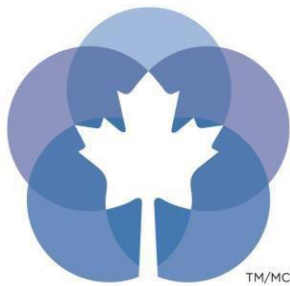


ENTRY-TO-PRACTICE EXAM (EPE) REGULATION



iccrcc
IMMIGRATION CONSULTANTS OF
CANADA REGULATORY COUNCIL
crcic
CONSEIL DE RÉGLEMENTATION DES
CONSULTANTS EN IMMIGRATION DU CANADA

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Table of Contents

1.	AUTHORITY.....	4
2.	DEFINITIONS.....	4
3.	REQUIREMENTS	4
4.	FREQUENCY AND LOCATIONS	4
5.	FEEES	4
6.	DURATION AND WRITING TIME	5
7.	PROOF OF IDENTITY ON EXAM DAY	5
9.	RESULTS.....	5
10.	EXAM RE-WRITES	6

1. AUTHORITY

1.1 This Regulation is enacted pursuant to sections 3.1, 14.1 and 18.1 of the By-law.

2. DEFINITIONS

2.1 In this Regulation, capitalized terms, unless otherwise defined herein, have the same meaning as they do in the By-law.

2.2 In this Regulation:

(a) “**Candidate**” means an individual who registers or is registered to write the Entry-to-Practice Exam (EPE) [*candidat*].

3. REQUIREMENTS

3.1 Every person applying for licensing as an RCIC or RISIA shall pass the applicable EPE before being admitted as a Licensee.

3.2 A Candidate that fails to write a first attempt of the exam within one (1) year of registering shall be withdrawn as a Candidate.

3.3 The EPE application process, together with the supporting document requirements, shall be determined from time-to-time by the Registrar and published on the application website.

4. FREQUENCY AND LOCATIONS

4.1 The frequency of EPE-writing sessions, together with the dates set for each session, shall be determined from time-to-time by the Registrar.

4.2 Candidates shall attend EPE-writing sessions in-person at designated exam locations across Canada or virtually through remote proctoring facilities made available by the Council at the discretion of the Registrar.

5. FEES

5.1 Each Candidate shall pay a non-refundable application fee of \$75 at the time of submission of a completed application to write an EPE.

5.2 Each Candidate shall pay an exam fee of \$425 for the first attempt at writing an EPE. If unsuccessful, each Candidate shall pay an exam fee of \$325 for each subsequent attempt at writing an EPE.

5.3 The exam fee for a first attempt must be paid within 72 hours of the issued invoice. The exam fee for each subsequent attempt must be paid within 72 hours of the issued invoice.

- 5.4 A Candidate who schedules an EPE attempt but fails to appear or fails to appear on time, or appears but is unable to attempt the EPE, must pay a \$150 administrative fee prior to being re-registered for a future EPE writing session.
- 5.5 A Candidate who chooses to apply for a deferral of their originally intended exam date must submit the approved deferral form, along with the deferral fee of \$75.

6. DURATION AND WRITING TIME

- 6.1 The RCIC EPE shall be three (3) hours in duration.
- 6.2 The RISIA EPE shall be two (2) hours in duration.

7. PROOF OF IDENTITY ON EXAM DAY

- 7.1 On the day of their exam, Candidates taking an exam will be required to show the proctor the photo ID identical to that submitted to the Council with the electronic application.
- 7.2 A Candidate without the required original photo ID shall not be permitted to write the exam. They shall pay an administrative fee of \$150 to be registered to attempt the EPE at a future scheduled session.
- 7.3 Where applicable, Candidates taking an exam at an in-person exam centre will be required to provide a matching full-colour copy of the photo ID to the proctor.
- 7.4 A Candidate without the required full-colour copy of the photo ID shall not be permitted to write the exam. They shall pay an administrative fee of \$150 to be registered to attempt the EPE at a future scheduled session.

8. ETHICAL CONDUCT DURING THE EXAM

- 8.1 Unethical conduct will not be tolerated. Should a Candidate engage in such conduct, the Council may terminate a Candidate's participation in the EPE and invalidate such Candidate's EPE results. The following is considered unethical conduct:
- (a) giving or receiving assistance in answering questions during the exam,
 - (b) giving or gaining access to questions before or after the exam,
 - (c) reproducing exam content in any manner, and/or,
 - (d) disclosing exam items to others before, during or after the exam.

9. RESULTS

- 9.1 The EPE pass mark shall be determined by the Bookmark method.

9.2 Results are given on a pass/fail basis only.

10. EXAM RE-WRITES

- 10.1 A Candidate who fails a first EPE attempt may register to re-write the exam, to a maximum of three (3) re-writes, at a future scheduled exam session upon payment of the appropriate fee for each re-write.
- 10.2 A Candidate who fails the first EPE attempt must re-write the exam within one (1) year of the date of the first EPE attempt or otherwise will be considered withdrawn as a Candidate.
- 10.3 A Candidate who fails a first EPE attempt must achieve a satisfactory (passing) result on a subsequent re-write attempt no later than 18 months following the date of the first EPE attempt or otherwise be considered withdrawn as a Candidate.
- 10.4 A Candidate who fails a fourth EPE attempt shall be withdrawn as a Candidate and may not make further EPE attempts until a waiting period of at least one (1) year following the date of writing the fourth EPE attempt has elapsed. Thereafter, an individual may re-enrol as a Candidate only after satisfying all admission requirements in force at the time of re-enrolment.
- 10.5 Notwithstanding the foregoing, a Candidate who fails to pass the EPE after a fourth attempt may, at the discretion of the Registrar, be required to enrol in or re-enrol in and complete appropriate education courses or programs before being permitted to attempt the EPE again.