



INSTRUCTIONS

1. You must complete all sections of this form.
2. Attach supporting documentation (if applicable).
3. Once complete, please email all PDFs to compliance@oaa.on.ca, with "Request for Relief" in the subject line.

A. OVERVIEW

The Office of the Registrar (OOTR) may consider extenuating circumstances, having regard to the OAA's duty to accommodate in accordance with the [Human Rights Code, R.S.O. 1990, c. H.19 Code](#), when considering requests to grant relief from the Continuing Education requirements (completing required learning hours in the member's OAA transcript) and the applicable \$750 fee.

The OOTR has the discretion to grant or grant or deny the requests in this form and all decisions are final. The review process takes approximately one to two weeks, provided all required documentation is filed.

The following requests for relief will be considered:

1. Waiver or reduction of the \$750 fee; and
2. Reduction of the number hours required to complete the requirement.

B. PLEASE COMPLETE IN FULL:

1. Member Name in Full: _____

Surname	Given Name	Middle Name(s)
---------	------------	----------------
2. Licence Number: _____
3. Indicate the relief sought. If you are seeking a reduction of the fine or a reduction of the hours, please be specific in the amount requested (*please check the box(es) most applicable to your request*):

<input type="checkbox"/> Prolonged illness or injury	Family <input type="checkbox"/> responsibilities
<input type="checkbox"/> Financial	Other <input type="checkbox"/> (please specify) _____

(form continued on next page)

4. Reasons for the request (*please explain how the above noted ground[s] relate[s] to your request*):

If you are seeking a reduction of the hours for this Continuing Education Cycle, you must also include a description of how you have been able to address the shortfall of the required hours through alternative means, so as to ensure your ongoing competence.

5. Please list and describe the supporting documentation provided (if applicable):

Member Signature

Date

