

The Canadian Alliance of Naturopathic Regulatory Authorities - Qualifying Examinations (CANRA QE) are reliant on licensed/regulated Naturopathic Doctors to support the consistent, fair, and independent administration of CANRA's National Entry-to-Practice Examinations. This policy outlines the opportunities, requirements, responsibilities and limitations of these roles along with clearly defining the expense reimbursement provided.

Authority and Accountability

Volunteers for the CANRA QE report to the CANRA Chief Executive Officer (CEO) or other staff person as assigned by the CEO. They act only under the direction of the CANRA CEO and are ultimately responsible to the CEO.

Limitations

Volunteers do not speak on behalf of CANRA or the CANRA QE and are prohibited from making any public statements, including on social media, about the CANRA QE. All examination information is to be held in strict confidentiality and all Volunteers will be required to execute such conflict of interest and confidentiality agreements as the CEO directs from time to time.

Responsibilities

- All Volunteers undergo extensive role specific training and are expected to undertake their role with strict confidentiality and professionalism.
 - All Volunteers are expected to have a firm understanding of unconscious bias.
1. Examiners:
 - Attend the Objective Structured Clinical Examination (OSCE), in-person, and pre-examination in-person (and virtual) training.
 - Adhere to scoring rubrics and training guidelines to conduct scoring in their assigned station.
 1. Item Writers:
 - Attend item writing meetings (in-person and virtually).
 - Write items per their assigned item framework (both in group and independent work).
 2. Item Reviewers:
 - Conduct item review activities for newly designed items as well as those flagged from review post field testing or administration.
 3. Exam selection & scoring:
 - Support efforts related to item selection, conforming to the examination blueprint and ensure items behave independently.
 - Support cut-score setting and modified Angoff (or other methodology) activities as required.
 4. Appeals
 - Review and adjudicate candidate appeals.
 5. Subject Matter Experts (SME)
 - Serve as the Subject Matter Experts in support of the work of the examinations.

Appointment and Composition

- The CANRA CEO appoints all Volunteers.
- Volunteers must be licensed/registered in a regulated jurisdiction in Canada and hold an active unrestricted license/registration.
- Volunteers must not be under investigation or in the process of discipline proceedings in any jurisdiction at the time of application and must fully disclose any prior discipline.
- Volunteers are drawn from across all regulated jurisdictions.

Restrictions

- Volunteers may not serve on the CANRA Board, nor shall they hold a responsible position within any regulatory authority, or any Naturopathic educational program, including but not necessarily limited to a position as director, owner, board member, officer, employee, instructor, sessional instructor, faculty or facilitator, or any other role as determined by the CANRA CEO to be considered a conflict of interest.
- Volunteers must disclose any role they hold in a Naturopathic organization or professional association and the CANRA CEO, will at their sole discretion, determine if a conflict exists.
- Individuals become eligible to apply for a role as a Volunteer no earlier than 12 months after leaving the role that made them initially ineligible.
- For greater clarity, no CANRA QE Volunteer can have any involvement with a Naturopathic medicine educational institution or any program that trains Naturopathic medical students, pre-licensure, in any capacity. Volunteers are also prohibited from engaging in any examination preparatory course involvement during their engagement as a CANRA QE Volunteer and for a minimum of 24 months after they have ceased to be a Volunteer.
- All Volunteers shall complete a Conflict-of-Interest declaration and any other documentation required by the CANRA CEO.

Terms

CANRA QE Volunteers are appointed as needed and do not serve an ongoing perpetual role. Appendix A - Expense Reimbursement Policy forms part of this policy.

APPENDIX A

Expense Reimbursement Policy

This policy establishes clear, consistent, and fiscally responsible rules for the reimbursement of expenses incurred by CANRA Examination Volunteers when attending meetings or performing duties on behalf of the CANRA QE.

Volunteers are not specifically remunerated for their participation but are provided with a token of appreciation for their work.

Scope

This policy applies to:

- All CANRA QE volunteers.
- In-person, virtual, and hybrid meetings.

Definitions

Meeting / Activity - Any officially scheduled gathering or work session related to Examination activity.

Overnight Accommodation

- In cases where CANRA has not pre-arranged your hotel accommodation CANRA will reimburse pre-approved hotel accommodations when:
 - Travel distance or schedules make same day return impractical.
 - The meeting begins early (before 7:00 am) or ends late (after 7:00 pm)
 - Safety or weather concerns justify an overnight stay
- Volunteers must obtain the lowest available corporate rate, not to exceed \$300/night including taxes and fees.
- Guests are not permitted to share provided accommodation at any Examination administration.

Expense Reimbursement

Eligible Expenses (must be accompanied by detailed, itemized receipts)

- Airfare (economy)
- Train/bus fare
- Mileage at CANRA's established rate
- Taxis or rideshare
- Hotel accommodation (lowest available corporate rate)
- Parking
- Reasonable meal expenses, not to exceed \$50/day.

Ineligible Expenses (examples)

- Alcohol
- First-class or business-class travel
- Lounge access
- Baggage, seat selection and onboard Wi-Fi
- Personal items, hotel movies, mini bar, etc.
- Expenses not directly related to CANRA business

Submission & Remittance Deadlines

- All claims must be submitted, in the requested format, to CANRA **within 30 days** of the meeting or activity. Claims submitted after 30 days may be denied unless exceptional circumstances apply.
- Itemized (detailed) receipts are required for reimbursement.
- Remittance of payments will be completed via e-transfer **within 30 days of receipt of submission**.

Tax Treatment (CRA Compliance)

- **A role as a CANRA QE volunteer does not create an employment relationship.**
- Travel and business expense reimbursements for reasonable, actual expenses supported by receipts are not taxable.

Approval and Oversight

- All claims must be submitted via the required form(s) to the CANRA CEO for approval.
- The CANRA CEO may request clarification, additional documentation, or deny claims inconsistent with this policy.
- The CANRA CEO approves this policy and reserves the right to amend it at any time.

Annual review

This policy and the associated rates will be reviewed annually by the CANRA CEO for:

- CRA compliance
- Best-practice alignment
- Budget requirements
- Operational needs of CANRA

Compliance

Failure to comply with this policy may result in:

- Denied claims
- Requirement to repay disallowed claims
- Suspension or removal as a Volunteer