



EXTENSION REQUEST FORM

Continuing Competency Program (CCP) Requirements

As outlined in COBC's Quality Assurance Committee Program Policy for the CCP, registrants who need an official extension beyond their cycle deadline must submit their request in writing, with an explanation to support their request. The Registrar or appointed staff will advise the registrant of the decision to grant or deny the request, with or without conditions, as deemed necessary. Please know that an extension on this current cycle does not alter future cycle end dates.

Registrant Name: _____ **License #:** _____ **Cycle End Date:** _____

Please specify your reason(s) for requesting an extension to your CCP deadline:

Please consider how much additional time you may need, and select the extension you are seeking:

3 months (new deadline of March 31)

9 months (new deadline of September 30)

6 months (new deadline of June 30)

12 months (new deadline of December 31)

Other (please explain): _____

Please sign below. If this request is granted, this represents your commitment, in good faith, to complete all required steps of the CCP by the date you have requested above. It also represents your understanding that if you do not complete your CCP requirements by this date, your registration may be suspended.

Registrant Signature: _____ **Date Signed:** _____

Please submit this form to COBC via email or fax, for consideration and response.

If approved, a closer review of your program may be conducted upon completion, for feedback purposes.

COBC staff to complete:

Extension Granted: Yes No CCP must be completed by: _____

Staff Signature: _____ Date Signed: _____