



## Policy: Alternate Document Acceptance for Registration

Category:	Registration	Date Established	April 2025
Approved by:	NLCHP Council	Revised Date:	

**Purpose:** The NLCHP recognizes that there are circumstances where an applicant will not be able to provide required document(s) to support their application for reasons beyond the applicant's control. In these circumstances, the NLCHP will work with the applicant, in a way that will not compromise the integrity of the registration process. This policy provides alternate acceptable documentation for registration in accordance with each health professions regulations.

### Definitions:

**Policy:** Any applicant indicating a barrier to obtaining a document(s) will be provided with an opportunity to describe their situation for consideration.

Such circumstances include:

- An institution (such as a school or governmental organization) is unable to provide the required document because it no longer exists, is not functioning or has lost records due to war, upheaval, natural disaster or another crisis.
- A significant delay by the 3<sup>rd</sup> party providing the document (s) that is out of the applicant's control
- An institution is refusing to provide the required documentation for an improper reason.
- Contacting an institution to request a document raises a well-founded fear of discrimination or persecution for the applicant or his/her family.

This list is not exhaustive and other circumstances outside an applicant's control will be considered on a case-by-case basis.

When an applicant advises the NLCHP that document(s) are not available, the Registrar will ask for a letter to be submitted detailing the reasons why the document(s) is not available.

The letter shall include:

- A list of required documents that cannot be provided.
- The reason why they cannot obtain the document(s).
- A description of what attempts the applicant has previously tried to obtain the documents.
- A list of what documents they could provide to demonstrate qualifications.



NLCHP may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide the required documents or that the documents have been requested.

The Registrar will determine whether it is appropriate to accept alternative documentation given the facts presented. Alternative Documents or proof from sources other than the originating institution may include:

- A certified/notarized copy directly from the applicant.
- Copies of documents from another institution (regulatory body, testing agency).
- An affidavit, which is a formal legal document in which an individual describes circumstances or knowledge and swears that the information provided is true in the presence of a notary or lawyer.
- Affidavits from third parties (such as professors or colleagues) with personal or expert knowledge relating to the applicant's circumstances, academic credentials or qualifications.
- Certified copies of professional licenses or certificates.
- Reference letters from prior employers, or any other information offered by the applicant as evidence of their professional qualifications.

The Registrar may proceed with registration as General Status if alternative documents are accepted.

The Registrar may proceed with General status with conditions for a specified period if the missing document(s) are delayed.