G. JOBS, MOVE, ETC..) IN ANTICIPATION OF A POSITIVE RESULT OR A RESULT WITHIN A SPECIFIC TIME PERIOD.**
2. Official documents received directly from the issuing institutions and notarized photocopies received from applicants and/or representatives thereof, become the property of The Alliance and will NOT be returned or released. Originals of certificates and mark sheets will be returned with the results letters by regular mail unless otherwise directed.
3. The Alliance verifies that the credentials are assessed by persons who are qualified in the field of international educational credential assessment, but cannot guarantee that the recipient of an assessment will agree the results of the assessment. International Qualifications Assessment Service (IQAS) assists The Alliance in reviewing credentials.
4. Assessment reports of individuals may differ depending upon the time period in which they were completed. This results from new and up-dated information being made available to us on a continuous basis as well as revisions to The Alliance credentialing standards. Educational credential decisions made by The Alliance are based on the most recent information available.

**Consent/Waiver:**

By applying for credentialing and signing below the:

1. Applicant certifies that the supplied information is true and accurate to the best of his/her knowledge.
2. Applicant realizes that this assessment is not binding on any institution or organization, and releases The Alliance and its agents (e.g. IQAS) from any liability for damages incurred due to the use of this assessment.
3. Applicant releases The Alliance and its agents from any liability for damages resulting from the use of an assessment report. Applicant agrees to reimburse The Alliance and its agents for any and all costs, including legal expenses, which it may incur as a result of any claim that he/she (or anyone having any interest in his/her earnings or services) may make, based upon the assessment determination.
4. A successful applicant will have a two-year eligibility for application to the Physiotherapy Competency Exam.
5. Applicant acknowledges that, if The Alliance and its agents determine that ANY document(s) submitted with respect to an application is altered or irregular, the assessment will be terminated and the fee will not be refunded.
6. Applicant releases The Alliance and its agents from ANY liability for the loss or damage to documents submitted with respect to an application for an assessment.
7. Applicant agrees that the fees, once paid, are not refundable, except in the case of overpayment.
8. While The Alliance takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, The Alliance is not responsible for damages in the event of errors or omissions. The Alliance is not responsible for impacts of personal, professional or financial nature. This includes such impacts as loss of income, loss of salary and/or expenses incurred by an employer, a contractor or an applicant. It is the responsibility of each applicant in applying for Assessment of Educational Credentials to have read and understood the limits of liability. Further it is the applicant's responsibility to advise those interested parties (e.g. Employers) about the limits of liability. By applying for the Assessment of Educational Credentials, each applicant agrees that he or she shall take no action or other proceeding against The Alliance or any of its officers, employees or agents for an act done in good faith or for any neglect or default related to the Assessment of Educational Credentials.
9. Applicant consents to the collection, use and disclosure of his or her personal information in accordance with the Alliance Privacy Policy. Applicant agrees that the information he or she has provided may be verified by The Alliance and that in the course of such verification The Alliance may need to disclose to third parties the information provided by the Applicant. Applicant consents to such disclosure by The Alliance and also consents to the disclosure of personal information by third parties to The Alliance that may be necessary for The Alliance to process the Applicant's application and to verify the information provided. Applicant consents to the disclosure of his or her personal information to a network of educational credential assessment services for the purpose of assessing Applicant's educational credentials.
10. Applicant certifies that he/she has read and fully understands the above, and agrees with the terms outlined.
11. Applicant certifies that the application and signature of agreement are valid until the assessment is completed.

Signature of Applicant certifying agreement to the limits, conditions of assessment of educational credentials

Date

**APPLICATION WILL NOT BE PROCESSED UNLESS THE ORIGINAL APPLICATION COMPLETED AND SIGNED IS RECEIVED**

**RETURN TO :**

**Canadian Alliance of Physiotherapy Regulators  
1243 Islington Ave. Suite 501, Toronto, ON M8X 1Y9, Canada**