



MEMORANDUM

A1

To: All Examination Candidates

Date: June, 2015

Subject: Legislation and Ethics Examination and Time Restrictions for Registration

1. **Legislation and Ethics Examination**

Please be advised that CCO administers the Legislation and Ethics examination. Please review the entire binder in preparation for this exam. Examination results will be mailed out to candidates 4 - 5 weeks after the examination date. If successful, an application for registration will be included with your letter. You must complete and return the application form to be processed. If the application meets all requirements, you will be issued a registration number.

2. **Time Restrictions for Registration**

Please note that the **current** Registration Regulation under the *Chiropractic Act, 1991*, requires applicants for registration in Ontario to successfully complete the examinations and apply for registration ***within two years*** of graduation from an accredited chiropractic program. An applicant who fails to do so must either successfully complete a refresher course approved by the Registration Committee or otherwise satisfy the Registration Committee that her or she is competent to practice.

Accordingly, all candidates are **encouraged** to complete the examinations and submit their application for registration ***within two years*** of their graduation.

Please contact Ms Maria Simas, Registration Coordinator at (416) 922-6355, ext. 113 to obtain further information on registration.



A2

MEMORANDUM

To: All Examination Candidates

Date: June, 2015

Subject: Information on Registration Requirements

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1. **You are only permitted to practise chiropractic in the Province of Ontario if you are registered with CCO**, which means you have passed all required examinations, paid the application and registration fees, satisfied any other requirements and have received confirmation of your registration number and effective date.
 2. CCO's public register is available on CCO's website at www.cco.on.ca and contains the most current and up-to-date information. It is important that you have your name and address listed correctly. Any change of address that you may have from time to time should be sent to this office **immediately**. It is your responsibility to notify CCO of any changes to your address.
 3. An application fee of \$50.00 is required to apply for registration. The initial certificate fee of \$325.00 covers your registration to practice for the **balance of the current year**. Both payments may be put together in one cheque. In **October** of the subsequent year, you will receive a notice that you registration must be renewed. **The renewal fee must be paid by the first of January, each year**. If the renewal fee is not received by that date, CCO will send a letter of suspension, your registration will be suspended on March 1st and the late penalty fee would be in effect to become re-registered. When your registration is suspended, you are no longer entitled to practice. **It is your responsibility to contact us if you have not received your notice.**

Duties and Objects of Colleges

Duty of College

2.1 It is the duty of the College to work in consultation with the Minister to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals. 2008, c. 18, s. 1.

Objects of College

3. (1) The College has the following objects:

1. To regulate the practice of the profession and to govern the members in accordance with the health profession Act, this Code and the *Regulated Health Professions Act, 1991* and the regulations and by-laws.
2. To develop, establish and maintain standards of qualification for persons to be issued certificates of registration.
3. To develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.
4. To develop, establish and maintain standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among the members.
- 4.1 To develop, in collaboration and consultation with other Colleges, standards of knowledge, skill and judgment relating to the performance of controlled acts common among health professions to enhance interprofessional collaboration, while respecting the unique character of individual health professions and their members.
5. To develop, establish and maintain standards of professional ethics for the members.
6. To develop, establish and maintain programs to assist individuals to exercise their rights under this Code and the *Regulated Health Professions Act, 1991*.
7. To administer the health profession Act, this Code and the *Regulated Health Professions Act, 1991* as it relates to the profession and to perform the other duties and exercise the other powers that are imposed or conferred on the College.
8. To promote and enhance relations between the College and its members, other health profession colleges, key stakeholders, and the public.
9. To promote inter-professional collaboration with other health profession colleges.
10. To develop, establish, and maintain standards and programs to promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.
11. Any other objects relating to human health care that the Council considers desirable. 1991, c. 18, Sched. 2, s. 3 (1); 2007, c. 10, Sched. M, s. 18; 2009, c. 26, s. 24 (11).

Duty

(2) In carrying out its objects, the College has a duty to serve and protect the public interest. 1991, c. 18, Sched. 2, s. 3 (2).



COLLEGE OF CHIROPRACTORS OF ONTARIO MISSION AND STRATEGIC OBJECTIVES

MISSION

The College of Chiropractors of Ontario is the self-governing body of the chiropractic profession committed to improving the health and well-being of Ontarians by informing the public and assuring them of competent and ethical chiropractic care.

The College examines, registers and regulates the chiropractic profession and partners with other health professions, their licensing bodies, organizations and government.

*Developed at the strategic planning session in September 2004
Approved by Council on February 8, 2005*

STRATEGIC OBJECTIVES

1. Improve communication of the role, mandate and mechanism of CCO to key internal and external stakeholders.
2. Strive for unity in the public interest, while respecting the diversity within the profession.
3. Optimize chiropractic services in the public interest.
4. Continue to regulate in a fiscally responsible manner: Statutory mandate met and priorities set and appropriately resourced (human and financial).

*Developed at the strategic planning session: October 2010
Confirmed at the strategic planning sessions: September 2012, September 2013*



A5

MEMORANDUM

To: All Examination Candidates

Date: June, 2015

Subject: Description of Chiropractic and Regulatory Organizations

College of Chiropractors of Ontario (CCO) is the regulatory body for chiropractors in the Province of Ontario. You must be registered and maintain your registration with the CCO in order to practice in Ontario. CCO is responsible for:

- developing standards of admission to the profession;
- establishing standards of practice, policies and guidelines for members' conduct and practice;
- developing quality assurance programs to help maintain their skills and knowledge;
- investigating complaints and reports against members; and
- disciplining members who have committed acts of professional misconduct or who are incompetent or incapacitated.

The Council of the CCO is composed of 9 chiropractors elected by the members of the college and 7 public members appointed by the Lieutenant Governor in Council. CCO is responsible for regulating the chiropractic profession, in the public interest, under the provisions of the *RHPA*, the *Chiropractic Act, 1991* and other legislation.

Ontario Chiropractic Association (OCA) is the **voluntary** professional membership association, which represents the interests of its members in the province. The OCA is responsible for representing its members in fee negotiations and in the provision of numerous member services and programs.

Canadian Chiropractic Association (CCA) is a federation of provincial chiropractic associations. The CCA speaks for chiropractors in Canada on national issues and provides services to its registered members on matters other than licensing.

Canadian Chiropractic Protective Association (CCPA) is a national professional organization of chiropractors which provides professional liability protection.



PARTNERSHIP OF CARE

(Patient's Charter of Rights & Responsibilities)

You and your chiropractor have an equal and vital role in the pursuit of your optimum health and well-being.

You have the right to expect your chiropractor to provide...

- ✓ ethical conduct of practice
- ✓ respectful, honest and clear communication in all aspects of care
- ✓ relevant, safe and supportive patient-centred care
- ✓ accurate and comprehensive records
- ✓ an awareness of current health and well-being issues
- ✓ information about what chiropractic offers
- ✓ timely and necessary communication and/or referral to other health professionals
- ✓ timely transfer of records, when appropriate
- ✓ compliance with the College of Chiropractors of Ontario's (CCO) regulations, standards of practice, policies and guidelines (information is posted on CCO's web site at www.cco.on.ca)
- ✓ privacy and confidentiality
- ✓ behaviour and clarity regarding dignified professional boundaries
- ✓ disclosure of real or perceived conflicts of interest
- ✓ a process for declining treatment and withdrawal of consent at any time
- ✓ full disclosure of policies, procedures and fees

Your responsibilities to your chiropractor are to provide...

- ✓ honest, accurate and full disclosure of all pertinent health information
- ✓ constructive feedback (positive/negative) regarding all aspects of care
- ✓ a cooperative commitment to your treatment plan
- ✓ compliance with office policies, procedures and fees
- ✓ courtesy and respect for the office environment, staff and other patients
- ✓ up-to-date contact information

CCO is the governing body established by the provincial government to regulate chiropractors in Ontario. Every chiropractor practising in Ontario must be a registered member of CCO.