

Fair Registration Practices Report

Chiropractors (2008)

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

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 successful completion of CCO's Legislation and Ethics examination, candidates will receive a registration form by mail and may apply for registration. 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 by the Council on Chiropractic Education or considered by the Council to be equivalent
- ii. Passing of the legislation 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

This information is available on CCO's website. All legislation and ethics candidates receive a Blue Binder containing relevant information about CCO and this binder contains all information relating to registration. 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 by the Council on Chiropractic Education or considered by the 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 Blue Binder.

d) any education or practical experience required

The education requirements are listed above.

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

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

All information relating to registration assessment is found on CCO's website and in the Blue 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 Immigration and Refugee Protection 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 exam candidates receive.

h) 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. CCO is currently developing policies for alternative documentation, which will be posted on its website and inserted in the Blue Binder once approved by Council.

i) how applicants can contact your organization

Applicants may contact CCO through email, fax, mail or phone, listed on CCO's website and 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 staff of CCO 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 (CCE) is an international organization that accredits chiropractic educational programs worldwide. CCE develops accreditation criteria to assess how effectively programs plan, implement and evaluate their mission, goals, program objectives, inputs, resources and outcomes of their chiropractic programs. The Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (Federation) is the Canadian member of CCE that accredits chiropractic programs in Canada. The Canadian Chiropractic Examining Board (CCEB) conducts clinical competency exams 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. Currently, CCO is exploring other options for recertification examinations to ensure that they can be completed in an expeditious and cost-effective manner.

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 Blue 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 pass all required exams and become eligible for 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

CCO will accommodate individuals with special

needs, such as visual impairment

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. The Registration Committee is currently developing policies to accommodate such individuals which will be communicated on CCO's website.

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.

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 may take a week to process. Where there are any questions as to eligibility for registration, files 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 usually 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 Meetings every six weeks or on an as needed basis based on referrals of applications.

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 private 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.

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 a blue binder with all relevant CCO information in preparation for the Legislation and Ethics Examination. This binder also serves as a resource once they become registered and begin practising. As well, all relevant information is available on CCO's website. Along with the Blue 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 the blue binder to applicants for the Legislation and Ethics exam. Some applicants may pick up their blue binder directly from the CCO office.

Internal Review or Appeal Processes (6 / 13)

This section refers to initial internal reviews or appeals.

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.

15 individuals were referred to the Registration Committee for review in 2008. These reviews are generally completed at the earliest available Registration Meeting. Sometimes, decisions exceed these time limits when applicants are asked to submit more information.

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

11 of these referrals to the Registration Committee were from internationally trained applicants.

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

Members of the Registration Committee act as

a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

e) Describe your internal review or appeal process.

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.

decision makers for referrals of applications. Members declare a conflict before proceeding with a review.

The Registration Coordinator 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 for review and subsequently to the Registration Committee for review. Once a decision of the Registration Committee is made, an applicant may appeal this decision to the Health Professions Appeal and Review Board.

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

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.

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.

a) The criteria are as follows:

- i. Graduation from a chiropractic education program accredited by the Council on Chiropractic Education or considered by the Council to be equivalent**
- ii. Passing of the legislation 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 practice another profession in Ontario, or chiropractic, or another profession in any other 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 practice.
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 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 Council on Chiropractic Education.

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 the Council on Chiropractic Education International (CCE) to accredit programs all over the world. CCE regulatory reviews its standards of accreditation and programs that seek to be accredited. More information can be found at <http://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 CCE accredited 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 recognition by CCE.

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

The Registration Committee is currently developing policies to address special needs candidates. Currently, the Committee would address these applicants on a case-by-case basis and take all appropriate measures to accommodate such individuals, such as administering a personalized 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 accredited chiropractic program from one month to more than one year to pass all required exams and become eligible for 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. 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

There is no difference in average time for

internationally trained individuals.

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 assessments:

i. Describe the methodology used to evaluate competency.

CCO does not conduct competency assessments. However, CCO is exploring alternatives to the CCEB examinations for recertification examinations for re-entry into the profession.

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 assessments:

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 legislation and ethics examination. CCO is currently developing policies with regard to re-writes. CCO has not faced a situation where an applicant has failed to pass the Legislation and Ethics Examinations, but would allow an applicant additional rewrites 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 regulatory reviewed for updates to legislation, regulations, standards or practice, policies and guidelines.

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 Council on Chiropractic Education (CCE) and its Canadian accrediting body (the Federation) and the Canadian Chiropractic Examining Board (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 on its website and Blue Binder. Both organizations make information with regard to fees, processes and content available on their websites. CCO is in constant communication with CCEB regarding special examination circumstances, such as re-certification.

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

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

iii. provides timely decisions, responses and reasons to applicants

CCO 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 CCE 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 with regard to access to examinations relating to appeals, which can be found at the following link <http://www.cceb.ca/docs/cceb-appeal-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 <http://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

CCE approved accrediting bodies have

(e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

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

iii. Explain how work experience is taken into account.

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

i. Describe the methodology used to evaluate competency.

standards that are reviewed periodically for Doctor of Chiropractic programs.

All international chiropractic accrediting bodies must be members in good standing with the Councils on Chiropractic Education International. These include the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards, 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 Councils on Chiropractic Education International.

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

According to the CCEB website:

The CCEB administers a total of four examinations: the Basic and Applied Sciences Examination (Component A), the Clinical Decision Making and Diagnostic Imaging Examination (Component B), the Clinical Skills Evaluation Examination (Component C), and the Recertification Examination. The first three exams are written by students or graduates of accredited chiropractic programs seeking registration for the first time. The Recertification Exam 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 exam; 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 rewrite) 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 exam 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 — Basic and Applied Sciences Examination

This exam is the first of three that an applicant is required to pass in order to be awarded a Certificate of Registration by the CCEB.

Component A tests a candidate's proficiency in basic and applied sciences and has two sections. The candidate is allowed three hours for each section.

Component A may be written up to two years before a candidate's graduation from an accredited chiropractic college. An applicant may also write this exam if he or she has already graduated. Component A is offered twice a year at a venue determined by the CCEB. Candidates must pass Component A before they can write Component B.

Component B — Clinical Decision Making and Diagnostic Imaging Examination

This exam is the second of three that an applicant is required to pass in order to be awarded a Certificate of Registration by the CCEB.

Component B tests an applicant's proficiency in clinical decision making and diagnostic imaging and has two sections. Section One has a maximum of 120 questions, and Section Two has a maximum of 75 questions. The candidate is allowed three hours for each section.

Component B may be written up to six months before an applicant's graduation from an accredited chiropractic college. An applicant may also write this exam if he or she has already graduated.

Component B is offered twice a year — at a venue determined by the CCEB. Component B may not be written in the same exam session as Component A. An applicant must pass Component A first.

Component C — Clinical Skills Evaluation

This exam is the third of three that an applicant is required to pass in order to be awarded a Certificate of Registration by the CCEB.

Component C tests an applicant's clinical skills and consists of 10 Objective Structured Clinical Examination (OSCE) stations. The candidate is allowed three hours for the exam.

Candidates may write Component C after they pass both Component A and Component B; if they have graduated from an accredited chiropractic college; or if they are within two months of graduation and have completed all their academic and clinical course requirements.

Component C is offered twice a year.

Component C must be written within three years of an applicant's successful completion of Component B. If more than three years has

elapsed, Component B must be rewritten.

A Certificate of Registration is awarded to individuals who pass all three CCEB examinations. The CCEB will forward a copy of the successful results of an individual's examinations to CCO.

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 exam and in year 3 reviews the structure and the delivery of the exam. A new exam is created for each sitting. CCEB organizes workshops and committees to ensure that each new exam 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.

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

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

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: the Basic and Applied Sciences Examination (Component A), the Clinical Decision Making and Diagnostic Imaging Examination (Component B), the Clinical Skills Evaluation Examination (Component C), and the Recertification Examination. The first three exams are written by students or graduates of accredited chiropractic programs seeking registration for the first time. The Recertification Exam 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 exam; 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 rewrite) 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 exam 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 — Basic and Applied Sciences Examination

This exam is the first of three that an applicant is required to pass in order to be awarded a Certificate of Registration by the CCEB. Component A tests a candidate's proficiency in basic and applied sciences and has two sections. The candidate is allowed three hours for each section.

Component A may be written up to two years before a candidate's graduation from an accredited chiropractic college. An applicant may also write this exam if he or she has already graduated. Component A is offered twice a year at a venue determined by the CCEB. Candidates must pass Component A before they can write Component B.

Component B — Clinical Decision Making and Diagnostic Imaging Examination

This exam is the second of three that an applicant is required to pass in order to be awarded a Certificate of Registration by the CCEB.

Component B tests an applicant's proficiency in clinical decision making and diagnostic imaging and has two sections. Section One has a maximum of 120 questions, and Section Two has a maximum of 75 questions. The candidate is allowed three hours for each section.

Component B may be written up to six months before an applicant's graduation from an accredited chiropractic college. An applicant may also write this exam if he or she has already graduated.

Component B is offered twice a year — at a venue determined by the CCEB. Component B may not be written in the same exam session as Component A. An applicant must pass

Component A first.

Component C — Clinical Skills Evaluation

This exam is the third of three that an applicant is required to pass in order to be awarded a Certificate of Registration by the CCEB.

Component C tests an applicant's clinical skills and consists of 10 Objective Structured Clinical Examination (OSCE) stations. The candidate is allowed three hours for the exam.

Candidates may write Component C after they pass both Component A and Component B; if they have graduated from an accredited chiropractic college; or if they are within two months of graduation and have completed all their academic and clinical course requirements.

Component C is offered twice a year.

Component C must be written within three years of an applicant's successful completion of Component B. If more than three years has elapsed, Component B must be rewritten.

A Certificate of Registration is awarded to individuals who pass all three CCEB examinations. The CCEB will forward a copy of the successful results of an individual's examinations to CCO.

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 exam and in year 3 reviews the structure and the delivery of the exam. A new exam is created for each sitting. CCEB organizes workshops and committees to ensure that each new exam meets current, acceptable psychometric standards.

CCEB staff, the Chiropractic Resource Officer and the Acceptable Competence Level Setting Committee review 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 exam and in year 3 reviews the structure and the delivery of the exam. A new exam is created for each sitting. CCEB organizes workshops and committees to ensure that each new exam meets current, acceptable psychometric standards.

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 the 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 the 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 the CCO.

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 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.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials are available.

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

Paid staff employed by your organization

b) State the number of paid staff employed by your organization in the following categories.

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

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Countries where internationally educated applicants were initially trained

c) List the countries where your internationally educated applicants* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**
Largest number	United States	986
Second-largest number	England	13
Third-largest number	n/a	n/a
Fourth-largest number	n/a	n/a
Fifth-largest number	n/a	n/a

* Persons who have applied to start the process for entry to the profession.

**Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices 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 numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	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
Total Members	2529	3	994	14	0	3540
Non-practising members	240	1	59	1	0	301

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

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices 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 past year (use only numbers, do not enter commas or decimals).

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

Jan. 1 to Dec. 31	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	157	0	59	2	0	218
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	151	0	49	2	0	202
Inactive applicants (applicants who had no contact with your organization in the reporting year)	n/a	n/a	n/a	n/a	n/a	0
Applicants who met all requirements and were authorized to become members but did not become members	6	0	10	1	0	17
Applicants who became members	151	0	49	2	0	202
Applicants who were authorized to receive an alternative class of license* but were not issued a license	0	0	0	0	0	0
Applicants who were issued an alternative class of license*	0	0	0	0	0	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

	Class of License	Description
a)	Temporary	A temporary license can be granted to an applicant who is intending on practising in Ontario for a period of less than 12 weeks.
b)	Inactive	An inactive license is granted to applicants who are not intending to practise chiropractic in Ontario but want to receive CCO communications, and run and vote in CCO elections.

c)	Retired	A retired license is granted to applicants who are not intending to practise chiropractic in Ontario but want to to receive CCO communications, and run and vote in CCO elections.
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Reviews and appeals your organization processed in the past year

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

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
Jan. 1 to Dec. 31	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	11	0	3	1	0	15
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" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Certification (13 / 13)

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; and
- - the information contained in the Report is accurate.

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

Jo-Ann Willson

Title:

Registrar and General Counsel

Date:

March 2, 2009