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## BOARD POLICY

### Policy name: RIDA Retake Policy

**Short Summary:** *Candidates who receive a decision of 'Partially Ready' or 'Not Ready' on the Entrance Interview can re-take the Practice Readiness Program and reapply to have an Entrance Interview after addressing identified competency gaps.*

**Issue date:** April 14, 2025.

**Revision date:** April 2026

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#### **Purpose:**

To provide candidates with an opportunity to demonstrate their improved knowledge and skills and demonstrate their readiness for unsupervised practice.

#### **Scope:**

Candidates who have received a decision of "Partially Ready" or "Not Ready" on the Entrance Interview.

#### **Procedures:**

##### **1. Competency Gaps:**

Candidates will receive detailed feedback from the Assessors outlining specific competencies they need to address and identifying the sections of the online learning program materials they need to review.

##### **2. Action Plan:**

ARIDO will provide candidates with an action plan template to outline the steps they will take to address the identified competency gaps. This template will guide candidates to document their planned activities (e.g., reviewing the online learning program materials, mentoring, or gaining practical experience) and include the following:

- Competency Area
- Specific Competency Gap identified in Entrance Interview Decision Report
- Required Action or Evidence to address gaps

##### **3. Re-application:**

After completing their action plan form and submitting a signed copy to the Registrar, candidates may reapply for the Entrance Interview. The Registrar will review the candidate's re-application and determine if it is complete and if the candidate has completed the required actions identified in the action plan. If approved, ARIDO will convene an Entrance Interview and endeavor to include one Assessor from the original Entrance Interview to confirm that

identified gaps have been addressed. This ensures continuity and helps confirm that the candidate has addressed the previously identified gaps.

### Responsibilities:

- **Registrar:**  
Reviews and approves action plans, coordinates the re-application process.
- **Assessors:**  
Provide detailed feedback to candidates, input for the candidate's action plan, and assess their readiness upon re-take of the Entrance Interview.

### Communication:

1. **Feedback:**  
Clear and constructive feedback will be provided to candidates on their initial Entrance Interview performance, highlighting areas for improvement.
2. **Re-takes Process:**  
Detailed instructions on the re-takes process, including deadlines and required documentation, will be provided to candidates.

### Timelines:

- **Acknowledgement of Application/Request:**  
Within 5 business days.
- **Re-application Decision:**  
Within 10 business days of acknowledgment of request.
- **Re-take Entrance Interview:**  
As per the next available interview slot from the receipt of the re-take request. The Registrar will make all efforts to convene a retake panel as soon as possible but not more than 60 days from the date of the re-application decision. Board approval not required for the Registrar to convene a retake panel.
- **Re-take Decision in Writing:**  
Within 5 business days of the retake Entrance Interview decision.

### Review and Revision:

1. **Annual Review:**  
The re-take policy and its effectiveness will be reviewed annually.
2. **Feedback:**  
Candidates will be asked to complete an anonymous post-retake survey. This survey will gather feedback on the re-take process.
3. **Policy Updates:**  
Updates will be made as needed to ensure fairness and effectiveness.