



**D1**

## MEMORANDUM

**To:** All Examination Candidates

**Date:** June, 2015

**Subject:** Suggested form for Exterior Office Signs

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Numerous complaints have necessitated the College of Chiropractors of Ontario to make a determination with regard to exterior office signs displayed by chiropractors.

1. **All signs should:**
  - a) conform to similar professional signs in the neighborhood
  - b) display good taste and professionalism
  - c) not be ostentatious or include extraneous statements
  - d) include only legitimate titles and designations, (e.g. M.A., B.Sc., D.C., or specialties recognized by CCO).
  
2. **The following examples are acceptable:**
  - a) Dr. Thomas J. Jones  
Chiropractor
  
  - b) BLOOR STREET CHIROPRACTIC OFFICE  
Dr. Thomas J. Jones  
Doctor of Chiropractic
  
  - c) BLOOR STREET CHIROPRACTIC ASSOCIATES  
Dr. Thomas J. Jones  
Dr. Adam R. Smith

All registrants are encouraged to see prior approval from CCO for a variation from the above.



**D2**

## MEMORANDUM

**To:** All Examination Candidates  
**Date:** June, 2015  
**Subject:** Suggested Form for Opening Announcement

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JOHN A. DOE, DC  
CHIROPRACTOR

Announces the opening of an

- office
- clinic

FOR THE PRACTICE OF CHIROPRACTIC

street, city, province, etc.

telephone hours



**D3**

## MEMORANDUM

**To:** All Examination Candidates  
**Date:** June, 2015  
**Subject:** Suggested Form for Recall Cards

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1.

JOHN DOE, DC  
Chiropractor  
(address)

(name)

According to our records , ..... months have elapsed since your last visit. May we suggest that you make an appointment for re-examination.

2.

(Patient's name)

The customary interval having elapsed since your last call, may we suggest an appointment to visit the office for a check-up.

Name

Address and telephone number

3.

Name

Address and telephone number

We see by our files that it has been ..... months since your last check-up. As the importance of a periodic spinal check-up should not be underestimated, please feel free to make an appointment by telephone at your earliest convenience.



**E1**

## MEMORANDUM

**To:** All Examination Candidates

**Date:** June, 2015

**Subject:** Use of the Designation "C.A." for office staff

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Registrants are reminded that staff members of chiropractic offices are not permitted to use the designation, "C.A." following his/her name.

The term "C.A." is a U.S. chiropractic appellation, referring to Chiropractic Assistants. It is possible that in the United States, no laws prohibit this designation; as Accountants in the U.S. are generally referred to as Certified Public Accountants, i.e. "C.P.A."

In Ontario, however, the Chartered Accountants Act, states, "No person, unless he is a member of the Institute (of Chartered Accountants), shall take or use .... the initials "C.A." ... . Every person who contravenes any provision of this section ... is liable to a penalty .... .

CCO trusts that each registrant will take note of the above regarding staff members.

CCO has no difficulty with a qualified staff member using the designation, "CHA" (Chiropractic Health Assistant) or "COA" (Chiropractic Office Assistant).