

This policy applies to anyone who has successfully applied to write a certification exam and subsequently decides to withdraw.

**CANADIAN NURSES ASSOCIATION CERTIFICATION PROGRAM
EXAM WITHDRAWAL POLICY**

Request for withdrawal must be received before exam date.

Please read the withdrawal policy completely before filling in the request form.

If you have successfully applied to write a certification exam and want to withdraw, you must complete this form and send it by mail, fax or e-mail. Always include your assigned eight-digit CNA certification number in any correspondence with CNA. We will acknowledge your withdrawal in writing.

If you make any subsequent application to write a certification exam, you must resubmit all documentation, pay the full fees and meet the advertised deadlines.

Withdrawal fees

Non-refundable fee: Candidates who withdraw from a certification exam will not be refunded the application fee of \$90 + GST or HST.

30 days or less before the exam: Candidates who withdraw within 30 days of the exam will be charged a late withdrawal fee of \$100 + GST or HST in addition to the non-refundable fee. You will be refunded the balance remaining from your application fee.

Compassionate withdrawal: Candidates who withdraw within 30 days of the exam due to illness, incapacity or other compassionate reasons (e.g., sudden illness in the family) will not be charged the late withdrawal fee **if they provide written verification, such as a physician's certificate, within two weeks of the advertised exam date.**

Refund payment details: A refund cheque or refund directly on your credit card will be issued. Any payment made by a third party will be refunded in the name of the third party. No credit will be given for a later exam.

[Please fill out the exam withdrawal request form](#)