

Fair Registration Practices Report

Chiropractors (2009)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

Upon successfully completion of CCO's Legislation and Ethics examination, candidates will receive a registration form by mail and may apply for registration. The registration form is also posted on CCO's website. The mailing includes instructions on how to complete the application for registration. Applicants can contact CCO staff or consult CCO's website for instructions on how to apply for registration. This mailing is reviewed and updated every year by the Registration Committee.

b) requirements for registration

The requirements for registration are as follows:

- i. Graduation from a chiropractic education program accredited or accepted through reciprocal agreement by the Commission on Accreditation of the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (the Federation) or considered by the Council to be equivalent,
- ii. Passing of the legislation and ethics examination set or approved by Council.
- iii. Passing of the examinations set by the Canadian Chiropractic Examining Board or approved by Council as equivalent.

This information is available on CCO's website. All legislation and ethics candidates receive the ChiroCare binder containing relevant information about CCO relating to the examination. This mailing also includes information relating to registration requirements. Requirements for registration are periodically reviewed by the Registration Committee.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Candidates are required to complete a chiropractic education program accredited or accepted through reciprocal agreement by the Commission on Accreditation of the Federation or considered by Council to be equivalent. Most approved chiropractic education programs require three years of post-secondary education. Therefore, the number of years of schooling for candidates is generally seven years. This information is available on CCO's website and in the ChiroCare binder.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

The educational requirements are listed above.

There are no practical experience requirements or supervision requirements. This information is made available on CCO's website and in the ChiroCare binder.

e) requirements that may be satisfied through acceptable alternatives

There are generally no alternatives to the three requirements listed above. If an applicant graduates from a non-accredited chiropractic education program, he or she may apply to an accredited chiropractic program to gain an equivalent degree. This is an extremely exceptional circumstance, and an applicant may find out this information through correspondence with CCO staff and the Registration Committee.

f) the steps in the assessment process

Information related to registration assessment is found on CCO's website and in the ChiroCare binder mailed to applicants.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Documentation that is required is as follows:

- i. Official or notarized copies of all transcripts from an accredited chiropractic educational institution
- ii. notarized photos of the applicant
- iii. a letter of good standing from every jurisdiction in which the applicant is or has been registered
- iv. confirmation of Canadian citizenship, permanent residency or authorization under the Department of Citizenship and Immigration Act (Canada) to practise the profession

v. Completed application

vi. application fee

The same information is required of internationally trained applicants. This information is communicated in the application for registration mail-out that examination candidates receive.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

CCO has never faced a situation where an applicant cannot obtain the required documentation. However, alternatives may include, subject to the discretion of the Registration Committee, submitting a sworn affidavit attesting to the academic training. This information could be obtained by corresponding with Registration staff.

i) how applicants can contact your organization

Applicants may contact CCO through email, fax, mail or phone. A staff directly is located on CCO's website and contact information is included in the application for registration.

j) how, why and how often your organization initiates communication with applicants about their applications

CCO contacts applicants through mail about their application following their successful completion of the Legislation and Ethics examination to send them a registration form. If an application is referred to the Registration Committee, CCO staff will be in regular communication with an applicant via phone, email and/or mail.

k) the process for dealing with documents provided in languages other than English or French

CCO currently has not faced a situation whether documentation has been submitted in languages other than English or French. The Registration Committee would have the discretion to translate such documentation. An applicant could find out this information through communication with CCO staff or the Registration Committee.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

The Council on Chiropractic Education International (CCEi) is an international organization that accredits chiropractic educational programs worldwide. CCEi develops accreditation criteria to assess how effectively chiropractic education programs plan, implement and evaluate their mission, goals, objectives, inputs, resources and outcomes. The Federation is the Canadian member of the CCEi that accredits chiropractic education programs in Canada.

The Canadian Chiropractic Examining Board (CCEB) conducts clinical competency examinations for

individuals seeking licensure to practise in Canada. Both organizations are referred to on CCO's website. CCO's Registration Committee examines its registration processes regularly, including the use of third party examiners and accrediting bodies.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Applicants must complete the CCEB examinations and CCO Legislation and Ethics examination within two years of graduation. This is communicated on CCO's website and in the ChiroCare binder, as well as through communication with CCO staff.

n) the amount of time that the registration process usually takes

It may take a graduate of an accredited chiropractic program from one month to more than one year to complete all required examinations to become eligible to registration. The application process can take as little as five to seven business days once an applicant has become eligible for registration and has submitted all supporting documentation. This information is communicated on CCO's website.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

All information relating to fees is available on CCO's website, including links to other organizations and registration and renewal forms. CCO Council reviews its fees during its budget review.

p) accommodation of applicants with special needs, such as visual impairment

CCO will accommodate individuals with special needs on a case-by-case basis, which is communicated through CCO staff. Historically, the Registration Committee has accommodated individuals with various disabilities, including learning disabilities and blindness.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO has expanded the information relating to registration on its website in a section titled "Prospective Members". In this section, applicants can find all information relating to registration requirements, examinations and fees.

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Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

There is no difference in fees for internationally trained applicants.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

The vast majority of registration decisions are made by CCO staff and take from 5 - 7 business days to process. Where there are any questions as to eligibility for registration, applications will get referred to the Registration Committee for a decision. Registration Decisions are usually made at Registration Committee meetings which generally take place once every six weeks or as needed based on referrals.

b) What are your timelines for responding to applicants in writing?

When registration decisions are processed by staff, applicants are notified in writing within a week. When registration applicants are referred to the Registration Committee, applicants are notified in writing immediately after a decision is made by the Registration Committee.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

Written reasons are provided with every written letter to applicants. These letters are mailed to applicants immediately following decisions of the Registration Committee.

d) Explain how your organization ensures that it adheres to these timelines.

CCO regularly schedules Registration Committee meetings every six weeks or on an as needed basis based on referrals of applications.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

CCO will provide current information that an applicant has submitted to the College.

b) Explain why access to applicants' own records would be limited or refused.

Access would not be limited, unless the information is somehow confidential or protected under law. An applicant would be able to access any piece of information relating to their registration application.

c) State how and when you give applicants estimates of the fees for making records available.

No fees are charged for access to records.

d) List the fees for making records available.

No fees are charged for access to records.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

No fees are charged for access to records.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO has communicated to applicants on its website and in its mailings that applicants may access their records at any time during an application.

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

Applicants receive the ChiroCare binder with all relevant CCO information in preparation for the Legislation and Ethics examination. This binder also serves as a resource once applicants become registered with CCO and begin practising. As well, all relevant information is available on CCO's website. Along with the ChiroCare binder, applicants receive application forms for registration which include instructions on how to complete and submit the application form.

b) Describe how your organization provides information to applicants about these resources.

CCO mails applicants the ChiroCare binder for the Legislation and Ethics examination. Some applicants pick up their ChiroCare binders directly from the CCO office.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO is currently exploring ways in which the information contained in the ChiroCare Binder can be provided to applicants in an electronic form.

Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

The Registration Committee generally meets once every six weeks or as needed to review referrals of registration applications.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

none

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

none

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

Applicants are afforded the opportunity to submit information, such as professional resumes, transcripts and professional portfolios to the Registration Committee for review. As well, the Registration Committee may interview applicants by telephone or in person.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

CCO staff will inform applicants by telephone, email or mail on their opportunity to make submissions.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

Members of the Registration Committee act as decision makers for referrals of applications. Members declare a conflict before proceeding with a review.

e) Describe your internal review or appeal process.

The Registration Committee reviews all applications for the appropriate information and requirements. If there is any question whether to register an applicant, the file will be referred to the Registrar and General Counsel for review and subsequently to the Registration Committee for review. Once a decision of the Registration Committee has been made, an applicant may appeal this decision to the Health Professions Appeal and Review Board.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

The Registration Committee is composed of two professional members and one appointed, public member. A professional member may or may not be internationally trained.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Every letter stating a decision of the Registration Committee includes their right of appeal to the Health Professions Appeal and Review Board, contact information and the applicable time lines to make an appeal. This information is also available on CCO's website.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

The criteria are as follows:

- i. Graduation from a chiropractic education program accredited or accepted through reciprocal agreement by the Commission on Accreditation of the Federation or considered by the Council to be equivalent.
- ii. Passing of the Legislation and Ethics examination set or approved by Council.
- iii. Passing of the examinations set by the Canadian Chiropractic Examining Board or approved by the Council

as equivalent.

iv. If the applicant has previously been or is registered or licensed to practise another profession in Ontario, or chiropractic or another regulated profession in another jurisdiction, the applicant must provide evidence that there has been no finding of, and that there is no current investigation or proceeding involving an allegation of, professional misconduct, incompetence or incapacity or similar conduct.

v. The applicant must not have been found guilty of an offence that is relevant to the applicant's suitability to practise.

vi. The applicant must be able to speak and write either English or French with reasonable fluency.

vii. The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the Department of Citizenship and Immigration Act (Canada) to engage in the practice of the profession.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

A program in or outside of Canada must be accredited by the Commission on Accreditation of the Federation.

c) Explain how work experience in the profession is assessed.

Work experience is not assessed.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

CCO relies on CCEi to accredit programs all over the world. CCEi regularly reviews its standards of accreditation and programs that seek to be accredited. More information can be found at www.cceintl.org.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

All applicants require graduation from a CCEi accredited chiropractic program.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The status of an institution must be recognized by CCEi.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

Currently, the Registration Committee addresses applicants on a case-by-case basis and takes all appropriate measures to accommodate such individuals, such as administering a take home or extra time legislation and ethics examination.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

It may take a graduate of an accredit chiropractic program from one month to more than one year to pass all required examinations and become eligible for registration. The application process takes from five to seven business days once an applicant has become eligible for registration and has submitted all supporting documentation. Candidates for registration who have not registered with CCO within two years of completing their CCEB examinations may be required to rewrite their examinations. Eligible candidates for registration are encouraged to complete the process for registration in a timely manner following completion of the CCEB examinations. The time is the same for domestic and internationally trained applicants.

i. State whether the average time differs for internationally trained individuals.

There is no difference in average time for domestic and internationally trained individuals.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

There is no difference in average time for domestic and internationally trained individuals.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

CCO does not conduct credential assessments.

ii. Describe the criteria that are applied to determine equivalency.

CCO does not conduct credential assessments.

iii. Explain how work experience is taken into account.

CCO does not conduct credential assessments.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

CCO does not conduct competency assessments.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

CCO does not conduct competency assessments.

iii. Explain how work experience is used in the assessment of competency.

CCO does not conduct competency assessments.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

CCO does not administer prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

CCO does not administer prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

CCO does not administer prior learning assessments.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

CCO administers a multiple choice/short answer Legislation and Ethics examination. CCO is currently developing policies with regard to re-writes. CCO has not yet faced a situation where an applicant has failed to pass the Legislation and Ethics examination, but would allow an applicant additional re-writes or possibly a take home examination.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels,

describe how you correct the deficiencies.

CCO has no formal process for testing for validity and reliability.

iii. State how often exam questions are updated and the process for doing so.

The examination is regularly reviewed for updates to legislation, regulation, standards of practice, policies and guidelines.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO has amended its policies regarding members re-entering active practice after having been in the inactive and retired classes of registration. CCO has also re-written its legislation and ethics examination to more accurately reflect current legislation, regulation, standards of practice, policies and guidelines.

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Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

CCO relies on the Commission on Accreditation of the Federation and the CCEB.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

CCO refers to both organizations in its website and ChiroCare binder. Both organizations make information regarding fees, processes and content available on their websites. CCO is in regular communication with CCEB regarding special examination circumstances, such as recertification.

ii. utilizes current and accurate information about qualifications from outside Canada

CCEi accredits chiropractic programs all over the world and consists of accrediting bodies from Canada, the United States, Europe and Australasia. CCEi accrediting bodies regularly review their practices for accrediting programs all over the world. CCEB will examine any applicant who has graduated from a CCEi accredited school.

iii. provides timely decisions, responses and reasons to applicants

CCEB is often in contact with applicants who wish to re-certify by taking CCEB examinations as well as with CCEB staff.

iv. provides training to individuals assessing qualifications

Both CCEi and CCEB have, staff, boards, consultants and advisors who assess qualifications of programs and help develop examinations. Information regarding their training can be found on their respective websites www.cceintl.org and www.cceb.ca.

v. provides access to records related to the assessment to applicants

CCEB has policies in place regarding access to examinations relating to appeals, which can be found at the following link: www.cceb.ca/docs/cceb-disability-policy.pdf.

vi. accommodates applicants with special needs, such as visual impairment

CCEB has a policy to accommodate individuals with special needs, which can be found at the following link www.cceb.ca/docs/cceb-disability-policy.pdf.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

CCEi approved accrediting bodies have standards that are reviewed periodically for doctor of chiropractic programs.

ii. Describe the criteria that are applied to determine equivalency.

All international chiropractic accrediting bodies must be members in good standing with CCEi. These include the Federation (Canada), the Council on Chiropractic Education Australasia, the Council on Chiropractic Education - Europe and the Council on Chiropractic Education - United States. All of these accrediting bodies must use the standards developed by the CCEi.

iii. Explain how work experience is taken into account.

Applicants may be eligible for a re-assessment examination from CCEB if they have applicable work experience in their professional portfolio.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

According to the CCEB website:

The CCEB administers a total of four examinations: Chiropractic Knowledge (Component A), Clinical Decision Making and Diagnostic Imaging Examination (Component B), Clinical Skills Evaluation Examination (Component C), and the Recertification Examination. The first three examinations are written by students or graduates of accredited chiropractic programs seeking registration for the first time. The Recertification Examination is written by chiropractors who have received the CCEB certificate but have not been in practice in Canada or have been absent from the practice in Canada for some time.

Candidates who fail to achieve a passing score on a CCEB examination and wish to rewrite it will be required to retake and pass the entire examination. They must reapply for an examination; they will not be rescheduled automatically.

A candidate is allowed a maximum of four attempts to pass CCEB examinations. If a candidate is unsuccessful after the third attempt (second rewrite), the CCEB will provide the candidate with a Performance Report by subject matter. A candidate applying for a fourth attempt (third re-write) will be required to wait one year from the date of the last unsuccessful examination. Candidates are urged to obtain remedial training before their fourth and final attempt.

Retabulations of examination scores are provided to applicants if they send a written request that is received in the CCEB office within 12 weeks of the final day of writing. The score forms will be hand graded and compared to the computerized scoring. A candidate's score may increase or decrease on a retabulation.

Component A - Chiropractic Knowledge

This exam is the first of three required to be awarded a CCEB Certificate. Component A tests proficiency in chiropractic knowledge and is comprised of two sections. Each section is allowed three hours. Component A may be written no sooner than 2 years prior to your graduation from an accredited chiropractic college. Candidates may also write this exam if they have already graduated. Component A is offered three times yearly – in February, June, and October. The exam venue is determined by the CCEB. Candidates are assigned to testing centres on a first-come, first-served basis. If space is full, candidates may be offered an alternate site based upon availability.

Component B - Clinical Decision Making and Diagnostic Imaging Examination

This exam is the second of three required to be awarded a CCEB Certificate. Component B tests proficiency in clinical decision making and diagnostic imaging and is comprised of two sections. Each section is allowed 3 hours. Candidates may write Component B if they have received a successful status on Component A. Component B may not be written in the same exam session as Component A. Component B may be written no sooner than six months prior to your graduation from an accredited chiropractic college or following graduation. Component B is offered three times yearly – in February, June, and October. The exam venue is determined by the CCEB. Candidates are assigned to testing centres on a first-come, first-served basis. If space is full, candidates may be offered an alternate site based upon availability.

Component C - Clinical Skills Evaluation

This exam is the third of three required to be awarded a CCEB Certificate. Notification of issuance of a CCEB Certificate will be forwarded to the provincial licensing offices indicated by the candidate. Component C tests clinical skills and is comprised of 10 Objective Structured Clinical Examination (OSCE) stations. This exam is

allowed three hours. Candidates may write Component C if they have received a successful status on both Component A and Component B. Component C may be written no sooner than two months prior to graduation from an accredited chiropractic college, and the student must have completed all their academic and clinical course requirements or following graduation. Component C must be written within 3 years of your successful completion of Component B. If more than 3 years has elapsed, Component B must be rewritten. Component C is offered three times yearly – in February, June, and October. The exam venue is determined by the CCEB. Candidates are assigned to testing centres on a first-come, first-served basis. If space is full, candidates may be offered an alternate site based upon availability.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

CCEB operates on a 3 year plan, where in year 1, it solidifies the administrative foundation, in year 2 reviews the content of the examination and in year 3 reviews the structure and the delivery of the examination. A new examination is created for each sitting. CCEB organizes workshops and committees to ensure that each new examination meets current, acceptable psychometric standards.

iii. Explain how work experience is used in the assessment of competency.

Work experience is not assessed for initial application, but experienced practitioners, who have not been registered in Ontario for more than 2 years, may submit a professional portfolio to the Registration Committee, which includes relevant work experience, and may be eligible for CCEB re-assessment examination or alternatives (such as completing CCO's legislation and ethics examination) that satisfy the Registration Committee that they are competent to practise in Ontario.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

n/a

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

n/a

iii. Explain how work experience is used in the assessment of prior learning.

n/a

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The CCEB administers a total of four examinations: Chiropractic Knowledge (Component A), Clinical Decision Making and Diagnostic Imaging Examination (Component B), Clinical Skills Evaluation Examination (Component C), and the Recertification Examination. The first three examinations are written by students or graduates of accredited chiropractic programs seeking registration for the first time. The Recertification Examination is written by chiropractors who have received the CCEB certificate but have not been in practice in Canada or have been absent from the practice in Canada for some time.

Candidates who fail to achieve a passing score on a CCEB examination and wish to rewrite it will be required to retake and pass the entire examination. They must reapply for an examination; they will not be rescheduled automatically.

A candidate is allowed a maximum of four attempts to pass CCEB examinations. If a candidate is unsuccessful after the third attempt (second rewrite), the CCEB will provide the candidate with a Performance Report by subject matter. A candidate applying for a fourth attempt (third re-write) will be required to wait one year from the date of the last unsuccessful examination. Candidates are urged to obtain remedial training before their fourth and final attempt.

Retabulations of examination scores are provided to applicants if they send a written request that is received in the CCEB office within 12 weeks of the final day of writing. The score forms will be hand graded and compared to the computerized scoring. A candidate's score may increase or decrease on a retabulation.

Component A - Chiropractic Knowledge

This exam is the first of three required to be awarded a CCEB Certificate. Component A tests proficiency in chiropractic knowledge and is comprised of two sections. Each section is allowed three hours. Component A may be written no sooner than 2 years prior to your graduation from an accredited chiropractic college. Candidates may also write this exam if they have already graduated. Component A is offered three times yearly – in February, June, and October. The exam venue is determined by the CCEB. Candidates are assigned to testing centres on a first-come, first-served basis. If space is full, candidates may be offered an alternate site based upon availability.

Component B - Clinical Decision Making and Diagnostic Imaging Examination

This exam is the second of three required to be awarded a CCEB Certificate. Component B tests proficiency in clinical decision making and diagnostic imaging and is comprised of two sections. Each section is allowed 3 hours. Candidates may write Component B if they have received a successful status on Component A.

Component B may not be written in the same exam session as Component A. Component B may be written no sooner than six months prior to your graduation from an accredited chiropractic college or following graduation. Component B is offered three times yearly – in February, June, and October. The exam venue is determined by the CCEB. Candidates are assigned to testing centres on a first-come, first-served basis. If space is full, candidates may be offered an alternate site based upon availability.

Component C - Clinical Skills Evaluation

This exam is the third of three required to be awarded a CCEB Certificate. Notification of issuance of a CCEB Certificate will be forwarded to the provincial licensing offices indicated by the candidate. Component C tests clinical skills and is comprised of 10 Objective Structured Clinical Examination (OSCE) stations. This exam is allowed three hours. Candidates may write Component C if they have received a successful status on both Component A and Component B. Component C may be written no sooner than two months prior to graduation from an accredited chiropractic college, and the student must have completed all their academic and clinical course requirements or following graduation. Component C must be written within 3 years of your successful completion of Component B. If more than 3 years has elapsed, Component B must be rewritten. Component C is offered three times yearly – in February, June, and October. The exam venue is determined by the CCEB. Candidates are assigned to testing centres on a first-come, first-served basis. If space is full, candidates may be offered an alternate site based upon availability.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

CCEB operates on a 3 year plan, where in year 1, it solidifies the administrative foundation, in year 2 reviews the content of the examination and in year 3 reviews the structure and the delivery of the examination. A new examination is created for each sitting. CCEB organizes workshops and committees to ensure that each new examination meets current, acceptable psychometric standards.

CCEB staff, the Chiropractic Resource Officer and the Acceptable Competence Level Setting Committee review

the questions for validity and reliability.

iii. State how often exam questions are updated and the process for doing so.

CCEB operates on a 3 year plan, where in year 1, it solidifies the administrative foundation, in year 2 reviews the content of the examination and in year 3 reviews the structure and the delivery of the examination. A new examination is created for each sitting. CCEB organizes workshops and committees to ensure that each new examination meets current, acceptable psychometric standards.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO has amended its policies regarding members re-entering active practice after having been in the inactive and retired classes of registration. These amendments create less dependency on the use of recertification examinations from CCEB for inactive members re-entering the General category of registration.

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Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Members of the Registration Committee are provided with an orientation on the legislation, regulations, and policies related to the registration of applicants to CCO.

ii. individuals who make registration decisions

Members of the Registration Committee are provided with an orientation on the legislation, regulations, and policies related to the registration of applicants to CCO.

iii. individuals who make internal review or appeal decisions

Members of the Registration Committee are provided with an orientation on the legislation, regulations, and policies related to the registration of applicants to CCO.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO is currently developing an expanded orientation package for members of the Registration Committee. This package will include all relevant legislation, regulation, policies and guidelines. As well, it will include precedents of past decisions, form letters going out to members, applications for registration and renewal, and pertinent documents from the CCEB, the Federation and CCEi.

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Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

CCO is a signatory to a mutual recognition agreement (MRA) signed by all regulated jurisdictions in Canada, with the exception of British Columbia.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

The MRA allows for facilitated labour mobility of currently practising chiropractors in good standing with their regulatory body within Canada.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO met with all chiropractic regulatory bodies across Canada to discuss the implications of the Agreement on Internal Trade (AIT). This meeting was successful in identifying barriers to labour mobility, proposing solutions in addressing these barriers and creating consistency and predictability across Canadian jurisdictions.

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Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No
Other (please specify)	

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	10
Staff involved in appeals process	2
Staff involved in registration process	2

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants* were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
---------------------------------------	--

U.S.	46
Australia	3
n/a	

*Persons who have applied to start the process for entry to the profession.
 Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	2677	3	1040	17	0	3737

* Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	23	0	3	5	0	31
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	23	0	3	5	0	31
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	3	0	3
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	1	0	1
Applicants who became members	23	0	2	3	0	28
Applicants who were authorized to receive an alternative class of licence* but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence*	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the

correct value is zero.

Additional comments:

	Class of licence	Description
a)	General Certificate	<p>1. Successful completion of a post secondary program approved by Council whose curriculum includes courses in health sciences, chiropodial sciences, humanities and clinical education that are relevant to the scope of practice of the profession 2. successful completion of the registration examination 3. Engaged in clinical practice for at least 3 months during the 2 years immediately preceding the date of application 4. Where deficiencies in the program, the applicant must give a written undertaking to abide by any terms, conditions or limitations imposed by the Registration Committee until the applicant meets the educational requirements set by the Registration Committee. 5. Applicant must be a Canadian citizen or permanent resident of Canada or authorized under the Immigration and Refugee Protection Act to practice the profession Canada. The requirements in 1, 2 and 4 are non-exemptible.</p>
b)	Academic Certificate	<p>1. The applicant must have successfully completed post-secondary program whose curriculum includes courses in health sciences, chiropodial science, humanities and clinical education that, in the opinion of the Council, are relevant to the scope of practice of the profession. 2. The applicant must have an appointment to the faculty for a post-secondary program in Ontario described in paragraph 1. 3. Where there are deficiencies in the program, the applicant must give a written undertaking to abide by any terms, conditions and limitations imposed by the Registration Committee until the applicant meets the educational requirements set by the Registration Committee. 4. The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the Immigration and Refugee Protection Act to accept the appointment described in paragraph The requirements in 1, 2 and 4 are non-exemptible.</p>

c)	Educational Certificate	<p>1. The applicant is, i. enrolled in Ontario in a post-secondary program approved by the Council whose curriculum includes courses in health sciences, chiropractic sciences, humanities or clinical education that, in the opinion of the Council, are relevant to the scope of practice of the profession, or ii. engaged in practice under the supervision of a member who holds a General or Academic certificate of registration in order to meet requirements imposed by the Registration Committee for qualification for a General certificate of registration. 2. The applicant is a Canadian citizen or a permanent resident of Canada or authorized under the Immigration and Refugee Protection Act (Canada) to enrol in a course referred to in subparagraph i of paragraph 1 or to engage in the supervised practice referred to in subparagraph ii of paragraph 1. (2) The requirement in paragraph 1 of subsection (1) is non-exemptible. (3) Where an applicant previously held an Educational certificate in order to meet the requirements imposed by the Registration Committee for qualification for a General certificate, the Educational certificate may be issued only with the approval of the Registration Committee, in accordance with the Committee's policy guidelines</p>
d)		
e)		
f)		
g)		
h)		
i)		
j)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

	<p align="center">Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)</p>
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from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	0	0	0	1	0	1
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

The following statistics apply to the number of individuals who the Registration Committee reviewed during the designated time period. All of these reviews were of individuals who either were out of practice for a period of time and wished to reinstate their General license of registration or who were moving to Ontario from another jurisdiction. None of the reviews by the Registration Committee were of initial applicants.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

CCO has recently developed a new policy addressing members moving from the inactive and retired categories of registration to the General class. This policy helps to direct the Registration Committee in making decisions and clarifies and simplifies the requirements of moving from one category to another.

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I hereby certify that:

- I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- All information required to be provided in the Report is included.
- The information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization:

Title:

Date:

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